# Allendale Middle School

Parent-Student Handbook

![Falcon Head Red[1].JPG]()

2014-2015

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2014/2015 Class Passing Time Schedule

|  |  |  |
| --- | --- | --- |
| **6th Grade Passing Schedule** |  | **7th Grade Passing Schedule** |
| 1st Hour | 7:48 | to | 8:34 |  | 1st Hour | 7:48 | to | 8:34 |
| 2nd Hour | 8:39 | to | 9:25 |  | 2nd Hour | 8:39 | to | 9:25 |
| 3rd Hour | 9:30 | to | 10:16 |  | 3rd Hour | 9:30 | to | 10:16 |
| 4th Hour | 10:21 | to | 11:07 |  | 4th Hour | 10:21 | to | 11:07 |
| Lunch | 11:12 | to | 11:42 |  | Reading | 11:12 | to | 11:38 |
| Reading | 11:46 | to | 12:12 |  | Lunch | 11:43 | to | 12:13 |
| 5th Hour | 12:17 | to | 1:02 |  | 5th Hour | 12:17 | to | 1:02 |
| 6th Hour | 1:07 | to | 1:53 |  | 6th Hour | 1:07 | to | 1:53 |
| 7th Hour | 1:58 | to | 2:44 |  | 7th Hour | 1:58 | to | 2:44 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **8th Grade Passing Schedule** |  |  |  |  |  |
| 1st Hour | 7:48 | to | 8:34 |  |  |  |  |  |
| 2nd Hour | 8:39 | to | 9:25 |  |  |  |  |  |
| 3rd Hour | 9:30 | to | 10:16 |  |  |  |  |  |
| 4th Hour | 10:21 | to | 11:07 |  |  |  |  |  |
| 5th Hour | 11:12  | to | 11:57 |  |  |  |  |  |
| Reading | 12:02 | to | 12:28 |  |  |  |  |  |
| Lunch | 12:32 | to | 1:02 |  |  |  |  |  |
| 6th Hour | 1:07 | to | 1:53 |  |  |  |  |  |
| 7th Hour | 1:58 | to | 2:44 |  |  |  |  |  |

**AMS GRADING SCALE**

**Percentage Letter Grade**

**94-100 = A**

**90-93 = A-**

**87-89 = B+**

**83-86 = B**

**80-82 = B-**

**77-79 = C+**

**73-76 = C**

**70-72 = C-**

**67-69 = D+**

**63-66 = D**

**60-62 = D-**

**0-59 = F**

**ALLENDALE MIDDLE SCHOOL**

**2014-2015 STAFF**

**Mr. Rocky Thompson – Principal Mrs. Jessica Woodard-Robert – Special Ed. Director**

**Mr. Chuck Bailey – Asst. Principal Mrs. Dorothy Pohler – Special Ed. Secretary**

 **Mrs. Lori Cataldo – Secretary Mrs. Ellen VanDyken-Social Work**

**Mrs. Rhonda Wilson-Counselor Mrs. Erin Pando-Psychologist**

 **Mrs. Deb Oros – Media Aide**

**SIXTH GRADE TEAM SEVENTH GRADE TEAM EIGHTH GRADE TEAM**

**Mrs. Sarah Herremans –Math/Science Ms. Christine Kelly - Science Mr. David Erdmans-Science**

**Mrs. LeAnne Holland – Math Mr. Trevor Kuzee – Math Mr. Steve Yarnal -Math**

**Mr. David Bishop – English Mr. Raymond Callahan - History Mrs. Lindsey Davies-English**

**Mr. Adam Spence - Fox-English Mrs. Vicki Apel - Language Art Ms. Sue Gioia-History**

**Mrs. Shelley Jourden-Social Studies**

**Mr. Keith Piccard-Science**

**EXPLORATORY TEAM SPECIAL EDUCATION**

**Mrs. Laura Lutke - Art Mrs. Jennifer Blaha**

**Mr. Didier Couvelaire - ESL Mrs. Molly Carpenter**

**Mr. Kevin Langejans –Band Mrs. Kathy Kohl**

**Mr. Adam Wurst-Choir Mrs. Stefanie Torp**

**Mrs. Lynne Burns – Spanish**

**Miss Elena Berkemeier – Spanish**

**Mr. Jeff Keen - Health**

**Mr. Scott Walstra – P.E.**

**Mr. Shawn McMaster - Computers**

**Mrs. Kelly Merrill - Health**

**MISSION STATEMENT OF ALLENDALE MIDDLE SCHOOL**

**The staff of Allendale Middle School is committed to the success of each student as he or she prepares to**

**face the future. We believe that:**

 **1. All students are capable of learning.**

 **2. Students should be provided with a variety of ways in which to be successful.**

 **3. An atmosphere of respect for people, ideas, and property must prevail in the school setting.**

 **4. Students need to learn responsibility and accountability.**

**5. Discipline must be clear and consistent.**

**6. Students are asked to follow the Falcon Four. To be Respectful, Responsible, Reasonable and Ready to Learn at all times.**

**ALLENDALE MIDDLE SCHOOL PROGRAMS**

The programs of Allendale Middle School are specifically designed to help early adolescent students achieve educational success. Students at this age level are going through tremendous changes in intellectual, social-emotional, and physical development. The mission of Allendale Middle School is to help these students become successful as they prepare to enter society.

Allendale Middle Schools Improvement Plan focuses on the four core areas: Math, English, Social Studies and Science.

Allendale Middle School has a full spectrum of services for students at any level of the academic continuum. We have four special education classrooms (one of which is a self-contained Emotionally Impaired classroom). Students who struggle with academics may make use of our homework centers, tutoring services, DUDES, and counseling services.

Our Gifted and Talented committee directs programming and activities for high-achieving students through after-school activities, advanced core classes and the Hope College Path program.

8th graders taking High School Courses at the Middle School level – *and passing,* will be given High School credit and the grade *will count in the HS GPA.* In May of the 8th grade year, only the parent can make a decision on *credit or grade* – this choice then is irrevocable. Letter grade is the default if parents do not respond. Students should be encouraged to retake the class if the grade is C or below.

Students receive acknowledgment for their accomplishments through our monthly newsletters, the district publication (Falcon Flyer), honor rolls, and awards programs. We communicate student academic progress through mid-term progress reports, 6 week report cards, and Fall & Spring parent-teacher conferences.

We regularly encourage parents and other community members to be active participants in our programs through the middle school Parent-Teacher Organization (PTO), as well as, other volunteer opportunities.

**ACADEMIC PROGRAMS**

**HOMEWORK CENTER**

Help is available for homework and out-of-class assignments on school days from 2:45 until 4:30. During these times teachers will be in their classrooms or at a designated location to provide additional help to students. If a teacher is regularly unavailable at this time due to other duties, prior arrangements can be made with the teacher to get that additional help. HOMEWORK CENTER will be available on Tuesdays and Thursdays from 2:45 to 4:30. At 2:45, students who have remained at school for help are to report to the Homework Center. Homework Center will be dismissed at 4:30. Students who remained after school for homework help will be bussed home. Homework Center is only for students working on their homework. Students not in Homework Center will not be able to ride the bus home.

**LIBRARY MEDIA CENTER**

Allendale Middle School students have access to materials at the Middle School, High School and the

Elementary schools. A media specialist and library aide are available to help students find appropriate materials for assignments and to provide suggestions for pleasure reading. Students may have two items checked out at any given time. Books have a circulation period of two weeks and can be renewed one time. Magazines are loaned for one week with no renewal. Fines are 20 cents per day with a one day grace period. Items that are lost must be paid for before more materials are checked out. It is important that materials are returned on time as there is often a waiting

list for popular books and those needed for assignments. Students are given notices of overdue materials when they are two weeks past due and continue to be given weekly.  Parents are also called if materials continue to be delinquent. Report cards are held at the end of each trimester until items have been returned or payment has been made.

The Middle School Media Center is often open when Homework Center is operating for students to have access

to resources and complete assignments. An aide or the media specialist will be available during that time

to help them.

Questions can be addressed and more information can be obtained from Mrs. Oros at 892-5595.

**ATHLETICS PROGRAM**

**AMS SPORTS PHILOSOPHY**

Interscholastic athletics are an important part of our students’ educational experience at Allendale Middle School and are considered to be an essential component in their overall development. Our middle school athletic program provides opportunities and encourages students to participate in a variety of activities. Skill development, teamwork, good sportsmanship, development of character, commitment and dedication are the primary goals that drive our athletic program.

The following athletic programs are offered and are open to any 7th or 8th grade student who is academically eligible.

**FALL WINTER I WINTER II SPRING**

Volleyball Boys’ Basketball Wrestling\* Track and Field\*

Cross Country\* Competitive Cheer Girls Basketball Girls’ Soccer

Boys Soccer

\*Though 6th graders may participate, they are not allowed to compete.

The following paperwork is required of any athlete who chooses to participate in a middle school sport:

Athletic Physical dated April 15th or after

Athletic Permission Form

Concussion Form

Transportation Form

These forms are available on the Allendale Public Schools website. Click on the Athletics tab and an itemized listing of forms can be found on the left hand side. Forms are also available in the school office. Students without completed paperwork will not be allowed to participate.

Allendale Middle School also has an annual Participation Fee required of all athletes. This fee is to be paid prior to the beginning of the season and may be turned in to the school office. Financial assistance is available on a case by case basis.

**PARTICIPATION**

Participating in athletics is a privilege that must be earned. Therefore, being an athlete carries a tremendous amount of responsibility. Since the conduct of athletes is closely observed in many areas of life, an important responsibility of the student-athlete is to act in a mature, respectful and responsible manner at all times. Every effort is made to play all eligible athletes in every event.

* On the field of competition, the athlete’s behavior must always be beyond reproach, always showing respect for the opponent, the officials and their teammates.
* In the classroom, the athlete is also a good student. Student-athletes are expected to be leaders in the classroom as well as in competition.
* The use of vulgar or profane language is unacceptable anywhere at any time.
* The student-athlete must demonstrate respect and take pride in the equipment and facilities by helping to properly maintain and care for school property.
* The student athlete is expected to abide by all rules and regulations set forth in the AMS Middle School Handbook and by the Michigan High School Athletic Association (MHSAA).

Finally, the athlete is expected to physically and intellectually put forth their best effort. The athlete realizes that it is honorable to lose and learns from and accepts defeat. Properly handling winning and losing is a fundamental expectation of our athletes. They represent not only themselves but the coaches, parents, teachers, school and our community.

**LEAGUE AFFILIATION**

Allendale Middle School is a member of the OK Blue Division and a member of the West Michigan Middle School Conference (WMMSC).

**ATHLETIC PRACTICE OR CONTESTS**

Athletes are expected to participate in team practices. Every effort is made to keep practice scheduled directly after school. Due to the growing number of teams, we have to use other facilities throughout our campus and start times for practices may vary.

A half-day of attendance (4 class periods) on game day is required for students to be eligible for competition. Coaches will communicate any schedule changes to their teams and parents.

**ACADEMIC ELIGIBILITY**

To be eligible to participate in an athletic contest, the following academic rules apply to all Allendale Middle School athletes:

* To be eligible a student must maintain a minimum weekly average in each subject. The minimum weekly average is one ‘D’ with all other grades being ‘C’s’ or better.
* If a student receives an ‘F; or two ‘D’s’ in any subject he/she will be ineligible the following week unless the end of term grade is a ‘C’ or better. If this is the case then the student will be on probation for the following week.
* A student with two or more ‘F’s’ and/or three or more ’D’s’ is ineligible.
* The weekly average is the average in each subject, not the average for all subject area’s combined.
* The weekly average is determined from Thursday of one week through Wednesday of the next.
* Eligibility determined by the weekly average shall apply to the following Monday through Sunday.
* Only eligible and probation students are allowed to participate in scheduled events. Ineligible students are expected to practice, travel and attend games with the team, but may not compete.
* If the grades of a probation student do not improve to eligibility level during the week of probation, the student will be ineligible the following week regardless of the term average. Should a term average not be available, the final grade in the previous term will be used.

**GIVING BACK COMMUNITY SERVICE PROJECT**

Athletes and coaches are asked to use one of their scheduled practice times to do something for others by *Giving Back* to their community. Coaches use one of their scheduled practice time to focus on the importance of making a difference for others. Transportation is provided by the school.

**INCLEMENT WEATHER**

In cases of inclement weather, announcements will be made to students at school. If there is a last minute change in a scheduled event, an Infinite Campus Messenger alert is sent to parents. The alert will be via phone call or email. The following is a standard guide that is used in determining play during inclement weather:

* **Severe Weather Watch** – Practices or game will continue as scheduled. If conditions change for the worse, appropriate steps will be taken to ensure safety.
* **Severe Weather Warning –**
1. If issued prior to bus departure – bus will not leave until cleared by administration. Home games will be delayed or canceled.
2. If issued during outside activity – event will be canceled and athletes are relocated to the nearest shelter area. If a bus is en route, the driver will take the necessary steps to ensure the safety of the passengers.
3. **Lightning (MHSAA Severe Weather Policy) –** If suspending an outdoor contest, officials and game management shall follow the following guidelines:
4. Lightning necessitates that a contest be suspended. The occurrence of lightning is not subject to interpretation or discussion. If lightning occurs, all play is to end immediately.
5. When lightning is observed or thunder is heard, the contest is to be suspended. The contest may not be resumed until lightning has been absent from the sky and thunder has not been heard for 30 minutes. Athletes are not allowed on the field until the 30 minute time frame has expired.
6. **Tornado Warning –** All activities will be canceled during the warning period. If the warning period is lifted prior to games or practice, the administration will decide on the status of the event.
	* + 1. Buses will not operate during a tornado warning. If a tornado is sighted while buses are operating, the driver will unload passengers and instruct them to lie flat on the ground, preferably in a ditch or depression.
			2. During a contest or practice, students and spectators will be instructed to seek refuge immediately in a designated shelter area. The designated area is the hallway between the gym and locker rooms. Students will not be allowed to leave unless picked up by a parent.

**TRANSPORTATION**

Travel to and from events is provided by the school. If an athlete rides home with a parent or other authorized individual they must be signed out with the coach. An authorization form to be released to another individual must be on file with the athletic office.

**SCHOOL INSURANCE**

Allendale Public School District has a supplemental insurance policy that covers injuries obtained during any scheduled event or practice. The claim must first be submitted to the family’s primary carrier. Any balances not paid by the primary carrier are submitted for review. Claim forms can be obtained by contacting our athletic coordinator. The school does not assume liability nor is it legally responsible for injuries received or related to school events.

**SPECTATORS**

Spectators are expected to treat opponents, referees as well as other spectators with respect. Verbal outcry will not be tolerated. An initial warning will be issued. If the behavior does not cease, the individual will be escorted out of the facility.

**CLUB SPORTS**

Club sports differ from Interscholastic sports in that they are not financially supported by the school district. Allendale Middle School Clubs must have an approved coach/sponsor and the membership has to be students from our district. If availability warrants, approved clubs will be given access to school facilities and user fees will not be charged for practices. Any additional conditions have to be approved by the Athletic Director.

**ADDING NEW SPORTS**

Additional sports may be added at Allendale Middle School as the need develops. In order to have a new sport added, the sport must operate as a club for two years and receive a favorable evaluation from the Athletic Director. Administration reserves the option to adopt a club sport after one year if the demand and season ending evaluations warrant.

**EXTRA-CURRICULAR PROGRAMMING**

**AMS EXTRA-CURRICULAR ACTIVITY PHILOSOPHY**

Participating in extra-curricular activities is a privilege that must be earned.  Schoolwork comes first at all times.  Any student wishing to participate in an extra-curricular activity should be willing to give his/her best at all times.  When a student presents himself or herself as a candidate for a school activity, he/she accepts full responsibility to give one’ s best effort as an individual and to conduct himself/herself at all times in a manner that brings pride and recognition to Allendale Middle School.

A half-day of attendance is required for students to participate in or practice for extra-curricular activities that day. All participants in extra-curricular activities will travel to and from official events by school-supplied transportation.

While the criteria above are minimum standards set for all extra-curricular activities, the individual

coach/director/advisor may adopt more stringent regulations.

**THE ABC'S OF SCHOOL LUNCH**

**Welcome to the Allendale Middle School lunch program. This information sheet will help to answer the most frequently asked questions about our lunch program. If you have any additional questions about this program, please call 892-5591.**

**WHAT ARE THE BREAKFAST PRICES?**

Elementary & Secondary - $1.50 per day

Students who qualify for reduced breakfast - $.30 per day

**WHAT ARE THE LUNCH PRICES?**

Secondary (5-12) - $2.50 per day

Students who qualify for reduced lunches - $.40 per day

Milk Only - $.50 per day

**Payment Procedures**

Lunch money deposits are made directly to the cashier when you come to the cafeteria for breakfast or lunch. This is different from elementary when your child brought an envelope to school and turned it in to the teacher.

You may send in money for the week, month, or semester.

Checks are the preferred method of payment, since deposits made by check can be easily traced.

Your child will have an account that is set up just for them.

**They will be issued 4 digit ID number (this is different from the elementary when they were issued an ID card) that will allow them to access their own food service account.**

We have a computerized point of sale system that records the deposits made to your child’s account and debits your child’s breakfast, lunch or milk purchases from their account. They will access their account at the register by entering their 4 digit ID number on a pin pad located at the register. Student photos will appear on the screen to prevent misidentification. Students receiving free or reduced price meals will use the same procedure. The screen will not indicate which students are eligible for free or reduced price meals.

You may also make deposits and view account activity online.

**What You Need to Know about using Meal Magic…**

**Lunchdeposit.com does charge a fee for deposits made on-line.**

**Allendale Public Schools does not charge a fee for check or cash deposits made at school or by mail.**

***How do I pay for meals at school?***

Deposits can be made at any time. You may make deposits on-line or send a check or money order to school. We do not recommend sending cash to school with your student.

**To View Your Student's Account Balance or History, or To Make an On-line Deposit, You Must First Set Up an Account at *LunchDeposit.com***

To Create an Account:

1. On the district website, , click on the Parent Menu option

2. Click on the link in the Parent Men u

3. Click on the Sign Up link in the account menu

4. Select Michigan and Allendale Public Schools

5. Read the terms and conditions. If you agree, click the I Agree button at the bottom of the screen

6. Enter your email address

7. Enter your billing information

8. Click the Add Student to Request button

9. Enter your student's ID number in the box located next to the Add Student button

**Middle School & High School:**

The student ID number you will need to use is the student number that is on their school schedule or ID card.

10. Click the Add Student button

11. Repeat steps 8-10 until all your students are entered

12. Click the Next button

13. Review your information

14. Click the Send Request button

Once your students' ID numbers are validated, you will receive an email with your account password. Keep your password safe and available. Your password is case sensitive and must be entered as shown in the email. No one at Meal Magic Corporation or Allendale Public Schools has access to your password. If you forget it, you will need to click on the Request New Password link at .

Making the deposit

1. Log on to

2. Click on the link in the Parent Menu

4. Enter your user name (this is the email address you used to create the account)

5. Enter your password that was emailed to you

6. Click the Make a Deposit link in the deposit menu

7. Enter the amount you wish to deposit into each student's account

8. Click the Next button

9. Enter your credit card or debit card information

10. Click the Next button

11. Confirm your deposit

12. In most cases, your deposit should be available for use within 15 minutes.

***What is LunchDeposit.com?***

Provided by Meal Magic Corporation, lunchdeposit.com is used in many school districts in Michigan and other states. It provides a safe, secure, and convenient way to make deposits to student meal accounts. Please note that lunchdeposit.com does charge a 6% convenience fee with each deposit made on line. **However, no fees are charged to view student account balances and histories on-line**. **No fees are charged for checks or cash sent to school for deposits made to accounts.** Allendale Public Schools does not receive any portion of this fee. We are providing this service for your convenience.

**FAQS**

***Can I still send a check to school?***

Absolutely! Meal deposits may be sent to school with your student in an envelope (a great way to use junk mail envelopes). Please label the envelope to Food Service, and include the student's first and last name, teacher's name, and building. Envelopes may be dropped off in the school office.

At the Middle and High Schools, checks can be accepted at the cash register. It is school policy that change is not given for checks. The entire check will be deposited to the student’s lunch account

If you prefer, your may mail your deposit to Allendale Public Schools Food Service office, 10760 68th Ave., Allendale, MI 49401. Checks payable to Allendale Public Schools Food Service or APS Food Service are accepted. Please include your student's first and last name on the check.

A $15.00 fee will be assessed for all returned checks.

***If I send a check, when will it be available to use?***

Generally, checks received before 9:30 AM, are credited to the account on the day they are received. Checks received in line at the middle and high school lines are credited immediately.

***Can I send one check for all my students?***

Yes, we now have the ability to make family deposits. However, all student accounts are individual. Please indicate how much you want deposited to each student account.

***How will I know when the account is getting low on funds?***

You can monitor accounts on-line. Follow the Family Access link at www.allendale.k12.mi.us. After creating an account, and receiving your password from lunchdeposit.com you can log on and view account balances and history. Click View History link next to the student's name. To view another history, click the Student List link in the account menu. There is no charge to view your student's account history or balance.

**\*\*\*Please note: We are no longer sending weekly emails with account balances**\*\*\*

***What if I don't have access to the internet?***

We are happy to assist you in maintaining your student's account. For elementary students, please contact the school and we will place you on a list to receive reminder slips to be sent home with your student. Once per week, the reminder slips will be sent home if the account reaches a **balance of $6.00 or less**.

At the middle and high schools, cashiers will make every effort to alert students when account balances are getting low. Students may also check their balances as they make their purchases.

***Can I call to get my student's balance?***

Food Service staff will gladly to assist you. Please contact the school food service office @ 892-5591 for information on account balances. As our priority is student service, we may not be able to take your call during breakfast and lunch. Please leave a voice mail and your call will be returned as soon as possible.

***What happens if a student account is $0 or less?***

We cannot provide credit. Students will be provided an opportunity to make one courtesy call to parent/guardian. They will receive a lunch after making the phone call. The account balance is expected to be rectified the next day. Students will not be able to go more than one meal in the negative.

**TECHNOLOGY PROGRAM**

**PROGRAM PHILOSOPHY**

The middle school provides technology education in two primary areas. First, a technology education program of exploratories at each grade level introduces students to the areas of technology and their impact on everyday life. Students are involved in brainstorming and problem solving as they use their knowledge and creativity to develop technological solutions to specific assignments. Second, a computer literacy program of exploratories at each grade level introduces students to the use of computers and helps them develop the skills they need to use computers in all curricular areas.

**RESOURCES**

Each middle school student will have the opportunity to receive a personal laptop computer during the school year. Each classroom is equipped with a Smart board as part of the teacher’s computer-work station to integrate technology into the regular curriculum. The school also has broadcasting capabilities for use within the district. The goal of the technology education is to give the students the knowledge and skills they need to use this equipment for research, collaboration, presentations, and job-related skill development**.**

**CODE OF ETHICS**

The use of technology in the Allendale Public Schools is a privilege extended to students, staff, and community members to enhance learning and educational information exchange. A user of technology is any student, staff member, or member of the community who is authorized to access the technology of Allendale Public Schools. Each user of technology shall read the following Privileges, Responsibilities/Restrictions, and Disciplinary Action statements and sign the User’s Responsibility Declaration form which follows prior to accessing and using technology.

**PRIVILEGES:**

Users have the privilege to use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.

Users have the privilege to access information from outside resources which facilitates learning and enhances educational information exchange.

Users have the privilege to access the Internet to retrieve information which facilitates learning and enhances educational information exchange.

**RESPONSIBILITIES AND RESTRICTIONS:**

Users are prohibited from the malicious use of the technology to disrupt the use of technology by others, to harass or discriminate against others, to infiltrate unauthorized computers systems or to engage in any illegal activity using the technology or to publish any material that could be considered immoral or subversive by community standards.

Users are responsible for upholding the copyright standards. Illegal copies of copyrighted programs may not be made or used on school equipment.

Users are responsible for utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.

Users are responsible for properly using and caring for that hardware and software which they have been trained to use and refraining from using any technology for which they have not received training.

Users are responsible for adhering to the rules established by the technology coordinator for use of the hardware, software, labs, and networks in the school.

Users are responsible for obtaining permission from the District Technology Coordinator before bringing in their own software and using it on school equipment.

Users are responsible to keep all computer systems virus free and are responsible for reporting any suspected virus.

Users are responsible for keeping hardware and software from being relocated, removed from school premises, or modified without permission from the technology coordinator.

Users are responsible for adhering to the printer use guidelines established by the technology coordinator.

Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.

Users are responsible for all material received via the Internet under his/her user account and accepts responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school’s network, equipment, or software from entering the school via the Internet.

Users are responsible for making all subscriptions to Listserves or Newsgroups known to the technology coordinator and seeking prior approval before requesting such subscriptions on the Internet.

Users are responsible for maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy, and making only those e-mail contacts which facilitate learning and enhance educational information exchange.

Users are responsible for maintaining a log of all contacts made on the Internet, a count of all mail received via Internet, and logging the full Internet address of any files transferred.

Users are responsible for adhering to the copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.

Users are prohibited from using the technology for personal or private business, for product advertisement or political lobbying, or for making any financial commitments on the Internet.

**DISCIPLINARY ACTION:**

Users violating any of these Rights and Responsibilities will face disciplinary action.

Users violating any of these Rights and Responsibilities will immediately be banned from using school hardware and telecommunications software until a meeting is held with the building principal and technology coordinator. Depending upon the seriousness of the violation, the user may be banned from the use of technology and receive additional disciplinary action such as suspension from school or criminal prosecution.

Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

Users who wish to continue using school hardware, software, and Internet access will be required to attend additional training sessions in the use of these technologies.

Users violating any of these Rights and Responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

**ALLENDALE MIDDLE SCHOOL STUDENT-RELATED SERVICES**

**GUIDANCE AND COUSELING SERVICES**

**MISSION STATEMENT:**

The mission of Allendale Middle School’s Guidance and Counseling Program is to promote academic competence by helping students and/or parents in identifying personal stressors or other barriers to success and assisting them in utilizing available resources; educating them so they can make responsible decisions.

**PERSONNEL:**

Allendale Middle School’s Guidance and Counseling Program is serviced by our School Social Worker (Ellen VanDyken), our School Psychologist (Erin Pando) and our Counselor (Rhonda Wilson).

**PROGRAM SERVICES:**

Our goal is to provide guidance for intelligent decisions for future school and after-school life as well as counseling for dealing with societal, school, and family problems. Our program provides assessment and counseling services for students identified as at risk of academic failure. Our guidance and counseling personnel specifically provide individual counseling, focus groups, parenting classes, life skills education, crisis response debriefings, career education, and appropriate referrals to community resources.

Our program is designed to help all students, parents, and staff. If we do not have the resources to assist, we will refer the family to a variety of community resources including but not limited to: Community Mental Health, Bethany Christian Services, Child & Family Services, Pine Rest, CHOICE, Forest View Mental Health Services, Juvenile Court, and the Ottawa County Truancy Office.

Middle School students involved in a difficult situation causing an emotional reaction may visit our school-counseling program up to 3 times before parent notification. After 3 times, parental consent is required for continued support. If there are serious concerns or the need for additional contacts, parents may become involved and an outside referral may be necessary.

**QUALIFICATIONS FOR COUNSELING SERVICES:**

A student who is referred for counseling must have a signed permission form from his/her parent on file at the school for counseling to take place (if that child is under the age of 14). If the child is 14 or older, that child may elect to see the counseling staff on his/her own on limited basis.

**CRISIS RESPONSE SERVICES:**

Our school system has a crisis response team composed of teachers, administrators, the high school counselor, the school social worker, and the school psychologist. In the event of a traumatic incident that directly impacts students, the team will meet to determine our response. There are five main goals that would be addressed immediately:

1. Provide students with information regarding the event.

2. Rumor control.

3. Provide an opportunity for questions and answers.

4. Provide an opportunity to begin the process of talking about the event; their thoughts and feelings.

5. Have teachers identify the most affected students that need additional support.

Students most affected might be referred to a group or seen individually for a “debriefing.” Debriefing is the process of talking through the event; the facts, thoughts, emotional reactions and physical reactions to it. Information about normal stress reactions and possible stress management techniques would be provided during this process. This is the first step toward the healing process. Only staff trained to facilitate this process would be involved.

By the end of the school day, parents would be provided with information about the event and whether their child was involved in a debriefing. Additional counseling could occur if parent permission was obtained. If you have any question or concerns about this crisis response plan, please contact the principal.

**HEALTH SERVICES**

**PUBLIC HEALTH SCREENINGS:**

6th and 7th graders will take part in Hearing and Vision Screenings. 6th graders will have their hearing tested and 7th graders will have their vision tested at that time.

Head Lice checks are done periodically when the need arises. If the school is informed by the elementary school of a head lice problem, the middle school screens all of its student to determine if the problem exists at the school. Students who have head lice or nits cannot attend school until the problem is eradicated. We have a “no nit” policy.

**IMMUNIZATIONS:**

According to the Michigan Code of Law 333.9201, all students must have their immunization records current in order to attend school. If we find a newly enrolled student in noncompliance of the law, we notify the family by letter and set a date for compliance. If that date passes without the child receiving the immunizations and without the proper documentation on their immunization records, we will exclude the child from school until he/she receives the required immunizations and we receive the proper documentation. We will not allow your child to attend classes until this happens. Please make every effort to get your child’s immunization record up to date as soon as possible. We do not wish to keep a child out of school any more than necessary because attendance at school is the key to successful learning.

**ALLENDALE MIDDLE SCHOOL POLICIES AND PROCEDURES**

**ATTENDANCE**

**ATTENDANCE PHILOSOPHY**

Allendale Middle School believes that attendance at school and timeliness to class are important skills required for student success. School records clearly show that poor attendance and frequent tardies are associated with low grades and failure in school and lack of success later on in life.

Allendale Middle School will designate absences as excused or unexcused. If a student develops a pattern of frequent absences parents will be contacted and in extreme situations (10% of a trimester), truancy charges could be filed.

**WHAT A STUDENT SHOULD DO WHEN ABSENT FROM SCHOOL.**

**The student should have a parent or guardian call the middle school office by 9:00 a.m. on the day of the absence.**

**EXCUSED ABSENCES**

A student who has an Excused absence is permitted and expected to make-up all missed work. For each day of excused absence, there will be one grace day allowed for make-up. If absence extends beyond two days, students/parents are requested to call the school or email the teachers’ and get assignments.

A student may be excused for absence or tardiness under the following conditions:

1. Illness of student

2. Medical or dental appointments that cannot be scheduled outside of the regular school day. Whenever possible, parents are asked to schedule medical/dental/other appointments outside the school day. It is advised that a student who is aware of a planned absence should obtain assignments from the teacher prior to the absence. Parents are requested to notify the school one week in advance of any planned absence.

3. Absence for reasons other than illness or appointments (including school-related absence) is discouraged. If such absence is absolutely necessary, a Pre-Arranged Absence Form must be completed and approved by the office. It will list all work that needs to be completed if credit is to be received and when that work must be completed.

4. Other reasons as the school administration shall determine to be proper cause on an individual basis. NOTE:.Excessive absence for medical reasons may require a statement from a doctor.

5. Suspension days will be considered excused absences. It is the student’s responsibility to get the make up work from the teachers and to complete the work in the time allowed by those teachers. If the work is not completed by the deadline, no credit is given.

**UNEXCUSED ABSENCES**

When the student returns, he/she will be expected to have all work due that day. The student should make up minimum objectives covered during the unexcused absence in order to keep up in the class. Upon their return, students will be expected to meet all class deadlines in addition to completing their make-up work as prescribed above.

Examples of unexcused absences:

1. Staying home to work or baby-sit.

2. Missing the bus or oversleeping.

3. Taking an extra day before or after a vacation period without being previously excused.

4. Skipping-unexcused class absence of more than 5 minutes will be classified as truancy.

5. Leaving school without notifying the office. It is necessary for school personnel to contact the parent or guardian before any student will be allowed to leave the building.

6. Reasons given for absence not listed above and without prior permission from the principal.

**EXCESSIVE ABSENCES**

Allendale Middle School will use the following policy for dealing with excessive absences. Exceptions will include absences for medical reasons with documentation, court appointments, school related absences, and suspensions.

1. 6+ absences for the trimester: A letter will be sent home informing the parent of the situation.

2. 7 absences for the trimester: Truancy papers are filed with the Ottawa Area Intermediate School District.

**TARDIES**

Students will be allowed to leave the classroom when dismissed by the teacher. At that time, students will have a passing time of approximately 5 minutes to get to their next classroom. After the passing time is up teachers will usher all remaining students into the classrooms and close their doors and begin instruction. Students that fail to enter the classroom during the passing time will receive a tardy upon entrance into the classroom. Teachers will record the tardy in the attendance database. Each trimester consequences are as follows:

4th tardy Student may be required to serve a lunch detention

5th – 8th tardy Additional hour of detention for each tardy accumulated

9th tardy Referred to administration for suspension or other discipline

10th and above Individualized plan and other discipline

Occasionally, students may need additional time between classes to address personal issues. When this occurs, students are expected to first request permission to be late from their upcoming teacher.

**LEAVING SCHOOL**

If a student must leave school for any reason during the school day, a parent, guardian, or their designee MUST come into the office and sign them out. Failure to follow this procedure will be regarded as truancy. Only individuals named in the student’s file will be allowed to take students from the school**.**

**ASSESSMENTS AND REPORTING**

**6 WEEK MARKING PERIOD ASSESSMENTS**

During the last week of each marking period the middle school students will take assessments in all core classes and some exploratory classes. During exam times, 7th & 8th grade students may receive a culminating examination in some of their subjects.

**REPORT CARDS**

Report cards will be mailed to all students on the Friday following the end of each trimester. The final report cards will be mailed to all students the week after the end of the school year.

**PROGRESS REPORTS**

Progress reports will be sent home at the mid-term of each marking period for English, math, science and social studies. Progress reports for exploratory classes will be at the discretion of the teacher or at the request of the parent.

**HOMEWORK**

Research demonstrates that homework completion results in both short and long-term educational achievements. The short-term effects include improvement in the following areas: critical thinking and retention, comprehension of concepts, and information processing and application. Long-term benefits are: improved attitudes toward learning, positive study habits and study skills, and a focus on life-long learning and independent problem solving.

The Allendale Middle School staff has developed the following middle school homework policy:

1. Students will be assigned homework on a daily basis. Homework should be completed outside the

 classroom within 1.5 hours. Assignments should be completed to the best of the student's ability following

 the instructor's expectations. All homework will be assessed and monitored by the assigning teacher and will be a

 component of the student's grade. Parents will receive a progress report every midterm.

2. Students will have an opportunity to purchase a student planner/homework notebook to keep track of the daily

 assignments. Students are required to write their assignment or summary of the lesson in their notebook each

 period. Parents are asked to check the student planner each night and sign it. Parents are also encouraged to write

 any comments or communication with the teacher in the planner.

3. Allendale Middle School teachers request that parents show their support of homework by: providing a home

 environment that promotes positive study habits and skills, checking assignment completion by referring to the

 student's homework notebook, and encouraging student networking.

**LOCKERS**

Each student will be assigned an individual locker with the following requirements:

 1. Lockers are to be kept locked at all times.

 2. No designs, stickers, etc., are allowed on the outside facing of the locker.

 3. No writing is allowed anywhere on the outside or inside of the lockers.

 4. STUDENTS MAY ONLY USE LOCKERS THAT ARE OFFICIALLY ASSIGNED TO THEM.

 5. If you have any problem with your locker or lock, report it to the office.

6. Items stored in lockers are the responsibility of the student. It is recommended that valuables not be

 kept in the locker. **Allendale Middle School will not be responsible for any loss of or damage to property**

 **stored by a student in his/her locker**.

7. Combinations are issued only to persons assigned to a specific locker. If a student's locker

 combination is given to another student, locker privileges may be lost.

8. At the end of the year, lockers are to be cleaned out and returned to the condition they were in

 when issued.

**SEARCH AND SEIZURE**

To maintain order and discipline in the school; to promote and ensure the health, safety and welfare of students, school personnel and others; to protect and preserve both public and private property, and to otherwise promote the educational and other interests of the school; school authorities may conduct searches as provided below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term “unauthorized” means any item dangerous or potentially dangerous to the health, safety or general welfare of students, school personnel or others; any item which is or may be disruptive of or detrimental to any lawful function, mission or process of the school; or any items which evidences a violation of school rules or which evidences any other form of misconduct.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Searches of school lockers, or students, and/or of the property belonging to them or in their possession or under their control, shall be conducted in accordance with the following provisions of this policy and such administrative regulations as may be promulgated with respect to it.

S**EARCHES IN GENERAL:**

**In general, searches conducted by a school official of a student, or a student’s property, and/or property under the** student’s control, shall be based on reasonable suspicion and shall be reasonable in scope, as follows:

Reasonable Suspicion: A search of a student and/or property will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school, or otherwise poses a threat to the health, safety or general welfare of students, staff or others.

Reasonable suspicion may be formed by considering factors (among others) such as the following:

1. Eyewitness observations by school personnel.

2. Information received from reliable sources; or

3. Suspicious behavior by the student.

Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are

reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors (among others) such as the following:

1. the age of the student;

2. the sex of the student;

3. the nature of the infraction; and

4. the urgency requiring the search without delay.

**LOCKER SEARCHES**

**1. Maintenance Searches: Although school lockers are temporarily assigned to individual students, they remain the**

 property of the district at all times. The district has a reasonable and valid interest in insuring that the lockers are

 properly maintained. For this reason, periodic inspections of lockers is permissible to check for cleanliness and

 vandalism. General maintenance inspections may therefore be conducted by school authorities at any time,

 without notice, without the student’s consent, and without reasonable suspicion.

 Any contraband discovered during such searches shall be confiscated by the administration and necessary

 disciplinary action taken.

2. Non-Maintenance Searches: The student’s locker and its contents may be searched when a school authority has

 reasonable suspicion that the locker contains unauthorized materials, illegal or contraband items, weapons, or

 other evidence of school rule violations.

**PERSONAL SEARCHES**

1. A student’s person or personal effects (e.g., purse, book bag, pockets, etc.) may be searched when a school

 authority has reasonable suspicion to believe that the student is in possession of illegal or contraband items,

 weapons, or other dangerous items, unauthorized materials, or other evidence of school rule violations.

2. Personal intrusive searches will require more compelling circumstances to be considered reasonable, and will be

 conducted (if at all) only upon compliance with such additional precautions (e.g., privacy, etc.) as may be

 administratively prescribed.

**SPECIAL NEEDS SEARCHES**

In addition to, and notwithstanding the search provisions of Section A (Searches in General) and Section B (Particular Types of Searches) above, the following provisions of this Section C (Special Needs Searches) shall also apply:

1. Pursuant to Section 1306 of the Revised School Code and otherwise, school officials may, with or without assistance

 from law enforcement officials, conduct broad based (e.g., including but not limited to building-wide or district-

 wide, etc.) searches of student lockers, locker contents, and/or student personal effects (e.g., backpacks, book bags,

 etc.) on school property whenever, in the opinion of school officials, such broad based searches are warranted or

 advisable in the interest of ensuring the safety, welfare or well-being of persons and/or property, By way of

 illustration (but not limitation), such broad based searches might result from specific acts, incidents, threats,

 and/or information known by or brought to the attention of school officials, especially when the same are not

 necessarily identifiable with or limited to a known student or group of students.

2. Pursuant to this policy, students shall be presumed to have no expectation of privacy in their lockers or locker

 contents; provided, however, that in the event of a broad based search of student lockers, locker contents, and/or

 student personal effects pursuant to this policy, the privacy rights of the student shall be respected regarding any

 items that are not illegal or against school policy.

 With respect to any and all of the search provisions prescribed above, the following additional provisions shall apply:

1. Searches conducted by school officials shall, to the extent reasonably possible and practical, be carried out in the

 presence of another adult and/or in the presence of the student.

2. School officials reserve the right to turn over to proper legal authorities any items resulting from a search

 pursuant to this policy which are (or are suspected of being) illegal, unauthorized, dangerous (e.g., weapons),

 contraband, or contrary to school policy.

**MISCELLANEOUS**

**BUSES AND TRANSPORTATION**

Bus drivers are responsible for the safety and discipline of riders. Because of the extreme seriousness of poor bus conduct, students who demonstrate improper behavior on the buses will be denied the use of bus transportation. A permit from the principal’s office is needed to ride another bus, to get off at a different place than regular, or for a non-rider to ride a bus.

Field Trips: In order for a student to go on a scheduled field trip, he/she must have a permission slip signed by a parent or a guardian before the trip. It is the responsibility of the sponsor of the trip to see that students are given these slips and that they are returned.

All school buses will load and unload at the rear of the school on the Bus Loop. All students riding buses will be dismissed to the north exits of the building.

**CLOSING OF SCHOOL**

Allendale Public Schools uses the Honeywell system to notify parents of school closings. In inclement weather, you will receive a phone call stating the schools are closed or delayed.

**ILLNESS/INJURY:**

Students who become sick or injured during the school day are to notify their teacher and report to the office. Phone contact with a parent or guardian will be attempted. School personnel are not allowed to give any medical treatment other than immediate first aid. Students are not to go home unless the office is able to contact either their parents or another designated adult.

**LOCKER ROOMS**

The Middle School students will have access to locker rooms. Please be aware that students from many other schools use the locker rooms during athletic events. The condition of the locker rooms will be an important factor in how visitors view Allendale. A positive image will require cooperation of all who use these rooms to keep them in good condition. Please do your part.

The gym teacher will designate the lockers to be used by middle school students during gym class. Students will be expected to keep their belongings locked in their gym lockers during all gym classes. Allendale Middle School is not responsible for lost or stolen items in the gym lockers.

**LOST AND FOUND**

The school is not responsible for personal belongings left or lost at school. A “Lost and Found” will be maintained in the cafeteria. If you lose something, check the “Lost and Found” immediately. If you find an article left by someone else, bring it to the Lost and Found. STUDENTS AND PARENTS: PLEASE MARK ALL COATS AND PERSONAL BELONGINGS WITH AN IDENTIFYING NAME. “Lost and Found” items that are not claimed are periodically sent to Love, Inc.

**MEDICATION**

The office will not administer medication at school without written permission from the parent or guardian. Students who are taking medication are to leave the medication and instructions for dosage, SIGNED BY A PARENT, with the office secretary. The office documents each date and time that medication is dispensed. No student should keep any type of medication, including over-the-counter drugs in his or her locker or on his or her person. Medication permission forms are available in the office.

**TELEPHONE**

An office phone is available during breaks and at lunch for emergency calls. Please be aware of your child’s after school schedule so that phone calls made from the office can be reserved for emergencies only.

**TEXTBOOKS**

Textbooks are the property of the school and loaned to students on an annual basis. Students will usually receive their books the first week of classes. At this time they will be required to sign a Textbook Loan Agreement. This agreement states that textbooks are to be (1) well cared for and (2) covered with an appropriate material at all times. At the end of the year, students will be assessed fines for damaged or lost books.

**VISITORS**

Because having visitors in school is often more of a disruption than a benefit, they will be allowed to attend classes only when they do not interfere with the educational process. Permission to have a visitor must be obtained from the principal or his designee. Teachers are asked not to admit visitors unless they are wearing in plain sight a “Lobby Guard Badge”. All visitors report to the office and sign in on the Lobby Guard Kiosk before they can attend classes and must sign out upon leaving.

**ALLENDALE MIDDLE SCHOOL STUDENT CODE OF CONDUCT**

**BEHAVIORAL EXPECTATIONS**

Students at Allendale Middle School are expected to behave within the following general guidelines:

 1. Respect the rights of all students and adults in the building.

 2. Be honest with themselves and others.

 3. Respect the property of others and the school.

 4. Behave in a way that promotes health and safety.

 5. Obey all school rules and community laws.

**IN THE BUILDING**

Behavior in the building and on the grounds must provide for the safety of everyone and not interrupt classes.

 Students are expected to:

 1. Walk, not run!

 2. Maintain a reasonable tone of voice.

 3. Take care not to disturb classes in session.

 4. Keep the restrooms clean and safe.

 5. Refrain from throwing/kicking objects at, in, or around the building.

 6. Keep all areas clean and litter free.

 7. Refrain from marking on walls, lockers, furniture, themselves, or others.

8. Food, candy, snacks, drinks, etc.: The cafeteria is the ONLY room in the building where middle school

 students may have these items. Eating or drinking is not allowed in the halls or classrooms unless

 allowed and supervised by a teacher for a specific time. Eat only in the cafeteria.

9. Obey all reasonable requests from adult employees.

10. Gum presents a problem for the upkeep of our school and is not permitted in the building.

**IN THE CLASSROOM**

In each class the teacher is the authority and is there to help students learn. All teachers will have a

classroom discipline plan that students will receive. In all classes, students are expected to:

1 .Be on time and in the correct seat with all needed materials when class begins.

2. Move about the room only when given permission.

3. Keep from touching, bothering, or disturbing other students.

4. Listen to and follow teacher instructions.

5. Maintain a homework notebook; complete all assignments and hand-in all homework.

6. Always speak politely to everyone.

**OUTSIDE THE BUILDING**

The area around the building is designed for students to enjoy. Students may use approved areas before

 school, during lunch, or after school. Students are expected to:

1. Stay on school property unless checked-out of the office by a parent or guardian.

2. Remain in the areas of the playground designated for middle school use.

3. Conduct themselves in a manner that maintains and enhances the reputation of

 Allendale Middle School.

4. Skateboard use is prohibited on campus before, during and after school hours.

 5. Play in approved areas only. Off limit areas are:

 A. Parking lots and driveways

 B. In front of the building, near classrooms, or in areas obscured from view.

6. Baseballs are not allowed during lunchtime. Soccerballs, footballs, basketballs, and frisbees

 may be used in the appropriate areas.

 7. No tree climbing or playing with sticks, branches, etc.

 8. NO SLAM-DUNKING OR TACKLE FOOTBALL!!

9. NO THROWING SNOWBALLS.

**AT ASSEMBLIES AND PERFORMANCES**

Students are expected to:

1. Be quiet and attentive during performances.

2. Follow directions and show appropriate spirit during pep assemblies.

3. Refrain from whistling or booing.

4. Remain seated until instructed otherwise.

5. Follow directions for dismissal**.**

**AT SCHOOL SPONSORED ACTIVITIES**

Students are expected to;

1. Follow all school rules.

2. Behave in such a way that shows pride in Allendale Middle School.

**STUDENT DRESS AND APPEARANCE**

It is extremely important to maintain an environment that shows respect for the individual as well as for the educational

 process. Therefore, an appearance that distracts students from learning and teachers from teaching is inappropriate. Students may be asked to alter their clothing if deemed inappropriate by a staff member. Students are expected to adhere to the following dress code:

1. Student appearance should not disrupt the process of teaching and learning, call undue attention to the

 individual, or violate federal, state, or local health or safety laws.

2. Shirts and tops must be capable of being tucked in and stay tucked in. Halter tops, tank tops with

 spaghetti straps, and those that reveal cleavage are not acceptable for school. Pants are expected to be

 worn at waist height so that undergarments are not visible.

3. Hair should be neat and clean.

4. Shoes must be worn in the building at all times.

5. Hats, jackets, visors and sunglasses are not to be worn inside the school building during instructional hours

 (7:48 a.m. – 2:42p.m.).

6. Buttons, signs or clothing that are indecent, in bad taste, suggestive, or encourage or advertise drug and/or

 tobacco products and their use are not allowed.

7. Skirts and shorts must be finger tip or longer in length.

8. Tights and yoga pants may be worn only when worn in conjunction with skirts or long shirts.

**ELECTRONICS**

Cell phones, iPods, radios, electronic games, and items that could disrupt the educational process are not allowed during school hours. Students may only use cell phones before and after school. Cell phones equipped with digital cameras are not to be used in any way deemed inappropriate by administration. Those who violate this policy will have the cell phone confiscated and returned at the administration’s discretion. Other disciplinary action may be taken as deemed appropriate by administration. Included in these other "items" are squirt guns, snowballs, curling irons, hair dryers, and any other items potentially disruptive to the educational process. Sports equipment brought for use before or after school hours or during lunchtime is to be kept in the student's locker during class times and to be used only in appropriate areas. Students having inappropriate objects at inappropriate times will have them confiscated until a parent picks them up. Cell phones and iPods may be used on field trips or sports trips if the teacher or coach has given prior approval.

**DISCIPLINE PROCESS**

**STUDENT RESPONSIBILITY TRAINING**

Student Responsibility Training is the school wide discipline process that will be applied to students who are choosing to misbehave in class, hallways, or in the lunchroom. The program is designed to help the student take responsibility for behavior and to increase student awareness of the possible consequences of his/her actions (how it affects the others in the class as well as the student). It is our desire that students gain an understanding of why rules and procedures are necessary for the smooth and effective operation of the school. Through the process of Student Responsibility Training conflicts that occur when a student disturbs others are resolved in a way that maintains the integrity of the classroom and benefits all that are involved.

The system works in this manner:

1. If a student is displaying irresponsible behavior in a class or activity, the teacher stops addresses the student

 through a series of questions. To heighten the student’s awareness of, and his/her responsibility for, disruptive

 behavior he/she may be asked the following questions.

a. “What are you doing?”

 b. “What are the rules?” or “Is that OK?”

 c. “What happens when you break the rules?”

 d. “Is this what you want to happen?”

 e. “Where do you want to be?” or “What do you want to do now?”

 f. “What will happen if you disrupt again?”

At this point the disruptive behavior is expected to stop. If the student refuses to participate in the conversation with the teacher or begins to disrupt class again the student has chosen to ignore the rules.

2. At this point the student will be asked to move to the back of the classroom to fill out a Reflections Page. This tool

 asks the students to take responsibility for their actions while identifying the disruptions that were caused in the

 classroom. Another main component of the Reflection Page is to have students develop a plan of behavior that will

 eliminate future issues in the classroom.

3. After the Reflection Page has been completed the teacher will have a conversation with the student about his/her

 responses to the questions. This process is called the “negotiation process” because of the nature of the discussion

 that occurs between both parties – teacher and student.

4. In most instances, the Reflection Page and negotiation process will be followed up with a phone call made to the

 student’s parent. The student will make this call with the teacher present.

5. Upon the successful completion of these steps the student will be invited back to their regular place in the

 classroom.

At any time in the Student Responsibility Training process that a student becomes unmanageable he/she will be sent to the Principal’s office where appropriate disciplinary action will be taken (including possible suspension).

Additional important information:

A student that is demonstrating misbehavior in the hallways, cafeteria or outdoors may be required to complete the SRT process in one of the administrator’s offices.

If a student goes through the SRT process (Reflection Page and phone call home) multiple times in the same day the principal will become involved in the situation and institute other consequences, which may include suspension. This will also apply to 3 or more times in a given week or 4 times in a marking period. A counselor or social worker may also become involved at this point.

Before a student may return from a suspension the student, a parent, the classroom teacher and an administrator must meet to develop a plan for improved behavior.

**CONSEQUENCES OF MISBEHAVIOR**

The following are among the procedures which may be used by school staff to resolve problems of student’s misbehavior.

1. Individual teacher/student conference.

2. Student Responsibility Training process.

3. Conference between grade level team and student.

4. Discussion between the student’s parents/guardians and the teacher or grade level team.

5. Referral to the principal.

6. Parent conference.

7. Suspension from school.

8. Petition to Ottawa County Probate Court.

9. Referral to Ottawa County Sheriff’s Department.

Procedures 4-9 will include parent notification. Students, parents, and staff are reminded that during the discipline process each student is treated as an individual. It is quite possible that different students, guilty of the same infraction, would be given different penalties based on each student’s prior disciplinary history. A similar situation frequently exists in courts where a judge must sentence people for crimes. Those with a history of criminal activity often receive stiffer penalties than those with otherwise good records. Certain types of behavior are NEVER appropriate in Allendale Middle School and are considered to be serious violations. The following are the most common examples of such violations. The possible range of penalties is listed for each. The listed penalties are a possible range of penalties. The administration has the right to invoke any disciplinary measure necessary to insure the safe and orderly operation of the school. Referrals to police and juvenile authorities will be made when appropriate.

In accordance with the authority granted it by law (Sections 340.613 and 340.314, Michigan School Code), Allendale Middle School establishes the following areas of authority over student conduct:

1. While attending school

2. While on a school vehicle

3. While at a bus stop

4. While on school property

5. While at a school sponsored activity

6. While under the jurisdiction of the school

Regulations covered in this handbook are in effect at school or at any school-approved activity on or off school property.

Any student who is under suspension (in school or out-of-school) is not allowed to attend or participate in any school activity until the morning the suspension ends.

At the discretion of the principal, an alternative to suspension may be offered to students. Examples are counseling and substance abuse programs.

**COMMUNITY SERVICE**

As an alternative to the Saturday School program and some suspensions, community service may be offered in situations such as: excessive tardiness, vandalism, or other violations of the code of conduct. The basic rules are as follows:

1. The student must complete the hours of community service by the date specified.

2. The form for community service must be completed and signed and returned to the office.

3. The student will be given a list of community service options. If something other than what is on the list is

chosen, permission must be obtained from the office prior to completing the service.

4. Ordinarily, it is expected that a parent will supervise the community ser vice. If another adult supervises

the service, it should be noted on the form.

**DETENTIONS**

After-school detentions, before-school detentions and lunch detentions are behavior interventions utilized by the staff and administration for violations of the student code of conduct including excessive tardies. An administrator or teacher will supervise detentions. Students that are required to serve a before-school or after-school detention must make arrangements for transportation. The Homework Center bus will not be available for students that are serving after school detentions.

**SATURDAY SCHOOL**

Saturday School may be assigned to students who have accumulated excessive tardies or have violations of the code of conduct. It is also used as an alternative to suspensions when appropriate. Saturday School would be in session from 8:00 AM-11:00 AM. The basic rules are as follows:

1. All students must be on time. The doors will be locked and no students will be admitted after 8:00 AM.

2. Students must bring study materials and/or reading materials to last the entire session.

3. Students will not be allowed to talk, sleep, listen to headsets, play computer video games, etc.

4. Students must be quiet and stay seated.

5. Violations of the rules will result in the loss of the entire time served to that point regardless of when the

 rule violation occurs.

6. Failure to attend Saturday School or to follow the rules of the room will result in an out of school

suspension on the Monday following Saturday School (parent notification will be made prior to the student serving the suspension). Students who do not show up for a one or two hour Saturday School will be suspended for one-half day. Students who fail to attend a full Saturday School session will be suspended for one full day of school.

**SUSPENSION, EXPULSION, AND DUE PROCESS**

Teachers may suspend students from their classes for the balance of any class period. Suspension from any one class for a longer period of time will be made only after approval has been obtained from an administrator. In cases involving suspension from a single class for more than one day, the parent or guardian of the suspended student will be notified of this action. IF A STUDENT IS SUSPENDED FROM A CLASS, HE/SHE IS TO REPORT IMMEDIATELY TO THE OFFICE.

The decision to suspend a student from all school activities for a stipulated period of time is made by the principal. In certain situations an alternative to suspension in the form of community service may be available to students whose parents are willing to supervise them. See section above on COMMUNITY SERVICE.

The student shall be informed of the specific charges that are the reason for the disciplinary action being taken. An opportunity for a hearing with the appropriate school administrator will be given if the student or his/her parents or guardian requests it. The purpose of the hearing will be to allow the student and/or his/her parent or guardian to:

1. Review the facts which led to the disciplinary action; or review the appropriateness of the discipline issued.

2. Present to the school administrator any relevant information that will support the student ’s defense.

If the school administrator suspends the student, the administrator will:

1. Notify the parent or guardian as soon as possible of the suspension, the reasons for it, and the steps

necessary to effectuate the student’s return.

2. Meet with the parent or guardian and the student to plan the satisfactory return of the student to the

school setting.

If the parents or guardian are dissatisfied with the action taken, they can appeal to the superintendent. The act of permanent expulsion from school will be made only by the Board of Education. The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his parent or guardian by

registered mail. Included within this notice shall be a statement of the time and place for a hearing, which time, therefore, shall be reasonable for all parties involved.

2. Parents or guardian may be present at this hearing.

3. The student, parent, or guardian may be represented by legal counsel.

4. The student shall be given opportunity to give his/her version of the facts and their implications. He/she

should be allowed to offer the testimony of other witnesses and present other evidence.

5. The student and/or his/her parent, guardian, or legal agent shall be allowed to observe all evidence offered

against him/her. In addition, he/she shall be allowed to question any witness.

6. The hearing shall be conducted by the Board of Education which shall make its determination solely upon

the evidence presented at the hearing.

7. A record shall be kept of the hearing.

8. The Board of Education, by a majority vote, shall state, within reasonable time after the hearing, its

findings as to whether the student charged is guilty of the conduct charged and their decision as to expulsion. A majority vote of the board must be obtained from those present at the hearing.

9. The findings of the hearing shall be put in writing and sent to the student and his/her parent or guardian.

10.The student and his/her parent or guardian shall be made aware of their alternatives and rights to appeal

the decision of the Board of Education.

ANY STUDENT WHO ACCUMULATES TWENTY (20) DAYS OF SUSPENSION WILL BE RECOMMENDED TO THE BOARD OF EDUCATION OF ALLENDALE PUBLIC SCHOOL FOR THE PURPOSE OF EXPULSION.

**STUDENT CONDUCT VIOLATIONS & PENALTIES**

For each violation there is a range of penalties. While it is our goal to make discipline clear and consistent, it must be understood that consequences selected from the Range of Penalties may vary from student to student and incident to incident, depending on the violation, student discipline history, etc. S.R.T. process refers to the Student Responsibility Training (see p. 15). In certain situations an alternative to suspension in the form of community service may be available to students whose parents are willing to supervise them. Community service could include activities such as washing hallway walls or locker doors, washing windows, waxing the school van, washing blackboards, etc.

**VIOLATIONS POSSIBLE RANGE OF PENALTIES**

**WEAPONS: Students do not carry or use Item(s) is confiscated**

**guns, knives, or other objects which could Recommendation for expulsion**

**do bodily harm at school. Referral to police**

**ASSAULT: Assault means striking another Police referral & Five-day suspension**

**student or school employee or threatening Ten-day suspension**

**to do so when the other person is passive Recommendation for expulsion**

**and not an active participant.**

**THREATENING BEHAVIOR: Students are not S. R.T. process (if deemed minor)**

**to engage in verbal abuse or threats to any Detention**

**student or school employee. Suspension**

 **Recommendation for expulsion**

**RACIAL/ETHNIC COMMENTS: Inappropriate Detention racial/ethnic comments directed toward another One-day suspension**

**student. Racial/ethnic slurs, racial/ethnic jokes, Three-day suspension**

**racial/ethnic intimidation are strictly prohibited. Five-day suspension**

 **Ten-day suspension**

 **Recommendation for expulsion**

**ALCOHOL, DRUGS, STEROIDS (including Ten-day suspension & referral to police**

**diet pills, caffeine pills): Possession, use, or Recommendation for expulsion**

**under the influence of actual, counterfeit,**

**or look-alike substances.**

**ALCOHOL, DRUGS, STEROIDS: Sale or transfer Indefinite suspension & referral to police**

**of actual or counterfeit substances. Recommendation for expulsion**

**FIREWORKS OR EXPLOSIVES: Possession of One-day suspension**

**fireworks or explosives. Three-day suspension**

 **Five-day suspension**

**FIREWORKS OR EXPLOSIVES: Use of fireworks Five-day suspension**

 **Ten-day suspension**

 **Recommendation for expulsion**

**ARSON: Recommendation for expulsion**

 **Referral to police**

**FALSE FIRE ALARM: Referral to Fire Marshall**

 **Ten-day suspension**

 **Recommendation for expulsion**

**BOMB THREAT: Referral to police**

 **Recommendation for expulsion**

**VANDALISM: Students shall not deface or One-day suspension & restitution**

**misuse school or another person’s property. Five-day suspension & restitution**

 **Recommendation for expulsion**

 **Referral to police**

**VULGAR OR OBSCENE LANGUAGE, GESTURES, One-day suspension**

**OR WRITING: The use of profane or vulgar Two-day suspension**

**language in written or verbal form and the Five-day suspension**

**making of obscene gestures is prohibited. Recommendation for expulsion**

 **NOTE: If the obscenity is directed at an adult staff member, the student is suspended for three days.**

**FIGHTING: Fighting will be defined as physical Three-day suspension**

**contact, in which two parties are active Five-day suspension**

**participants, which does or could cause bodily Ten-day suspension**

**harm. Physical contact refers to, but is not A police referral is required for all fights**

**limited to hitting, shoving, pushing, tripping, Recommendation for expulsion**

**pinching, and spitting.**

**THEFT/EXTORTION: Students shall not steal, Three-day suspension & restitution**

**be in possession of someone else’s property, Five-day suspension & restitution**

**or engage in extortion against another student. Ten-day suspension & restitution**

 **Referral to police**

**INSUBORDINATION: Students are required to S.R.T. process**

**comply with all reasonable requests by school Detention**

**personnel, including teachers, aides, secretaries, Suspension**

**and custodians.**

**TOBACCO (USE OF): Three-day suspension**

 **Five-day suspension**

 **Ten-day suspension**

**TOBACCO (POSSESSION OF): Confiscation and one day suspension**

 **or Saturday school**

 **Three-day suspension**

 **Five-day suspension**

**TOBACCO (SALE OR TRANSFER OF): Five-day suspension**

 **Ten-day suspension**

**SKIPPING (TRUANCY): Students are not to be One-day suspension or Saturday school**

**willfully absent from class. Two-day suspension**

 **Four-day suspension**

 **Recommendation for expulsion**

**HARASSMENT: Students are not to verbally, S.R.T. process**

**physically, or sexually harass other students, adults, Detention**

**or school personnel. (See statement on Respect) Suspension**

**CHEATING: Students are not to copy or intentionally Failure on assignment and parents are notified**

**use the work of another student as their own. Suspension**

 **Parent conference**

 **Failure for marking period**

**FORGERY: Students are not to sign the signature One-day suspension or Saturday school**

**of their parents, guardians, or school personnel. Three-day suspension**

**INAPPROPRIATE CLOTHING: Dress that is not in Change inappropriate garment**

**keeping with the dress code. Have parent bring appropriate clothes**

**DISPLAYS OF AFFECTION: The school is not an Parent contact**

**appropriate place for displays of affection. Displays Conference with parents**

**of affection may include: hand holding, embracing,**

**kissing, and any other display deemed inappropriate**

**by school personnel.**

**GAMBLING: Students are not to flip or pitch Confiscation of items**

**coins, use cards or dice for monetary gain, or Parent contact**

**indulge in games of chance involving money. Parent conference**

**UNAUTHORIZED USE OF SCHOOL GYM OR Warning**

**EQUIPMENT: Students are not to use school Parent contact**

**facilities or equipment without permission. Parent conference**

**THROWING OBJECTS: Students are not to throw S.R.T. process**

**any foreign objects within or outside the classroom Parent conference/suspension**

**(snowballs, food, school materials, etc.) Three-day suspension**

**The presence or absence of a target is immaterial. Five-day suspension**

**POSSESSION OF UNNECESSARY OBJECTS: Confiscation of object**

**Any items that might disrupt the learning process Confiscation & parent contact**

**or present a safety hazard are not to be used at Confiscation & parent conference**

**school. This includes matches, lighters, squirt Confiscation and one day suspension**

**guns, paper wads, and propellants of any kind.**

**See section on “Radios, Cassette Players, ..."**

**BUYING/SELLING ITEMS AT SCHOOL: Students Confiscation of items & parent contact.**

**are not to sell items or to purchase items from any student**

**in school without written permission from the principal.**

**UNAUTHORIZED USE OF COMPUTERS: Computer privileges revoked at discretion of**

**Tampering with files, accessing or trying to access administration**

**other’s accounts without permission, altering data, etc. One--day suspension**

 **Three-day suspension**

 **Five-day suspension**

 **Recommendation for expulsion**

**CLASSROOM MISBEHAVIOR: S.R.T. process**

**HALL VIOLATIONS: Detention**

**LUNCHROOM MISBEHAVIOR: Community Service**

 **Detention**

**BULLYING**

We are committed to providing a caring, friendly, and safe environment for all students so they can work and learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated at any of our schools. Any student found to be bullying another student is subject to prompt disciplinary action. If bullying occurs, all students and parents should immediately report the incident to a staff member.

**Why is it important to report and respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Respectful behavior choices will be reinforced with students who engage in bullying behaviors.

### Bullying vs. Mean/Rude Behavior

When someone says or does something intentionally or unintentionally hurtful ONCE, that's RUDE and MEAN. It is not bullying when two peers with no perceived power imbalance fight, have an argument, or disagree. Conflict resolution or mediation is appropriate for these situations.

When someone does something **intentionally (directly or indirectly) hurtful** and/or mean that is **repeated** OR **highly likely to be repeated** and involves an **imbalance of power**, that's BULLYING. Bullying is a form of harassment that can happen to anyone but may be based on race, gender, height, weight, religion, ethnicity, sexual orientation, gender identity, gender expression, familial status, disability or medical condition.

Examples of bullying may include but is not limited to the following:

Physical- may include hitting, kicking, spitting, punching, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding a student’s movement, or making unwelcome physical contact.

Emotional/Psychological- may include spreading rumors, manipulating social relationships, coercing, engaging in social exclusion/shunning, or intimidating

Verbal- may include taunting, teasing, insulting, name calling, or making threats

Cyber/Electronic- may involve the inappropriate use of information or communication technologies such as emails, cell phones, text messages, instant messages, Twitter, Facebook, Instagram, Vine, Snapchat, Ask.fm, defamatory personal websites, or defamatory online polling websites

*\*\*You can access the state definition of “bullying” on our website under “Parents” and “Student Health and Safety Board Policies.”*

**Procedures:**

1. Report suspected bullying incidents to staff immediately verbally or in writing. Students who report will remain anonymous and will be protected from any potential retaliation.
2. In cases of bullying, the incidents will be recorded by staff and brought to the attention of the administration.
3. The severity and seriousness of the bullying will be immediately assessed and the appropriate action taken. This may include the use of counseling practices, restitution, the loss of privileges, interviews with parents, or suspension from school. Administration will be aware that some students who are bullied may say out of fear that “they don’t care” or “it’s not a big deal.”
4. If necessary and appropriate, the school will consult with any or all of the following: parents/legal guardians, teachers, school psychologist, school social worker/counselor, or police.
5. An attempt will be made to help the student who engaged in the bullying behaviors to change their behavior.
6. After the incident has been dealt with, administration will follow up with the student who was being bullied to ensure the bullying behaviors have ended and provide necessary supports to the student.

**DRUG AND ALCOHOL-FREE SCHOOL**

As listed in our belief statements, Allendale Middle School strives to maintain a focus on RESPECT; respect for self, respect for others, respect for ideas, and respect for property. The possession of and/or use of illegal drugs or alcohol is wrong, harmful, and a denial of respect for self, others, and property. Possession or use of such substances is strictly prohibited at school, on school premises, and at all school activities. There are strict penalties for use or possession of drugs or alcohol stated in the discipline section of this handbook, this also includes the use of over-the-counter drugs as well. Such penalties may include suspension, expulsion, parent notification and/or required participation in a rehabilitation program.

**GANG ACTIVITY**

Gang activity is defined as individual or group behaviors associated with belonging to a band of youths that promotes juvenile delinquency and which has an adverse effect on the school and learning environment. Students shall not engage in behaviors at school, while on school property, or at school-related activities that promote gang activity. These include:

1. Wearing clothing or apparel or altering one’s appearance in order to indicate gang affiliation.

2. Wearing jewelry or clothing accessories that denote gang colors or symbols.

3. Display hand or body signals that communicate gang memberships or gang activity.

4. Displaying gang membership through symbols, tattoos, drawings, graffiti, etc. on one’s body.

5. Wearing gang colors.

6. Indulging in gang behaviors, including shouting, standoffs, and confrontations, with an individual or

group.

7. Demonstrating any other activities deemed to be gang related. The administration reserves the right to

determine which behaviors, dress, or activities is gang related.

8. Possessing weapons, fighting, and/or other violent behavior.

As a general guideline, offenses one through seven above will be initially dealt with by completion of an action plan (including statement of behavior, statement of why the behavior was unacceptable, and a statement of appropriate alternate behaviors), and suspension from school until a parent conference is completed. Additional incidents of offenses one through seven will be dealt with as above but with additional days of suspension to a maximum of ten days or expulsion from school. Offense number eight and other violent actions will be dealt with as prescribed in the appropriate sections of this handbook.

**STATE AND FEDERAL SCHOOL POLICY**

**Section 504 of the Rehabilitation Act of 1973**

Section 504 is the section of the federal Rehabilitation Act of 1973 that applies to persons with disabilities. It is a civil rights act that protects the civil and constitutional rights of persons with disabilities. Section 504 prohibits organizations that receive federal funds from discriminating against otherwise qualified individuals solely on the basis of handicap. Section 504 is enforced by the U. S. Department of Education Office for Civil Rights (OCR).

A person is considered “handicapped” if he/she:

1. has a physical or mental impairment which substantially limits one or more major activities;

2. has a record of such an impairment; or

3. is regarded as having such an impairment.

Major life activities include such things as walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

\*(In addition to school age children who are eligible for special education services, *this may include*, for example, some persons with communicable diseases, temporary handicapping conditions, Attention Deficit Disorder (ADD), behavior disorders, chronic asthma, and severe allergies, physical handicaps, and diabetes.)

A student who, because of a disability, needs or is believed to need special accommodations or related service(s) in

order to receive a free appropriate public education (FAPE) may be referred by a teacher, other certified school

employee, parent/guardian, or community agency to the Child Study Team (CST) for identification and evaluation of

the student’s individual education needs. Factors indicating a need for referral include:

* Frequent failures
* Frequent disciplinary referrals
* Medical problems
* Past referrals to special education (where the student did not qualify)
* Students for whom informal accommodations have not worked

If the student is determined to be eligible for Section 504 accommodations, the Child Study Team will develop a written Individual Accommodation Plan (IAP) describing the student’s disability, necessary accommodations and adaptations, and any special aids or related services needed. The plan will specify how services will be provided and by whom.

School districts must provide civil rights safeguards for parents of disabled children. If you would like further information, contact your building administrator for a copy of Allendale Public School district’s Section 504 Policies and Procedures.

**Disciplinary Amendment**

Section 504 of the Rehabilitation Act of 1973 requires that an eligible student's placement cannot be changed as a result of disciplinary action unless the Child Study Committee first conducts a manifestation determination to assess whether or not the student's disability was not related to his/her behavior or an inappropriate placement. Further information is available in APS' Section 504 Policies and Procedures.

**Notice of Nondiscrimination**

Attention children and adults:

The Allendale Public School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, martial status, weight, or any other characteristic protected by law in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Local Civil Rights Coordinator, Allendale Public Schools, 10505 Learning Lane, Allendale, Michigan 49401, 616-892-5570.

Allendale Public Schools is committed to providing an environment for employees and students that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions words, jokes, or comments based on an individual’s sex, race, color, national origin, religion, creed, marital status, veteran status, sexual orientation, height, weight, disability, or any other legally protected characteristic will not be tolerated. Administrators are directed to disseminate this policy statement and inform employees of complaint procedures. Copies of the policy statement will be available in all administrative, counselor, and social workers’ offices.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same or opposite sex as the harasser.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual harassment in the school, report it immediately to your administrator. If the administrator is unavailable, or you believe it would be inappropriate to contact that person, you should immediately contact the Superintendent. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any administrator who becomes aware of possible sexual or other unlawful harassment must immediately advise the Superintendent so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

**Dear Student,**

As a student, you have rights and responsibilities guaranteed to you under federal laws that provide that no person in the United States shall, on the basis of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The law simply means that your school cannot treat students differently. Knowing your rights is your first responsibility. Exercising your rights fairly, honestly, and reasonably is your second responsibility.

If you or your parents/guardians would like more information about your rights as a student, please contact the Civil Rights Coordinator: Allendale Public School, 10505 Learning Lane, Allendale, MI 49401, 616-892-5570.

The Civil Rights Coordinator, will process and investigate all complaints of discrimination.

**Grievance Procedures**

Section I

Any person believing that the Allendale Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

 Civil Rights Coordinator

 Allendale Public School

 10505 Learning Lane

 Allendale, MI 49401

 616-892-5570

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint within five (5) business days. The complainant may initiate formal procedures according to the following steps.

**Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the, local Civil Rights Coordinator, within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**Step 2**

A complainant wishing to appeal the decision of the local Civil Rights Coordinator, may submit a signed statement of appeal to the Superintendent, within five (5) business days after receipt of the Coordinator’s response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3**

If unsatisfied, the complainant may appeal through a signed, written statement to the Allendale Board of Education within five (5) business days of receiving the superintendent’s response in Step 2. In an attempt to resolve the grievance, the Allendale Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board ’s disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

**Step 4**

If, at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, Washington D.C. 20202.

The local Civil Rights Coordinator, on request, will provide a copy of the district’s grievance procedures and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the local Civil Rights Coordinator’s office.

**DISCRIMINATION COMPLAINT FORM**

  **Title VI Title IX Section 504**

**Age Discrimmination Act Title II**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(street)**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(city, state, & zip code)**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School or Work Location**

**Status of person filing complaint: \_\_\_\_\_\_\_Student \_\_\_\_\_\_\_Employee**

 **\_\_\_\_\_\_\_Parent/Guardian \_\_\_\_\_\_\_Other**

**Statement of Complaint (include type of discrimination charged and the specific incident(s) in which it occurred):**

**Signature of Complainant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Complaint Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of person receiving complaint: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Complaint Number: \_\_\_\_\_\_\_\_\_\_\_\_**

**Complaint Authority:**

**Submit all copies to the local Civil Rights Coordinator. The person receiving the complaint will sign receipt, date, and number the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be retained by the Civil Rights Coordinator.**

**DISTRIBUTION: 1st copy Civil Rights Coordinator**

 **2nd copy School/Department**

 **3rd copy Complainant 7/1/2004**

**APS TEACHER QUALIFICATIONS INFORMATION**

Parents may request information on their child’s teachers’ qualifications:

* Certification for grade level and subject,
* Emergency or provisional status,
* BA, major and graduate degrees, and
* Whether child is provided services by paraprofessionals.

If you would like to receive this information, please put your request in writing to the

Personnel Director, Allendale Public Schools, 10505 Learning Lane, Allendale, Michigan 49401.

A response to your request for information will be provided in five business days.

**FERPA - Annual Notice for Disclosure of Student Directory Information**

**& Annual Notice of Student Education Record Privacy**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that stipulates the maintenance and disclosure of students' educational records in public schools. Every parent (or student who is 18 or older) has these rights under FERPA:

* to inspect and review their student's educational records
* to request the amendment of their student's educational records in order to correct inaccurate or misleading information
* to consent to the disclosure of personally identifiable information in the student's educational records, except to the extent that disclosure is allowed by law without consent
* to obtain a copy of the district's FERPA policy
* to register any complaints regarding the district's FERPA procedures with the U.S. Department of Education.

**Right to Access and Privacy of Student Records**

All parents or guardians of students under 18 years of age, and all students 18 years of age or older, have the right pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, have been established by the Board of Education and will be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without consent and notification of the student or of the parents or guardians of a student under 18 years of age, except (1) the teachers and officials of this school district who have a legitimate education interest in such information; (2) when there has been a federal request for submission of student records in connection with a student’s application for financial aid; or (3) when a request for transfer of records is made by a school in which the student seeks or intends to enroll.

Directory information is information about a student such as a student’s name, address, telephone listing, date and place of birth, dates of attendance, degrees and awards received, and the most recent school attended. From time to time this information is shared with our P.T.O. etc. You must notify us in writing if you do not want this directory information shared.

**Student Record Guidelines**

**In compliance with Federal regulations, the Allendale Public School District has established the following guidelines concerning student records:**

* Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years or older), and those designated by Federal law or district regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with district officials or file a complaint with the U. S. Office of Education if not satisfied with the accuracy of the records or with the district's compliance with the Federal Education Rights and Privacy Act.

**Homeless Children and Youth**

Allendale Public Schools adhere to the rules and regulations of the McKinney-Vento Homeless Assistance Act (Subtitle B – Education of Homeless Children and Youth reauthorized in January 2002) ensuring educational rights and protections for children and youth experiencing homelessness.  At Allendale Public Schools, students who are homeless have access to the same programs as students who are housed.  Homeless children will have access to educational services for which they qualify, including special education, gifted education, the free and reduced-price lunch program, before and after-school activities, and Title I services.  Allendale Public Schools has designated an appropriate staff person as a liaison\* for students in homeless situations.  The liaison must ensure that homeless children and youth have full and equal opportunity to succeed in the school and that they receive educational services for which they are eligible.

Allendale Public Schools will:

* immediately enroll homeless children and youth regardless of whether school or immunization records and proof of residency are available at the time of enrollment,

* provide school choice so students can stay in their school of origin, if feasible,

* post the educational rights of homeless children and youth in each school building, and

* provide transportation for the homeless student to ensure access to school.

The term “homeless children and youth” –

*(A)* means individuals who lack a fixed, regular, and adequate nighttime residence; and

*(B)* Includes –

*(i)* Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals, or are awaiting foster care placement;

*(ii)* Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings…

*(iii)* Children and youths who are living in cars, parks, public spaces abandoned buildings, substandard housing, bus or train stations, or similar settings; and

*(iv)* Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses *(i)* through  *(iii).*

\*Please call the Central Office at (616) 892-5570 to contact our Homeless Liaison.

**ALLENDALE PUBLIC SCHOOLS NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDEMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

* *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.W. Department of Education(ED)-

1. Political affiliations or beliefs of the student or student’s parent;

2. Mental or psychological problems of the student or student’s family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships/

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program/eligibility.

* *Receive notice and an opportunity to opt a student out of-*

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance,

 administered by the school or its agent, and not necessary to protect the immediate health and safety of a

 student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or

 required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from student for

 marketing or to sell or otherwise distribute the information to others.

* *Inspect*, upon request and before administration or use-

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or

 other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

Allendale Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Allendale Public Schools will directly notify parents and eligible student of these policies at least annually at the start of each school year and after any substantive changes. Allendale Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific and approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

* Collection, disclosure, or use of personal information for marketing, sales or other distribution.
* Administration of any protected information survey not funded in whole or in part by ED.
* Any non-emergency, invasive physical examination or screening as described above.

*Parent/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office

 U.S. Department of Education

 400 Maryland Avenue, SW

 Washington, C.C. 20202-4605

**ALLENDALE PUBLIC SCHOOLS NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district may charge a fee for a copy of any education record that is made for the parent or eligible student, unless the fee effectively prevents the parent or eligible student from exercising the right to inspect and review the student’s education record. The school district will not charge any fees to search for or retrieve the student’s education record.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The school district may also disclose personally identifiable information from a student’s education record, without the consent of the parent or eligible student, if the information constitutes “directory information” and if the parent or eligible student has not filed timely written objection to such disclosure.

“Directory information” which is defined as information which would not generally be considered to be harmful or an invasion of privacy if disclosed, is designated by the school district to include: the student’s name, address, telephone number (unless unlisted), date and place of birth, participation in officially recognized activities and sports, the weight and height of members of athletic teams, school related pictures or photographs in any form (e.g., whether photographic, videographic, digital, etc.), the dates of attendance, the degrees and awards received, the most recent previous school attended, and other similar information, including the names, addresses, and telephone numbers (unless unlisted) of student’s parents. The parent or eligible student has the right to request non-disclosure of all or any portion of such “directory information” upon timely written notice (i.e., by the date set forth below) to the principal of the building where the student is enrolled. The written notice must clearly identify the information that the parent or eligible student does not want disclosed. Following receipt of such written notice, the school district will not disclose that information as “directory information” without the consent of the parent or eligible student (unless such disclosure is otherwise legally authorized or required).

(5) Copies of FERPA are available at the Central Office, 10505 Learning Lane, Allendale, Michigan, where they may be obtained during regular business hours on regular business days.

(6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Allendale Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

Written requests for nondisclosure of “directory information” (pursuant to paragraph 4 above) must be received by September 15 of the current school year.

(This Notice published by Allendale Public Schools)

**Allendale Public Schools**

**Policy & Procedures**

**Administering Medications to Pupils at School**

The following definition of “medication” is adopted for use in Allendale public Schools:

Medication, includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

* The pupil’s parent/guardian will give the school written permission and request to administer medication(s) to their pupil.
* Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the student shall accompany the request and be kept on record by the school.
* Parental or guardian request/permission and a physician’s instruction for administration shall be renewed every school year.
* The building principal will designate an individual(s) responsible for administering medications to pupils at that school.
* Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), on when an emergency threatens the life or health of the pupil.
* Each building shall have a plan for handling medical emergencies.
* Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications. Note: The policy and procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

**Guidelines for Administration of Medication to Pupils in School**

* A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school’s designated time is necessary.
* A building administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.
* Any adverse reaction to medication, as described on the physician’s written instructions, shall be reported to the pupil’s parent/guardian immediately.
* Any errors made in the administration of medications shall be reported to the building administrator immediately, and a written report completed and entered into the pupil’s school record. The building administrator is responsible for reporting the medication error to the pupil’s parent/guardian immediately.
* When it is necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.

**POLICIES FOR SELF-ADMINISTRATION/SELF-POSSESSION OF MEDICATIONS**

The following definition of “self-administration/self-possession” is adopted for use in Allendale Public Schools:

Self-administration means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

* A pupil whose parent/guardian and physician provide written permission will be able to self-administer and self-possess his/her own medications.
* A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.
* A pupil’s use cannot be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil’s right to self-administer and self-possession if t here is misuse by the pupil. The denial shall follow a consultation with parent/guardian.
* For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the pupil’s physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.

**POLICIES FOR SCHOOL STAFF TRAINING**

* All individuals designated to administer medication are encouraged to receive in-service training on all district policies and procedures related to this responsibility. A licensed professional nurse, physician, or physician assistant who has knowledge of local school medication policies and procedures must train school staff.

**Procedures for Training of School Staff in Administration of Medications to Pupils in School**

* In-service training is recommended to be four hours in length and actual “hands-on” practice in identifying and dispensing medications.
* Individuals, with the exception of a licensed registered professional nurse, who are responsible for administering any medications that must be given by injection, by nebulizer, or administered rectally, vaginally, or into the bladder, must receive one-to-one training by a licensed health professional.
* Documentation that school personnel have completed in-service training shall be maintained by the school and made available, upon request, to pupil’s parent/guardian, physician, licensed registered professional nurse, or by a school district official.

**POLICIES FOR STORAGE AND ACCESS TO MEDICATIONS IN SCHOOL**

* All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with pupil’s name, the name of the medication, dosage, and the frequency of administration.
* Medications shall be stored in a school location that is kept locked.
* Emergency medications may be stored in an area readily accessible to the individual designated to administer them.
* All controlled-substance medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count reconciled with the medication administration log/record.

**Procedures for Storage and Access to Medications in School**

* It is recommended that medications be brought to the school by the pupil’s parent or guardian.
* No changes to medication dosage or time of administration will be made except by instruction from a physician.
* Parental or guardian request/permission and a physician’s instructions for administration of medications shall be renewed every school year.
* Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.
* Medication left over at the end of the school year, or after a pupil has left the district, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

**POLICIES FOR RECORD-KEEPING RELATED TO MEDICATIONS IN SCHOOL**

* A log of medication administration shall be kept in a school office and filed in a pupil’s permanent record at the end of each school year.
* The individual pupil log shall be kept until one year after the pupil’s graduation from high school.

**Procedures for Record-Keeping of Medications in Schools**

* The medications log shall include the pupil’s name and the name and dosage of the medication. The individual giving the medication shall record the date and time of administration of the medication. The log shall be signed and witnessed by a second adult.
* If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.