



# Home of the Panthers

**STUDENT HANDBOOK  
2009-2010**

**6325 Delton Road  
Delton, MI 49046  
(269) 623-9251  
(269) 623-9229 – (attendance)**

Diane Talo, Principal  
Mary Guthrie, Assistant Principal

Dear Student:

Welcome to Delton Kellogg Middle School and the 2009-2010 school year. We are happy to have you with us. Please read this handbook carefully and look over your new student agenda. There are many resource pages that will help you in your classes here at DKMS.

It is the goal of our staff that every student has the finest educational opportunities available to be a success. All students at DKMS have the right to attend school in a safe and orderly environment. Therefore, it is important that everyone cooperate and work together to maintain a respectful school climate. We use the guiding principles of Safety, Kindness, Respect and Responsibility (SK2R) at DKMS.

Please participate fully in the academic and extra-curricular opportunities available to you. We hope you enjoy this school year and achieve to the best of your ability. The DKMS staff is here to help you and answer any questions you may have.

Sincerely,

Your Delton Kellogg Middle School Staff

### THE MISSION STATEMENT OF DKMS

The mission of DKMS is to provide positive academic success while recognizing students' unique characteristics.

### DISTRICT VISION STATEMENT

Delton Kellogg Schools: A community committed to educational excellence.

### DISTRICT MISSION STATEMENT

Delton Kellogg community will teach students to value learning.

### DISTRICT BELIEF STATEMENT

**WE BELIEVE** our school should create quality learning opportunities for all.

**WE BELIEVE** all relationships should be built upon respect and responsibility.

**WE BELIEVE** our school should reflect leadership, which builds consensus, ownership, and accountability.

### DISTRICT EXIT OUTCOMES

Students will learn:

**RESPECT:** by treating themselves, others and property with respect, by appreciating diversity in others, by gaining an awareness of healthy lifestyle choices.

**RESPONSIBILITY:** by making positive contributions to school, community, and family, by fulfilling personal, academic and social obligations and commitments.

**EFFECTIVE COMMUNICATION SKILLS:** by using verbal, written, and auditory contexts, by using various modes of technology.

**CRITICAL THINKING SKILLS:** by achieving high academic standards, by using a variety of problem solving methods, by self-direction of their own learning.

### NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Delton Kellogg Board of Education not to discriminate against any student or employee on the basis of race, color, national origin, sex, or handicap and to provide a free and appropriate public education for each student and an appropriate work environment for each employee within its jurisdiction.

### Student/Parent Concern Procedure

There may be a time when you have a question, problem or concern. Your teachers, counselors, principal, assistant principal, and all other staff members will be more than happy to help you.

Delton Kellogg Schools believes that problems can be solved by conversations among the involved parties. We recommend that you refer to the following steps. If you don't achieve satisfaction, try the next step:

1. Contact the teacher or counselor.
2. Contact a building administrator.
3. Contact the Superintendent's office.
4. Bus concerns should be directed to the transportation department (623-9244).

All needed phone numbers are on page 3 in this handbook.

*The contents of this handbook have been approved by the DK Board of Education*

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**DELTON KELLOGG MIDDLE SCHOOL HAS THE SEXUAL HARASSMENT, WEAPONS, AND SUBSTANCE ABUSE POLICIES AVAILABLE FOR THE PUBLIC IN THE MIDDLE SCHOOL OFFICE.**

**DELTON KELLOGG SCHOOLS TELEPHONE DIRECTORY**

*SWITCHBOARD GENERAL INFO 623-9200*

- Superintendent, Cynthia Vujea 623-9274
- Superintendent's Secretary, Sharon Jones 623-9225
- Central Office Secretary, Beckie Reed 623-9246
- Assistant Superintendent, Paul Blacken 623-9327
- Central Office FAX 623-9269*
- Middle School Principal, Diane Talo 623-9252
- MS Principal's Secretary, Pat Kammeraad 623-9251
- MS Assistant Principal, Mary Guthrie 623-9256
- (K-8 SPED)
- MS Ast.Principal's Secretary, Michelle Green 623-9284
- MS Attendance Line 623-9229
- Middle School FAX 623-9259*
- High School Office 623-9226
- High School Principal, Stewart Schofield 623-9223
- High School Ast Principal, Louise Angelo 623-9222
- (MCTI, Alt. Ed, 9-12 SPED, ECDD)
- HS Attendance Line 623-9228
- High School FAX 623-9292*
- Elementary Office 623-9275
- Elementary Principal, Steve Scoville 623-9293
- Elementary School FAX 623-9291*
- Delton Kellogg Alternative HS 623-9220
- Athletic Director, Ben Farkas 623-9285
- Athletic Secretary, Cindy Glenn 623-9224
- Transportation/Maintenance 623-2325
- Transportation, Jane Wilcockson 623-9244
- Food Service, Alan Walker 623-2326
- Pre-School 4 yr olds 623-9218
- Pre-School 3 yr olds 623-9343
- Head Start 623-2096
- Barry Intermediate School District 945-9545

**Delton Kellogg Board of Education**

Sandy Barker Marsha Bassett Sharon Boyle Jennifer  
 Bever Jason Hicks Elizabeth Matteson Andrew  
 Stoneburner

*These pages were produced to provide a fund of common knowledge for use in maintaining smooth school operation. It is not all-inclusive, nor is it to be considered final in any way. It is designed to be used in conjunction with the Board Policies. (Board Policies can be found in the Superintendent's Office)*

## I. GENERAL INFORMATION

### **SCHOOL DAY**

The academic school day is from 8:05 AM - 3:20 PM. The main and rear doors to DKMS will be open at 7:30 AM. Parents/guardians please report to the office for a visitor's tag. Students are expected to stay in the breezeway until 7:45 AM, unless they are attending a school-sponsored activity that is supervised by an adult. Back doors will be locked at 8:00AM. Students being dropped off/picked up by parents/guardians after 8:00 AM should use main entrance doors.

Upon dismissal, students riding buses should exit out main doors by office or doors by the media center. Students being picked up - please use main doors or back doors (southwest).

Please make all attempts to coordinate rides and other after school arrangements before school. This will reduce the number of interruptions to the learning environment. If you need to call, any message for students need to be called in by 2:30 PM.

### **VISITORS**

1. Parents or guardians are welcome, but are requested to make an appointment to assure the availability of the person(s) to be visited.
2. **ALL** visitors must report to the office upon entering the building for safety and security reasons. After signing in at the office, visitors will be given a badge to be worn in a visible area while at the middle school. Badges are to be returned to the office at the end of the visit. Please enter and exit by the main door near the office.
3. **END OF DAY PICK UP** - Please wait for your student in the breezeway to reduce classroom disruption.
4. Student visitors are typically not allowed, but may be at the discretion of the administration. Requests from students should be directed to the office. Student visitors (when allowed) will not be transported on district buses.

### **ABSENCES/ATTENDANCE**

The attendance procedures for DKMS are:

1. Parents are to call the school by 9:30 AM on the day of their child's absence or send a note to school the next day verifying the reason for the absence.
2. If the parent does not contact the school before 9:30 AM on the day of the student's absence, school personnel may contact the parent at home or work or an automated phone service may call your home.
3. Failure to contact or notify of an absence within 24 hours or no later than the day of return, will result in an unexcused absence. Examples of excused absences: illness, professional appointment, required court appearance,

funerals, school related absences and other absences approved by the administration.

4. DKMS requests you provide documentation for excused absences including extended absences due to serious illness, professional appointments, required court appearances, funerals, school related absences and other absences approved by administration.
5. If unexcused/undocumented absences are more than 10 per semester, the school will follow the truancy procedure.
6. If circumstances are such that a phone is not available to you, please contact the DKMS administration to discuss other arrangements.
7. The **ATTENDANCE HOTLINE NUMBER IS 623-9229**. Please leave messages re: attendance using this
8. Daily attendance at school is expected and will help students to be more successful academically. It is your responsibility to make up work missed due to absences.
9. Attendance may impact whether a student may or may not attend dance, field trips, spectating events, etc...

### **TRUANCY PROCEDURE**

1. Parents will be notified by a letter when their child has 10 unexcused or undocumented absences.
2. According to the Michigan Compulsory Attendance Law, Children under the age of sixteen must regularly attend school. If the absences are excessive, a letter will be sent to parents setting a time and date for an appointment to discuss their student's absences.
3. In the event of continued absences, Barry County Intermediate School District Superintendent will become involved and the student's attendance/truancy history will be sent to the Barry County Prosecutor's Office. The Barry Intermediate School District (BISD) may have a truancy intervention program to offer families as an alternative to a court appearance.
4. Barry County Youth Service Bureau or the school liaison officer may be involved in this procedure.

### **PREARRANGED ABSENCES/FAMILY LEAVE**

Please bring a note to the office at least one week in advance with the date(s) and reason(s) why you will be absent from school. A maximum of 5 consecutive days may be used per year for family matters. Only students in good standing will be allowed to take family leave. Upon receiving the request the following will occur:

- The office will issue a pre-arranged absence slip to the student.
- The student will be required to take the slip to all teachers and receive a determination of current standing within the class and initials.
- Teachers will make attempts to prepare work to be missed in advance and give the work to the student. Students are expected to

complete assigned work during time absent for credit.

- In the event work could not be issued prior to the family leave, the student will be given the number of days absent to complete the work for credit. This "number of days" will be calculated from the date the teacher provides the materials/assignments.

Failure to follow this procedure will result in absences documented as unexcused and work may not be accepted for credit.

If students plan to attend a funeral, we recommend arrangements be made prior to the morning of the services.

### **LEAVING EARLY**

Students planning to leave early should report to the office with a note before 8:05 AM to get a pass.

Your parents/guardian should pick you up at the office when you are scheduled to leave. Parents will be required to sign their students out on the form available in the office. If you are ill and are leaving early, you must notify the office and be signed out before leaving school grounds.

### **TARDY/TRUANCY**

5<sup>th</sup> - 8<sup>th</sup> Grade Teacher/Teams will outline their tardy policies in their course overview. At the third tardy to a class, the teacher/team will, at a minimum, confer about the cause(s) of the tardiness and develop a plan to eliminate further tardies. Persistent tardiness may lead to a referral to administration.

Consequences may be issued to students who are sent to administration.

7<sup>th</sup> and 8<sup>th</sup> grade Teacher/Teams will on the 4<sup>th</sup> tardy refer the students to administration to serve a lunch detention and on the 5<sup>th</sup> tardy the student will be referred to administration and will receive a consequence of class suspension. Further tardies will result in one day ISS. This is per grading period/per class. \* Persistent tardiness may result in other consequences deemed appropriate by administration.

Definition of Tardy to School: Arriving to school later than 8:05 AM. A student arriving to school after this time must report to the office to obtain a pass to class. Students arriving after 8:05 AM should be signed in by an adult or bring a written note. Failure to do so will result in the tardies being documented as unexcused.

Definition of Tardy to Class: Arriving to class up to 5 minutes after the scheduled time for class to begin.

Classroom Truancy: Truancy refers to a student's absence without the knowledge or permission of a parent/guardian or school authority. Students who are more than 5 minutes late to class, without a pass to excuse their late arrival, will be considered truant from class. Students are expected to be in their assigned classes, according to their schedule at all times. Failure to do so may result in consequences such as making up the time during lunches, before or after school or serving community service hours.

### **CLOSED CAMPUS**

Delton Kellogg Middle School is a closed campus. This means as soon as you arrive at school, whether you walk, ride your bike, ride the bus, or are dropped off at the door, you are not to leave the middle school grounds until dismissal at 3:20 PM. Students are not allowed to go to the other buildings on campus unless they are going there for a school sponsored event and are under the supervision of a staff person or have a pass to do so.

### **CELL PHONES/ELECTRONIC COMMUNICATION DEVICES/ELECTRONIC DEVICES**

Per DK Board Policy 8280-R:

"Walkie-Talkies, short or long range, portable scanning devices or toys which transmit a signal more than 20 feet or through walls will not be permitted. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capability to take "photographs" of any kind. Cell phones/audible beepers shall be turned off during instructional or class time, during passing time and at school-sponsored events where there is a reasonable expectation of quiet unless there is a bonafide case of a health or safety emergency.

Electronic communication devices used to send or receive personal messages or information that would contribute to or constitute cheating are not allowed. Violation to this policy shall result in items being confiscated and not returned until, where appropriate, a parent/guardian conference has been held.

### **CHILD PROTECTION**

All school personnel/employees are identified as mandated reporters under the Child Abuse and Prevention Act. This means that school personnel must make a report to the local Child Protective Service (CPS) department if there is a reasonable cause to suspect child abuse or neglect. The Michigan Child Protection Law defines child abuse and neglect as harm or threatened harm to a child's health or welfare by a parent, legal guardian or any other person responsible for the child's health or welfare. In Michigan it is then the responsibility of the Department of Human Services/CPS to investigate reports of suspected child abuse and neglect. *Act No. 238, Public Acts of 1975 722.623, Section 3, as amended by 2002 PA10.*

### **EMERGENCY/ENROLLMENT CARD INFORMATION**

It is imperative that the office has accurate and complete address and telephone information so that a family member or friend can be contacted in case of an emergency. Please notify the office whenever any information changes. Also, let the school know

any special health problems, conditions or medications.

### FUND RAISING

All fund raising must be approved by administration. Students selling items or raising funds for outside agencies must request and gain approval of the administration in advance of selling or raising any funds. The Student Council and the Middle School parent organization sponsor school wide fundraising during the school year. Students and parents will be held responsible for and billed for any money owed after the collection due date. Students owing money may not be allowed to attend activities financially supported by the fundraiser.

### HALL PASSES

Students must carry their student planners to all classes. Hall passes are located at the back of the planner. Bathroom passes will be issued by classroom teachers. Students in the hall without a signed planner or pass may be escorted/directed back to their assigned class, and a referral may be made to administration if truancy is suspected. Students are encouraged to take care of personal needs during passing times and breaks to reduce the need to leave class.

### LOST AND FOUND

Lost and found items are to be turned in to the office. These items will be stored in the office or at a table in the office hallway. At the end of every semester, unclaimed items will be thrown out or given away to charity.

### MEDICATION

All medications **prescription and non-prescription**, should be given at home when possible. If medication must be given during school hours, we will follow the medication procedures, recommended by the Michigan Department of Health and the Barry-Eaton Health Department as follows below:

1. A Medication Administration Form must be completed and signed by a parent and physician and turned in to the school office. These forms are available in the middle school office.
2. An adult should bring medication to school. It must be in the **original container**, identified with student's name, pharmacy Rx number, name of medication, dosage, and time to be administered.
3. Parents/guardians are requested to make arrangements to pick up any unused medication at the end of the school year. Medication not picked up by the last day of school will be destroyed.
4. Aspirin, cough syrups, antihistamines, etc... need to be brought in by an adult. This medication also requires a Medical Administration Form to be completed with parent signature. (DKMS does not provide over the counter medications to students.)

5. Some "inhalers" self administered may be kept on the student or in the locker, but a Medical Administration Form must still be completed with a parent signature.
6. Questions concerning specifics dealing with the administration of medication may be directed to the middle school principal.

### PETS/ANIMALS

Prior permission from the administration and classroom teachers must be obtained before bringing pets/animals to school.

### SELLING/TRADING

Selling or trading personal goods is not allowed at school. Items sold or traded may be confiscated by school staff. Delton Kellogg Schools does not accept liability for items that are stolen, damaged, unpaid for or not returned. We recommend these items not be brought to school, sold or traded.

### SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, their locker and his/her possessions including vehicles, and may seize any illegal, unauthorized, or contraband materials discovered in the search. A search may be conducted at any time and the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Student lockers and the parking lot are school property and remain at all times under the control of the school district. School authorities for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant. A student's person and/or personal effects (e.g., purse, book bag, athletic bag, or vehicle) may be searched whenever a school official has **reasonable suspicion** to believe that the student is in possession of illegal or unauthorized materials. No search warrant is required by law. If the search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities and are subject to all school and states code for disciplinary action.

All computers located in the classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any

information contained on such systems is confidential or private.

WOOD 1300 AM, 105.7 FM

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor.

A student's refusal to permit searches and seizures, as provided in this policy, will be considered grounds for disciplinary action and the search will be completed without the student's consent.

**CANINE SEARCHES**

The over all intent of the use of detection canines on the school campus is to provide a deterrent to the presence of contraband items on school property. The ultimate goal is to assist in providing a learning environment free from contraband items. Areas such as lockers, gym areas, common areas and parking lots may be searched. Students shall not be subject to search by dogs. Any and all belongings brought into the classroom, however, may be subject to search.

**SURVEILLANCE/PHOTOGRAPHY/VIDEOS**

The DK Board of Education authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Students in violation of board policies, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recording may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

**EMERGENCY SCHOOL CLOSINGS AND DELAYS**

Please do not phone the school or bus garage. When schools are closed due to severe weather, after school activities are also cancelled. In case it is necessary to cancel or delay school, the following radio and television stations will be notified:

Television:

Kalamazoo WWMT Channel 3  
Battle Creek WOTV Channel 41  
Grand Rapids WOOD Channel 8

Radio:

Kalamazoo WQLR 106.5 FM  
WKMI 1360 AM  
WKZO 590 AM  
Battle Creek WBCK 930 AM  
Hastings WBCH 1220 AM, 100 FM  
Grand Rapids WGRD 1410 AM, 97.9 FM

**EMERGENCY PROCEDURES**

We work hard to create a safe and friendly place for students and to prevent harmful events from ever happening. The District Crisis Plan is in place with procedures and teams of staff at each building who are ready to respond to emergencies, which might arise.

**Code Red: Lock Down**

This is a life-threatening situation in progress occurring at a school site. Students remain with their teachers in the classrooms or at an evacuation area to await further instructions and people arriving at the building are restricted. Attendance is taken to account for each student. All other areas of the school campus are placed on a Code Yellow. A planned evacuation of student on school buses to an off campus location is executed with law enforcement officials.

To effectively execute our District Crisis Plan, our partnership with you at home is vitally important. Parents need to be certain that their children know where they are to go in the event of an emergency dismissal of any kind. With younger children, it may be wise to attach names, addresses, and phone numbers on the inside of a backpack. It is also crucial to keep school secretaries informed in **advance** of all potential emergency contacts for your family.

**Code Yellow:**

This is a situation that warrants moving to a secured area, but is not considered immediately life threatening. Students remain with their teachers in the classrooms to await further instructions and people arriving at the building are restricted. Attendance is taken to account for each student. In some cases, Code Yellow is used to ensure privacy and clear access in the event that a person requires emergency medical attention from EMS staff. In other cases, it may serve as a precautionary safety measure because of a potential problem with the school facilities of a breach of school security. An orderly, regular dismissal from school may occur in collaboration with area law enforcement officials.

**Fire Alarms:**

The sounding of the first alarm is the signal for evacuation of the buildings. The entire building must be evacuated under all circumstances when this alarm sounds. Maps for leaving DKMS are posted in each classroom and the instructors will explain exits to students. During lunches, before and after school and between classes, students are to use the nearest exit. Please keep in mind that a real fire and intense heat may cause windows to explode outwardly, therefore, safe evacuation should not only be swift and orderly, but students and staff should be at least 100 feet from the building. Only if and when

the all-clear signal is given should students return quickly and orderly to their classrooms.

### **Severe Weather Alarms:**

A tornado watch means tornadoes are expected to develop; a tornado warning means a tornado has been sighted. The severe weather alarm will be sounded over the public address system or by verbal dismissal from office personnel if electrical power is out. Maps of severe weather safety routes and area are posted in each classroom and will be explained to students by their instructors. During severe weather, students should not be within 25 feet of out doors and should also be at least 10 feet from windows. Students should be in a kneeling position with hands clasped around the back of the neck.

In open country, as in outdoor physical education activities move away from the tornado's path at a right angle. If there is not time to escape, lie flat in the nearest depression such as a gully, ditch, or ravine.

1. Students will be dismissed from school *if time allows them to reach home safely.*
2. Buses will be notified to begin runs *if time allows them to reach home safely.*
3. Shelter and supervision will be provided for the students in the school *if time does not allow students to reach home safely.*
4. In the event of a tornado watch students will remain on campus until dismissal time and after school activities will be cancelled.
5. In the event of a tornado warning, students should follow emergency procedures as directed by school personnel and all after school activities will be cancelled. Students will not be released until the all clear signal has been issued. *Parents should not attempt to pick up their child in these events.*

## **II. STUDENT-PARENT SERVICES**

### **BOOKS**

Books are the property of DKMS and are loaned to you for the year. If they are lost or damaged, YOU will be responsible for repair or replacement cost. The staff may randomly check books throughout the school year and restitution may be sought if books are in poor condition.

### **CAFETERIA - BREAKFAST/LUNCH/RECREATION PROCEDURES**

1. Come prepared to the cafeteria by bringing your lunch, money, jacket, recreation equipment and anything else you may want during this time. Passes are required to leave the cafeteria. Food service staff appreciates deposits to lunch accounts being made before school starts (7:45 - 8:00AM).
2. School administration will allow electronic games/toys, DC/MP3 players to be taken to the cafeteria. The school will not accept responsibility if items are lost, damaged or stolen. The content of games/music being

played may be monitored. Games/players with inappropriate content will be confiscated and the student may lose the ability to bring the game to the cafeteria in the future. Cell phones may not be used during the lunch period.

3. Students are expected to behave in a respectful manner. All students are responsible for cleaning up after themselves. All trays, dishes, eating utensils, etc... are to be taken care of properly. Open beverages and food are not to be taken from the cafeteria. Tables must be wiped clean.
4. Disregarding lunchroom procedures may result in cafeteria clean up, detention, assigned seating, loss of recess privileges, referral to team and/or problem solving room or documentation as a minor misconduct violation.
5. Students are expected to remain inside the designated boundaries during lunch/recess. Dugouts are off limits at all times. Boundaries are posted in the cafeteria.

The Delton Kellogg Food Service staff provides a number of nutritious meals for breakfast and lunch.

**Breakfast:** Breakfast (hot and cold entrees) is served each day from 7:45 AM to 8:00AM to allow you time to get to class by 8:05AM.

**Breakfast WILL be served on half days.**

**Lunch:** Every day students have their choice of a main dish, salads, or a hot/cold sandwich. A fresh sub bar is also available for an additional charge. You may pay cash for your breakfast and lunch as you go through the line, or you may purchase lunch credits from the cashier (preferably before school starts). **Lunches may not be charged.** You may be given an account number. Please do not give your account number to anyone. When eating breakfast or lunch, all you need to do is give your number to the cashier. The same applies for the free and reduced breakfast and lunch applicants.

Parents can be notified of their child's account balance through PowerSchool Access. Register for this service by contacting the school office.

### **CHILD STUDY TEAM PROCESS**

1. The Child Study Team Process (CST) is initiated to implement early academic and/or behavioral interventions for students who are having difficulty in social, emotional and/or academic areas.
2. The CST process utilizes a systematic problem-solving process that links functional assessment with strategic peer-reviewed evidence or research based interventions.
3. The CST process will prepare, through collaborative consultations involving educational professionals, identified strategies to implement in the classroom, along with instructional assistance and/or

available supports that impact and increase student learning and success.

4. The CST may consist of parents, classroom teachers, Title One teachers, (when applicable), school psychologist administrator and the school counselor.
5. A CST meeting may be requested by the classroom teacher, the administrator, or the parent/guardian.

### CONTACT METHODS

- ❖ Website: [www.dkschools.org](http://www.dkschools.org)
- ❖ Attendance Hotline: 623-9229
- ❖ Email: All staff have email addresses available - check out website.
- ❖ MS Office: 623-9251

### GUIDANCE AND COUNSELING

Our counselors are always happy to see you. If there is something you would like to discuss with them, please use the forms available in your classrooms or the counseling waiting area. A counselor will see you as soon as possible. Students should obtain a pass from their classroom teacher (assigned/scheduled classroom) prior to going to the counseling department. Students should not sit and wait in the counseling area - if no one is available, the request form should be completed and the student should return to class.

### LOCKERS

1. You will be assigned a locker and a private combination.
2. You are to use only the locker assigned to you throughout the school year.
3. DO NOT keep money or other valuable in your locker, and DO NOT set your locker for easy opening.
4. Lockers are school property and are on loan for your use.
5. You are responsible for the content of your locker and its condition. Tape or other adhesives are not to be used - magnetic decorations only. Students are expected to assume full responsibility for the security of their lockers. Student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

### MEDIA CENTER

The Media Center serves you during the school year. Passes may be given by the lunchroom supervisors (based on availability). The number of students allowed may be limited if scheduling conflicts arise. You may use the reference materials in the Media Center and check out books, magazines and information files. The number of books allowed for check out may be limited. Be sure to return all materials or books on time. You are responsible for the cost of lost or damaged materials.

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled yearly. Additional conferences may be scheduled at any time during the school year by calling the DKMS office at 269-623-9251 or 269-623-9284. You can also attempt to schedule directly with your child's teacher by leaving a phone message or using email.

### POLICE SCHOOL LIAISON OFFICER (PSLO)

In the Fall of 1998, The Delton Kellogg Public Schools and the Barry Country Sheriff's Department formed a partnership and established the Police School Liaison Officer (SLO) position. The duties of the Liaison Officer are centered primarily in the prevention of problems and maintaining a safe environment for students rather than apprehension of juvenile offenders. The full time police officer's daily routine may take a variety of avenues, including - but not limited to - the educational professionals and agency representative, formal classroom presentation and investigation of various activities. Establishing rapport with students, faculty, parents and the community to help students to grow and develop into well-rounded citizens is the goal of the SLO program. The benefits of the SLO program translate into the individual student being assured that not only will he or she receive fair and impartial treatment, but that their birthright to learning and growing in a safe, healthy and concerned environment is being protected.

Beginning in January of 2000, Michigan Public Act 104 requires the exchange of information regarding law violations by students from the police and courts to the schools and the reporting of various incidents and school violations to law enforcement officials. The SLO assists in the coordination and reporting of this information.

### POWERSCHOOL

Parents may access their student's records electronically through PowerSchool. The parent may access student grades, attendance, discipline, lunch account information and communicate via email with teachers. Parents wishing to utilize this service should contact the middle school office at 623-9284.

### PROBLEM SOLVING

The primary purpose of the Problem Solving Room is to train students to take ownership of their behavior and act responsibly. Students will be removed from the problem situation. The message is "We need to work the problem out." Based on Glasser's Quality School model, the atmosphere of the school environment should be positive and non-coercive. The intent is to increase the likelihood that the students will evaluate the behavior(s) they are choosing; learn they are responsible for choices and to develop the skills to make more effective choices. Students sent for problem solving will report to the PSR to check in. The supervising staff may begin to preliminarily problem solve with the student, or draft

a plan. If a specific teacher is involved, time will be set so the solution can be discussed by involved parties. An administrator or counselor will be consulted for follow-up with the student if necessary.

### **PROBLEM SOLVING ROOM (PSR)/ IN SCHOOL SUSPENSION ROOM (ISSR)**

The PSR/ISSR serves four purposes:

1. Time-Out - Requested by teacher or self-elected by student if area in classroom or team is not available or appropriate. (Usually not to exceed 30 minute)
2. Problem Solving Referral - Requested by teacher or student, where student will work on their problem, self-evaluate and plan to improve. This process may begin with the PSR staff, but will be followed up by teacher (referring staff) and administration only when necessary.
3. Lunch Detention/Classroom Suspension - A staff member can request a lunch or classroom detention for a student, but a school administrator must authorize lunch or classroom detention. Parent contact will be made by referring staff.
4. In-School Suspension - Isolation of the student within the school.

Behavior at anytime in PSR/ISS is expected to be appropriate. Failure to do so may result in a phone call home and being sent home for the remainder of the day. Student behavior while in detention or suspension will be recorded and evaluated on a point sheet.

Students sent to the office for behavior violations may be asked to wait in the PSR for an available administrator. All room rules apply and failure to follow may result in disciplinary consequences.

### **SCHOOL SUPPLIES**

Band supplies can be purchased from the office. Pencils and pens are for sale in the pen/pencil machines in the breezeway. Other school supplies will be available in class or student may choose to bring their own personal supplies.

### **SCHOOL TECHNOLOGY**

The use of school technology is a privilege intended to enhance student learning in the following ways: \* To help learn about technology \* To help learn how to gather information \* To help learn how to communicate with others.

*The office/technology department requires a technology use form signed by parent and student - before any student has access to DKMS Technology.*

**Listed below are some of the rules to keep in mind when using technology and the Internet:**

1. I will only use technology with a staff member present and will only use technology for which I have received training.
2. My use of technology will only be for school work and will not involve information that is not intended for use in a class assignment.

3. My password if for my use only. If I choose to share it with others, or fail to log-off, I may still be held responsible.
4. I will only access authorized files, programs and internet sites, and I will not knowingly do anything that brings a virus into the school's network.
5. I will not, in any way, disrupt others' use of the school's technology and I will ask for help if I am not sure how to properly use the technology.
6. I won't use district technology until the proper paperwork has been submitted by myself and my parents.
7. I understand the district has the right to check anything I do with its technology. I understand that the school will not be responsible for data, time lost or harm caused by me or by others.
8. I will follow copyright laws.

**A COMPLETE POLICY IS AVAILABLE UPON REQUEST.**

### **STUDENT COUNCIL**

Student Council operate with an executive board make up of both 7<sup>th</sup> and 8<sup>th</sup> graders and a general assembly, which is open to all students 5<sup>th</sup> - 8<sup>th</sup> graders. This Council helps plan and/or sponsor special events throughout the school year. Student Council utilizes the consensus-meeting model to conduct their business. A Student Council member must show good citizenship and academic effort.

### **STUDENT PLANNERS**

The school will provide, for no charge, a planner to all students. Students will be expected to have their planner daily to act as a hall pass, record of assignments and communication tool between home and school. Replacement planners will cost \$5.00.

### **TELEPHONE**

The office telephones must be free for school business and may be used for discipline, illness and emergency calls only. The pay phone by the office is to be used only before and after school, during lunches (with a pass), and with a pass from the teacher during class time.

It is recommended students have coins or a calling card available for use at the pay phones. If parents wish their child to use a cell phone, they are to report to the office and make the call in the presence of office personnel. In all cases, students must have permission to use phones during school hours. Making false 911 phone calls is illegal and will be referred to law enforcement officials.

### **TRANSPORTATION - DAILY**

Please be sure that you arrive at the bus stop on time. You are expected to follow all rules of conduct for proper bus behavior as given to you by your bus drivers. DK transportation is an extension of the educational day. All school rules and regulations are in effect and carry over during the time of transportation, boarding/exiting and waiting for the

bus's arrival. The transportation department and school administrators will work in conjunction with disciplinary infractions which are severe or persistent. The transportation department will provide all riders with a comprehensive handbook.

The basic rules for an individual using the school bus transportation to and from school are:

1. All students are to remain seated while the bus is in motion.
2. Students must keep hands off other riders and their personal possessions.
3. The use of obscene or profane language is prohibited.
4. Noise must not be excessive. The driver will be the sole judge as to how much noise is to be tolerated.
5. Students may not eat or drink on the bus.
6. Students may not bring glass containers on the bus.
7. Smoking or lighting lighters or matches on the bus will not be tolerated.
8. Defacing or destroying school property while riding on the bus will result in disciplinary action or restitution.
9. Only Delton Kellogg students will be transported on the school bus.
10. Riding another student's bus is subject to approval from the transportation supervisor. Any student over 6<sup>th</sup> grade will not be allowed to ride another student's bus at any time. Please call the bus garage 24 hours in advance. Their number is 623-9244.

#### **EXTRA-CURRICULAR BUS TRANSPORTATION**

The same basic rules also apply to students riding buses to athletic events, musical competitions or other school related activities.

1. Some events may require that participants eat on the bus. However, students and sponsors are responsible for cleaning the bus prior to leaving the bus.
2. One sponsor will sit in the back of the bus.
3. Students transported to an extra curricular activity must be transported both ways by the school vehicle. If an exception is to be made, it MSUT be a signed note from the student's parent to allow the student to ride home only with their parent. The note must be given by the parent to the staff member in charge and filed in the Middle School office prior to the departure of the bus from school. Any exceptions to this rule are to be approved by the staff member in charge and processed through an administrator.
4. If a student is suspended from riding the bus to and from school, he/she will not be allowed to ride the bus for extra-curricular activities. This may include extra-curricular field trips.

#### **III. ACADEMICS**

##### **SPECIAL REPORTS AND REPORT CARDS**

Report cards are issued at the end of every grading period. Parents will be notified at mid-term if

students are failing. You can also request to have daily progress reports emailed to you, or teachers can produce these reports weekly if you request. See also PowerSchool section under Student-Parent Services.

#### **STUDENT OF THE MONTH**

Each month, classroom teachers nominate students for Student of the Month Recognition. Nominations are based on academics and good citizenship.

#### **END OF THE YEAR HONORS**

At the end of the year, honors are calculated for all students. These honors awards are determined by grade point average calculations and are not based on the status of receiving grading period honor roll recognition. The cumulative GPA that will be used to determine the Gold, Silver and Bronze Awards will be calculated on May 1<sup>st</sup> for the academic school year. Honors are also given for outstanding skills in performance classes and participation in student activities.

#### **IV. EXTRA-CURRICULAR INFORMATION** **AFTER SCHOOL ACTIVITIES**

If you wish to remain after school to work with a staff member, you must have a staff member's permission and a note from your parent or guardian. **Students are not allowed in the building after 3:30 PM** unless supervised by a staff member, for example, being with a coach for a practice or a game, attending a special event for your grade level or a student group activity. **Younger/older brothers and sisters or friends are not allowed to attend athletic practices or student group activities.**

Your responsible and respectful behavior at these events will be a positive reflection of citizenship at DKMS. You must be in school for at least half the day on the day of the event in order to attend or participate in any after school event. **You may not attend or participate in any after school activity on days for which you have been referred to the office for a major behavior violation or suspended either in or out of school.**

After school sporting events usually begin between 4:00 PM and 5:00 PM. Tickets will be sold starting one half hour before events. You must leave the building by 3:30 PM and not plan to return until time to buy a ticket. You might consider going to the Delton Public Library for a quiet place to study, read or use the computer. If you must stay at school you are to wait in the breezeway by the media center.

#### **ASSEMBLIES/FIELD TRIPS/DANCE/ACTIVITIES**

Throughout the year, assemblies and field trips are sponsored by the student council, MS\_PIE and various classes at DKMS. These activities are considered an extension of the classroom. Student behavior at these events is a reflection of our school

and community and should be in alignment with our code of conduct. Participation in non-curricular activities will be affected by the students' citizenship, grades, attendance, behavior referrals and/or specific guidelines set by teachers and administration. Student's, who commit major violation to the code of conduct of an unlawful nature, will not be allowed to attend non-curricular field trips and these violations may impact a student's ability to participate in a curricular field trip. Persistent disobedience may also result in a student's inability to attend field trips or after school activities. (This decision will be made by administration.)

### **DANCES**

Dances for 7<sup>th</sup> and 8<sup>th</sup> grade students are held after school from 3:30 - 5:00PM. There are several dances each year. Student behavior at dances is a reflection of our school and community and should be in alignment with our code of conduct.

Attendance at dances may be affected by the student's citizenship, grades, attendance, behavior referrals and/or specific guidelines set by teachers and administration. You will not be admitted to the event after 3:30 PM and you will not be allowed to leave before 5:00 PM unless you have written permission from your parent/guardian and approval from school administration to leave early. If you leave early, you will not be re-admitted. Notes must be brought to the office by 8:30 AM on the morning of the dance. All students are expected to be picked up immediately at the conclusion of the dance.

Students are to make transportation arrangements the day before the dance, not during the school day or after the dance has ended. Failure to make these arrangements may result in the student not being allowed to attend the next dance. Students may be picked up at either the East or West entrances. Student's whose ride has not arrived by 5:15PM should report to the front of the building where a supervisor will be present.

### **DRIVER EDUCATION**

Classes are offered during the summer months. To be eligible to participate in this program, students must meet the following criteria:

1. Must have passed three (3) core curriculum classes in the previous semester
2. Must not have been suspended from school more than twice in the previous semester; and
3. Must be at least 14 years, 9 months old by law to qualify for driver's education.

In the state of Michigan, young drivers must now progress through a graduate license program. It is designed to help young people gain the knowledge and skills they need to drive a motor vehicle safely.

Before a young driver can obtain driving privileges at Level 1, written approval from a parent or legal guardian is required, as well as the aforementioned driver education course, including at least six hours

of on the road driving with an instructor. Level 1 license allows a young driver to operate a motor vehicle only when accompanied by a licensed parent/licensed legal guardian or a licensed driver over the age of 21 who has been designated by the parent/guardian.

### **MIDDLE SCHOOL ATHLETICS**

Girls and Boys Basketball - Grades 7 and 8

Cheerleading - Grade 9

Football - Grade 8

Girls and Boys Track - Grades 7 and 8

Volleyball - Grades 7 and 8

Wrestling - Grades 7 and 8

Practices - you are expected to attend all practices. If a student is enrolled in a physical education class, he/she must be dressed and must participate in the physical education class period. Failure to do so will automatically exclude the student from any practice or game that day. A doctor's excuse or a parental excuse excluding the student from physical education will automatically exclude the student from athletic practices and games for the duration of the P.E. exclusion. In order to be eligible to participate in an athletic contest, the student-athlete must practice consistently. Younger/older brothers and sisters or friends are not allowed to attend athletic practices.

All school sponsored athletic activities not only operate under the rules of the Michigan High School Athletic Association, but also must adhere to DKS athletic policy. All MS athletes will receive a DKS Athletic Handbook at the beginning of their season. In the event of school closing or early dismissal due to weather or disaster, all middle school athletic events (practices/contests) will be cancelled.

### **Middle School Athletic Eligibility Policy and Athletic Code (Additions and Variances to the Delton Kellogg Athletic Handbook)**

Participating in Delton Kellogg Middle School Athletics is a privilege that needs to be earned. In order to earn the privilege of trying out/competing in interscholastic athletics, a student needs to do the following:

- ❖ In order to compete in a school sponsored athletic activity a student enrolled in 5 or 6 classes must not be failing more than one class. NOTE: A student enrolled in 7 classes must be passing three core and two non-core classes in order to be eligible for competition.
- ❖ Athletic eligibility is checked every week and counts for the week AFTER it is taken, so if an athlete is not eligible on the Friday of eligibility, it means that he/she may not participate in any competitions/games/matches the following Sunday - Saturday.
- ❖ If ineligible, he/she will not be able to dress or participate at contests. This will continue until grades improve to a passing/eligible level.

- ❖ Behavior is also a consideration for participation. If a student is referred to the office for committing a major behavior violation the day of a practice/contest, he/she will not be eligible to practice or compete that day. This is also true for either in school or out of school suspensions occurring on the day of a competition/game or match.
- ❖ Students also need to have a current physical on file with the athletic director BEFORE being eligible to practice/tryout for a sport. The physical must be completed after April 15<sup>th</sup> of the previous school year. Forms are available in the middle school office, and must be signed by a parent/guardian. \* DK will offer sports physicals each spring for a reasonable cost to families.

Student athletes must always keep in mind that they are representatives of the entire Delton Kellogg School District and need to accept this responsibility seriously and with pride. Again, participation in extra-curricular activities, including athletics, is a privilege, not a right and must be treated accordingly.

During the time of any out of school suspension or expulsion, students are not allowed on school property at any time. This means you will not be allowed to attend and/or participate in any school sponsored athletic program or other school sponsored activities.

## **V. GENERAL BEHAVIORAL EXPECTATIONS** **PANTHER CODE - SK2R**

\* SAFE \* KIND \* RESPECTFUL \*  
RESPONSIBLE \*

### **CELL PHONES/ELECTRONIC COMMUNICATION**

See Cell Phone Section under General Information for more detail and DK Board Policy. It is not advised that these items be brought to school. If a student makes that choice, they shall be turned off and remain in a student's locker or turned into the middle school office. Under no circumstances should they be present during instructional or class time, during passing time, restroom/drink/hall breaks, breakfast and lunch time and at school-sponsored events where there is a reasonable expectation of quiet. Use of the devices shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon. Any other use of cell phones will occur in the presence and supervision of school staff. Student cell phone use will be restricted during dances and after school grade level parties. Plan to use the pay phones at school for personal calls or office phones for emergencies.

FIRST VIOLATION - confiscated and returned at the end of the school day; SECOND VIOLATION - confiscated and parent/guardian required to retrieve; THIRD VIOLATION - loss of privilege to bring cell phone to school.

### **PERSONAL BELONGINGS/DISRUPTIVE ITEMS**

Defined as: belongings that cause interference to student learning or become a problem *of safety issue* to have at school.

DKMS is not responsible for lost, misplaced, or stolen items. Students are NOT encouraged to bring personal belongings to school. However, if they choose to do so, it is with an understanding that: 1) this is a privilege and 2) they are doing so at their own risk.

If brought to school, students are to keep headphones, CD/MP3 players, electronic toys, trading cards, other types of toys and electronic devices in their lockers during instructional hours or make arrangements for safe keeping with the office or classroom teacher. Items that cause a disruption or interference may be confiscated by staff or administration and held until the end of the school day or a parent may be required to pick up the item(s) at school. Parents will be notified in the event that students have lost the privilege of bringing personal items to school.

NOTE: In certain instances teachers may approve the use of a personal radio/head phones. All media will be monitored in these situations.

### **STUDENT APPEARANCE**

The school does not rule a student's taste in dress. However, the school does require certain standards that are based upon factors of health, safety and maintaining the orderly function of the school. It is expected that students should come to school clean, well groomed and in attire that is not offensive or distasteful. Examples of clothing and accessories not considered appropriate for the school environment include, **but are not limited to:**

1. Headwear. For example: bandanas, hoods, caps hats, and scarves.
2. Sunglasses.
3. Clothing, jewelry, wallets with sharp students, spikes, and chains.
4. Clothing that is deemed sexually provocative including garments with a sexual message, profanity or that advocates or depicts violence, discrimination, the use of alcohol, tobacco, or any controlled substance.
5. All shirts and pants are to be worn so no midriff or underwear/garments shows.
6. The following shorts shall not be worn during the school day: boxer, biker, spandex, swimming trunks or any other style of shorts deemed inappropriate by school staff for administration. There will be no short shorts or short skirts allowed. *Check point for shorts/skirts: please hands at your side, fingertips extended. The hem of your garment should be at or below the tip of your thumb.*
7. Beach tops, half shirts, low cut tops, mesh shirts, or suggestive or revealing garments. *Check point: if you can't tuck it in, don't wear it*
8. Tank Tops and spaghetti straps. *Check point: Straps should be a minimum of 2 fingers wide; the opening for the arms must fit snugly*

*against the body (undergarments should not be visible).*

9. Low cut tops. *Check point: If you hold your neck with your right hand, placing the first finger and thumb over your collar bone, the border of the garment you are wearing has to be hidden by the bottom of your hand.*
10. Undergarments worn as out garments.
11. Outside coats shall not be worn in the classroom.
12. Book bags, backpacks, large purses and duffle bags will not be allowed in the classroom.
13. Gang clothing, symbols, signs or paraphernalia.
14. Clothing that promotes racist, sexist, bigoted or offensive ideas.
15. Flannel, lounge-like pants will be considered acceptable school attire with the exception of: clothing obviously intended for sleep (pajama-sheer, sleep like prints, open fly, etc...). Other dress code expectations are still in effect such as: no undergarments showing, provocative messages etc...
16. Students should not write on the skin of themselves or others with ink/paint etc...

Student appearance expectations are in effect at all school sanctioned events unless stated otherwise. For safety sake, footwear must be worn at all times. At the discretion of the administration, students who violate the dress code may rectify the situation in school or will be asked to call home for a change of clothes. If this cannot occur, students/parents will be given the option of wearing alternative clothing provided by the school. Students will not be allowed back into the general school environment and will remain in the in school suspension area, until the violation of the dress code can be rectified.

### **SUBSTITUTE TEACHER/VOLUNTEERS**

Substitute teachers, volunteers and student teachers are as much a part of our school as anyone else. They are guests in our building therefore, they are to be extended the respect and courtesy they deserve. Students are expected to make substitutes, volunteers, and student teachers feel welcome.

### **VI. STUDENT DISCIPLINE**

Student behavior to, from and at school and school events, as well as all student behavior on Delton Kellogg School property is expected to follow the regulations set forth in the code of conduct.

Delton Kellogg Middle School reserves the right to set forth as part of this code of conduct those rules and regulations necessary and proper for carrying out the execution of the educational programs of the school, which are not specifically stated herein, as the need arises. The examples listed below are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit these regulations and rules. The offenses and penalties listed are only guidelines. Actually

circumstances and the severity of those circumstances may dictate disciplinary actions not outlined.

### **DISCIPLINE PHILOSOPHY**

Two of the most important lessons education teaches are respect and responsibility. DKMS students are expected to behave in an acceptable manner and always consider the rights, safety, property, and feelings of others. All behavior has consequences. Students exercising self-discipline, respect, and responsibility will have positive consequences for their choices. Students who choose inappropriate behavior will face appropriate consequences. Each situation will be assessed individually.

DKMS has an obligation to its students and their parents to provide an atmosphere where students can learn and develop to the best of their abilities. Discipline will be used to provide a safe and orderly environment for everyone.

Student Responsibility: Students are expected to follow the student Code of Conduct and be aware of its content. They are expected to take responsibility for their actions. Students must be aware of the consequences for continued unacceptable behavior.

Teacher Responsibility: When teachers are having difficulty with individual students regarding behavior and/or academics, they will choose the appropriate strategies/consequences for working with the students and keep a written record of their efforts.

Parent/Guardian Responsibility: Parents/Guardians are expected to review and have awareness of the student Code of Conduct.

### **MINOR BEHAVIOR VIOLATIONS**

The teacher/staff, working with the student, initially handles minor behavior violations. Warnings, reminders, phone calls etc... may occur to help children become aware of expectations. Following warnings/reminders offenses will be dealt with as described in the section: Procedures for Minor Behavior Violations.

Examples - but not limited to:

1. Tardies
2. All Behavior - potentially disruptive or unsafe: running, pushing, shoving, horseplay etc... on any school grounds/bus stops.
3. Cafeteria Behavior: throwing food, not taking care of trays and water properly, not staying in the cafeteria and/or designated areas.
4. Food/Beverages in halls/lockers: Open food and beverage containers are not allowed in halls/lockers. These items will be confiscated and only returned upon discretion of the teacher/staff member.
5. Insubordination: refusal to follow a reasonable request/directive by school personnel.

6. Student Appearance: clothing determined to be in violation of our dress code
7. Personal Items: headphones, CD players, MP3 players, electronic toys, cameras, phones and other toys such as yo-yo's which cause disruption etc...
8. Uncooperative Classroom Behavior: not following directions, throwing paper, spit wads, interrupting or talking out, disrespect, and/or using put-downs.
9. Classroom Ethics: lying, cheating, plagiarism, forgery, etc....
10. Public Displays of Affection: romantic affection such as hand holding, arms around each other, hugging, kissing, etc... are not permitted on school grounds or during school sanctioned events.
11. Teasing/Bullying: persistent unwanted joking and teasing, unwanted comments and disrespect for another person's property/self.
12. Behavior with a Substitute Teacher/Volunteer: uncooperative behavior with substitute teachers may range in consequences from classroom removal to suspension.
13. Misuse of Internet/Network/Technology (minor): may result in restriction from internet usage or DK technology of up to one week.
14. First time possession of media (CD, magazine, video/music clip etc..) with inappropriate content depicting/advocating use of/for violence, sex, drugs, alcohol, etc...
15. Inappropriate language or gestures: use of unacceptable, offensive or vulgar language or acts.
16. Unauthorized areas: for example: dugouts, high school, playgrounds....

### PROCEDURES FOR MINOR BEHAVIOR VIOLATIONS

Initially handled by teacher/team/staff members. Upon repeated warnings/reminders/conversations the Level System will begin. In all instances, problem solving conversations will occur with the referring staff member.

Level One a behavior plan will be developed by the student and be approved by staff and parent; Level Two a behavior plan will be developed and require signatures, the teacher will also contact the parent/guardian. Upon the student's Level Three there will be a referral to the problem solving room and administration. Notification will be sent home informing the parent/guardian of the level three status and potential future consequences if behavior persists (Persistent Misconduct). The student will again develop a behavior plan, confer and receive agreement from the teacher and obtain parent signatures. Note in some instances a student may be required to serve lunch detention to write plan or confer with the teacher. In other instances a student may be released from another class to confer/problem solve with the referring staff member.

The goal of this process is to help students make more responsible choices. Therefore, if a student

has shown improvement by making appropriate choices, they could remain at the same point in the process if they are written up again. This decision will be made by the teacher/team and/or administration.

### Minor Behavior Violation Consequence Options (but not limited to):

In some cases, consequences will be issued in addition or in lieu of developing a problem solving plan and consulting with the staff member. These consequences may include: lunch detention, before school detention, letters of apology, written acceptance of responsibility, assigned seating, loss of recess, time-out, meetings with counselors or school liaison officer, and/or special project work/community service.

### MAJOR BEHAVIOR VIOLATIONS

When, the judgment of the administration, faculty or staff, a student's behavior adversely influences others, interferes with the educational process, or infringes on the rights of others, this behavior is ground for suspension and possible expulsion from the Delton Kellogg Schools.

Examples - but not limited to:

1. Persistent disruptive, disrespectful, disobedience misconduct
2. Gross insubordination: blatant, disrespectful, disruptive refusal to follow a reasonable request/directive by school personnel
3. Profanities/Obscenities: gross use of unacceptable, offensive or vulgar language or acts
4. Bullying: severe/persistent use of physical aggression or taking the victim's property; verbal of physical harsh, hurtful teasing or intimidation; attempting to control relationships by persuading rejection of others
5. Harassment: prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or legally protected characteristics
6. Extortion: obtaining another's possessions through the use of verbal intimidation or threats. (1 - 5 day/s in or out of school suspension)
7. Fighting  
Verbal Altercations: verbal utterances of violence or alluding to violence between two or more students  
Physical Altercations: physical acts of violence or leading to violence between two or more students.
8. Theft: taking of someone else's property (+ over \$100, ^ under \$100)
9. Vandalism: intentional property and/or equipment damage (+ over \$100, ^ under \$100)

10. Truancy: (5<sup>th</sup> and 6<sup>th</sup> graders - first offense make up time by serving lunch detentions; 7<sup>th</sup> and 8<sup>th</sup> graders - first offense time made up by serving minimum of one hour community service)
11. Possession of a laser pointer: 1<sup>st</sup> offense - the laser will be confiscated and kept in the office until a parent picks it up. 2<sup>nd</sup> offense - will result in a minimum 1 - 3 day suspension
12. Second offense or Serious Misuse of Internet/Network will result in a minimum 1 - 3 day suspension and a loss of access to the internet and/or computers for a minimum of one week. Continued misuse will lead to increased consequences. Some examples of misuse are: sexually explicit material or information which could present a safety threat to personas or property.
13. Second time possession of media (CD, video clip, magazine, etc...) with inappropriate content depicting/advocating use of/for violence, sex, drugs, alcohol, etc...
14. Possession/Use/Sale of lighters, matches and/or drug paraphernalia is prohibited on school premises
15. Possession/Use Sale of non-prescription drugs (out of accordance with the mediation policy) is prohibited on school premises

## UNLAWFUL BEHAVIOR

Students are expected to obey state laws. Any students engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. Students should be aware that State law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue, or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

1. **Intimidating/Threatening Behavior: the threat/behavior could either be spoken or written and could be a direct or implied threat which implies serious harm/harassment will come to the victim.**  
**Student-to-student** shall result in a 1 - 10 day out-of-school suspension, with possible recommendation for extended suspension or expulsion by the Superintendent or Board of Education.  
**Student-to-adult** shall result in a 5 - 10 days out-of-school suspension with possible recommendation for extended suspension or expulsion by the Superintendent or Board of Education. Police may be notified.
2. **Physical Assault/Battery: Intentionally causing, attempting or threatening to cause physical harm to personas or property through force or violence. Law requires referral to Board of Education.**

**Student-to-student** shall result in suspension or expulsion up to 180 days as required by law. Grades 5 - 8 Police may be notified. *MI Revised School Code 1310(1)*

**\*Student-to-adult** shall result in permanent expulsion of 180 days with possible application for reinstatement. Police may be notified. Grades 6 - 8. (10 days suspension and referral to DK Board of Education for permanent expulsion)

**NOTE: 5<sup>th</sup> grade students** who commit the above offense will receive a 3 - 10 day out of school suspension with possible referral to the superintendent of extended suspension.

3. **\*+ Criminal Sexual Misconduct (CSC):** Sexual conduct in a school building or on school property. This can include consensual sexual contact between individuals. (10 day suspension and referral to Delton Kellogg Board of Education for permanent expulsion) *MI Revised School Code 1311(2)*
4. **Sexual Harassment:** does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual Harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature.
5. **\*+Possession of dangerous weapons:** Students are prohibited from possessing a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, air guns, explosive devices, or other devices designed to inflict serious bodily harm while in attendance at school or a school activity, or enroute to or from school on a school bus. DK Board Policy 8195 also includes: martial arts weapons, BB guns, pellet guns. 5<sup>th</sup> grade students 10 - 90 day suspension; Grades 6 - 8 shall be referred for permanent expulsion of 180 school days. *MI Revised School Code 1313(4)*
6. **\*+Possession of weapons/look-alikes/explosives:** Students are prohibited from possession of look-alike weapons, blades under three inches, any item intended to be used as a weapon, or any item with potential of being used as a weapon, fireworks and/or explosives.
7. **\*+Bomb Threat/Similar Threat:** Threat to school property/activity. 5<sup>th</sup> Grade - shall receive suspension. Grades 6 - 8 shall receive suspension or expulsion. *MI Revised School Code 1311a(2)*
8. **False Fire Alarms/ 911 Calls** to falsely report a dangerous condition
9. **\*+Arson:** willful or malicious burning or attempting to burn property. 10 days suspension and Grades 6 - 8 shall be referred for permanent expulsion or 180 school days. *MI Revised School Code 1311(2)*
10. **+Controlled Substances:** Alcohol, illegal drugs, prescription medication, inhalants, steroids, look alike or what is represented as any of the above.

### Possession/Use/Under Influence

Students possessing, using or under the influence of any of the above will receive an immediate 1 - 10 days out of school suspension with the possibility of a reduction after the completion of a substance abuse evaluation (Verification of completion would be required.) Students suspected of being under the influence or the mere presence of a substance may be subject to disciplinary action Sale/Distribution

Students caught selling/distributing any of the above will be referred to the police and receive an immediate 5 - 10 days out of school suspension, and may be referred to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion.

### 11. **+Tobacco Items and Other Items Associated with Tobacco Use:**

Possession /Use/Distribution/Sale of tobacco products on school property or at school sponsored activities is prohibited. *YOUTH TOBACCO ACT PA314 (1988) prohibits minors from: possessing or smoking cigarettes or cigars, chewing, sucking or inhaling tobacco in any form.*

## **PROCEDURES FOR MAJOR BEHAVIOR VIOLATIONS**

Major Behavior violations will be referred to administration in writing by teachers and/or staff members. Informal investigation will occur and students will be afforded their due process rights. They administration has final decision as to what consequences will be issued.

Students who are assigned suspension by a building administrator will be afforded the opportunity to make up all class work missed for credit.

DKMS athletes in violation of breaking training rules will be referred to the athletic director. Refer to Athletic Handbook for more information.

IN some instances, contingencies may be put in place prior to a student returning to school or the classroom. Also, a reduction in the number of days served as suspension may occur if written documentation is provided for appointments/attendance at rehabilitation services, substance use/abuse classes etc...

Parents/Guardians are responsible for all such costs.

NOTE: When deemed by administration that major behavior violations have occurred five times, a five day out of school suspension will be issued. At ten major behavior violations, consideration will be given to increased out of school suspension days or referral to the Superintendent and Board of Education.

## **CONSEQUENCES FOR MAJOR BEHAVIOR VIOLATIONS'**

Committing any major behavior violation may impact a student's ability to participate/attend curricular and

non-curricular field trips. Committing an unlawful behavior violation will result in a denial of an invitation to non-curricular trips, or curricular trips where content can be delivered at school. Decision to be made by administration. Note: if a student is denied attending a curricular trip, an alternative form of the curriculum covered will be provided.

+ Violation of these Standards of Conduct Must be Reported to the Local Police or School Liaison Officer (*MCL 80.13.08*)

\* These behaviors, by law, will lead to a recommendation for expulsion from Delton Kellogg School.

^ These violations may be reported to local police or the school liaison officer. (*MCL 380.1308*)

## **Other Major Behavior Consequence Options Include (but are not limited to):**

1. Conferences - meetings may include students, teachers, parents, counselors, and administration
2. Time Out - isolation of a student for the purpose of calming them down and/or removing them from a situation.
3. Community Service - providing service for the school and/or community, for example, light custodial work (generally served after school in one hour increments)
4. Referral to outside agencies
5. Classroom suspension - removal of the student from a specific classroom/class.
6. Suspension (1-10 days) out-of-school suspension (OSS) or in-school-suspension (ISS). The administration has the final authority as to whether a suspension is in-school or out-of-school. **During the time of any suspension or expulsion, students are not allowed on school property at any time (not including time spent in the building for ISS). This means you will not be allowed to attend and/or participate in any school sponsored athletic program or other school sponsored activities.**
7. Detentions (Lunch/Before School) - isolation from student population during these times. Students serving lunch detention will have choice of cold lunch only (PBJ, Sub or Salad). All lunches include white milk and fruit/veggie. Students may choose to pack a lunch while serving lunch detention. Hot lunches will be served in the detention room. Pop and sweet snacks are not allowed.
8. Contracts - include targeted behavior for the student to do daily and progressive disciplinary action for failure to meet expectations.
9. Re-Entry Conferences - a conference with parents and teachers and/or administrators may be required before a student will be allowed to return to the classroom.
10. Adjusted school day - a reduction in the hours of the school day or number of days per week in attendance

11. Police reports - the police will be contacted if deemed necessary
12. Meetings with Superintendent/Board of Education members - before recommending further disciplinary action or expulsions
13. Expulsion: removed from Delton Kellogg Schools.

## **VII. ADDITIONAL DISCIPLINARY INFORMATION** **APPEAL PROCEDURES**

While most disciplinary actions are final, a parent/guardian who believes the suspension is unjustified may proceed as follows:

1. Institute an appeal by contacting the principal within 24 hours of the suspension to request a meeting.
2. If the parent/guardian is still not satisfied at this level, a meeting may then be requested with the superintendent. Contact must be made within 24 hours of the previous actions taken.
3. Appeal meetings/hearings are expected to be held during school hours.
4. During the appeal process, the student will be allowed to attend classes at the discretion of the principal. Separation of the student from the school may be necessary to ensure the safety and welfare of all concerned.
5. The student has the right to be represented by legal counsel at any point in the process.

### **DUE PROCESS**

1. The student shall be informed of the reason for his/her possible disciplinary action/suspension. Provisions shall be made for the student to be heard and to present his/her view of the occurrence.
2. An information investigation shall be conducted by the administration for the purpose of obtaining all information pertinent to a fair decision.
3. Access to an appeal procedure.

### **ISSR/PSR PROCEDURES**

1. If serving ISS report tot PSR by 8:05 AM. Being tardy will result in issuance of lunch detention or community service. In School Suspensions start at 8:05 AM and end at 3:20PM.
2. An assignment will be given to the student to work on while in suspension. When that assignment is completed, it should be brought to the room supervisor and another assignment will be given to the student. Only one assignment will be handed out at a time. All class work is to be done in the room and check on a daily basis.
3. All Delton Kellogg Middle School Code of Conduct rules apply.
4. There is to be no eating, other than during the specified lunch period - this includes gum chewing.
5. There is to be no talking/communication between or among students, absolute silence will be enforced. This will include note passing, hand signaling etc....

6. Students are not allowed to sleep during suspension/detention/time-out hours.
7. Visitors are not allowed.
8. There are to be no personal radios, CD players, headphones, television or any other electronic devices of any kind in the room.
9. Illness negates the day and another day is assigned so that the full suspension time is spent in the room.
10. Students serving lunch detention or ISS will have choice of cold lunch only, white milk, fruit/veggie. Hot lunches will not be served in the room. Students may choose to bring their lunch - pop and sweet snacks are not allowed.
11. Upon entering, students will be assigned a seat and they may not leave their assigned seat for PSR/ISSR for any reason without permission. Restroom breaks will occur in the morning and afternoon. Students must raise their hand and request permission to use the restroom at times outside of the designated break times, and will use the restroom located in or near the office.
12. Students may not attend assemblies, after-school activities, athletic practices or games or participate in any events on the day(s) that they are assigned to in-school suspension.

**REMOVAL FROM THE ISSR/PSR** - Violation of room rules of the school code while in attendance in the room will result in the following:

- ❖ Immediately sent home, remainder of ISS days converted to OSS, 1 extra day OSS, parental conference with administration.

### **SUSPENSION**

Suspensions from school are a serious consequence. State law in Michigan recognizes that schools have the right and obligation to suspend and/or expel students for gross misdemeanors or persistent disobedience. Suspension and/or expulsion from school will be used to maintain safety and order, and to demonstrate that certain types of behavior, which are detrimental to the learning environment, will not be tolerated. Parents will be notified of a decision to suspend, the reasons behind the decision and length of suspension. If parents cannot be reached, the student may be kept at school, but out of class (debarment) until the end of the day. Administrator and/or teaching team, parent and the student will discuss plans for successful reinstatement into the classroom. Students are allowed to complete their class assignments and earn credit for them. Arrangements for due dates need to be made with the teacher and are the responsibility of the student. Depending on reasons for suspension, a re-entry conference and/or plan for improvement may be required upon the students' return to school.

### **SUSPENSION AND/OR DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

Policies shall be applied in a manner consistent with the rights secured under federal law to those pupils who are determined to be eligible for special education programs and services.

