

# DELTON KELLOGG SCHOOLS

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### Board of Education Meeting Location

Delton Elementary School 327 North Grove Street, Delton  
49046 Phone: 269-623-1501 Fax: 269-623-1508 Meetings  
are held in Room 46 – Elementary Building Media Center,  
327 North Grove Street, Delton, Michigan 49046



# PARENT/STUDENT HANDBOOK

## 2019-2020

10425 PANTHER PRIDE DR.  
DELTON, MI 49046

CLASSROOM PHONE: (269) 623-1207

SECRETARY PHONE: (269) 623-1521

ADMINISTRATION PHONE: (269) 623-1520

ADMINISTRATION FAX: (269) 623-1150

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In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

## 7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes.

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# DK ACADEMY

## MISSION STATEMENT

It is the mission of DK Academy to provide an opportunity for students to find academic success in an educational environment which meets the learning needs of the students.

## ENROLLMENT PROCESS

Students are admitted on a case-by-case basis. The enrollment process begins by filling out the online application found on the school website:

**www.dkschools.org ⇒ Click on the “Schools” tab ⇒ Select DK Academy ⇒ Click on the “Enrollment Form” link**

Students will be contacted after the online application is reviewed. Admission to DK Academy is not automatic. All applications must be approved by administration. Students may be considered to attend DK Academy if:

1. They are at least 15 years old, but not older than 21 by September 1st;
2. Have completed at least 2 years of high school;
3. They are significantly lacking in credits for graduation;
4. Have not been previously dropped from DK Academy two or more times.

Priority enrollment may be granted to students based on ability to graduate.

## ENROLLMENT PERIODS

**Fall Semester (1st Semester)** - Enrollment is open for all students through September. Any transfer student in good standing may enroll anytime during the fall semester.

**Winter Semester (2nd Semester)** - The month of January is open enrollment. No students will be enrolled after the last day of January. Students wishing to enroll after January 31st may submit an online application. They will be added to the waitlist for the next school year.

## DISTRICT BELIEFS

WE BELIEVE our schools 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.

The guidelines contained herein are the official policies and procedures approved by the Delton Kellogg Board of Education.

## 5611 - DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

### A. Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

### B. Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board or Superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board or Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board or Superintendent must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

## 5772 - WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel;
- B. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. Theatrical props used in appropriate settings.

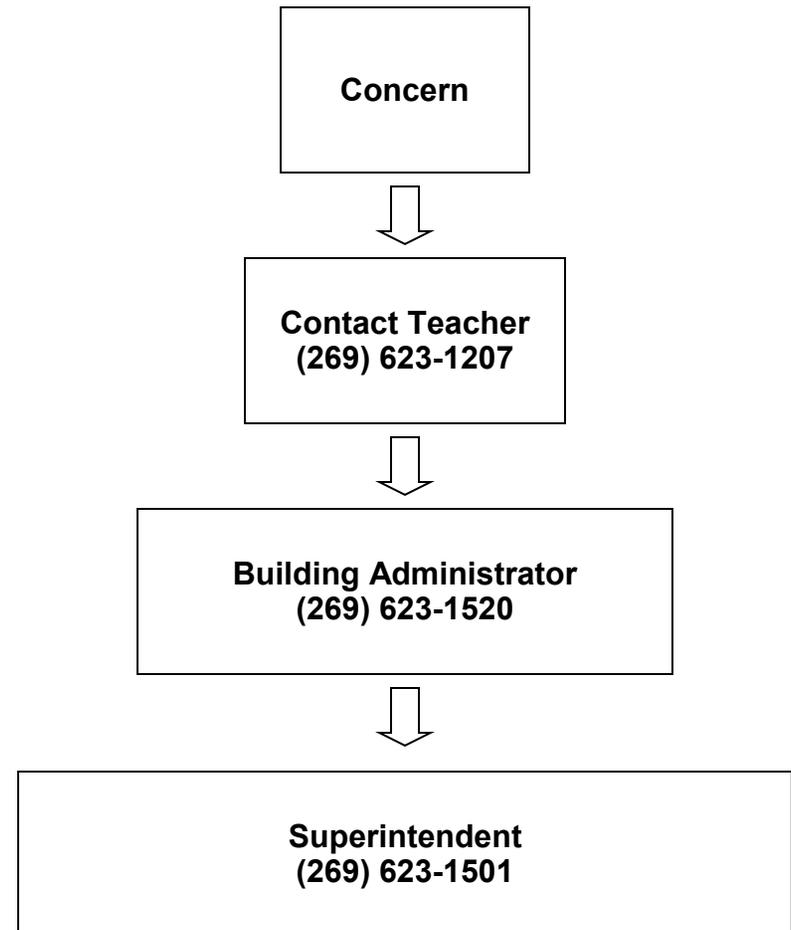
This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

## NOTICE OF NONDISCRIMINATION

Delton Kellogg Schools are committed to and in compliance with all State and Federal laws prohibiting discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicaps.

## STUDENT/PARENT CONCERN PROCEDURE

Delton Kellogg Schools believes that problems can be solved by conversation among the involved parties. The chart below indicates the recommended process to address concerns.



# DELTON KELLOGG SCHOOLS TELEPHONE DIRECTORY

Superintendent .....	Mr. Kyle Corlett .....	623-1505
Superintendent's Secretary .....	Mrs. Carol Hersha ....	623-1501
Superintendent's Office Fax .....		623-1508
High School Principal.....	Mr. Lucas Trierweiler..	623-1520
Assistant Principal/Athletic Director .....	Mr. Mike Mohn .....	623-1524
24 Hour Line .....	Attendance .....	623-1521
High School Fax .....		623-1150
DK Academy Office .....	Mrs. Michelle Green ..	623-1521
DK Academy Classroom .....	Ms. Sara Nevins .....	623-1207
DK Academy Fax.....		623-1150
Middle School Office .....	Mrs. Denice Cook ....	623-1541
Middle School Principal .....	Mrs. April Margaritis .	623-1545
Middle School Fax .....		623-1548
Elementary Office .....		623-1531
Elementary Principal.....	Mrs. Karmen Bourdo..	623-1535
Elementary School Fax .....		623-1538
Transportation.....	Mr. Wayne Neitzke ...	623-1515
Food Service.....	Mrs. Sharon Boyle....	623-1223
Preschool.....		623-1363
Barry Intermediate Schools .....		945-9545

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

- F. Provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. Require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students;
- H. Require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. Provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. Provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;

The Superintendent shall establish administrative guidelines necessary to implement this policy.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

Furthermore, the Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who knowingly sells, delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. Emphasize the prevention of drug use;
- B. Provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
  1. Addresses the legal, social, psychological and health consequences of drug and alcohol use;
  2. Provides information about effective techniques for resisting peer pressure to use illicit drugs, performance-enhancing drugs, and alcohol;
  3. Assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
  4. Promotes positive emotional health, self-esteem, and respect for one's body;
  5. Meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education;
- C. Include a statement to students that the use of illicit drugs and the unlawful possession, sale, and use of alcohol is wrong and harmful;
- D. Provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. Include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

# The Michigan Merit Curriculum High School Graduation Requirements

**Effective Beginning with Students  
Entering 8th Grade in 2006**

## **4 Credits - ENGLISH LANGUAGE ARTS**

English Language Arts 9, English Language Arts 10, English Language Arts 11, English Language Arts 12

## **4 Credits - MATHEMATICS**

Geometry, Algebra I, Algebra II, one math or math-related course in final year of high school

## **3 Credits - SCIENCE**

Biology, Chemistry or Physics, one additional science credit

## **3 Credits - SOCIAL STUDIES**

World History & Geography, U.S. History & Geography, .5 credits in both Civics and Economics

## **1/2 Credit - PHYSICAL EDUCATION**

## **1/2 Credit - HEALTH**

## **1 Credit - VISUAL, PERFORMING and APPLIED ARTS**

**2 Credits - WORLD LANGUAGE OR** 1 Credit Visual/Performing/Applied Art and 1 Credit World Language

## **18 - TOTAL CREDITS REQUIRED**

The school year is two semesters. Students must earn .5 credit every three weeks and are encouraged to earn as many credits as possible each semester.

Any student transferring in must earn a minimum of 1/2 (.5) credit from DK Academy to be eligible for graduation.

## **ACADEMIC EXCELLENCE**

### **REPORT CARDS**

Report cards will be available at the end of each semester. The semester grading period will display a cumulative grade for the entire semester. The cumulative semester grade will be recorded on a student's permanent record.

### **EARNING CREDIT - EDMENTUM COURSE COMPLETION POLICY**

DK Academy students are required to complete one (1) Edmentum course every three (3) weeks. This will ensure that students complete a minimum of six (6) courses per semester (18 weeks). This is equal to three credits towards their graduation requirements every semester. DK Academy students may, and are encouraged to, complete more than the six required courses each semester.

There is a three week grace period extended to all students at the start of the first semester to account for miscellaneous externalities. After that point in time if a student does not complete one course in a three week period they will be put on academic probation for violating the Edmentum course completion policy. The student will then have three more weeks to finish that course. If they do not finish that course in the extended three week time frame they will be dropped from DK Academy. If they finish that course before the extended three week time frame is completed, they will be required to start another course and must finish the new course in a 3 week time frame. Students may only violate the Edmentum course completion policy once per semester. If a student violates it a second time in one semester they will be dropped from DK Academy. Students may then apply for re-enrollment the following semester. Students that have been dropped for violating the course completion policy for two separate semesters will have to interview with administration for re-enrollment in DK Academy.

Each student's goal should be to graduate from high school in the most time efficient manner possible. This policy supports that goal. Classroom time should be used for working, not socializing.

### **DUAL ENROLLMENT**

Students attending DK Academy are not eligible for dual enrollment.

### **TRANSFERRING BACK TO DKHS**

DKAC students wishing to return to DKHS for their senior year must meet with the high school principal prior to being enrolled in DKHS. Re-admittance to DKHS is not guaranteed. Any DKAC student wishing to transfer back to DKHS may not transfer any more than 8 credits earned at DKAC towards their DKHS graduation requirements.

DKAC students that were previous high school athletes will not be able to participate in high school athletics for one full school year because of the 180 day rule MHSAA mandates of students transferring schools.

## **NOTIFICATION**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

## **5530 - DRUG PREVENTION**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Michigan statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "Look-alikes";
- F. Performance-enhancing drugs as determined annually by the Department of Community Health;
- G. Any other illegal substance so designated and prohibited by law.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, menacing, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

## CONFIDENTIALITY

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

## ATTENDANCE POLICY

All DK Academy students are enrolled under a Seat Time Waiver (STW). The STW removes the criteria that a student must physically be present in school for a set number of hours each school year. This allows students to have individualized schedules. Students are no longer required to physically sit in the classroom every week during the school year, Monday through Friday from 7:55 to 2:50. HOWEVER, every student must meet the following STW requirement in order to stay a member of DK Academy.

**There must be two-way contact between the student and the classroom (mentor) teacher every week (communication weeks run from Wednesday through Tuesday under a STW)**

### Examples of two-way contact

- Phone call in which an academic conversation happens; not just phone tag or voicemails
- Email with replies that are more than yes or no responses
- FaceTime/Skype during which a conversation academic in nature happens
- Facebook Messenger - same rules as email responses apply
- Face to Face – Come into the classroom and meet with the mentor teacher briefly (or for an extended period of time) to discuss one or more of your classes.

**Communication example:** Student calls and speaks to the mentor teacher every Wednesday about their classes. Students should NOT wait until Tuesday to begin the communication process. Tuesday is the last day of the STW communication week. If the mentor teacher is absent or busy it does not excuse the student from trying to make contact in another way. The student must keep trying to call/email/etc. until contact is made. The responsibility is on the student. The best days to communicate are Wednesday, Thursday and Friday. This gives the student at least two more school days (Monday and Tuesday) to make contact in case they don't on the previous three days.

Any student that does not meet this requirement will be dropped from DK Academy as soon as the requirement is not met. There are no second chances. If the student "forgets" or has some emergency, it does not excuse them. There are simply too many options available to communicate with the mentor teacher once per week to warrant a policy violation. Students that violate the STW communication requirement will not be allowed to re-enroll in DK Academy until an interview with administration has taken place.

The student should NOT wait until the last minute to communicate any issues. The mentor teacher keeps a running log of communication for each student. If a student ever needs to know if they have fulfilled their weekly communication requirement the mentor teacher can tell them.

## SCHEDULED CLASSROOM ATTENDANCE

All DK Academy students have their own scheduled times to be on campus and in the classroom. If a student is not scheduled to be in the classroom they **CANNOT** be on school campus that day. Students may attend sporting events on days they are not scheduled to be in the classroom, but should not be on campus until after 4:30 P.M. This includes students waiting for transportation.

**Classroom time** - Each student will be assigned classroom time. If a student misses a scheduled day, they will not be allowed to make it up. This ensures that each student has sufficient time to work with the classroom teacher on their scheduled days. Students should come prepared for their scheduled classroom time. Students that choose not to work and to disrupt the classroom work environment will be asked to leave.

## CLASSROOM POLICIES

Students that previously attended Delton Kellogg High School generally have the hardest time adapting to DK Academy's classroom policies. They struggle with accepting that they are no longer part of the traditional high school and may not freely roam the halls or eat breakfast and lunch with their classmates. While DK Academy is a separate high school, the students must abide by Delton Kellogg High School rules - including the dress code - as DK Academy is physically located in the high school. DK Academy has separate policies and procedures students must abide by also.

**Bathroom** - DK Academy has its own restroom. All students are expected to use it. If for some reason it is unavailable for use, the classroom paraprofessional will escort the student to the high school restrooms located closest to the Academy so they may use it. Students are not to enter the high school hallways unaccompanied. They must be accompanied by either the classroom teacher or paraprofessional. Students are responsible for maintaining the cleanliness of the classroom bathroom (custodians will still clean nightly).

**Breakfast** - DK Academy students are to purchase breakfast upon arrival at school and bring it back to the classroom to eat.

**Lunch** - DK Academy has a closed campus policy for lunch. Students may not leave school grounds for lunch; they must eat lunch in the classroom. If a student leaves campus they may NOT return that day.

**Chromebooks** - Because all courses are online, students may not come to class without their Chromebook. If they show up without it they will be dismissed for the day. No exceptions. Students should report all issues with their Chromebook to the teacher.

"Bullying" is conduct that meets all of the following criteria:

- A. Is directed at one (1) or more students;
- B. Substantially interfered with educational opportunities, benefits or programs of one (1) or more students;
- C. Adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- D. Is based on a student's actual or perceived distinguishing characteristics (see above) or is based on the association with another person who has or is perceived to have any of these characteristics.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## 5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

## CHROMEBOOK POLICIES

All DK Academy students are assigned their own Chromebook, case and charger to use during the school year. The Chromebook, charger and case must be returned as soon as the student stops attending DK Academy or the school year ends, whichever comes first. Students must follow all rules and policies set forth in the Student Technology Handbook. A copy of the Student Technology Handbook will be given to every student upon enrollment. Before a Chromebook is issued to the student, the student and their parent/legal guardian must read the Student Technology Handbook and sign the following:

1. Delton Kellogg Schools Student Technology Acceptable Usage Policy
2. Parental Consent Form
3. Student/Parent Agreement
4. Deployment Options Form

**Loss of Equipment** - If a student loses their Chromebook/Kajeet, case and/or charger they will be billed for the replacement. The costs associated with each can be found in the Student Technology Handbook. If a student refuses to return their Chromebook, case and/or charger a police report will be filed.

**Damage Report** - Students must fill out a DKS Technology Department Damage Report as soon as damage occurs to their Chromebook, charger or case. A tech loaner will be issued as soon as the damage report is filled out and the damaged item is turned in.

## SCHOOL POLICIES

### SCHOOL EQUIPMENT

School equipment and facilities are to be used under the supervision of a staff member. School equipment is not to leave the school premises without the approval of the administration. Care in use of the equipment and facilities is expected at all times, and restitution will be expected for damages incurred due to carelessness and/or maliciousness.

All equipment provided by authorized personnel are the property of and belong solely to Delton Kellogg Schools. Damage, loss, or misuse of such items will be billed to the individual to whom these damaged or lost items were officially issued. Failure to provide restitution will result in a discipline referral for insubordination and possible civil action. (See Code of Conduct, Page14-19)

### Co-CURRICULAR ACTIVITIES

Student participation in co-curricular activities is a privilege and can be denied by the administration based upon student's circumstances. In addition, participation beyond the 4<sup>th</sup> year of high school needs special permission from the administration. Students are not eligible for athletics per MIAAA policy.

## **WORK PERMITS**

Michigan law requires that minors between the ages of 14 and 18 obtain an employment certificate before they are allowed to accept employment of any kind. These certificates may be obtained from the DKHS Office. Administration has the right to deny work permits.

## **STUDENT PHOTOGRAPHS**

Students may purchase photographs from the Life Touch Company, which visits our campus at the beginning of the school year. Many different photo packages are available and prices vary.

**All students are to have identification photographs taken at one of these sessions, even if they do not wish to purchase pictures.**

## **SURVEILLANCE PHOTOGRAPHS/VIDEOS**

The board 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, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law-enforcement agencies.

Video records 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.

## **TESTING**

A wide variety of testing services are available to DKAC students. College entrance examinations, National Merit Scholarship Qualifying tests, and the Armed Services Vocational Aptitude Battery (ASVAB) are but a few offered through the High School Guidance Office and/or DKAC. 11th grade students must take state mandated assessments. Any student that is identified as needing to take the state mandated tests and does not take all of them, will be dropped from DK Academy immediately.

## **EDUCATIONAL DEVELOPMENT PLAN (EDP)**

Students must complete an EDP before the first day of count of the semester in which they are enrolling. Students that do not meet this requirement can be dropped from DK Academy. Any credits earned will not be released until an EDP is completed.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

## **HARASSMENT**

- A. Submission to such unwelcomed conduct or communication is made either in explicit or implicit condition of utilizing or benefiting from the services, activities or programs of the School District;
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior or other demeaning comments.

Sexual Harassment may include, but is not limited to:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, etc;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M. C. L. A. 722.621 et. seq.  
Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

## **NOTIFICATION**

Notice of this policy will be annually circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into

the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

## 5517 - HARASSMENT OF STUDENTS

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent, phone 269-623-9225. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## HEALTH RELATED SERVICES

Students will not be allowed to enroll in school until they provide documentation that they are up-to-date on their immunizations.

## TRANSCRIPT SERVICES

Transcripts are maintained for each DKAC student by the DKAC administrative office and given to seniors upon graduation. Yearly credit audits are performed to check progress toward meeting graduation requirements.

Additionally, the DKAC administrative office will provide transcripts for students seeking college admission. These services are also available to all graduates, who are asked to contact the DKAC Administrative Office.

## DANCE RULES

Delton Kellogg High School allows DK Academy students to attend their dances. This is a privilege.

DKAC students are allowed to attend DKHS dances (i.e. Homecoming, Prom, etc.) with written permission from the principal of DK Academy. The form is available in the High School office. All DK Academy and High School Code of Conduct Rules apply to dances. DK Academy teachers must consider a student "in good standing" to attend a Delton Kellogg High School dance.

## NIGHT SCHOOL

Students aged 20 and over will be required to attend night school. Night school attendance may also be required for other students.

## SELF-ADMINISTERED MEDICATION

Older students who are learning self-care behaviors can often manage their own medication, however, arrangements must be **made with school personnel beforehand**, including all pertinent information. This is mandatory since school personnel cannot interpret the safety of unlabeled medication in the event of an accident or injury. It is further expected that students will act responsibly to control medication at school.

## EXTRA-CURRICULAR ACTIVITIES

### GENERAL GUIDELINES

The DKHS Code of Conduct applies to all DK Academy students at all times on campus and any school-related events on or off campus. Students are to remain in the designated areas for all activities and events under direct adult supervision. The administrator reserves the right to deny admittance to any individual. DK Academy teachers must consider a student "in good standing" to attend Delton Kellogg High School extra-curricular activities.

### ATTENDANCE REQUIREMENTS

Any student who has earned an **out-of-school suspension may not attend** any school activity until he/she has served the entire suspension.

## DK ACADEMY STUDENT RIGHTS

### AGE OF MAJORITY

In compliance with Michigan School Law, Section 340.614, MSA 15.3614, DKAC recognizes the rights of 18 year old students attending our school. When students become 18 years of age, their parents/guardians **may** notify the school in writing that their son or daughter may be responsible for the attendance and other actions/forms requiring parent/guardian notification and/or signature. These forms may be obtained from the DKHS office. If written notification is not on file, all procedures for minors will also apply to the 18 year old student.

### EXPULSION OF STUDENTS

The Board of Education may authorize or order the expulsion from school of a student who severely and/or persistently violates the law and/or the DK Academy Student Code of Conduct. Such action will occur when, in the Board's judgment, the interest of the school and its personnel demands the removal of the student and/or laws of the State of Michigan dictate expulsion.

In accordance with the rules of the State Board of Education, the Delton Kellogg School District will attempt to evaluate students with special needs and/or refer these students to agencies to assist them.

## 5516 - STUDENT HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

# DELTON KELLOGG SCHOOLS BOARD OF EDUCATION POLICIES

The following pages contain excerpts from the Board Policies. For complete versions, visit:

[www.dkschools.org](http://www.dkschools.org)

and then click Board of Education  
or contact:

Delton Kellogg Schools  
Office of Superintendent  
327 N. Grove St.  
Delton, MI 49046

## CLOSED CAMPUS

Delton Kellogg Schools Board of Education, in order to further guarantee student, staff and administrator safety, has approved a closed campus policy for all Delton Kellogg students. Once students arrive at DK Academy for their academic school day, they are expected to follow all school policies. ***If an emergency arises and a student must leave our campus, he/she must sign out in the classroom.*** Pupils with an age of majority form on file may sign themselves out with approval from administration, while all other individuals must present parent/guardian authorization to a teacher. No student will be allowed to return to campus after leaving unless they have previously notified staff and the request is approved. Violation of the closed campus policy may result in suspension from school.

## SEARCH AND SEIZURE

School Chromebooks are the property of the Delton Kellogg School District. At no time does the district release its exclusive control of Chromebooks provided for the convenience of students. Periodic general inspections of these Chromebooks may be conducted by the school authorities at any time, **without** notice, without student consent, and without a search warrant.

In an effort to keep our school and the district premises free of drugs, school authorities may use specially trained, non-aggressive dogs to detect and alert staff to the presence of controlled substances in school lockers and in student vehicles parked on district premises. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time. Attempts will be made to have the student responsible for the vehicle present at the time of inspection.

## SUSPENSION FROM SCHOOL

This results when a student chooses the unacceptable behaviors outlined in the Code of Student Conduct. The pupil shall be informed of the reason for the suspension, and provisions will be made for the student to present his/her view of the occurrence/situation. The Administration will also conduct a thorough investigation to collect all information pertinent to reaching a fair decision. (See Page 16 for further information on out-of-school suspensions.)

## STUDENT CODE OF CONDUCT

### PHILOSOPHY OF DISCIPLINE

The primary objective of DK Academy is to assist each student to develop into a responsible, self-disciplined individual who will assume his/her role as a productive member of society. An important aspect of this process is learning to respect the rules and regulations that are established for the protection of all members of the school community. It is not the intent of DK Academy through these policies to infringe upon students' exercise of constitutionally guaranteed rights, however, **when a student's behavior presents a risk to his/her own well-being, interferes with the rights of others or becomes disruptive to the educational process, the administration must take corrective action through the Code of Conduct.**

### CODE OF CONDUCT

The examples included in this handbook 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 list of offenses and penalties are only guidelines, actual circumstances and the severity of those circumstances may dictate other disciplinary action. All DKHS handbook rules apply unless otherwise stated.

### THREE STRIKES POLICY

Students will be dismissed from DK Academy for the remainder of the school year after three (3) Out-of-School Suspension violations. Students may reapply for admission to DK Academy the following school year.

\* Certain Category I: Out-of-School Suspensions that result in expulsion and therefore are not subject to the Three Strikes Policy.

### Two categories of Code of Conduct:

- I Out-of-School Suspension Guidelines
- II Accumulative Violation Guidelines

### CATEGORY I:

#### OUT-OF-SCHOOL SUSPENSION VIOLATIONS

Violations in this category will result in a 1-10 day out-of-school suspension with possible recommendation for expulsion or long-term suspension, depending upon the offense and the number of previous days served for similar offenses. The Superintendent has the ability to approve a single suspension of 30 days in length. Michigan Law demands permanent expulsion for certain offenses.

## SAFETY CODES

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. Codes are used when necessary:

- **Shelter in Place:** Students are removed from common areas for privacy (medical emergency)
- **Code Yellow:** This is an outside threat.
- **Code Red:** This is an inside threat

To effectively execute our District Emergency procedures, 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. It is also crucial to keep school secretaries informed in advance of all potential emergency contacts for your family.

## SEVERE WEATHER PROCEDURES

- 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. During severe weather, students should not be within 25 feet of outer doors and should also be at least 10 feet from windows.
- In the event of severe weather that jeopardizes the safety of students, they will be released from school if time allows them to reach home safely. Shelter and supervision will be provided for the students in the school if time does not allow students to reach home safely via school buses.
- In the event of a tornado watch, students will remain on campus during normal school hours and all after-school activities will be canceled.
- In the event of a tornado warning, students should follow emergency procedures as directed by school personnel. Students will not be released until the 'all clear' signal has been issued. Parents should not attempt to pick up their children in these events. All after-school activities will be canceled.
- 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 at the nearest depression such as a gully, ditch or ravine.

## SCHOOL CLOSINGS/DELAYS

In case it is necessary to cancel or delay school, the following radio and television stations will be notified:

Kalamazoo.....	WKZO .....	590 AM
Kalamazoo.....	WKMI.....	1360 AM
Kalamazoo.....	WQLR .....	106.5 FM
Battle Creek.....	WBCK .....	930 AM
Hastings.....	WBCH .....	1220 Am or 100.0 FM
Grand Rapids.....	WGRD .....	1410 AM or 97.9 FM
Grand Rapids.....	WOOD .....	1300 AM or 105.7 FM
Kalamazoo.....	WWMT.....	Channel 3
Battle Creek.....	WOTV .....	Channel 41
Grand Rapids.....	WOOD.....	Channel 8

A robocall will also announce these closings and/or delays. A robocall will also make telephone cancellation announcements the morning of a cancelled day. Please do not phone the school or bus garage.

- **Intimidating/Threatening Behavior** – Threatening serious harm to persons or property. Student-to-student behavior of this nature will result in a 10 day out-of-school suspension with possible recommendation for long-term suspension or expulsion.
- **Physical Assault/Battery** – Inflicting serious harm to persons or property. Student-to-student physical assault will result in a suspension or expulsion from the school district for up to 180 school days as required by law. Student-to-adult physical assault will result in permanent expulsion.
- **Fighting/Altercations** - Physical altercation between two or more students. (3-10 days)
- **Verbal Altercations** - Verbal altercations or disruptions between two or more students. (1-10 days)
- **Gross Disrespect** - Battery, intimidation, harassment, bullying; complete disregard of an individual's right to health, safety, and the education process; indecent exposure and invasion of privacy of others; other behaviors in violation of school policy. (1-10 days)
- **Extortion** - Obtaining another's possessions through the use of verbal intimidation or threats. (1-10 days)
- **Possession/Use of Controlled Substances** – Being in possession, using, or under the influence of alcohol, illegal drugs, prescription medication, inhalants, steroids, look-alikes, or what is represented as any of the above. Students suspected of being under the influence or the mere presence of a substance may be subject to disciplinary action. (10 days and possible referral to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion)
- **Sale/Distribution of Controlled Substances** – Selling/distributing alcohol, illegal drugs, prescription medication, inhalants, steroids, look-alikes, or what is represented as any of the above. (10 days and possible referral to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion)
- **Tobacco Products, Vapes, E-Cigs** – Possession, use, or distribution of tobacco products or what is represented as such. (1-10 days and referral to law enforcement)
- **False Fire Alarms** – Tampering, removal, or inappropriate use of fire extinguishers or fire alarms. (5-10 days and referral to law enforcement)
- **Bomb Threats** – Making a bomb threat or similar threat directed at a school building, other school property, or a school-related event. (10 days and referral to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion)
- **Pyrotechnics** – Use or possession of any type of firecrackers, stick bombs, stink bombs, etc. (5-10 days)

- **Possession of Weapons** – Possession of a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3” in length, pocketknife opened by a mechanical device, or brass knuckles. (10 day suspension and referral to Delton Kellogg Board of Education for permanent expulsion) Possession of a pocket knife with a blade less than 3” in length or any object capable of inflicting bodily harm will result in a 10-day out-of-school suspension and possible referral to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion.
- **Destruction of Property/Vandalism** – Damage to personal or school property. (1-10 days with possibility of restitution and/or civil action)
- **Theft** – Loss of personal or school property. (1-10 days)
- **Arson** – Willful or malicious damage or attempted damage to personal or school property caused by fire. (10 day suspension and referral to Delton Kellogg Board of Education for permanent expulsion)
- **Misuse/Abuse of Technology** – Misuse of technological equipment, i.e. sexually explicit material or information which may present a safety threat to persons or property. (1-10 days)
- **Sexual Assault** – Criminal sexual conduct in a school building or on school property. This can include consensual sexual contact between any individual and a person less than 16 years of age. (10 day suspension and referral to Delton Kellogg Board of Education for permanent expulsion)
- **Breaking and Entering** – Entering an enclosed area using any amount of force (10 days and referral to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion)
- **Skipping Class/Leaving School Grounds** – Failure to attend all classes and/or leaving school grounds without receiving permission from the high school office and having signed out (1-10 days for repeat offenses)
- **Persistent Disobedience** – Repeated violations of any school policy or rule (1-10 days and possible referral to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion)

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials. 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. All students are to remain seated while the bus is in motion.
2. Students must keep their 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. Laser lights are not permitted.
8. Defacing or destroying school property while riding the bus will result in disciplinary action and/or restitution.
9. Only Delton Kellogg students will be transported by the school bus.
10. DK Academy students should wait off campus until busses are loading.

We partner with the Delton District Library for students that use bus transportation. Students are able to use that facility when not scheduled for classroom time in DK Academy.

## EMERGENCY PROCEDURES

Delton Kellogg Schools conduct various emergency drills throughout the school year including at least 5 fire drills, 3 lockdown drills, 2 severe weather drills, and 1 Cardiac AED drill. These drills will be posted on our website. Teachers will go over emergency procedures with all students within their classrooms.

**IN THE EVENT OF AN ACTUAL EMERGENCY, PARENTS WILL BE NOTIFIED AS SOON AS TIME PERMITS THROUGH OUR ROBOCALL SYSTEM.**

## FIRE ALARMS

The sounding of the fire alarm is the signal for evacuation of the building. The entire building must be evacuated under all circumstances when this alarm sounds. Maps for leaving DKHS are posted in each classroom, and exits will be explained to students by the instructors. 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 to their classrooms.

## TRANSPORTATION

### VEHICLES

1. If a student chooses to drive to school they must obtain a parking permit from the high school office and always have it displayed.
2. Student parking is permitted only in the back row of the upper parking lot. At no time should a student be parked behind the high school or in the auto shop parking lot. Student vehicles will be towed if they are parked in either of these two restricted areas.
2. Parking in the lot must be in correct lane formation.
3. All drivers must drive in a responsible manner with care and caution.
4. Students are **not** to remove vehicles from the school grounds between the time of arrival and school dismissal unless permission is obtained from the classroom teacher.
5. Students are **not** to be in or around motor vehicles while school is in session including lunch hours or when a school activity is in progress. The only exception to this rule is if the student has obtained a pass signed by the teacher.
6. Careless or exhibitionist driving on school grounds will not be tolerated and will result in suspension of driving privileges on school grounds and/or prosecution by law enforcement officers. Other disciplinary action may also be recommended.
7. Vehicles are to be locked and valuables removed. The school is not responsible for any personal property kept in vehicles.
8. The administration reserves the right to inspect any vehicle parked on school property.
9. If a canine search alerts on a vehicle, that vehicle will be searched. Refusal to allow the search of a vehicle will result in the loss of driving privileges for a year. Students who remove their vehicle during a canine search will also receive a 1-10 day suspension for leaving campus without permission.

VIOLATION OF THE RULES WILL RESULT IN LOSS OF DRIVING PRIVILEGES ON SCHOOL PROPERTY AND WILL RESULT IN A 1-10 DAY SUSPENSION.

### BUS TRANSPORTATION

Delton Kellogg transportation is an extension of the educational day. All school rules and regulations are in affect during the time of the transportation, boarding/exiting and waiting for the arrival of the bus. The transportation department and school administration will provide all riders with a comprehensive handbook of expectations. The basic rules for an individual using school bus transportation to and from school are:

When an out-of-school suspension is warranted, parents/guardians will be notified by telephone, if possible. They will receive written notification of a suspension of 10 days which includes the reason, length, and conditions for reinstatement. Students will be eligible for re-admission to school only if they have fulfilled the conditions delineated in the Code of Student Conduct. The administration, parent/guardian, student, teachers, and/or other personnel may confer to assist the student with a plan for success.

If a student and/or parent/guardian feel the suspension is not justified, they may appeal this action before the end of the first day of the suspension. The Board Appeal Procedure will then be implemented. (See Board Policies)

***Any student assigned an out-of-school suspension will be barred from attending all classes and school-sponsored events during the duration of the suspension. Students may not be on school property for any reason during an out-of-school suspension. Any suspended student found on school property will be prosecuted for trespassing.***

### CATEGORY II: ACCUMULATIVE VIOLATIONS (1-5 days)

- **Profanity/Obscenity** - Use of unacceptable, offensive or vulgar language and/or acts.
- **Lack of Cooperation** - Disorderly conduct, repeated noncompliance with a reasonable request, insubordination.
- **Unethical Behavior** - Cheating, lying, forgery, plagiarism, etc.
- **Dining Commons Violations** - Throwing of food, throwing away utensils, not taking care of trays properly, etc.
- **Campus Violations** - In halls or parking lots without a pass, running in halls, sitting in halls, public displays of affection, horseplay, unacceptable behavior at extra-curricular activities.

- **Dress/Appearance** - A student's taste in dress is not ruled by the school. 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 not considered appropriate for the classroom include **but are not limited to:**

1. Headwear, including bandannas, hoods, caps and hats.
2. Sunglasses.
3. Clothing with sharp studs, spikes or chains.
4. Clothing that is deemed sexually provocative, profane or that advocates or depicts the use of alcohol, tobacco or any controlled substance.
5. 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 or administration.
6. Beach tops, half shirts, tops with bare midriffs, low cut tops, mesh shirts, or suggestive or revealing garments.
7. Undergarments worn as outer garments.
8. Outside coats shall not be worn in the classroom.
9. Gang clothing, symbols, signs or paraphernalia.
10. Clothing that promotes racist, sexist or bigoted ideas.

As a safety precaution, 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 sent home.

**PLEASE NOTE** - DK Academy also adheres to DKHS policy and therefore their handbook policies regarding discipline. Please refer to the DKHS handbook regarding any discipline policies not listed in this handbook.

## ELECTRONIC EQUIPMENT

Electronic items such as cell phones, iPods, and other communication devices can be disruptive. Students may use an electronic device such as a cell phone in classroom as long as it does not interrupt the classroom environment. At NO time may a student take pictures or videos in the classroom. Any student found taking pictures/videos will be asked to leave for the remainder of their scheduled class time and their device may be confiscated. If the student violates this policy a second time they will not be allowed to bring an electronic item into the classroom again and will be assigned an out of school suspension. Possession of laser lights/pointers will not be allowed. At the first offense, students will be asked to leave their devices in their bag until the end of the day. Second offense will result in an out of school suspension as a consequence for insubordination, plus parents will be required to pick up the device from the DKHS office.

iPods, cell phones, MP3 players **with head phones** will be allowed in school as an instructional accommodation at the teacher's discretion. If it becomes a classroom distraction the student will be asked to turn it off. At no point shall a student bring in an external speaker to play music through.

## GANG ACTIVITY

Gangs are groups that pose a threat to public safety and order through violence, intimidation or other illegal activities. Gangs or gang activity shall not be tolerated. Students who violate other disciplinary guidelines as the result of gang activity will receive severe penalty.

Gang behavior includes, but is not limited to:

Membership	Paraphernalia
Clothing	Threats/Intimidation
Symbols	Defacing school property/graffiti
Signals	Gathering for gang related action or disturbance
Initiation	Fighting, assault or other gang related activity
Recruiting	

Gang clothing, symbols and paraphernalia change with time, therefore, the administration reserves the right to modify its restrictions.

**PARENTS AND POLICE WILL BE NOTIFIED OF ANY SUSPECTED GANG ACTIVITY.**