

PORTLAND
MIDDLE SCHOOL
2019-2020
PARENT – STUDENT
HANDBOOK



Raider Pride

Portland Middle School
745 Storz Avenue
Portland, Michigan 48875
517-647-2985

Office Staff

Leanna Davis, Principal
Tim Hoffman, Dean of Students
Ashley James, Counselor
Cindy Pung, Secretary
Stacy Gross, Attendance Secretary

Board of Education

Patrick Duff
Kathy Foote
Beth Goodman
Linda Hoxie-Green
Brian Pohl
Jamie Schneider
Doug Logel

Central Office Administration

Gary Bond	Director of Operations
Paul Dinka	Director of Technology
Natalie Fuller	Director of Special Education
William Heath	Superintendent
Derrick Stair	Director of Finance
Simone Margraf	Curriculum Director/Director of Federal Programs

School Sponsored Clubs and Activities

Athletics
Band
Science Olympiad
Robotics
Student Council

Forward

The Portland Middle School Student Handbook has been written to help students and their parents/guardians to become aware of, and to understand, the guidelines, policies and regulations which are in place at Portland Middle School. Students and parents are encouraged to take the time to read this handbook and discuss its contents.

Students are also encouraged to take advantage of the various opportunities available at Portland Middle School, both academically and in our co-curricular programs. It is our intent that students will grow intellectually and emotionally during their years at PMS, and that each student will view Portland as a positive place with which to be associated.

It is our hope that the Portland Middle School Student Handbook will help each student to work within a positive environment and to contribute to an atmosphere conducive to learning.

School Notification System

In the case of inclement weather or other situations requiring the closing of school, information may be obtained via the media outlets listed below. You can also sign up with our School Messenger service. In order to receive text messages from School Messenger, text "Yes" to 67587. Notifications will also be received through email, as long as the correct email address is in Skyward.

Emergency School Closing

In the case of inclement weather or other situation requiring the closing of school, information may be obtained via the following media outlets:

<u>Television:</u>	WLNS (Channel 6) WOOD (Channel 8)	WILX (Channel 10) WZZM (Channel 13)	WOTV (Channel 41) WSYM (Channel 47)
<u>Radio:</u>	WJXQ (106.1 FM) WITL (100.7 FM) WJIM (1240 AM/97.5 FM)	WHZZ (101.7 FM) WVIC (94.1 FM) WFMK (99.1 FM) WQTX (92.7 FM)	WWDX (92.1 FM)

Communication

- Website: www.portlandk12.org
- School Messenger

Daily Schedule

Student classes are to begin and end at the times indicated. Students are to be in their assigned classroom at these times. Students in the hallway during scheduled class time must have their planner signed by a teacher.

	6
1	7:35-8:30
2	8:35-9:29
3	9:34-10:04
4	10:09-11:04
5	11:09-11:34
Lunch	11:39-12:09
5	12:13-12:39
6	12:44-1:38
7	1:43-2:35

	7
1	7:35-8:30
2	8:35-9:29
3	9:34-10:04
4	10:09-11:04
5	11:09-12:04
Lunch	12:09-12:39
6	12:44-1:38
7	1:43-2:35

	8
1	7:35-8:30
2	8:35-9:29
3	9:34-10:04
4	10:09-11:04
Lunch	11:09-11:39
5	11:44-12:39
6	12:44-1:38
7	1:43-2:35

Doors will be open at 7:10 a.m. every morning. After 7:45 a.m., all entrance doors will be locked for the duration of the day. Visitors need to enter the doors located on the Storz Ave. side of the building. You will be able to use our security buzz in system to enter the building. After 2:45 p.m. all students, except those participating in a scheduled school activity, are expected to be out of the school building. After this time, students not participating in a school activity are not under the direct supervision of school personnel.

Students will be dismissed at 10:50 on half-days of school.

Grading and Grade Reports

A. Grading System - Final grades for a marking period will be determined by a combination of class participation and performance on daily assignments, quizzes, tests, papers, and projects as determined by the teachers. The staff at Portland Middle School utilizes a common grading scale for assessing student work. The grading scale is as follows:

%	Grade
100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

A grade of “I” (Incomplete) may be given in certain circumstances where work for the class was not able to be completed by the end of the grading period. Incomplete grades must be made up within three (3) weeks of the marking period or the grade will be recorded as failing (“F”).

B. Report Cards/Progress Reports - Report cards are issued at the end of each marking period and will be mailed home.

Mid-marking period progress reports will be mailed home for students receiving a grade of C- or below in any of their classes.

Parents and/or students who feel the need for weekly or bi-weekly communication from teachers regarding student progress may contact the Counseling Office to establish a progress report routine. Parents are strongly encouraged to communicate with their student’s teachers.

C. Skyward - Parents and students have the capability of viewing student grades online anytime via the district’s student management system, Skyward. If you have questions regarding Skyward please contact the Middle School Office (517-647-2985) or Mr. Robydek via email at krobydek@portlandk12.org.

Parent Teacher Conferences

Parent teacher conferences for the 2019-2020 school year are scheduled as follows:

October 16	Evening conferences
October 17	Afternoon conferences
March 4	Afternoon and Evening conferences

Statement of Assurance

Portland Public Schools Board of Education

Statement of Assurance of Compliance with Federal Law

The Portland Public Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to: Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title XI of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Individuals With Disabilities Act (IDEA) of 2004, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Portland Public Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual

orientation, disability, or handicap, shall be discriminated against, excluded in participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Portland Public School District is an Equal Opportunity Employer.

Notification of Rights

The Federal Education Rights and Privacy Act

In compliance with Federal regulation, Portland Public Schools has established the following guidelines concerning student records:

- Mr. William Heath is the Records Control Officer for the District, and is responsible for the processing and maintenance of all student records. His office is located at 1100 Ionia Road, Portland Michigan, and can be reached by calling 517 647-4161.
- Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulation, including those with an educational interest who need to review the records to fulfill his/her professional responsibilities.
- A parent, guardian or adult student has the right to request a change or addition to the student's records and to either obtain a hearing with district officials or file a complaint with the U.S. Department of Education if not satisfied with the accuracy of the records or the District's compliance with the Federal Family Educational Rights and Privacy Act.
- The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the building administrator in writing within ten (10) days from the date of this notification that he/she will not permit distribution of any or all such information: The student's name, picture, major field of study; weight and height; participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.
- Pictures of the student may be used solely for District purposes, i.e. yearbooks, sporting event programs, District-affiliated Internet websites, newspapers, newsletters, etc., and are not considered as part of directory information as it relates to making them available to persons and organizations not affiliated with the District.
- A copy of the Board of Education's policy (Portland Public Schools Board of Education Policy #1430) is available in the Superintendent's Office.

Advisory to All Parents/Guardians Regarding Pesticides

State of Michigan law requires that schools and daycare centers that may apply pesticides on school or day care property must provide an annual advisory to parents/guardians of students attending the facility. Portland Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort.

This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem. You will receive advanced notice of the application of a pesticide, other than bait or gel formulations at your child's school. This advance notice of the application will be given 48 hours before the application.

The law requires us to do this notification by using two methods. The first method required by the law is the posting at the primary entrances to your child's school. The entrances that will be posted are those entrances that have a sidewalk that leads directly to a parking lot. The second method we are going to use is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked at least 3 days before the application. If you would like to be notified by mail, please contact the Operations Department at (517) 647-2993. Please give the Operations secretary your name, mailing address and what school your child attends. In an emergency (for example, bees nest), pesticides may be applied without prior notice, but notice will be provided following any such application.

You may review our IPM program or pesticide application records for your child's school by calling or e-mailing Gerrit Bond, the District's Director of Operations at (517) 647-2993 or by email at gbond@portlandk12.org. The telephone number or email may also be used when school is not in regular session.

Asbestos Management Plan Available for Review by Parents and Employees

Our school district conducts extensive asbestos surveys of all of our buildings on a regular basis. Based on the findings of the inspections, a comprehensive management plan is in place. This plan details the response actions that the district took regarding asbestos containing materials found in our buildings. This plan is available for inspection at our office without cost or restriction during normal business hours. Our office is located at 6636 E. Grand River Avenue, Portland, Michigan. We have endeavored to make our schools a safe place in which students can learn. Please let us know if we can answer any questions.

Notification of Parent/Student Rights

The following is a description of rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights. If you disagree with any of the decisions made by the District you have the right to:

- Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- Have the District advise you of your rights under Federal law;
- Receive notice with respect to identification, evaluation, or placement of your child;
- Have your child receive a free, appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;
- Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation date, and placement options;
- Have transportation provided to and from an alternative placement at no greater cost to you than would be incurred if the student were placed in a program operated by the District;
- Have your child be given an equal opportunity to participate in co-curricular and extra-curricular activities offered by the District;
- Examine all relevant records related to decisions regarding your child's identification, evaluation, educational program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the District to reasonable requests for explanations and interpretations of your child's records;
- Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request for an amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- Request mediation of an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to Mr. William Heath.
- Ask for payment of reasonable attorney fees if you are successful in your claim; and
- File a local grievance.

The person in this District who is responsible for assuring that the District complies with Section 504 is Mr. William Heath, Superintendent (517-647-4161).

Right to Review Teacher Qualifications

As a parent of a student at Portland Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the teacher is licensed and/or qualified according to the Michigan Department of Education to teach the grade level and subjects he or she is assigned to teach.
- Whether Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether there are any teacher aides or similar paraprofessionals that provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact: Kevin Robydek, Building Principal

Parent Involvement Policy

A. General Expectations

Parental involvement means the participation of parents in regular and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- Play an integral role in assisting their student's academic development
- Are encouraged to be actively involved in their student's education both in and out of the classroom
- Are full partners in their student's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their student.

Portland Middle School agrees to implement the following:

- The building will put into operation programs, activities, and procedures for the involvement of parents in our school including a school improvement team that consists of administrators, teachers, and parent members
- The school will provide opportunities for the participation of all parents including those with limited English proficiency, parents with disabilities, and parents of migratory students.

B. Parental Involvement Policy Components

1. Portland Middle School will provide assistance to parents of students served by the school district or school in understanding topics such as the following:
 - Monitoring students' academic progress
 - Michigan's academic content and achievement standards
 - Michigan and local academic assessments
 - How to work with educators to improve education
2. Portland Middle School will provide communication in a variety of ways including school-wide newsletters, Skyward reports and messages, school-wide and personal teacher emails, and website postings to help parents work with their student to improve academic achievement.
3. Portland Middle School will continuously work to educate its teachers and staff in parental involvement strategies designed to improve the educational progression of our students.
4. Portland Middle School will develop practices that encourage parent involvement:
 - Making efforts to offer activities at times that are convenient to parents
 - Setting and communicating expectations for parent involvement
 - Providing parents with course curriculum information
5. Portland Middle School will develop with parents, students, and staff a school-parent-student compact that outlines how all parents, the school staff, and students will share the responsibility for improved student achievement.

C. Review - Portland Middle School agrees to utilize a school improvement team to review this policy annually and make it available to parents, students and staff in paper format and electronically on the school's website.

Counseling/Student Services

Counseling services are available throughout the school year for academic and/or personal concerns. Information and assistance regarding college/post-secondary opportunities and financial aid are also available through the Counseling Office.

A. Work Permits - Any minor who is 11 to 17 years of age needs to have a CA-6 or CA-7 Work Permit and Age Certificate completed and on file with the place of employment and school. Work Permit and Age Certificate forms are available in the office. A permit may be revoked by the school if: (1) poor attendance results in a level of school work lower than that prior to beginning employment, or (2) the Michigan Department of Consumer and Industry Services/U.S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations.

B. Emergency Response Plan - Portland Middle School has emergency response plans and protocols in place to respond as necessary for situations that occur. These plans and protocols are reviewed and updated throughout the school year.

Attendance Policy

A healthy teaching/learning environment encourages students to regularly attend school. Daily attendance in the classroom significantly increases academic success and enhances student learning experiences through student/teacher interaction and student participation. Regardless of academic talent, the classroom experience is impossible to duplicate. This attendance policy is based on the premise that students can best learn when they regularly attend school. Missed classroom experiences, participation, and school work is linked to poor

academic performance and assessment results.

In carrying out the shared responsibilities of maintaining students' attendance:

- Parents/guardians have a responsibility and obligation to require their sons and daughters to attend school on a regular and consistent basis.
- Parents/students have the responsibility and obligation to explain all absences to those in authority with the Portland Schools within twenty-four (24) hours.
- Teachers and administrators have the responsibility and obligation to make established efforts on a regular basis to inform parents/guardians of student absences and assure fair application of rules and policies for all students.
- We at Portland Middle School believe that each and every scheduled day of school is valuable, and a student's presence in school is essential to become successful.

A. Absences - An absence is defined as reporting to class ten minutes after the designated start time or not reporting to class at all.

- i. **Excused Absences** - Parents/guardians are required to notify the school of absences. Phone calls will be accepted beginning at 7:00 a.m. (voicemail messages are accepted anytime) If a phone call is not made, a signed written excuse from parents/guardians is required giving the student name, date(s) of absence and reason. This is to be presented to the Attendance Secretary the day the student returns to school. If medical, dental, counseling, etc... appointments are scheduled during the school day bring a note or appointment card to the Attendance Office BEFORE school begins and obtain a pass to be excused from class at the specific time. **You MUST sign out at the office before you leave.** When you return to school, you must sign back in at the office.

We do encourage parents/guardians to arrange their vacations so they do not interfere with the regular school calendar. It is in the best interest of the student that the Board promotes attendance excellence.

- ii. **Unexcused Absences** - Students absent without proper notification will be issued an unexcused absence and will be dealt with by the discipline code for an unauthorized absence (skipping).

Truancy

Michigan Compulsory Attendance Law states the following:

"...every parent, guardian or other person in this state having control and charge of a child from the age of six to the child's 16th birthday, will send that child to the public schools during the entire school year. The child's attendance will be continuous and consecutive for the school year fixed by the district in which the child is enrolled."

When a student accumulates 5 absences during the school year a warning letter will be sent home. If the student's attendance does not improve and 10 absences accrue, a second letter will be sent home offering suggestions and programs to help improve student attendance. If a student reaches 15 absences during the school year a third letter will be sent home requesting a meeting with the student, the parent(s)/guardian(s), a building administrator, and a Portland Police Officer and referral to Youth Services Bureau. If attendance still does not improve and 20 absences accumulate, the student and parent/guardian will be turned over to the Ionia County Prosecutor's Officer.

B. Tardy - A tardy is defined as not being in the classroom at the designated time. A student must have a pass to enter a classroom after the bell.

- i. **Excused Tardy** - If students are tardy for the start of the school day, they should present a written excuse from their parents/guardians to the Attendance Office before going to class. All parental excuses for tardiness should be made to the Attendance Office within twenty-four (24) hours of the tardiness. No detention will be assigned for excused tardiness. Students late for class as a result of another staff member should obtain a written pass or phone call from that staff member to excuse the tardy.
- ii. **Unexcused Tardy** - One free unexcused tardy will be given each marking period. A second unexcused tardy will result in a detention. A third unexcused tardy will result in two detentions. Additional unexcused tardies will result in After-School Detentions or Out-of School Suspensions according to the Discipline Code.

C. Make-up of School Work - Students who are excusably absent from school, or who have been suspended by school personnel, shall be given the opportunity to make up work that has been missed. It is the responsibility of the student to contact his/her teacher(s) on the day of their return to school to obtain assignments. Make-up of class work assigned on the day of an excused absence must be completed within one (1) day of the return to school. (For example, if a student is excusably absent on Tuesday and returns to school on Wednesday, work assigned on Tuesday must be completed by Thursday). Assignments, tests, quizzes or projects of any type that were assigned or due on the date(s) of

an unexcused absence will not be allowed to be made up for grade and/or credit.

Student Medication

A. Administration of Medication - It is the policy of the Board of Education that students will not be permitted to self-medicate (including prescription and over the counter drugs) during the school day. Policy also states that the school will not provide students with Tylenol, Ibuprofen, or any other medication. The administration of medication by school personnel shall be authorized and performed in exceptional circumstances which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will be administered only by such school personnel as are specifically authorized by the building administrator or his/her designated representative. This authorization to administer medication shall be issued only in compliance with the following conditions:

The school nurse, or designated school personnel will:

- Communicate with parent(s)/guardian(s) to determine a reasonable specific time for the administration of medications.
- Inform appropriate school personnel of the medication;
- Keep a record of instructions for the administration of the medication.
- Observe the student for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.
- Keep the medication in a locked cabinet;
- Return the unused medication only to the student's parent/guardian.

The student's parent/guardian has the sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

B. Prescription - School Administration of Medications - Prescription medications shall not be stored or dispensed by District personnel without written permission and doctor instructions describing the proper administration of the medication to the student. Proper prescription labels must be present on all medications to be administered to students. Written permission must include the completion and submission of the prescription drug form. Medication forms are available in the school office.

C. Over the Counter – School Administration of Medications - Over the counter (OTC) medications shall not be stored or dispensed by District personnel without written permission and instructions from the student's guardian describing the proper administration of the medication to the student. Proper medication labels must be present on all medications to be administered to students. Written permission must include the completion and submission of the OTC drug form. Medication forms are available in the school office.

Any changes to directions for administering prescription or OTC medications must be documented by the completion of a new drug form.

D. Use of an Inhaler - A student who requires the use of an inhaler for relief or prevention of asthma symptoms shall be allowed to carry and use the inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the student's school is participating if there is written approval as stated above on record at the school (as described in the Michigan Revised School Code, Section 380.1179). The building administrator shall notify each teacher of a student who is in possession of an inhaler under the above conditions.

E. In-School Illness - In the event of illness during school hours, students are to report to the Office. Office personnel will evaluate the situation and make the determination regarding contacting parents/guardian and/or the School Nurse. If permission is given for the student to go home, the student must sign out in the Office.

General Information

A. Visitors - Adults are always welcome to visit the Middle School during the school day. Upon your arrival at the school we ask that you stop in at the Main Office, register as a visitor and receive a visitor's identification badge. Non-adult visitors or guests (school-aged persons) are not allowed without written prior arrangements.

B. Backpacks/Book Bags - Student backpacks, book bags, purses, etc. will not be allowed in the classroom. Backpacks, book bags, etc. must be stored in the student's locker for the duration of the school day.

C. Lockers - Students in grades 6-8 will be assigned a locker during their middle school career. All lockers, (hallway, Physical Education, and Band), assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

The school assigns lockers to its students for the student's convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the public school principal or his/her designee. Students are strongly encouraged to turn their locks when closing lockers to reset the combination. "Pegging" of lockers leaves items unsecured.

Students are not to write on lockers, or attach stickers, contact paper or inappropriate material (material depicting alcohol, tobacco, controlled substances, or sexually offensive material).

D. Lunch/Cafeteria- Both "Type A" and "ala carte" items are available to students for purchase, along with milk, water, and juices. Following are the standards of acceptable behavior and conduct during lunch:

- All food and beverages are to be consumed in the cafeteria. Food items and beverages are not to be taken out of the cafeteria at any time during the school day.
- Students are to be in designated areas only during lunch. Parking lots, hallways, and lockers are off-limits during lunch.
- We ask students to only make purchases only for themselves.
- Students are expected to pick up after themselves and dispose of items properly in the appropriate containers.

Students shall not purchase or consume soft drinks or energy drinks prior to, or during, the school day

E. Lost and Found - If you lose or have lost an item in school, please check at the office. Likewise, if you find something that does not belong to you, give it to the office. Items not claimed will be disposed of at the end of the marking period.

F. Telephone Usage - Office and classroom telephones are for school personnel use and are to be used by students only in the case of an emergency or with permission from school personnel.

G. Announcements/Bulletin Boards - Announcements will be read each morning. They are also posted in the office and on the Portland Middle School website. Any announcement must be approved by office personnel. No posting of information by students anywhere in the building is allowed without administrative approval.

Code of Student Conduct

A. Introduction - The Portland Public School District is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsibility in promoting behavior that enhances academic and social success. Courteous, respectful and responsible actions foster a positive climate for the learning community.

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health, and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individualism at school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedoms and the orderly operation of the school environment.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules and policies. When determining the appropriate action to take as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending on the severity or repetition of misconduct, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school, and other relevant factors. The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

The Code of Student Conduct applies: 1. When a student is at school. ("At school" means in the classroom, elsewhere on school premises, on a school bus, or at a school-sponsored activity or event, whether or not it is held on school premises) and 2. When a student is using school telecommunications networks, accounts or other district services.

At any time, if a student feels unsafe or is threatened, the student or student's parent/guardian should contact the school administration (517-647-2985).

B. Forms of Intervention

- **Classroom Management Techniques** – Teacher will use proximity, verbal cues, non-verbal cues, and other techniques to redirect students from any misbehavior.
- **Counselor Referral** – Teachers can send a student to the counselor to discuss choices, and help redirect students to their studies.

- **Parent Contact** – Teacher may contact a parent by phone/email to discuss any situation that may have occurred in class.
- **Parent Conference** – Meeting of student and parents with one of the building administrators.

C. Forms of Discipline

- **Saturday School Procedures and Policies**

Students may be in attendance during Saturday School hours for the following reasons:

- 1) To serve for a discipline referral
- 2) To make up hours for excessive absences
- 3) To work on coursework in areas where they are falling behind
- 4) To work on coursework for credit recovery
- 5) Previous approval by staff member

While at Saturday School, it is the expectation of administration and the attending staff that students follow all policies as described in the Portland Middle School Handbook, paying particular attention to “Code of Student Conduct” & Raider Pride student expectation rubric. Please note in particular the following sections and their application to Saturday School:

- **School Dress Code/Student Appearance**
- **Alcohol, Tobacco, Drug, Weapons Free School Zone**
- **Electronic Devices**

When a student is either assigned Saturday School or agrees to attend for coursework purposes, they should bring work they have or talk with their teachers to retrieve any late/make-up work to complete. They will be asked upon their arrival what they intend to work on. Students not working on academic work will be asked to log into their Skyward account and show their grades to the supervising teacher. Any grades below a “C” will be examined further to see if any late or missing work can be completed. We understand that Saturday Schools are an extremely valuable resource for many of our students and therefore we will make every effort to ensure a distraction free environment. If a student present in Saturday School refuses to use this time to work as described above, they will be given a reminder, spoken to a second time, and then asked to leave. They should be sure to have arrangements for a ride home in the event they have decided not to use this time as it has been designed for. Any student in direct violation of handbook policies will also be asked to leave if they refuse to correct the behavior. If the student is required to be there either for discipline or to make up hours, they will only be able to count the time they were present for.

- **Lunch Detention** – Administrators may give this type of disciplinary action. Detentions are assigned for inappropriate student behavior. Detentions are served during lunch in the Middle School Library.
- **Snap Suspension** – Assigned by the classroom teacher for inappropriate behavior that is so disruptive or unsafe in the classroom that instruction cannot continue if the student remains in the classroom. Snap suspensions are served with a supervising adult.
- **After-School Detention (ASD)** – The student will serve an after school detention from 2:36-3:30pm under the supervision of an administrator or teacher. Students are required to complete school work during the after-school detention period and talking will not be permitted. Students will be given one warning for inappropriate behavior during the detention period. Subsequent problems will result in the student being dismissed from detention and an out-of-school suspension will be issued. Students assigned to after-school detention are not permitted to participate in school sponsored events/activities held on the evening of the detention.
- **Out of School Suspension (OSS)** – The student is temporarily removed from the regular class routine because of a misdemeanor or persistent disobedience. A suspension may be for a short term, not exceeding five (5) days per incident, or long term, exceeding five (5) days but not more than ten (10) days per incident. A suspension may be imposed immediately upon a student without first affording the student or parents/guardians a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. During a suspension, the students will not be allowed on school grounds during school hours or at school events without parental escort. The length of the suspension will be determined by the nature of the offense. The second and subsequent out of school suspensions a student receives during a semester will result in a mandatory meeting with the principal, Dean of Students and parents before the student may return to school.
- **Progressive Discipline** – Progressive discipline is used when students with multiple discipline infractions continue to disregard school policies and procedures. This form of discipline refers to a progressive sequence of Out-of-School Suspensions (for example: 1, 3, 5, up to 10 days with a recommendation for expulsion) for any discipline infraction. This process may lead to a recommendation for expulsion to the Superintendent.
- **Expulsion** – The student may be permanently removed from school because of a gross misdemeanor or persistent discipline. “Repeat offenders” (students who habitually violate the Code of Conduct) will be taken before the Superintendent for expulsion. Expulsion will be determined by the Superintendent. No student may be expelled until an opportunity for a formal hearing on the recommendation for expulsion has been afforded the student.

D. Due Process for Suspensions - The student will be confronted by the administrator for his/her violation of the discipline code. At that time, the student may present his/her argument for his/her action. Parents may be contacted and will be notified by a written report of the cause of the disciplinary action and the action taken in the case. Parents are encouraged to contact the school if they have any questions regarding this matter.

The following procedures will be used by the administrators:

- The student shall not be judged guilty by virtue of being accused.
- The principal or Dean of Students for the purpose of obtaining all information pertinent to a fair decision shall conduct an informal investigation immediately.
- Provisions shall be made for the student to be heard and to present his/her view of the occurrence involved.
- If suspension is the decision of the principal or assistant principal, the student shall be duly informed of the reason.
- The principal or Dean of Students shall make the determination in case of suspension.
- Parents must be notified by telephone, if possible, of the decision, and the length of suspension must be confirmed in writing. The principal or assistant principal will take the initiative to confer with parents/guardians to make plans for the return of the student to the classroom.
- An unfavorable decision may be appealed to the Superintendent or his/her designee.
- If a favorable decision is not reached through the Superintendent or his/her designee, the decision may be appealed to the Board of Education. The student must be advised of the following appeal rights:
 - Specific statement of charges
 - Right to be represented by counsel
 - To hear and question witnesses against him
 - To present his/her own witnesses
 - Present any other evidence including arguments he/she may wish
 - To be advised of the provisions of the Open Meeting Act with regards to a closed or open hearing before the Board.
 - Factors such as severity, age, discipline history, disability, etc. will be taken into consideration before consequences are given.

E. Search and Seizure - Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student shall be notified by the school principal or his/her designee of items removed from the locker.

F. Minor Violations (These violations will become defined as a Major Violation if they are repeated behaviors)

- i. **Disruptive Behavior** - A student may be removed from a “class, subject, or activity” and referred to a building administrator for inappropriate actions or attitudes, disobedience, excessive talking or otherwise creating a disturbance in the class which, in the teacher’s judgment, is detrimental to the management and educational process of the classroom (otherwise referred to as a “snap suspension”). Within 24 hours after the snap suspension the teacher will contact the student’s parent/guardian and apprise them of the situation warranting the removal from class. Students removed from class should report immediately to the office, unless otherwise directed by their teacher.
- ii. **Unauthorized Absence from Class/Skipping** - A student shall be in his/her assigned place of instruction at the assigned time unless they have a valid excuse. This also includes leaving class without permission.
- iii. **Campus Privileges** - Portland Middle School functions as a “closed campus”. Once a student arrives on campus for the day, whether by private or school provided transportation, he/she is expected to remain on campus until the end of the school day. No student is permitted to leave the school building without permission from the proper school authorities. Students who need to leave the building/campus during the school day must obtain permission from office personnel, with proper verification from a parent/guardian. The parking lot is off limits before and during school.

- iv. **Leaving Class Without a Signed Planner** - A student must have their planner signed by a teacher or other authorized staff member before leaving the classroom. Students must have planners present when in the hallway while class is in session.
- v. **Academic Misconduct** - A student will not plagiarize, cheat on assignments or assessments, gain unauthorized access to, or tamper with educational materials or records.

Copyright:

Copyright and the need for supportive laws to protect the legitimate rights of authors and inventors in a democratic society has led to the enactment of legislation (The Copyright Act of 1976). Students should both appreciate and respect the rights of authors and inventors and recognize that their contributions, within the law, can and should be used to advance education.

Definitions:

- Plagiarism is using someone else's words or ideas, as a whole or in part, and claiming them as your own.
- Cheating is gaining or providing improper or unauthorized access to answers.
- Unauthorized access or tampering with educational material or records includes, but is not limited to: access to grades, grade books, answer keys, or copies of tests, quizzes and assignments without permission.

Academic Misconduct Discipline Procedure:

1st Offense: A grade of zero on the assignment and parental contact by the teacher.

2nd Offense: A grade of zero on the assignment, parental contact by the teacher and one after-school detention.

3rd and Subsequent Offenses: A grade of zero on the assignment, parental contact by the teacher and suspension from school until a conference is held between parents/guardians, teacher, and administration.

- vi. **Possession of Disruptive Items** - A student will not possess personal property that is prohibited by school rules or that is disruptive to the educational process or procedures. Such items include, but are not limited to: pornographic or obscene material, laser pointers, water pistols, water balloons, wallet chains, fidget spinners, and lighters. These items will be confiscated and returned only to a parent/guardian.
- vii. **Possession of/Usage of Electronic Devices** - Portland Middle School students shall be permitted to possess cell phones, and other electronic communication devices, in school buildings and on school property during the instructional day, which also includes, but is not limited to, study periods, lunch breaks, class changes or any other structured or non-structured activity that occurs during the normal school day. Portland Middle School students and parents must fill out, and sign the "Bring Your Own Device" Policy for Portland Middle School in order for the student to be permitted to bring their personal device to school.

While on school property during the instructional day, students must refer to the personal device stop lights to know whether or not it is an appropriate time to use their personal device. If a student chooses not to follow the personal device stop light the following consequences will take place:

Personal Device Discipline Procedure:

1st Offense: Personal device will be held in the office until the end of the day, student may pick up personal device, and student will receive one lunch detention

2nd Offense: Personal device will be held in the office until the end of the day, student may pick up personal device, and student will receive one after school detention.

3rd Offense: Personal device will be held in the office until a parent/guardian picks it up, and student will receive one after school detention.

4th Offense and Subsequent Offenses: Student's personal device privileges will be revoked for the school year, and student will receive two after school detentions.

Use of cellular telephones and other electronic communication devices during before-school and after-school activities (provided that they do not interfere with the event or school operations) is at the discretion of the coach, director, supervisor, or other adult in charge. Possession of a cellular telephone or other electronic communication device by a student is a privilege, which may be forfeited by any student who fails to abide by this policy.

Students do not have permission to be on any social media sites anytime during the school day. Students are responsible for the content of their electronic devices. Inappropriate material/content is not to be viewed or shared on school grounds. It should be noted that any form of bullying through the use of cell phones is strictly prohibited.

No image recording device, including but not limited to cameras, cell phones, personal digital assistants, and other electronic image capturing/reproducing devices, shall be operated in any lavatory, locker room or any other space on school district property where privacy is implied and expected for the occupant. The use of such an image capturing/reproducing device in these types of private spaces may result in the seizure of the device by the administration and a suspension from school of up to 10 days.

Portland Public Schools will assume no responsibility for student loss, damage or theft of electronic communication devices. Students are strongly encouraged to turn their locks when closing lockers to reset the combination. "Pegging" of lockers leaves items unsecure.

- viii. **Food and Beverages** - Food and beverages are to be consumed only in designated areas, the primary of which is the cafeteria. Beverages other than water are not to leave the cafeteria. Students are not to bring or possess beverages in glass containers. Students shall not purchase or consume soft drinks and energy drinks prior to the start of the school day, throughout the instructional day and after school. See the Portland Public Schools' Wellness Policy.
- ix. **Thrown Objects** - Objects, including snowballs, pencils, pens, paper, etc., are not to be thrown on school property at any time.
- x. **Student Dress** - A school, in carrying out its responsibility in creating a proper learning environment, encourages good taste in dress and grooming appropriate to the learning activity and age of the student. In general, it shall be the responsibility of the individual student and his/her parents/guardians to set the guidelines for appropriate dress within reasonable standards of social acceptance. Factors of health, safety, and orderly functioning of the school are the determinants of appropriate dress.

Within this framework, clothing or grooming shall be considered unacceptable if it (all dress code violations will be at the discretion of the principal and Dean of Students) :

1. Creates a present danger to the health and safety of the student or other persons, such as pajamas and slippers.
2. Creates or potentially creates a disruptive influence on the educational process, such as:
 - Wearing of headwear (hats and hoods) Unless, approved by the Administrator
 - Coats or jackets
 - Halter or tube tops are not permitted. Tank tops and sleeveless tops must be two fingers width. Sleeveless shirts may be worn as long as they have a seam around the opening.
 - Shirts that expose the midriff, cleavage, or undergarments
 - Mutilated clothing
 - Short shorts or skirts. Shorts and skirts may not be any shorter than mid-fingertips (2nd knuckle) with arms at their side.
 - Sagging of shorts or pants. Shorts and pants must be worn at waist level and undergarments must not be exposed
 - Clothing with profane, vulgar, or obscene suggestions
 - Clothing that is sexually suggestive
 - Clothing that advertises alcoholic beverages or drugs, or clothing that uses improper language
3. Infringes upon the rights and freedoms of other students. (Special religious customs will be accommodated at the discretion of administration).
4. Blankets are not allowed in the hallways or classrooms for any reason.

Dress Code Discipline Procedure: The building administrators will have final determination of the appropriateness of the student's dress, subject to appeal to the Superintendent and the Board of Education.

- First Offense: Student will be required to correct the inappropriate item of clothing.
 - Second Offense: Student will be required to correct the inappropriate item of clothing and will serve a lunch detention.
 - Third Offense: Student will be required to correct the inappropriate item of clothing and will be assigned an after-school detention.
 - Fourth and Subsequent Offenses: Student will be sent home for the remainder of school day and will receive an out-of-school suspension according to the Portland Middle School progressive discipline policy.
- xi. **Public Display of Affection** - Kissing, hugging, holding hands or any other inappropriate behavior is unacceptable in school or at extra curricular activities.
- xii. **Technology Abuse** - A student will not violate the district's technology use guidelines or acceptable use policy. Violations of the District's Acceptable Use Policy may result in loss of computer privileges.

- xiii. **Inappropriate Language** - Students will not use language (written, verbal or electronic), make gestures, or produce graphic representations that contain vulgar, inappropriate or offensive terms or images.
- xiv. **School Responses to Minor Violations** - School administrators and staff may use appropriate intervention strategies, including, but not limited to:
 - Verbal intervention, logged by the teacher.
 - **Any single Minor violation may result in a referral to the office**
 - Administrator/staff/student conference or reprimand
 - Administrator and teacher-parent/guardian conference
 - Confiscation of inappropriate item
 - Restitution/restoration
 - Lunch detention
 - Denial of participation in class and/or school activities
 - Revocation of student technology access privileges
 - After-school detention
 - Out of school suspension (short term) from one (1) school day up to and including five (5) school days
 - Out of school suspension (long term) from six (6) school days up to and including ten (10) school days
 - Law enforcement agency notification
 - Depending upon severity or repetition, a Minor violation may be reclassified as a Major violation.

G. Major Violations

- i. **Repeated Behaviors such as:**
 - Defiance/Insubordination
 - Disrespect
 - Disruption
- ii. **Bullying/Harassment/Intimidation** - It is the policy of the Board of Education to provide a safe educational environment for all students. Bullying of a student or staff member at school is strictly prohibited. Bullying, harassment or intimidation means any gesture or written, verbal, or physical act that is intended to harm a student/staff member, damage the student's or staff member's property, place the student/staff member in reasonable fear of harm, or that has the effect of insulting or demeaning any student, group of students or staff member in such a way as to disrupt or interfere with the school's educational mission or education of any student. Bullying, harassment, or intimidation includes, but is not limited to, any gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's/staff member's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic. Bullying will not be tolerated at Portland Middle School.

Those that observe bullying are encouraged to report it to a staff member as soon as possible. Reports may be made in person, via telephone, or in writing, including e-mail or via the Portland Middle School anonymous bullying report form located on the Portland Middle School website. Retaliation against a person who reports a bullying incident is prohibited and will be addressed using the student code of conduct. All reports of bullying will be referred to the principal or Dean of students and will be promptly investigated. Investigation of bullying will be conducted according to Board Policy 5517.01 and safeguards will be made to treat reports of bullying, just as other reports of behaviors confidential.

Parents, students, and community members with concerns regarding bullying at Portland Middle School are encouraged to contact the school by calling 517-647-2985.
- iii. **Hazing** - A student will not haze or conspire to engage in the hazing of another. As used in this section, hazing includes any method of initiation or preinitiation into a student organization or any pastime or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace.
- iv. **Sexual Harassment** - A student will not use words, pictures, objects, gestures or other actions relating to sexual acts or another person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. A student will not make unwelcome sexual advances, request sexual favors, or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

- v. **Vandalism/Defacement of Property** - A student will not willfully cause defacement of, damage to, or destruction of, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement. School districts in the State of Michigan are authorized to recover damages not to exceed \$2,500 against parents of unemancipated minors who have maliciously or willfully destroyed real, personal, or mixed property which belongs to the District.
- vi. **Trespassing** - A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
- vii. **Student Cooperation with Staff/Insubordination** - A student may not swear at, show disrespect for, lie to, or refuse to obey a reasonable request or direct order from a teacher, administrator, or other person given responsibility of supervision. If a student has witnessed or has direct knowledge about violations of school policies, the student is responsible for reporting information truthfully, accurately, and completely to school authorities.
- viii. **Forgery/False Identification** - A student will not sign the name of another person for the purpose of defrauding school personnel. A student will not use another person's identification or give false identification to any school official with the intent to deceive school personnel or falsely obtain money or property.
- ix. **Inappropriate Contact** - Students will not engage in inappropriate contact such as pushing, shoving, horseplay, roughhousing, etc.
- x. **Fighting (Assault)** - A student shall not engage in unauthorized physical contact (fight with, assault, or physically accost) with another student. A student shall not verbally abuse, or verbally threaten to commit assault or battery to, another student. Any student in grade 6 or above who commits a physical assault against another student which occurs on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event shall be expelled for 180 school days. Students who verbally abuse or threaten another student will be suspended for a period of time up to 10 days.

Any student in grade 6 or above who physically assaults a district employee or a person engaged as a volunteer or contractor of the district shall be permanently expelled. Furthermore, any student in grade 6 or above who commits a verbal or written threat of an assault against an employee, volunteer, or contractor of the district must be expelled for up to 180 school days.

- xi. **Weapons** - A student must not possess, handle, transmit, or use any instrument which may be considered or used as a weapon or which may be capable of inflicting bodily injury or used in a felonious assault. The instruments may include, but are not limited to: firearms, knives, brass knuckles, mace or chemical sprays, clubs, iron bar, any device that is primarily used for self-protection, or "look-alike" weapons. A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

If a student possesses a "dangerous weapon" in a Weapon-Free School Zone (school property or a vehicle used by a school to transport students to or from school property), that student shall be permanently expelled, subject to possible reinstatement. "Dangerous Weapons" are defined as: a firearm, dagger, dirk, knife with a blade over three (3) inches in length, a knife opened by a mechanical device, iron bar, or brass knuckles.

A "firearm" is defined as any weapon, (including a starter gun) which will or is designed to, or may be readily converted to expel a projectile by action of an explosive, or any destructive device which includes any explosive, incendiary, or poison gas (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, or (v) mine.

- xii. **Sexual Assault** - A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]) "Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g)
- xiii. **Arson** - A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1322(5). "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code (MCL 750 to MCL 750.80).

xiv. **False Fire Alarm/Bomb Threat; Tampering with Fire Alarm System or Equipment** - Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building, on school property, or at a school-related event. These acts are prohibited irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with the fire alarm system, fire equipment, or emergency medical equipment in a school building.

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board or its designee. (MCL 380.1311a[2]).

xv. **Explosive/Incendiary Materials** - A student, while at school, will not possess, handle, transmit, conceal or use any item such as, but not limited to, lighters, matches, fireworks, or firecrackers.

xvi. **Extortion** - A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

xvii. **Substance Abuse** - A student is prohibited from the manufacture, distribution, possession, use of, or being under the influence of the following substances:

- Alcohol, or any alcoholic beverage, including “nonalcoholic malt beverages”
- Illicit drugs
- Any useable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation
- Any prescription or non-prescription drug, medicine, vitamin or chemical, including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district’s authorized “use of medication” procedures.
- Steroids, human growth hormones, or other performance-enhancing drugs
- Substances purported to be illegal, or performance enhancing (i.e. “look-alike” drugs).
- It shall not be a violation of this policy for a student to possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for permission to use in school has been granted pursuant to school district policy.

1. A student may not possess drug-related paraphernalia at any time during the school day or at a school-related activity, on or off campus.
2. A student may not possess or use tobacco/tobacco-like substances or tobacco-related paraphernalia in any form at any time during the school day or at a school-related activity, on or off campus, or on school vehicles regardless of age. This includes electronic cigarettes, smoking or inhaling devices, etc.

xviii. **Theft/Possession of Stolen Property** - A student will not, without permission of the owner or custodian of the property, take property or have in his/her possession property which does not belong to the student.

Responses to Major Violations - Any Major violation results in any immediate referral to the office. School administrators and staff may use appropriate intervention strategies, including, but not limited to:

- Any school response to a Minor violation, listed above
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion
- Law enforcement agencies will be notified as a response to some Major violations

Note: In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the Family Independence Agency or county community mental health agency and notifies the individual’s parent or legal guardian, or if the individual is at least 18 or is an emancipated minor, notifies the individual of the referral. (MCL 380.1311[4])

RAIDER PRIDE

S e t t i n g

	Prepared	Respectful	In Control	Determined	Engaged
Learning Areas	<ul style="list-style-type: none"> - Bring what you need for class - Come ready to participate and learn 	<ul style="list-style-type: none"> - Follow staff directions - Respect others' right to learn and teach 	<ul style="list-style-type: none"> - Refer to teacher's personal device stop light - Speak in teacher directed voice level 	<ul style="list-style-type: none"> - Push through difficult problems - Use class time efficiently and effectively - Seek help when needed 	<ul style="list-style-type: none"> - Positively interact with peers and adults - Stay focused on the task at hand
Computer Labs	<ul style="list-style-type: none"> - Login in/out with your account - Bring materials 	<ul style="list-style-type: none"> - Keep labs food and drink free - Report any damage or inappropriate use to an adult 	<ul style="list-style-type: none"> - Use devices appropriately - Speak in voice levels 1 or 2 - Keep credentials private -Yellow personal device zone 	<ul style="list-style-type: none"> - Work through technology issues - Use your time productively/ efficiently 	<ul style="list-style-type: none"> - Use technology to enhance learning - Stay focused on the task at hand
Hallways	<ul style="list-style-type: none"> - Bring what you need for class - Have your signed planner 	<ul style="list-style-type: none"> - Use your locker appropriately - Keep areas clean - Appropriate language with peers and adults 	<ul style="list-style-type: none"> - Follow the flow of traffic - Speak in a voice level 3 - Water in a plastic bottle -Green personal device zone 	<ul style="list-style-type: none"> - Utilize passing time efficiently and effectively 	<ul style="list-style-type: none"> - Positively interact with peers and adults
Bathroom/ Locker Room	<ul style="list-style-type: none"> - Have your signed planner 	<ul style="list-style-type: none"> - Keep areas clean - Be private and allow others privacy - Report any damage or inappropriate use to an adult 	<ul style="list-style-type: none"> - Red personal device zone - Speak in a voice level 3 	<ul style="list-style-type: none"> - Go, flush, wash, dry (put in trash), and leave 	<ul style="list-style-type: none"> - Return promptly to class
Cafeteria	<ul style="list-style-type: none"> - Bring only the items you need - Have money and I.D. ready 	<ul style="list-style-type: none"> - Treat each other well - Clean up your space 	<ul style="list-style-type: none"> - Make healthy food choices - Speak in a voice level 3 - Food and beverages stay in the cafeteria - Green personal device zone 	<ul style="list-style-type: none"> - Keep your food where it belongs 	<ul style="list-style-type: none"> - Positively interact with peers and adults

School Events	- Come with positive school spirit	- Demonstrate good sportsmanship - Treat officials, opponents and adults well - Appropriate language with peers and adults	- Accept outcomes graciously - Enter and exit in an orderly manner - Green personal device zone	- Do your best - Listen, learn and participate	- Stay focused on the event - Participate positively
Outside	- Bring all necessary equipment	- Use equipment properly - Help keep our school clean	- Stay in designated areas - Be observant - Green personal device zone	- Take responsibility of your actions	- Positively interact with peers and adults

Expectations

*If necessary Student Expectation matrix may be adjusted to maintain a positive school climate and culture. This is our second year of implementation so this rubric may adjust throughout the school year. We are open to any suggestions you may have to help us continually improve.

Extra-Curricular Activities and Trip Policies

A. Athletics – Students must be in school all day to participate in an athletic event (unless approved by administration).

Portland Public Schools Athletic Eligibility Requirements

- Students taking six (6) classes must pass five (5), and students taking five (5) classes must pass four (4), or they will be declared ineligible. Eligibility will be reviewed on a weekly basis.
- If a student is declared ineligible for failing work, the student will not be permitted to participate in that particular sport until the student improves the grades in question to a passing level. Also, during this time the participant must attend all practice sessions and games or activities unless other arrangements are made.
- The Activity Coordinator and advisors will work out a suitable method to check each student for eligibility.
- In addition, any student at the Middle School failing the same class for two or more consecutive weeks will also be declared ineligible.

B. Dance Rules and Dress Code - Dances are provided for students at Portland Middle School through the sponsorship of the Portland Middle School Student Council. The dances are intended to provide a worthwhile social experience for students. Attendance at a school dance is to be considered a privilege, not a right. Students attending these dances are to know and abide by the following rules as established by the Portland Middle School administration. Students attending the dance must be in school the entire day of the dance (any student needing to be absent that day must have approval by administration to attend the event) All Student Council sponsored dances begin at 2:45 p.m. and end at 4:15 p.m.

Dance Rules

- Students may not leave school before the dance starts. All students must wait in the cafeteria until the dance begins.
- Students who leave the dance early are not permitted to re-enter.
- Only current 6th, 7th and 8th graders will be allowed to participate at the middle school dances.
- Appropriate social behavior will be expected of all students at all times.
- A respectable dancing position is expected of all students. There will be no promiscuous or provocative dancing (grinding). All violators will be given one warning. The result of continued inappropriate dancing will be dismissal from the dance.
- No aggressive behavior, including, but not limited to physical or verbal abuse or intimidation.
- There will be no running, wrestling or rough horseplay in any area of the dance. The cafeteria will be open for students who do not wish to dance.
- All participants will be expected to be respectful to themselves, other participants and staff before during and after the dance

Violation of dance rules will result in dismissal from the dance and suspension from future dances.

Dance Dress Code - Dress code: School appropriate attire is expected at dances. The school dress code will be enforced as the participants enter the dance and throughout the dance.

- No hats will be allowed at the dances.
- Inappropriate body parts should not be visible.
- No undergarments should be showing at any time.
- Tops will need to have a sleeve or at least a 2 inch strap on each shoulder or arm.

C. End of Year Class Trips - One of the most rewarding experiences at the middle school is the end of year class trips. These trips are open to all students, with the following exceptions:

1. Any student, who has committed any Criminal Act, as defined under section V. Criminal Acts Defined in the Portland Public Schools Discipline Code, will not be allowed to participate in the trip. The following are among those defined as criminal acts under the laws of the State of Michigan. The commission of or participation in such activities in school building, on school property or at school sponsored events is prohibited. Narcotics or drugs (alcohol, tobacco or other illegal substances), Arson, Assault, Burglary, Explosives, Extortion, Blackmail, Coercion, Larceny, Robbery, Intimidation of school authorities, Vandalism, Weapons, Sexual harassment and Careless and Reckless driving (See copies of the Portland Public Schools Discipline Code and the Portland Middle School Student Handbook).
2. Any student, who accumulates a total of ten (10) or more referrals resulting in detention/OSS during the school year, may not be allowed to participate in the trip.
3. Any student, who has received four (4) or more detentions or three (3) or more of Out-of-School Suspension in the second semester, may not be allowed to participate in the trip.
4. Any student, who shows a type of behavior that constitutes a threat to the general welfare of the total group, will not be allowed to participate in the trip.

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

Some Common Symptoms

Headache	Pressure in the Head	Nausea/Vomiting	Dizziness
Balance Problems	Double Vision	Blurry Vision	Sensitive to Light
Sensitive to Noise	Sluggishness	Haziness	Fogginess
Grogginess	Poor Concentration	Memory Problems	Confusion
“Feeling Down”	Not “Feeling Right”	Feeling Irritable	Slow Reaction Time
Sleep Problems			

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

Appears dazed or stunned	Is confused about assignment or position
Forgets an instruction	Can’t recall events prior to or after a hit or fall
Is unsure of game, score, or opponent	Moves clumsily
Answers questions slowly	Loses consciousness (even briefly)
Shows mood, behavior, or personality changes	

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

One pupil larger than the other	Is drowsy or cannot be awakened	A headache that gets worse
Weakness, numbness, or decreased coordination	Repeated vomiting or nausea	Slurred speech
Convulsions or seizures	Cannot recognize people/places	
Becomes increasingly confused, restless or agitated	Has unusual behavior	
Loses consciousness (even a brief loss of consciousness should be taken seriously.)		

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional. Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Acceptable Use Policy

Agreement for Acceptable Use of PPS Technology Resources for *Students Grades K – 12*

This agreement is entered into this _____ day of _____, 20____, between the Student (“Student” or “User”) and the Portland Public Schools (“PPS”). The purpose of this agreement is to grant access to and define acceptable use of PPS’s Technology Resources for legitimate educational purposes consistent with PPS’s mission statement. “Technology Resources” include, but are not limited to: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems. These resources may be provided to users to: (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

In exchange for the use of PPS’s Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the PPS’s Technology Resources is a privilege that may be revoked by the PPS at any time and for any reason.
- B. The PPS reserves all rights to any material stored on PPS Technology Resources. You have no expectation of privacy when using PPS Technology Resources. PPS reserves the right to monitor all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. PPS also reserves the right to remove any material from the Technology Resources that the PPS, at its sole discretion, chooses to, including, without limitation, any information that PPS determines to be unlawful, obscene, pornographic, harassing, intimidating, or disruptive.
- C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or to lobby or solicit political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class program or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- D. The PPS’s Technology Resources are intended for exclusive use by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any problems arising from the use of your account/password are your responsibility. Use of your account by someone other than you is forbidden and may be grounds for loss of access privileges and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources or any other communication/messaging devices (including devices not owned by PPS while on campus, at school sanctioned events – home or away, and/or on school busses) to engage in cyberbullying. Cyberbullying means “the use of email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.”
- F. Misuse of Technology Resources may result in suspension of your account privileges and/or other disciplinary action, up to and including expulsion, as determined by the PPS. Misuse includes, but is not limited to:
 1. Accessing or attempting to access educationally inappropriate materials/sites including, without limitation, material that is “harmful to minors,” unlawful, obscene, pornographic, profane, or vulgar. Material that is “harmful to minors” includes “any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excrement; (2) depicts, describes, or represents, in a potentially offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.” 47 USC §§ 254(h)(7). The determination of a material’s “appropriateness” is based on both the material’s content and intended use.
 2. Cyberbullying (as defined in paragraph E) or any other use of the Technology Resources that would violate PPS’s anti-bullying rules or policies. Cyberbullying may, without limitation, include posting slurs or rumors or other disparaging remarks about another person on a website; sending email or instant messages that are meant to threaten, harass, intimidate, or drive up a victim’s cell phone bill; taking or sending embarrassing or sexually explicit photographs, video, or other visual depictions of another person; or posting misleading or fake photographs of others on websites.
 3. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person over the PPS’s Technology Resources or by any other means, including over personally owned devices while on campus, at school sanctioned events – home or away, and/or on school busses.
 4. Posting personally identifiable information about yourself or others over the internet even if the information is solicited by a website that requests such information.
 5. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware; violating the integrity of PPS’s Technology Resources; uploading or creating viruses; downloading/installing unapproved, illegal, or unlicensed software; or seeking to circumvent or bypass security measures.
 6. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, unauthorized information or information belonging to other users.
 7. Unauthorized copying or use of licenses or copyrighted software.
 8. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, copyrighted material (most of the Internet is copyrighted), or material written by someone else, without permission of, and attribution to, the author.
 9. Misrepresenting others, including, without limitation, posting confidential or inappropriate information (text, video, photo) meant to harass, intimidate, or embarrass other students or staff on any social media network or website.

10. Allowing anyone else to use an account or not locking access to computer devices when leaving them unattended.
 11. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
 12. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act (CIPA).
 13. Misusing equipment or altering system software without permission.
 14. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
 15. Using the Technology Resources in any way that violates PPS's student code of conduct, or any federal, state, or local law or rule.
- G. It is the policy of PPS, as a recipient of certain federal funds, to monitor the online activities of its students and provide technology protection measures on its computers with Internet access designed to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. PPS staff must regularly monitor to ensure that technology blocks are working appropriately. The technology blocks may be disabled by an authorized person, *during adult use*, to enable access to bona fide research or for other lawful purposes.
- H. It is the policy of PPS to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; (3) disclosing, using, or disseminating personal information online; or (4) accessing materials that are harmful to minors. It is also the policy of PPS to educate students about cyberbullying awareness and response and about appropriate online behavior, including safely interacting with other individuals in social networking websites, chat rooms, and by email.
- I. PPS does not guarantee that measures described in paragraphs G and H will provide any level of safety or security or that they will block all inappropriate material from PPS's minor students. You agree that you will not intentionally engage in any behavior that was designed to be prevented by paragraphs G and H.
- J. The PPS does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will PPS or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- K. When utilizing the PPS Technology Resources, you may use only PPS authorized messaging and communication systems. There is no expectation of privacy in electronic communications. The PPS reserves the right to monitor electronic communications.
- L. As soon as possible, you must disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable, harassed, threatened, or bullied, especially any communication that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- M. The PPS and/or the Internet provider will periodically determine whether specific uses of the PPS's Technology Resources are consistent with this acceptable-use policy. The PPS or its Internet provider reserves the right to log Internet use and to monitor mail space and file server utilization by users. The PPS reserves the right to remove a user account on the PPS's Technology Resources to prevent further unauthorized activity.
- N. You may not transfer software belonging to PPS without the permission of the PPS Technology Coordinator or his/her designee. Without first obtaining such permission, you will be liable for any damages and will be required to pay the cost of any damages caused by such transfer, whether intentional or accidental.
- O. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of the Resources caused by your inappropriate use.

In consideration for the privileges of using the PPS's Technology Resources and in consideration for having access to the information contained therein, I release the PPS, its Board of Education, individual Board members, administrative employees and agents, the Internet provider and its operators from any and all claims of any nature arising from my use, or inability to use, the Technology Resources. I agree to abide by this Acceptable Use Policy and Agreement and by any rules or regulations that may be added from time-to-time by the PPS and its Internet provider as well as PPS's Internet Safety Policy and its Student Code of Conduct. All additional rules, regulations, and policies are available in hardcopy in the Principal's office.

This is to be signed and returned to Portland Middle School by the end of the first week of school, August 23rd, 2019.

Concussion Awareness

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by Portland Middle School

Technology Acceptable Use Policy

This agreement is between student signature user below and the Portland Public Schools. The purpose of this agreement is to grant access to and define acceptable use of PPS's Technology Resources for legitimate educational purposes consistent with PPS's Mission statement. Student is to follow all Use Policies indicated in the agreement.

Parent – Student Handbook

As the parent or guardian of this student, I have reviewed the 2018-2019 appropriate Parent/Student Handbook. I understand that it is my child's responsibility to know, understand, and follow the policies outlined within. I further understand that if my child commits any violation, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Signatures below indicate that I agree to the Concussion Awareness, Technology Acceptable Use Policy, and Parent-Student Handbook statements stated above.

Parent/Guardian Name Printed

Parent/Guardian Signature

Student Name Printed

Student Signature

Grade

Date