KINGSLEY MIDDLE SCHOOL
HOME OF THE STAGS!

2019-2020 HANDBOOK & CODE OF CONDUCT
Dear Parents and Students,

I am so beyond grateful and honored to serve the Kingsley community as the middle school principal. My family and I recently moved from the Louisville, KY area after serving both in the military at Ft. Knox, KY, serving as a classroom teacher in the inner city of Louisville, KY, and as a school administrator on a 6-12th grade multi learning campus for the last 4 school years. My family and I live in the Maple City area, but, I have family and relatives living and attending school here in Kingsley. Kingsley Schools has a long history of achievements and accolades and I am so excited to be a part of and continue its excellent traditions. As a community please be assured that I along with our staff are all committed to your students and that we will make sure that all students attend a school that is both a safe place to learn and a place where all students know that staff care for each of them; and we will create a positive environment for learning to take place.

Looking ahead at this school year, I have several things that I value and will focus my responsibilities to maintain a safe and positive learning environment for all students.

As an educator, I believe that students are the center of the school and classroom. Therefore, students must come to school each day with a positive mindset and do their very best each day. Students must be prepared both mentally and physically to have a great day at school. As the school principal, I will do the same.

In order to have a school where we are all partners in the educational process, I must communicate effectively. Families will receive weekly automated phone messages with updated information related to school events and information that are relevant to your student’s success. Parents will also receive a weekly e-mail of updates of important events that are pertinent for school events throughout the year. This information will also be available on the middle school website. Parents will also receive an email each week with updated information from each grade level team with important information including schedules, tests and quizzes, homework/ project due dates, and any other special important events that are related to school.

As a new administrator in the building, I will strive to learn about and share with every student by visiting classrooms, the lunchroom, and by attending extra-curricular school events to build positive relationships with all of the students.
throughout the school year. I will do everything I can to be supportive, assist, and build positive relationships with each student and family member that attends our middle school. Our staff and I want to create an environment where every student and family member knows that they belong.

Kingsley Middle School and our district participate in rigorous district wide improvement practices and professional training. All staff and administration participate in professional development that utilize national teaching and learning best practices including Marzano highly effectively teaching strategies, Google Classroom training, and Kagan Cooperative Learning strategies.

Throughout the school year, if any questions or concerns arise about academic coursework, school rules, school routines and procedures, or if you have any social/emotional concerns, or if any safety issues or concerns arise, please communicate each of these issues first with the classroom teacher or to the staff member directly connected with the concern that you have. At the end of the day, our staff and I want to do what is best for every student. If any issues arise, please make sure you are following a direct contact of communication with the staff that works directly with your student. We are always here to serve our students and families.

I look forward to serving the parents, students, staff and community members of Kingsley Middle School.

Respectfully,

Rich Watson, Ed.S, Principal
Kingsley Middle School
Parent Phone Communication, School Hours, Snow Days/Delays, Early Dismissal, Parent/student guests, Visitors, Volunteers, Food Service, Age of Entrance, Emergency Information, Change of Address, Transferring, Open Enrollment, Federal Regulations, Drug Free Schools, Parental Involvement, Right to Know, Family Values

SCHOOL ATTENDANCE
Attendance, Absences, End of Day, Leaving Early, Excused/Unexcused Absences, Vacation homework, Truancy, Skipping, Tardy Policy, Staying home when sick, Homebound

STUDENT INFORMATION
Class preparation, Powerschool, Grades and Report Cards, Conferences, Promotion and retention, Recognition, Activities, Sports, End of year trips, Lockers, Student money and property, Lost and found, Confiscated items, Student Dress and Attire, School Pictures

BUS TRANSPORTATION
Transportation Department, Loading/unloading, Safety, Procedures, Special Trips, Consequences,

STUDENT CONDUCT
Disruption Free School, Student Responsibilities, Classroom Rules, Behavior Rules, Substitute teachers, Basic behavior, Mobile Phones/Smart Phones/Devices, Violence in School, reporting school violence, Weapons Free Schools, Look alike weapons

CODE OF CONDUCT
Minor Offenses, Major Offenses, Serious Offenses, Extreme offenses, progressive discipline, Harassment, Bullying and aggressive behaviors, controlled substances, drug policy, use of alcohol, use of tobacco

SUSPENSION & EXPULSION
Philosophy, School Code, Due Process, Dangerous/Non-dangerous weapons

PARENT INFORMATION
Resolving concerns, academic programs, CPS Protective Services, Special Education, Section 504, School Counselor

HEALTH AND MEDICAL INFO
Medications at school, Immunization requirements and waivers, Head lice, Common diseases and parent actions, Wellness policy, K-Town Youth Care, Title IX compliance, School Prayer, Computer System Use, Computer Ethics and unacceptable use, directory information, Homeless students, The Rock of Kingsley

FEDERAL REGULATIONS

SCHOOL & PARENT COMPACT
Please review, complete, remove and return to school
KINGSLEY MIDDLE SCHOOL
403 Blair Street
Kingsley, MI
Phone: 231-263-5261
Fax: 231-263-4623

KINGSLEY MIDDLE SCHOOL MISSION STATEMENT
Kingsley Middle School’s mission is to provide a safe and trusting environment for student to find success through active participation in learning. Partnerships with families bring about the highest academic achievement, responsible behavior, and character development, empowering students to become highly literate, productive citizens.

MOTTO: Together We Believe and Achieve

IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Middle School Phone</th>
<th>231-263-5261</th>
<th>Phone Extension</th>
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<tbody>
<tr>
<td>Richard Watson</td>
<td>Middle School Principal</td>
<td>3100</td>
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<tr>
<td>Kay A. Wagner</td>
<td>Middle School Secretary</td>
<td>3101</td>
</tr>
<tr>
<td>Attendance</td>
<td>Automated</td>
<td>3000</td>
</tr>
<tr>
<td>Crystal Thomas</td>
<td>Middle School Social Worker</td>
<td>3102</td>
</tr>
<tr>
<td>Food Service</td>
<td>Middle School Kitchen</td>
<td>3050</td>
</tr>
<tr>
<td>Kristy Donner</td>
<td>Food Service Director</td>
<td>4055</td>
</tr>
<tr>
<td>Doug Kabbes</td>
<td>Transportation Director</td>
<td>5001</td>
</tr>
<tr>
<td>Mitch Miggenburg</td>
<td>Athletic Director</td>
<td>4104</td>
</tr>
<tr>
<td>Mary Bogart</td>
<td>Superintendent’s Office</td>
<td>1101</td>
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</tbody>
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THE KINGSLEY AREA SCHOOL BOARD OF EDUCATION WELCOMES YOU

On behalf of the entire Kingsley Area School Board of Education, welcome to our community schools. Whether you are returning or are a “first timer” in our schools, your learning is our first priority. It is up to you to use the educational opportunities that are afforded you. We hope this planner helps to organize your educational experience. We are the bridge between the school and the community. We meet the second Monday of every month. We decide policies according to State recommendations and administrative regulations. We encourage you to attend our meetings.

DISCLAIMER NOTICE
The Kingsley Area School Board of Education annually approves this elementary parent and student handbook. Items, rules, information and expectations not listed in this handbook may be governed by school board policy and/or administrative guidelines, which are approved by the board of education. Information in this handbook is consistent with school board policies and administrative guidelines. School board policy holds authority over this handbook in the unlikely event of any conflicts presented in this handbook.

DISTRICT MISSION STATEMENT
Kingsley Area Schools, together with family and community, share the responsibility to educate all students to become productive responsible citizens and life-long learners.

DISTRICT GOALS
• To develop a command of the fundamental intellectual processes enabling one to think critically, analytically, creatively, and make sound decisions.

Kingsley Middle School * 2019 - 2020 Handbook
“TOGETHER We Believe and Achieve!”
• To develop his/her feelings of positive self-worth and self-assurance.
• To develop the habits and attitudes associated with responsible citizenship including a cooperative attitude toward living and working with others.
• To develop an increased appreciation of music, art, literature, and other aesthetic experiences.
• To develop an intellectual curiosity and eagerness to become a life-long learner.
• To develop and encourage good health and physical fitness.

GENERAL INFORMATION

SCHOOL MESSENGER (PARENT COMMUNICATION SYSTEM)
School Messenger is a fully automated phone and e-mail contact system that is used by Kingsley Area Schools. Common phone messages from Kingsley Area Schools using School Messenger include weekly parent newsletters, announcements of public meetings, crisis announcements, lunch account reminders, and other school activities. The system will use student contact information such as the primary phone contact and parent e-mail addresses. If you would like your personal contact information removed from this system, please contact the middle school secretary.

SCHOOL HOURS
All students are expected to be in their rooms ready for instruction at 8:25 a.m. Teachers are available for parent meetings and concerns both before and after regular school hours. Prior notice is necessary to insure that the teacher is available. We strongly advise that you contact your child’s teachers via e-mail; however, our teachers may be contacted at school by telephone from 7:45 a.m. until 8:15 a.m., and after 3:15 p.m.

THE MIDDLE SCHOOL OFFICE HOURS ARE:
7:15 a.m. until 3:45 p.m. daily.
The instructional day is from:
8:25 a.m. until 3:15 p.m.

SNOW DAYS AND DELAYS
Cancellation and morning delays take place during extreme weather, equipment failure, or a public crisis. The school board of education and administration are aware of the hardships, which can be caused by abrupt cancellation, therefore, school will be cancelled or delayed only when a significant safety risk has been identified.

Every practical means will be utilized in notifying parents of school cancellation or morning delays over local radio and television stations. Parents are discouraged from contacting the school questioning school cancellation or delays.

EARLY DISMISSAL DUE TO CANCELLATION
The superintendent of schools will cancel school during the school day only in the most extreme circumstances, where student safety may be in jeopardy. It is very important that you and your child have a plan, in advance, of what to do if school is cancelled during the school day. In order to assist in this unlikely event, the following procedures are in place:
• Parents should review a plan of action with their child on what to do if school is dismissed early (where to go, who to call, ride the bus, etc.)
• Students will ride the bus or go home as would have been planned for a normal dismissal

PARENT / STUDENT GUESTS
Parents are invited to visit their child’s classes. We welcome parents in our school. A notice to the teacher(s) before the visit is required. In general, other students visiting the school will not be permitted as this is a disruption to school and classroom routines. Students who wish to invite a middle school age guest to visit the school must have prior permission from the principal and the teacher(s) of the classes they expect to visit.
VISITORS TO SCHOOL

Visitors are always welcome in our school. To ensure the safety and effective building operation, the following guidelines must be followed:

- **ALL** visitors and must report to the middle school office upon arrival and must check in. All visitors will receive an orange pass and must provide a signature in a visitor’s log. School staff has the right to request identification such as a driver’s license and a visitor’s refusal to provide identification will be reported administration and law enforcement.
- If you wish to meet with a staff member or observe a classroom “in action”, you are required to schedule an appointment in advance to avoid disrupting instruction and learning.

If you are picking up your child early or bringing him/her to school late, you are required to stop in the office to check-in and sign out your child.

VOLUNTEERS

Volunteers are a crucial part of assisting teachers and students in the learning process. Volunteers are best suited for working directly with students; however, volunteers are also appreciated in the library and copy room. Volunteers must sign-in at the middle school office before beginning any assistance and all volunteers will be issued a volunteer or visitor’s pass.

All school volunteers must first register as a volunteer at the district central office which is located behind the elementary building. The registration consists of completion of a screening statement and a criminal background check. This process takes about five minutes.

FOOD SERVICE DEPARTMENT

- Breakfast is available from 8:00 am – 8:25 am.
- Free and reduced forms are available all school year. Families are encouraged to reapply whenever there is a change.
- **HIGH ENERGY DRINKS** are not allowed in school during the school day. Energy drinks will be confiscated and parents called.
- Students are expected to pay their accounts in the cafeteria before school starts. Weekly payments are requested.
- Students are allowed two meal charges only. Students will be given a verbal reminder at the point of service when a deposit is needed.
- Students with insufficient funds will be given a cheese sandwich and white milk.
- Ala carte purchases must be made with cash.
- Students are expected to be courteous, respectful, and responsible for the cleanliness of the area where they eat.
- All insufficient accounts must be paid at the end of the year or students may be prohibited from attending grade level field trips at the end of the year.

AGE OF ENTRANCE

Children, who apply for admission to grades 5 - 8, based on prior school experience outside the district, will be placed initially on the grade level they reached elsewhere. It will be determined thereafter by the school principal and the classroom teacher whether they should be changed or placed in a different grade. No pupil will be admitted unless the parents have complied with the Michigan immunization requirements.

EMERGENCY CARDS/INFORMATION

Emergency cards are distributed at open house or when you register your new student. Please return them to the office immediately. All students must have an emergency card completed and on file.

Parents are requested to make sure that the information is kept current in case there is a need to contact you during the school day. This card also asks parents to identify who may be contacted in the event that parents cannot be contacted. Adults listed on the card are the only people who may sign your child out from school unless you designate the office differently in writing.
CHANGE OF ADDRESS, TELEPHONE NUMBER, & OTHER INFORMATION
Parents are requested to contact the middle secretary to update school records, emergency card information, and other information as soon as possible. Your child’s safety depends on accurate phone numbers and emergency contacts.

TRANSFERRING TO A NEW SCHOOL?
Parents must notify the building principal/secretary about plans to transfer their child to another school. If a student plans to transfer from Kingsley Middle School, the parent must notify the principal/secretary. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal or the district superintendent for specific details.

In accordance with state law, when transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion action against that student.

OPEN ENROLLMENT
Parents who wish to send their children to a school outside of their resident district are required to complete an open enrollment application and submit it to the school district they wish to attend. Transportation of open enrolled students is the family’s responsibility. Transportation may be provided if there is an appropriate route, pick-up/drop-off, and/or space on the bus. Decisions for transporting open enrollment students are made by the transportation supervisor, whose decision is final.

PROHIBITION OF DISCRIMINATORY PRACTICES
The Board of Education is committed to a policy of nondiscrimination in the Kingsley Area School district. Such policy is consistent with state and federal statutes that apply to schools. The school district hereby notifies all citizens and students that it does not discriminate on the basis of gender, race, color, national origin, religion, religious beliefs, age, height, weight, or any handicapping disability.

FEDERAL REGULATION
No qualified handicapped person shall, on the basis of a handicap, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

DRUG FREE SCHOOLS
In accordance with federal law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on the school grounds, in school approved vehicles, or at any school related event. Drugs include any tobacco product, alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, chemicals which release toxic vapors, or substance that could be considered a ‘look alike’ controlled substance. Any student who violates the policy will be subject to disciplinary action, in accordance with due process. When required by state law, the district will also notify law enforcement officials.

PARENTAL INVOLVEMENT POLICY – NOTIFICATION
The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student’s parents/guardians (“parents”). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation in developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
• Providing a school and home environment, this encourages learning and augments, at home, the learning experiences provided by the school.

The Board is committed to communicating to parents at a level and in a language they can understand, where possible. The Board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means. The Superintendent shall direct the development of a Parent Involvement Plan for the District (with building/program specific goals as desired) which may include, among others, the following strategies:

• Provide child’s individual assessment results, reading results, progress reports, report cards, parent conferences.
• Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
• Publish District and School Newsletter(s) informing parents about the parent involvement plan and other events at the school(s). This newsletter will also send a positive invitation to parents to participate in various activities while providing parents information at a glance about scheduled District and school meetings and activities.
• Schedule at least two (2) student conferences annually with the teacher(s) to inform parents of student’s progress.
• Make calls, use e-mail communication as needed for teachers and administrators to communicate with parents.
• Encourage parents to serve as chaperones for class field trips and other school activities.
• Have school administration and staff provide test data and interpretation meetings to allow parents to ask questions.

The Board needs parents to assume and exercise responsibility for their children’s behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students’ behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct. For the benefit of the child, the Board encourages parents to support their child’s career in school by:

• Participating in school functions, organizations, and committees;
• Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
• Requiring their child to observe all school rules and regulations;
• Supporting or enforcing consequences for their child’s willful misbehavior in school;
• Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
• Maintaining an active interest in their child’s daily work, monitoring and making it possible for him/her to complete assigned homework;
• Reading all communications from the school, signing, and returning them promptly when required;
• Cooperating with the school in attending conferences set up for the exchange of information of their child’s progress in school.

PARENTS’ RIGHT-TO-KNOW NOTIFICATIONS
Annually, at the beginning of the school year, the district shall provide written notification to all parents of each student attending schools receiving Federal Title I, Part A funds that they have the right to request the professional qualifications of their student’s classroom teachers. If the child is receiving instructional services from paraprofessionals, parents may also request the qualifications of a paraprofessional.

The district shall provide written notification to individual parents if their student is taught for four or more weeks by a professional who is not highly qualified.
• Title I Teachers: Kingsley Elementary School uses Federal Title I funds to employ one reading teacher. The reading teacher holds a Michigan Professional Teaching certificate and meets the “highly qualified” criteria required by “No Child Left Behind.”

• Title I Paraprofessionals: Kingsley School used Federal Title I funds to employ three instructional paraprofessionals. All three paraprofessionals successfully passed the Michigan Teachers Test of Basic Skills prior to the deadline in January 2006. All three paraprofessionals are therefore highly qualified according to the criteria required by “No Child Left Behind.” Copies of the assessment and verifications can be viewed in the elementary principal’s office.

• Classroom Teachers: 100% of teachers employed by Kingsley Area School hold a Michigan Provisional teaching certificate, provisional renewal, or a professional teaching certificate. Therefore, 100% of the teachers at Kingsley Elementary School meet “highly qualified” criteria required by “No Child Left Behind.”

RIGHT TO REQUEST TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Because your child attends a school that receives federal funds from the Title I program, you may request the following information about the professional qualifications of your child’s classroom teacher(s):

• Whether the teacher has met Michigan licensing requirements for the grade level(s) and subject area(s) for which the teacher provides instruction;
• Whether the teacher is teaching under an emergency permit or other provisional status through which Michigan licensing requirements have been waived;
• The teacher’s college degree(s), major(s), and field(s) of study, as well as any graduate degree or certification.

You may also request this information about any paraprofessional who provides Title I service to your child. If you would like to receive this information, please contact the principal. Your request will be processed in a timely manner.

FAMILY VALUES

It is the philosophy of our school to respect the individual, family, and religious beliefs of our various students. When the school holds a special activity that conflicts with these beliefs, we will allow the student freedom to not attend or participate in that event. The challenge we face as a school system is that we are not able to know and interpret the values of each child. Therefore, the responsibility for determining if an event is in conflict with family values must rest with the student and parents. When that occurs, we will release the student from attending such an event at their request. The procedure for being released from any event due to a value conflict is for the student or parent to simply notify the principal, who will then excuse the student from the activity. Other accommodations will be provided for students who request to be excused based on family beliefs. The building principal has the right to contact parents to validate student requests.

SCHOOL ATTENDANCE

ATTENDANCE

Education is the only way that a person can expect to become a successful, responsible, productive citizen. Students are expected to be present each day to learn as much as possible. Michigan law requires that “every parent, guardian, or other person having control of any child between the ages of 6 and 18 years must send such child to school during the entire school year.” If a parent does not follow this law, it will cause the responsible adult(s) to be notified that their failure to send the child to school can result in prosecution by the Probate Court of Grand Traverse County.

The procedure to report a student absence is to contact Kay A. Wagner by telephone at 231-5261 ext 3101, or by email at kwagner@kingsleyschools.org or attendance line ext. 3000.

• A note from parents or guardian identifying the time of absence and the reasons for the absence must be brought to the office upon returning to school to have their name placed on the absence
list or to obtain an admit slip. Student absences are excused for sickness and other family emergencies if the child brings a note.

- Students have 48 hours after their absence to either bring a note to the office or have a parent/guardian contact the school by telephone so the absences may be excused. Students that forget to bring a note will be unexcused.
- Students absent for more than half day may not participate or attend any athletic or extra curricular activities or events (example: dances/athletic games).

**AFTER AN ABSCENCE**
- Students must have a pass from the office to be admitted to class.
- Students with excused absences are expected to makeup their assignments for credit. Two days are given to complete missed assignments for each day of excused absence.
- Contact with the parents by letter or telephone will occur at certain levels of absence so parents are aware of their student's absences.

**END OF DAY DEPARTURE PLANS FOR STUDENTS:**
- In order to reduce class interruptions and eliminate miss-communications, parents may not contact the Middle School to change end of day plans.
- Phone calls or phone messages to the office to change end of day plans cannot be honored. We need staff to take care of end of day tasks, student needs, scheduled student departures plans and unforeseen events.

**LEAVING EARLY**
- Students are not permitted to leave the building or school grounds at any time during the school day without a permit from the school office. If you leave the building because of illness or other emergency, parent must sign out at the principal's office. Failure to follow proper procedure will be considered an unexcused absence. Before releasing a student from school during school hours, a parent must be contacted.
- Students must remain at school during the lunch period unless the parents give a written request to the office asking that their child come home for lunch. Students are not permitted to go home with another student for lunch.
- Students who expect to leave school before the end of the day must bring a signed note from a parent requesting an early dismissal, receive the permission of the principal, and sign out in the office record book.

**PRE-EXCUSED ABSCENCE**
Students who will be absent due to family trips should ask for a PRE-EXCUSED ABSENCE FORM that is available from the office. This form is used when the absence is scheduled ahead of time and is at least a day or longer.
- Students need to give teachers at least 3 days notice before their absence to get homework.
- Homework given to students must be completed upon the day they return back to school.
- Tests/Exams/other homework not given must be completed within a reasonable amount of time after their return to school – not more than 5 school days.

**THE PRINCIPAL WILL MAKE ALL FINAL DETERMINATIONS ON EXCUSED AND UNEXCUSED ABSENCES.**

**EXCUSED ABSCENCE**
- Personal illness or accident.
- Illness, accident, or death in the immediate family.
- Funerals or marriages with parents' permission. Absences for a marriage or funeral are to be pre-excused by obtaining a form in the office as soon as you have knowledge of when the absence will be.
- Bus failure
- Doctor or Dentist appointments.
- Family trips when pre-excused with the office (with form signed by parents).
The principal or approved designee for an excused absence will consider extenuating circumstances presented by the parent/guardian. This will be used only for unavoidable emergency absences not covered in items a - f. (Circumstances and situations such as, but not limited to pictures, shopping trips, beauty shop/hair cut appointments, car repair, baby sitting, entertainment, working, helping parents, and other non-emergency absences are not excused).

**UNEXCUSED ABSENCE**
Students who are absent for other reasons or do not bring a note explaining the reason for their absence will not have the opportunity to make up assignments for credit. They will not be allowed to participate in, or attend, any extracurricular activities for that day.

**VACATION HOMEWORK**
Parents are requested to plan all family vacations during the scheduled school breaks on the district calendar. Parents need to know that absences due to a family vacation are recorded and will accumulate in coordination with absenteeism and truancy guidelines. The time that students are out of school for vacations should be minimized.

If families cannot arrange for family vacations during scheduled breaks, students will be responsible for assignments and homework missed during their absence. Parents are requested to meet with their child’s teacher to determine what assignments should be completed during the vacation and what other content studies should take place during the absence. Parents should contact the classroom teacher at least two days in advance of a family vacation so that the teacher can assemble adequate assignments and other expectations. Parents are required to provide a written note stating the reason and dates that a child will be absent from school and the expected date that the child will return to school.

**TRUANCY**
While family illness and other reasons require student to occasionally miss school, the following procedure is in effect to encourage prompt, regular attendance:

1. **Courtesy reminder**: A letter will be sent to the parent/guardian after 10 days of absence. This is a courtesy notice that your child has accumulated 10 absences.
2. **Warning**: A letter will be sent to the parent/guardian when 15 days of absence occur. A parent meeting or phone call with the building principal will be required.
3. **Truancy Referral**: After 16 absences the building principal and counselor will schedule a mandatory meeting with parents to develop a plan to reduce student absences/tardies. Parents who fail to attend the truancy planning meeting will be reported to the Grand Traverse County Prosecutor. A truancy intervention plan will be developed and if the conditions of the plan are met, students/parents will not be reported to the county court. If the conditions of the truancy plan do not lead to an improvement in school attendance the case will be forwarded to the county prosecutor.

A student is considered to be truant from school for any of the following reasons:
- absent without a written excuse from home
- tardy (late arrival) to school without a written excuse from home
- early departure (so minutes or more) from school without a written excuse from home
- any tardy or absence that is not verified by the middle school office (phone call, written note, or school contact).

If you have questions about your child’s attendance, please contact the principal before it becomes a problem.

**SKIPPING SCHOOL**
A student absent any part of or all of a school day without permission may be required to make up the time missed before or after school. If the number of days missed (according to the above definition) constitutes truancy under the law, the student and their responsible adult(s) will be subject to the conditions for truancy as noted above.
Students who skip class for 5 minutes or more may be subjected to in-school or out of school suspension.

**TARDY POLICY**

A student is considered **tardy** if he/she is not in the classroom when the bell sounds for the start of class and will be marked tardy by the individual teacher. Each teacher will be responsible for marking students tardy.

Five minutes late or more is considered skipping class.

When a student is **late** for school in the morning, he or she must report to the office for an admission slip to class and to sign in. For a valid reason, or parental permission, a pass will be provided. Unexcused tardiness may result in appropriate disciplinary action by school officials.

**TARDY POLICY— PER SEMESTER**

- Students who are not in their assigned classroom/area when the bell sounds for the start of class will be recorded as tardy by the individual teacher.
- Students accumulating (5) tardies will receive a lunch detention.
- Students accumulating (10) tardies will receive a lunch detention and a warning letter will be sent to the parent(s).
- Students accumulating (15) tardies will be required to meet with the principal, a warning letter will be sent home, and the student will be assigned to one half day of in-school suspension.
- Students accumulating (20) or more tardies in a semester will receive one day of in-school suspension and the parent may be required to meet with the building principal along with the student.
- Students who accumulate more than (21) tardies may be suspended from school and the parents will be required to complete a truancy intervention plan. If the plan is not followed or if the pattern of tardies continues, the student/parent will be referred to the Grand Traverse County Prosecutor for truancy charges.

**EXCEPTIONS**

Any student will be admitted to any class, beyond the time the bell has rung, without penalty if he/she presents to the teacher a valid pass from the office or another staff member. Regular bus riders will not be counted tardy if the bus is late.

**WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL?**

Whenever a child complains of not feeling well on a school day, parents are faced with the decision of whether or not to send their child to school. How do you make the right choice? How does a parent avoid excess absenteeism? Parents should observe these guidelines:

- If your child has a fever, he/she should stay home.
- If your child has a contagious illness, he/she should stay home.
- If your child has head lice or nits, he/she MUST stay home until nit free.
- If your child is vomiting, has diarrhea, or is severely injured, he/she should stay home.

Parents are required to contact the office anytime a child will miss school due to illness or other reasons. If your child is just a little sick and does not have a fever, but you feel he/she can come to school, please be aware of the following:

- Students well enough to come to school will be considered well enough to go outside for recess and participate in all school activities.
- Students may stay inside for up to three days following illness or during slight illness.
- Parents must provide a notice in writing when requesting a child miss recess due to an illness.
- Students needing to miss recess after three days will need a written notice from his/her doctor.
HOMEBOUND/HOSPITALIZED STUDENTS
Homebound and hospitalized services are provided to students unable to attend because of medical conditions. Students who have a physician’s certification that states they are unable to attend are eligible for homebound instruction provided the pupil is physically capable of participating in instruction. The homebound teacher will bring the curriculum from the classroom teacher to the pupils in their home or hospital to help students keep up with their studies. The parent or guardian must contact the school to initiate homebound/hospitalized services. For more information, contact your principal.

STUDENT INFORMATION

CLASS PREPARATION
Students need to be prepared for class each day. This includes:
- arriving at class on time with all of the necessary materials;
- taking an assigned seat promptly and quietly;
- noting and preparing assignments on time;
- following class rules;
- participating to the best of one’s ability each day;
- working cooperatively and respectfully with the teacher and other students;

POWERSCHOOL
Parents are encouraged to set up a Powerschool parent account and to go on PowerSchool and view their child’s academic reports such as grades, attendance and behavior. Please contact the middle office if you need assistance creating a Powerschool account or logging into PowerSchool.

POWERSCHOOL PARENT ACCOUNTS
Follow this link https://pskingsley.tbaisd.k12.mi.us/public/home.html and create your account (select the create account tab). You can also access the Parent Powerschool Portal from the Kingsley Area Schools Web Page at www.kingsleyschools.org and select PowerSchool.

Once parents set up an account, you will need to add your children with a unique student confidential ID and a student password. Parents can obtain student ID and passwords by contacting Mrs. Wagner via e-mail or by contacting the middle school office.

POWERSCHOOL APP FOR iPhones and Androids (for existing parent accounts)
Powerschool Mobile is now fully functional and available for your iPhone/iPad and Android devices. Download the app from the app store or play store on your device and search for “PowerSchool Mobile”

Open the app and enter the Kingsley District Code: MFFW If you already have an account simply enter your username and password (the account you created). New features include a dashboard, notifications for when grades are entered or updated, and a listing of current assignments and grades.

Students can also use the new Powerschool Mobile app. Use the same Kingsley District Code: MFFW and they can use their network username and password...which EVERY STUDENT ALREADY HAS.

TEACHER – GRADE INPUT GUIDELINES
The purpose of grades is to communicate student achievement to students, parents, administrators and post-secondary institutions. To ensure timely feedback, these are the expectations for KAS teachers for grading student work.
• **Regular Activities:** Must be published in the teacher gradebook within a 5 school days of being turned in.
• **Large Activities:** Must be published in the teacher gradebook within 10 school days of being turned in. Teachers will inform students when an assignment would fall under the LARGE PROJECTS category.

**REPORT CARDS**
The school year is divided into nine week grading periods. Report cards are issued the week after the end of each grading period. They indicate the student’s progress during the marking period. Teachers will report to parents periodically in addition to report cards if a problem exists or if there is outstanding achievement. At the end of the year ALL report cards will be mailed home.

**PROGRESS REPORTS**
Progress Reports are given to all students to take home at the midpoint of each grading period.

**PARENT-TEACHER-STUDENT CONFERENCES**
Parent conferences are encouraged any time the parent or teacher thinks there is a need for more information regarding the child’s performance or behavior. Regularly scheduled parent – teacher conferences are held in the fall and spring. See the calendar for the dates.

**PROMOTION/RETENTION**
Achievement is a very important part of schooling. **Students are expected to achieve passing grades in three of four marking periods in all classes for which they receive grades in order to assure promotion to the next grade level.** Students who fail to meet this standard may be retained in their current grade.

Parents of students who are at risk of not meeting this standard will be promptly notified and a conference will be scheduled to discuss possible retention of the student in jeopardy, however the principal has the final decision of promotion or retention for the student. All tutorial and support programs remain available on an “as needed” basis for students who are having difficulty passing their classes.

**RETENTION AGREEMENT:** Students with failing grades in classes may be promoted with the understanding that if they academically performed at or near the same level the following year, they may be retained. Board of education policy leaves the final decision on grade level placement within the discretion of the building principal.

**AFTER-SCHOOL TUTORING:** There will be tutoring twice a week during the school year for 5th—8th grade students that are struggling academically or earning failing grades. This opportunity depends on the number of teachers available to tutor students.

**ACADEMIC ACHIEVEMENT AWARDS**
Kingsley Middle School will recognize students achieving academic excellence. Students who maintain all “A’s and B’s” each marking period will be listed on the “A-B Honor Roll” in the district newsletter and will receive a certificate noting this accomplishment.

**STUDENT ACTIVITIES**
A variety of activities are provided for the middle school students to help them develop cooperation, fair play and responsibility while having some fun. Please note that all students participating or attending in “Extra Curricular” activities are governed by the rules and consequences found in the KMS Handbook as well as all School Board Policies. Student clubs are permitted but a parent/adult must be responsible for the club if the club wants to meet at the school.

**EXTRA CURRICULUAR SPORTS**
Interscholastic sports are offered to seventh and eighth grade students who are academically eligible. Tryouts may be held A copy of the Kingsley Schools Athletic code is included in this handbook.
END OF THE YEAR TRIPS
- Students receiving one or more out of school suspension maybe placed on a behavior contract to earn the field trip.
- The principal holds the discretion to make allowances surpassing the above policy on a case by case basis. Any student not attending, per principal decision, will be provided educational curriculum opportunity at the school.

DRESSING FOR THE WEATHER
Students must bring and wear appropriate outside clothing for recess each day. Parents are to assume they will be going outside regardless of the weather forecast. The school will make the decision in regards to rain or cold on whether there will be inside recess. Students are to bring their outside clothing to lunch with them.

DRAMA CLUB
The Drama Club is open to all interested Middle School students. This club allows students the opportunity to experience all facets of a dramatic performance and production, including acting, make-up, lighting, stage development, etc. Students are expected to remain academically eligible and committed to the rigors involved in the production of a dramatic play.

MATERIAL FINES
Any student that does not return a textbook, equipment, materials, or library books shall be charged in accordance with this policy.
1. Lost or destroyed textbooks or equipment - The student shall pay the replacement cost. This cost may be reduced if the equipment was used and would have been replaced within two years.
2. A teacher may assess a fine on used textbooks when they are returned with damage beyond the normal wear.
3. Students that have not returned, replaced or paid fines for library books from the previous year will not be able to check out books from the library until they have taken care of their responsibility.
4. 7th/8th grade students will be fined 5 cents per day per book that is returned after the due date. 7th/8th grade students that have a fine of 50 cents or more cannot check books out until the fine is paid in full. Fines will not be assessed to 5th/6th graders.

LOCKERS
Students have individual lockers for storage of school materials. Students are prohibited from using any locker other than the locker assigned to them by the office. **Do not leave any items of value in your locker. The school cannot be responsible for loss of personal property from the lockers.**
- Damage to the locker or the combination lock is the responsibility of the student assigned to the locker.
- Objects, signs, or posters shall not be attached to the outside of lockers.
- School related materials (athletics, activities, functions) can be attached to the inside of lockers with removable tape. Any non-school related items posted on the outside of lockers will be removed and students who violate this are subject to school discipline.
- All attached materials must be removed when the locker is vacated.
- The physical education teacher will assign lockers to students for use during the physical education period.
- Lockers are school property and will be checked periodically by school authorized personnel, including canine searches.

The following rules apply to the search of school property assigned to a specific student and the seizure of items in his/her possession.
- The search is carried out in an effort to protect the safety and order of the school.
• The school official has a "reasonable suspicion" that items dangerous to the school community are located in the area to be searched.
• Routine examinations of lockers will be made in the interest of preventing abuse of school property.

**BRINGING MONEY TO SCHOOL**
Students should bring money in a sealed envelope marked with their name, their teacher's name, and what the funds are for (lunch, field trip, book orders, class fundraisers).

**STUDENT PROPERTY**
Electronic or entertainment devices must be put away during the school day so not to become distracting to the educational process. The school will not be responsible for damage or theft of these items. Should any of these items become distracting to the educational environment they shall be confiscated. A parent will be required to come to school to collect the items and the school will not contact the parent to do so. Michigan Revised School Code - 380-1303 - The Board of a school district shall not permit any pupil to carry a pocket pager, electronic communication device, or other personal communication device in school except for health or other unusual reasons approved by the Board, and may develop penalties that it considers appropriate for a pupil who violates this prohibition.

Back packs and jackets are not to be brought into the classroom unless the storage for such items is in the classroom itself.

**LOST AND FOUND**
Items found at school should be taken to the office where they are kept for a short period. Students who have lost items should check with the office immediately. Items not claimed after a marking period are given to an area charity. We strongly recommend that a student's name be recorded on all personal items such as gym bags, PE or athletic equipment, and school-issued items such as textbooks.

You are responsible for any valuables or money that you bring to school.
• Do not leave any valuable items or money in your locker.
• All fund-raising money must be turned in to your advisor or the office first thing in the morning.
• Do not put it in your locker or carry it on your person.
• You are totally responsible for any articles or money that is lost!

**CONFISCATED STUDENT ITEMS**
School personnel have the authority to confiscate student items on school grounds, which are in violation of school rules, are a hazard to other persons, which can be harmful to the school building, or which are disruptive of the educational process. Items that are confiscated are to be handled in the following manner:
• Mobile phones, cellular phones, electronic communication devices (ZERO TOLERANCE).
• Consumable or perishable items - May be thrown away.
• Hazardous items - To be returned only to the parents or guardian.
• Other items - To be kept by the principal until the parents pick them up.
• All confiscated items MAY BE DISCARDED AFTER TWO WEEKS

**APPROPRIATE STUDENT DRESS**
The general guideline for student dress is "good taste." School is a place for learning so there should be nothing worn which distracts from that goal. The teachers and principal will regulate student dress using the following guidelines when dress or grooming presents a health or safety hazard to the student or to others. Any student wearing clothing that is inappropriate may be subject to disciplinary measures.
• Hats, hoods, bandanas will not be worn in school.
• Shorts, skirts, and dresses will not be shorter than at the tips of student's fingers when their arms and hands are hanging at their side. Slits in skirts or shorts must not go above this mark either.
No leggings or spandex type pants that are excessively tight and/or immodest. NO holes in jeans above the knee. No pajamas, slippers, and blankets.

- Underwear/undergarments must not be visible and must be covered. No visible bra or cami straps or undergarment lines, including sports bras and boxers.
- No bare midriffs. No “muscle” shirts. No racer back tops, No shirts with cut off sleeves.
- There will be no chains hanging from clothing.
- Any student wearing clothing that advertises illegal substances or is distracting to the educational setting will be asked by staff to change or cover it up.
- Any other dress, markings, colorings, or attire that are deemed distracting to the educational process may be addressed by the building principal.

**FIRE, TORNADO, and LOCKDOWN DRILLS**

These drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the orders promptly and clears the building if needed by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. **CELL PHONE USAGE DURING THESE DRILLS IS PROHIBITED.**

**SCHOOL PICTURES**

School pictures will be taken in the fall each year. Retakes will be scheduled following fall picture dates. Parents will be informed many times prior to picture dates. YOU ARE NOT OBLIGATED TO PURCHASE PICTURE PACKETS. School pictures are high quality and provided in quantities and many parents value this opportunity to purchase them.

**TRANSPORTATION INFORMATION**

**TRANSPORTATION DEPARTMENT**

Parents with questions about transportation, routes, discipline, or who have concerns or questions about bus transportation are requested to contact the bus driver or the transportation supervisor. Concerns, which are shared with the building secretary or principal, will be forwarded to the transportation supervisor.

The general purpose of the Kingsley Area School Transportation Program is to get students to school safely and efficiently. Because a driver must give a primary responsibility to the safe handling of a bus, it is important that the students follow common rules and courtesy. The following rules will clarify the conduct that is required of all students, as the general rules for a safe bus trip.

- The driver is in charge of the operation of the bus and has full authority over pupils in the bus. All students are required to comply with his or her requests. He/She will receive a set of bus rules from the driver during the first week of school.
- Students are expected to follow the same rules of behavior as those used in school.
- Questions about student behavior while on a bus or general transportation information should be directed to the Transportation Department. The office hours are 7:00 a.m.-4:00 p.m. or a message can be left on the voice mail after work hours. The telephone number is 263-7599 ext 5001.

**LOADING AND UNLOADING**

- Students will load and unload from front seats and front doors only. The rear door is for fire and emergency only.
- Students who must cross the road after unloading must wait for the driver to signal them across in front of the bus.
- Bus windows are to be up while loading and unloading at school.

**GENERAL SAFETY**

- Students must remain in their seats when the bus is in motion.
- Heads or arms are not to be out of the bus window at any time.
• Students waiting for buses must not play in the road or bother passing autos.

GENERAL PROCEDURES
• Students are expected to be waiting at the bus stop when the bus arrives. The bus cannot be expected to wait for a tardy student.
• Students must have written parent permission, signed by school officials, to ride a different bus or get off at another stop on the same route, prior to riding that bus.

SPECIAL BUS TRIPS
These rules apply on all field trips and extra bus trips. Field trips are an extension of a child’s school experience. However, students must realize that when participating in field trips, they are representatives of Kingsley Area Schools and must behave as such. Students may be excluded when documentation exists demonstrating that their behavior would jeopardize the good name of the school, the safety of others, or the ability of others to enjoy or learn from the experience.

CONSEQUENCES
• For serious or continuous violations of these rules, a driver may suspend a student from the bus for up to three school days.
• A suspension of longer than three days may be issued only after consultation and approval of the principal or superintendent.
• Any suspension from the bus may be appealed to the supervisor, the superintendent, and then to the school board.

STUDENT CONDUCT AT SCHOOL

DISRUPTIVE FREE SCHOOL ENVIRONMENT
Kingsley Middle School staff and students have the right to a disruptive free school environment that does not hinder student learning or inhibit teachers from presenting lessons.

• Students starting to cause a classroom disruption will be directed to the hallway and/or parallel room.
• No discipline report will be issued unless a student continues to disrupt or is insubordinate. Teachers will call parents and inform them of the incident.
• Students being insubordinate or causing a disruption in the hallway/parallel room will receive a discipline report and teachers will call parents and inform them of the incidents.
• Students who are issued a discipline report will then be subject to the school code of conduct and applicable consequences.

STUDENT RESPONSIBILITIES
Students are expected to accept many responsibilities as part of their obligation to their school. Some important responsibilities include:
• To know and obey all school policies and rules.
• To act in a responsible manner respecting the rights and property of others.
• To report major violations of school policies and rules.
• To discourage others from violating school policies and rules.
• To treat all others with courtesy and respect.
• To attend to the cleanliness of the school.
• To care properly for personal property.
• To work and move without disturbing the learning of others.
• To make up assignments missed when absent.

CLASSROOM RULES & GUIDELINES
All classroom teachers have clear classroom rules established for their students. Classroom rules are posted in each classroom and reviewed with the students several times each year. Classroom rules are designed to be clear and to the point. Rules are regarded as essential and will be enforced at all times. Copies of each classroom teacher’s rules are located in the principal’s office.

Classroom teachers also establish classroom guidelines for students each year. Guidelines are proactive systems that assist students in meeting teacher needs, taking care of routine items, and outlining those items, which are important, but not meeting the standard of a rule.

All classroom teachers have established a discipline plan that will be used in monitoring, recording, and enforcing classroom rules. Discipline plans typically identify consequences that will be implemented for classroom problems, student issues, and rules violations.

**MIDDLE SCHOOL BEHAVIOR RULES**

Every school has rules so that the students can learn in a place that is safe, orderly and free from disruptions that interfere with learning. Respect for authority, property and the rights of others are responsible behaviors expected of everyone at all times when attending school or school activities. Students are expected to control their behavior while at school. When they do not, it will be necessary for them to receive the consequences for that inappropriate behavior. Parents can expect to be contacted when their child has behaved in an unacceptable manner.

**Extracurricular** events are offered to give all students the opportunity to participate in or attend activities on a voluntary basis on their time outside of school hours. Because many people attend these events, there must be rules for events to avoid having actions of a few ruin the activity for all. The conduct of students at extracurricular events is governed by the same Code of Conduct that is in effect during the school day. Kingsley Schools are proud of their reputation for award-winning sportsmanship and thus behavior specific to interscholastic competition such as excessive booing and antagonism toward team members, coaches, officials, cannot be tolerated.

**SUBSTITUTE TEACHERS**

Circumstances occur that necessitate having a substitute teacher in your child’s classroom. When teachers become ill or must be away from the classroom, someone needs to pick up where the teacher’s left off. Teachers are learners too and attend in-services and workshops – but the class must go on! Our substitute teachers are provided with detailed plans to facilitate consistency in the classroom. Students are expected to follow classroom rules and treat substitute teachers with respect.

Students who are unable to display and/or correct inappropriate classroom behavior while a substitute teacher is in the classroom may be removed from the classroom for part or all of the school day. The principal, at his discretion, may contact a disruptive child’s parent(s) and require them to remove their child from school for the remainder of the school day. Inappropriate and/or disruptive behavior while a substitute teacher is present WILL NOT BE TOLERATED at Kingsley Middle School.

**BASIC BEHAVIOR**

- Students sent from classes for disciplinary reasons must report to the principal’s office immediately. Teachers will notify office of the reason for referral.
- All hallways are to be cleared by 3:25. Students in a sport or extra curricular activity are to be in their designated area by 3:25. All other students are to leave the school building and grounds.
- Students waiting to get picked up are to stay in the lobby area and may not go down the hallways or to the gymnasium.
- Students are not allowed to stay after school to watch athletic/extracurricular practices.
- Parents may want their child to walk to THE ROCK Youth Center or Kingsley Library and be supervised there until they can pick them up or when their sport practice starts.
- Dances are open to Kingsley students only.
• School personnel are not permitted to dispense ANY type of medication unless written permission is on file in the school office, signed by the doctor and parent.

• Assemblies: Use good judgment in displaying appreciation of a performance or presentation. Whistling, booing, and other extreme distractions may result in removal from future assemblies.

• Student use of Telephones: The use of the telephone, except in an emergency or for official class or school business, will be discouraged. Incoming calls with messages will be taken by the office and delivered as soon as possible. Unless calls are of a very serious nature, no student will be called from class to answer the telephone. The phone is available before or after school and with permission during the day. Telephones located in the classrooms are available for student use only with the permission of the teacher.

• CHEATING – Students cheating on test/exam/quiz or homework/project will receive a zero. Teachers will call and report incident to parent and student will be given a discipline report.

• No student may attend any school function or be on school property during a suspension. The office and the athletic director will have a weekly list of students currently serving suspensions.

• Overt student affection and intimacy is embarrassing and uncomfortable to others observing such conduct. The following types of behavior shall be specifically forbidden at school, on school grounds, or at school activities: holding hands, kissing, petting, fondling, feeling or embracing. Violation of the rule may result in disciplinary action.

• No CD headphones or earplug usage in the hallways or assemblies. Violation of this rule may result in disciplinary action.

• Aiding and abetting (Knowingly assisting someone in breaking a school rule though not committing the offense directly) will be treated the same as having committed the offense directly.

• Possession of illegal contraband, example: a weapon, alcohol, drugs, look-alike drugs and fireworks will result in confiscation, suspension, and notification of police and subsequent prosecution.

• Illegal activities such as selling items, stealing, gambling, forgery, extortion, etc. will not be tolerated. Students engaging in these or similar activities will receive school disciplinary report and may be reported to the law enforcement agency.

• Distribution or posting of non-school material on school property is not allowed unless the permission of the principal has been given.

END OF THE YEAR TRIPS

• Students receiving one or more out of school suspensions maybe placed on a behavior contract to earn the field trip

• The principal holds the discretion to make allowances surpassing the above policy on a case by case basis. Any student not attending, per principal decision, will be provided educational curriculum opportunity at the school.

MOBILE/CELL PHONES/SMART DEVICES: Board Policy #5136 (Silent and out of sight)

• A student may possess a cellular telephone and/or other electronic communication devices in school or on school property as long as the device is turned completely off (not just placed on vibrate or silent mode) and stored out of sight.

• The use of cell phones from 8:15 a.m. to 3:15 p.m. is strictly prohibited.

• The use of cell phones and/or devices during LOCKDOWNS is prohibited.

• Student phones signaling/ringing or being used (texting) during class is prohibited.

• Teachers/staff have full authority to confiscate phones/devices that students use, access, or that ring/signal during the instructional day.

• The principal may give permission to teachers for their students to use devices in their classrooms.

• Possession of a cellular telephone and other electronic communication devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student that may result in confiscation of the cellular telephone and/or other electronic communication devices. If multiple offenses occur, a student may lose his/her privilege to bring an ECD to school for a designated length of time or on a permanent basis.
• A student who possesses a cellular telephone and/or other electronic communication devices shall assume responsibility for its/their care. At no time shall the District be responsible for preventing theft, loss or damage to cellular telephones and/or other electronic communication devices brought onto its property.

VIOLANCE IN SCHOOL
Every school community member has a right to be in a school environment that is safe, conducive to learning and in which he or she feels respected and protected. Violence occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person. Injury is based on how it is received, regardless of the intent.

No one is entitled to be violent in any form. NO form of violence will be tolerated in school, at school activities, or by anyone at this school. Join us in establishing a climate where violence is NOT OK, and it will not be tolerated.

REPORTING SCHOOL VIOLENCE
Any risk of immediate harm to any child, adult, or person should be reported to 911 immediately. All reports of violence should also be reported to the middle principal at once if an immediate risk is not a factor.

The Michigan State Police Operations Center operates a toll free “School Violence Hotline” which operates 24 hours a day, 365-days a year. This hotline has been created to give anyone an anonymous way to report any threats of violence (“I’m going to hurt or kill someone”), or weapons that may exist (“I saw a gun or weapon in someone’s locker”). This hotline is to be used only when a person feels he/she cannot talk to a trusted adult first, such as a school administrator, teacher or staff, or local law enforcement agencies. The Michigan School Violence Hotline is: 1-800-815-TIPS (1-800-815-8477)

WEAPONS FREE SCHOOL ZONE
Kingsley Area Schools is a Weapon Free Zone

Michigan Public Act 158 of 1994, effective August 15, 1994, establishes “weapon free school zones” on all school property. Under this act any student who possesses a weapon in a weapon free school zone is guilty of a misdemeanor with possible penalties of up to three months of imprisonment and a $2000 fine as well as automatic expulsion from public school. Examples of weapons include firearms, knives, clubs, and throwing stars.

LOOK ALIKE & TOY WEAPONS
Students are expressly forbidden from bringing to school any item, toy, or other similar “look alike” items such as, but not limited to items resembling: pills, knives, guns, spears, cannons, or other weapons. School staff will hold such items until a parent can come to school for a conference with the principal and other school staff. There will be no exceptions and the principal’s determination in interpreting the potential threat of such items shall be final.

KINGSLEY AREA SCHOOLS CODE OF CONDUCT

MINOR OFFENSES: (examples, not limited to)
Scuffling, loitering, cheating, snowball throwing, sexual harassment, displays of affection, unauthorized possession of electronic equipment, disruption of the educational process, violation of individual school/classroom rules, tardies, no passes, forging notes, hats or violation of the dress code, inappropriate language.

Discipline Strategies:
• Lunch detention,
• In-school suspension (ISS).
Repeated minor offenses can lead to the use of discipline strategies for major offense. Parent contacted by telephone or mail at each incident.

**MAJOR OFFENSES:** (examples, not limited to)
Fighting, trespassing, theft, damaging property, disobedience/subobedience, leaving school grounds without permission, extortion, gambling, falsification of school work, forgery, disruption of the educational process, unauthorized use of school or private property, refusing to accept discipline, aiding or abetting violation of school rules, sexual harassment, student disorder/demonstration, verbal disrespect to teacher of staff, disrespect, repeated minor offenses, bullying, skipping class, swearing, visiting inappropriate computer sites or downloading inappropriate materials

**Discipline Strategies:**
- 1-3 days ISS
- out of school suspension on a progressive basis from 1 – 10 days
- Repeated major offenses may lead to the use of discipline strategies for serious offense. Parent contact by phone or mail. Possible parent conference or use of SAP program.

**SERIOUS OFFENSES:** (examples, not limited to)
False alarms and false reports, possession of a weapon, purposely setting a fire, physical assaulting a staff member/student/person associated with the District, verbally threatening a staff member/student/person associated with the District, explosives, disruption of the educational process, drug paraphernalia, vulgarity towards staff, fighting, pulling fire alarms, use/possession of alcohol/tobacco/drugs, possession of fire making materials, under the influence of illegal substances, theft, extortion, fireworks, major vandalism, willful destruction of school property, sexual harassment, verbal harassment, obscene behavior and or language toward others, gross disrespect, cyber harassment, cyber sexual violations, or other repeated major offenses.

**Discipline Strategies:**
- 1st offense (1-10 day out of school suspension)
- 2nd offense (3-10 out of school suspension) Behavior Plan program.
- 3rd offense (5-10 out of school suspension) possible referral for expulsion.
Parent contact by phone at each incident. Possible parent conference held on these offenses. Repeated serious offenses will lead to the use of discipline strategies for extreme offense

**EXTREME OFFENSES:** (examples, not limited to)
Bomb threats, weapons, assaults to students or staff.

**Discipline Strategies:**
- Long term suspension for up to 180 days.
- Referral to the board of education for expulsion from school

**FALSE FIRE ALARMS**
Triggering false alarms is unlawful and dangerous. Anyone deliberately creating a false alarm will be reported and prosecuted. Fire extinguishers are provided for your safety. THEY MUST BE LEFT ALONE OR THEY WILL NOT BE READY WHEN AN EMERGENCY EXISTS.

**SPECIAL NOTES**
- Three minor offenses may result in automatically using the discipline strategies involved with major offenses.
- At the second major offense, the discipline strategy may be that which is used for serious offenses.
- At the second serious offense, a discipline contract may be drawn up for the student. Parents will be responsible for signing this contract. Should the student fail to comply with the terms of the contract, then he / she may be brought before the school board for possible expulsion hearing procedures.
• Should a student show growth in his / her behavior over a significant period of time, the student’s discipline may be reduced at the principal's discretion.
• All disciplinary actions are at the discretion of the Principal.
• The administration reserves the right to establish fair and reasonable rules and regulations for occurrences requiring action that may arise which are not covered in this handbook. In all cases, any action taken shall be as consistent as possible with previously established rules, regulations, and punishments for similar incidents.
• Students who have been suspended will be provided with their assignments with the expectation that the assignments will be completed within 2 days of returning to school regardless of how long they are suspended. Student and parents must make arrangements with the school to pick up or drop off assignments during suspension.

HARASSMENT
The Board of Education policy (#5517) states: It is a violation of law and school rules for any student or staff member to harass or intimidate any other student or staff member. If a student or staff member is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student or staff member should report such behavior to the principal's office. All reports will be kept confidential and shall be investigated as soon as possible.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS
The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse such as bullying and hazing. The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property 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.

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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, 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 may be made to those identified above. All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented.

If the investigation finds an instance of 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 officer 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.

**CONTROLLED SUBSTANCES**

Police will be notified when a student is involved with any controlled substance.

**DRUG POLICY**

It is against school policy to deliver, attempt to deliver or cause to be delivered a controlled substance.

**LOOK-ALIKE DRUG POLICY**

It is against school policy to deliver, attempt to deliver or cause to be delivered a non-controlled substance which the person:
- represents to be a controlled substance; or
- represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance

**USE OF ALCOHOL**

Students are prohibited from:
- The use of alcohol in the school building or on school grounds
- The use of alcohol at school functions, even if these functions should be held away from the school premises
- Appearing in school or at school functions when to any degree under the influence of alcohol.

**USE OF TOBACCO, NICOTINE, VAPORIZING DEVICES**

No student shall be allowed to use tobacco in the school building or on the school premises at any time. No student shall be allowed to use tobacco at or during school functions, even those held away from the school. Vaporizing devices are prohibited and students may not possess or use a vaporizing smokeless device and such will be treated with the same consequences as tobacco.

**SELLING ITEMS AT SCHOOL**

Students may not sell any item for proprietary purposes at school (before, during, and after). Students are permitted to generate sales for school sanctioned activities and fundraisers. Students may participate in non-school related fundraising and sales before and after school.

**SUBSTANCE ABUSE COUNSELING IS AVAILABLE FROM:**
- Community Mental Health, 701 S. Elmwood, T.C., 922-4850
- Pine Rest Traverse City Clinic, 1050 Silver Dr., T.C. 947-2255
- Munson Medical Center, 1105 6th St., T.C. 922-9382

**STUDENT SUSPENSION AND EXPULSION**
PHILOSOPHY
The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities. Discipline may be defined as the control of conduct by the individual himself/herself or by external authority. It includes the entire program of adapting the individual child to live in his society and involves two major emphases.

- To guide the pupil so that he/she enhances the immediate efforts of teachers and other pupils in the learning situation and therefore does not threaten either the classroom or the instruction that is taking place.
- To assist the pupil in becoming a responsible, productive, and self-disciplined citizen within the school in preparation for assuming his/her adult responsibilities. At least by the time he/she reaches high school age, it is expected that the pupil will assume personal responsibility for his/her own behavior.
- The public school system has a responsibility to assist each individual pupil to assume more responsibility for his/her own actions as he/she matures and gains experience. While it is recognized that children and youths can be controlled through fear and actual physical restraint, the purpose of the school is to help students develop self-control and self-discipline.

FOR THIS REASON
- Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to his/her age and maturity, experience, abilities, interests, and values.
- The best discipline is preventive in nature rather than regulatory and restrictive. A student’s behavior in school is directly related to many internal and external factors, including: The student’s image of himself/herself, his/her active participation in both the curricular and extracurricular activities of the school, his/her motivation to learn, and the understanding and support he/she receives from his/her parents, teachers, and other adults.
- Since boys and girls are basically motivated to learn and to meet standards of acceptable behavior, the role of teachers and other school employees should be one of guiding pupils in understanding, establishing, and maintaining these acceptable behavioral standards.

SCHOOL CODE DEFINITIONS
Gross Misdemeanor means gross misbehavior or misconduct and not necessarily criminal conduct. A student must be guilty of some willful or malicious act or detriment to the school, and the misconduct must be gross, something more than a petty or trivial offense against the rules.
Suspension means a temporary removal of a student from his/her regular class routine. No student may attend any school function or be on school property during a suspension.
Expulsion means a permanent removal of a student from school.

SECTION 380.1300, SCHOOL CODE OF 1976
"The Board may authorize or order the suspension or expulsion from school of any pupil guilty of gross misdemeanor or persistent disobedience, or one having habits of bodily conduct detrimental to the school, whenever in its judgment the interests of school may demand it, providing that except in a case in which the parents or legal guardian of a child refuses to have the child medically or clinically examined. No child may be expelled or suspended from school upon the basis of physical handicap unless the Board has obtained a certified statement from a physician that the child is so physically handicapped that he should not attend school, or on the basis of mental handicap unless the Board has obtained a statement from a psychiatrist or a child center or clinic or other appropriate agency approved by the superintendent of public instruction that the child is incapable of benefiting from public school attendance."

SECTION 380.1300, SCHOOL CODE OF 1976 AS AMENDED
"Every Board shall have the authority to make reasonable rules and regulations relative to anything whatever necessary for the proper establishment, maintenance, management, and carrying on of
the public schools of such district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.”

**STATE OF MICHIGAN SCHOOL VIOLATION LAWS**

- **PA102** - This law requires the expulsion/suspension of a student in grades six (6) or above for up to 180 days for a physical assault on another student. Reinstatement may be considered after the 180-day suspension out of school.

- **PA 103** - This law allows a teacher to immediately remove and suspend any age student from her/his class, subject, or activity for up to one (1) full day of school when the teacher has "good reason to believe" the student's conduct is prohibited by law, Board of Education Policy, or the student handbook rules and regulations. And further, the teacher may suspend any age student for up to one (1) full school day if the student's behavior is so unruly, disruptive or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn. This law also requires the teacher to request an immediate meeting with the parent or guardian to discuss the suspensions.

- **PA 104** - This law requires the permanent expulsion of a student in grades six (6) or above who intentionally cause or attempt to cause physical harm to a school employee, volunteer, or any contractor working for the school. Reinstatement may be considered after 180 days out of school. This law also requires a student in grades six (6) or above to be suspended for up to 180 days for verbal threats towards a school employee, volunteer, or contractor. This also includes bomb threats, and /or similar threats.

Physical assault is defined by the statute as "intentionally causing or attempting to cause physical harm to another through force or violence".

Verbal assault is defined as "any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.

These laws apply to all school buildings, school grounds buses and school sponsored activities. Please call the principal's office if you have any questions regarding these laws.

**STUDENT DUE PROCESS: BOARD POLICY (5611 )**

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 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, 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 (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.

KINGSLEY AREA SCHOOL NON-DANGEROUS WEAPON GUIDELINES
To ensure the safety of all Kingsley Area School students, staff and visitors the following
guidelines will be followed:

Under Michigan Public Act 158 or 1994, students who bring a dangerous weapon to school will
receive a 10 day suspension and will be brought up before the School Board to face expulsion along
with other possible penalties. A dangerous weapon is, and not limited to, a knife with a blade three
inches or longer and firearms, or other weapons which may be determined to be dangerous. All
Kingsley Area School administrators will use the following guidelines when disciplining a student who
brings non-dangerous weapons to school. A non-dangerous weapon is, and but not limited to, a
knife with a blade less than three inches, look alike firearm.

1st offense
- Students who bring a non-dangerous weapon to school and self-reports to the principal, teachers
  or school staff may receive a minimum 2-day suspension at the discretion of the principal.
- Students who bring a non-dangerous weapon to school and it is reported by another student to
  the principal, teachers or school staff will receive a minimum 5 day suspension.
- Principals will have the discretion to take into consideration the following points and extend the
  minimum days of suspension and possibly add other consequences.
  1. Previous referrals for aggressive or violent behavior
  2. Documented verbal threats made to students or staff..
  3. 
  4. Student's intent for bringing the non-dangerous weapon to school.

2nd offense
All students who bring a non-dangerous weapon to school a second time will receive a 10-day
suspension and go before the School Board to determine if other consequences and penalties
should be considered which may include counseling, therapy, community service, additional
suspension and/or expulsion from school.

KINGSLEY AREA SCHOOLS ACCEPTABLE COMPUTER SYSTEM USE POLICY
Acceptable use of KAS information technology resources is based on common sense, common
decency, and civility applied to the networked computing environment, it incorporates the standard
mandated by CIPA (Child Internet Protection Act) including the use of internet filtering software to
block inappropriate material on the World Wide Web.

COMPUTER ETHICS
All classrooms have a minimum of two Internet connected computers. In addition, other classrooms
and the library also utilize Internet connected computers. All students receive instruction on using
computers and are allocated with time to use computers for various learning experiences. Parents
are requested to talk with their child about appropriate topics and how to recognize a site that is “bad”
or inappropriate. To ensure appropriate use of computers and the Internet the board of education
has adopted the following conditions:
- Transmission of any material in violation of any federal or state law is prohibited.
- The district staff reserves the right to monitor student use and to review accounts to ensure only
  the appropriate use of the Internet and computers.
- Students may not enter or use ‘chat’ rooms except for authorized classroom-to-classroom
  communication applications.
• Students must never reveal their name or any personal information on the Internet.
• Students may not use vulgar language or transmit inappropriate pictures.
• Students may connect to the Internet and/or work on the Internet only with approval from the teacher or responsible staff member.
• All students have the same right to utilize district equipment; therefore, students shall not play games unless the system is free of users who are using it for instructional purposes.
• Students who encounter controversial material shall report it to his/her teacher at once.

Unacceptable uses include, but are not limited to, the following:
• Using the resources for any purpose which violates federal or state laws.
• Using the resources for commercial purposes.
• Misrepresenting your identity or affiliation in the use of information technology resources.
• Sending or storing for retrieval patently harassing, intimidating, abusive or offensive material.
• Intercepting or altering network packets.
• Using another user’s identity and password to access information technology resources or otherwise attempting to evade, disable or “crack” password or other security provisions of systems on the network.
• Causing congestion on the network by such things as the propagation of “chain letters,” “broadcasting” inappropriate messages to lists or individuals or excessive use of shared data store such as an electronic mail post office.
• Reproducing or distributing copyrighted materials without appropriate authorization. Unauthorized copying may constitute plagiarism or theft.
• Copying or modifying files belonging to others or to the school without authorization. Modifying files without authorization (including altering data, introducing viruses, or simply damaging files) is unethical and may be illegal.
• Interfering with or disrupting another information technology user’s work as well as information processing and network services or equipment. Examples of such interference or disruption are propagation of computer worms or viruses and using the network to make unauthorized entry to other computational, information or communications devices or resources (these are felony crimes).
• Use of e-mail, chat rooms, or instant messaging except during teacher directed, educational instruction.
• Viewing of obscene and/or pornographic material or other types of material harmful to children.
• Unauthorized disclosure, use, and dissemination of personal information regarding minors.

These principles and guidelines are extended to networks and information technology resources outside the school accessed through Kingsley’s network via the Internet. Networks or information technology resource providers outside the school may, in turn, impose additional conditions of appropriate use, which the user is responsible to observe when using those resources.

Access to the information technology environment at Kingsley Area School is a privilege and must be treated as such by all users of these systems. Because network traffic is monitored to aid in the protection of technology resources and the users of the school community, there should be no expectation of privacy in the use of information technology. Like any other school facility, abuse of these privileges can be a matter of legal action or official campus disciplinary procedures.

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**PARENT INFORMATION**

**ACADEMIC PROGRAMS**
Our Middle School offers a combination of basic academic and exploratory programs to all students. Students are evaluated at the level at which the instruction is provided.

**Fifth grade** – Language Arts, LLI Reading Support, Math, Science, Social Studies, Band, General Music, and Physical Education, Reading Advisory.

**Sixth grade** – Language Arts, Read 180 Reading Intervention, Math, Social Studies, Science, Band, Choir, and Physical Education, Reading Advisory, t and exploratory classes.

**Seventh grade** – Language Arts, ACRI Reading Support, Math, Pre-Algebra, World History, Science, Physical Education, Band, Choir, Shop, Art, Spanish, Reading Advisory and Exploratory classes.

**Eighth grade** – Language Arts, ACRI Reading Support, Math, Pre-Algebra, World History, Science, Physical Education, Band, Choir, Shop, Art, Spanish, Reading Advisory and Exploratory classes.

**PRE-ALGEBRA and ALGEBRA 1 PLACEMENT**
Students in the 7th and 8th grades who reach set scores on the, NWEA, math tests and meet other specific requirements, will be offered these advanced math classes. In order to remain in Pre-Algebra class, students must earn a semester and final grade average of a B-. Students not maintaining this goal will return to the regular math class. In order to remain in the Algebra 1 class, students must earn a semester and final grade of a B. Students not maintaining this goal are strongly recommended to retake Algebra 1 as a high school freshman. Algebra 1 could be taken concurrently with Geometry as a freshman, if the student wants to stay on track for AP Calculus.

**8TH GRADE SPANISH AND ALGEBRA**
Due to new High School requirements for High School graduation, 8th grade students taking Algebra 1 and Spanish classes will have the opportunity to earn High School credit. Spanish and Algebra will follow the curriculum expectations and grading standards found at the High School level.

**LLI, ACRI, READ 180, AND OTHER ACADEMIC INTERVENTIONS**
Students in 5th through 8th grades reading below grade level may be placed in a standard daily class for intervention. This class will take the place of one elective course and not optional.

**PHYSICAL EDUCATION TRAVEL PERMISSION**
We as Physical Education Instructors at Kingsley Middle School are very interested in seeing your child succeed in our classroom. We feel that fitness concepts and activities learned early in life will hopefully carry over to life-long fitness as the student progresses into adulthood. Our program here at Kingsley offers a large array of different activities. Your child will be exposed to not only team sport activities, but also individual sport and fitness oriented units. We want to stress the importance of life-long fitness and hopefully promote to each student a personal pride toward continued individual fitness pursuits. As instructors, we feel it is important to let you know that we will be traveling throughout Kingsley to accomplish our many goals and curriculum.

The following is a list of the activities that we do and the locations that we go to.

- **Personal Fitness**
  - Track, Kingsley neighborhoods
- **Football skills**
  - "Nickerson Soccer Field" and the football field
- **Soccer:**
  - "Nickerson Soccer Field" and Civic Center South
- **Golf:**
  - The hills near the practice football field
- **Tennis:**
  - Brownson Park
- **Walking:**
  - Around the Community of Kingsley
- **Camping:**
  - The woods near the football field
- **Snowshoeing:**
  - Through the woods at the High School
- **Capture the Flag:**
  - The baseball diamonds and practice football field
- **Softball:**
  - The Little League baseball diamonds and Civic Center South

**PROTECTIVE SERVICES**
State law mandates that any employee immediately report concerns of child neglect or abuse to the proper authorities. A caseworker, in most cases will contact the involved parties and make recommendations. The identity of the person making the initial referral is kept strictly confidential. All Kingsley Employees will respond to this mandate for any suspected child neglect or abuse. Parents may report child abuse by calling the Child Protective Services or by calling 911.

Parents are hereby notified that school staff may not interfere in any manner in an investigation being performed by the Family Independence Agency. This includes, but is not limited to, the following:

- School officials will not interfere with any CPS investigation
- School officials will not contact parent(s) when a CPS investigation is in process
- School officials will not provide feedback on the content or legitimacy of investigations
- School officials will not attempt to stop, delay, or circumvent a CPS investigation

The Michigan Child Welfare Law requires that "schools and other institutions must cooperate in child protection investigations, including allowing access to a child to be interviewed without the parent's consent."

Furthermore, this law also states that "a department of social services investigator is entitled to interview a child in school, without school personnel being physically present for the interview, if in the judgment of the investigator, a private interview is in the child's best interest." 67-70.MCL722.628

**SPECIAL EDUCATION SERVICES**

Special education services are provided in the least restrictive environment for each handicapped or disabled student according to the students Individualized Education Plan (IEP) and the law. Special education is not a service and it is not a place. Special education support services follow a continuum starting for all students with access to general curriculum.

Eligibility for special education services is determined by the IEP team under one or more of the disabling conditions recognized by state and federal mandates. These include: MOCI – moderate cognitive impaired, MICI – mild cognitive impaired, SCI – severe cognitive impaired, ECP – early childhood program (developmental and speech delays), PI – physically impaired, OHI – other health impaired, TBI – traumatic brain injury, EI – emotionally impaired, HI – hearing impaired, VI – visually impaired, SLI – speech and language impaired, LD – learning disabled, and AI – autistic impaired.

Not all of the services listed above are services in the elementary building. TBAISD may provide services for many of the students qualifying for services listed above.

Special education referrals will be treated as the final, last resort effort to intervene with a child's scholastic deficiencies.

**SECTION 504**

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals who have handicaps that substantially limit learning. Kingsley Area Schools will make reasonable accommodations to allow students an opportunity to successfully participate in school and school related activities. It is not the intent of Section 504 to provide programs(s) that are fundamentally different from existing opportunities in general education. Section 504 is not an aspect of special education either. Under section 504 the parent or guardian must be provided with notice of actions affecting the identification, evaluation, and/or placement of the student.

The middle school counselor, principal, and special education teachers oversee section 504 plans and activities in the building.

**SCHOOL SOCIAL WORKER**

We are very fortunate to have a full time school social worker as an integral part of our educational team. Our social worker works with teachers, staff, parents, and students to assist in a vast number of needs. She is a positive link between home and school as well. Some of the responsibilities are:
parent education and support, referrals for ADHD and other behavioral disorders, working with individual children, development of behavior plans, academic intervention and support, classroom presentations, teacher consultation, student health and welfare, group work with children, and crisis and family intervention.

Parents should feel free to contact the school social worker with a wide range of domestic and school concerns. The counselor may provide additional referrals and appropriate programming to assist you and your child. The social worker’s role in the middle building and contact with students may be subject to student and family confidentiality requirements.

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**HEALTH AND MEDICAL INFORMATION**

**MEDICATION**

The school can help with the administration of prescription medication if the following guidelines are followed:

- Students must have a medical release form signed by the parent or guardian and physician granting the school office personnel permission to dispense prescription medication to a student. The signed form must be on file in the school office.
- Students must not keep or use medication at school unless a school staff member supervises it.
- The prescription must be brought to the school office in a container that is appropriately marked by the pharmacist.
- If your child needs to take an aspirin or some other form of over the counter medication frequently, please deliver the over the counter medication in an original container of it to the school office with your instructions for its use along with a medical release form signed. Forms are available in the Middle School office.
- Tylenol will only be dispensed to students if parents have completed the permission to administer Tylenol form. Forms are available in the middle school office.
- Students may possess asthma inhalers with parent permission.

**IMMUNIZATION FOR ALL INCOMING 7th GRADERS**

Section 9208 and 9211 of the Michigan Public Health Code requires that a parent or guardian must have the following vaccinations for their child entering the 7th grade: Tdap, MCV4 and varicella. K-Town Youth Care, Kingsley adolescent health clinic can assist you in getting the vaccines call (263-5895). Parents or guardian wishing to exempt their child from a particular vaccination must schedule a meeting with the Grand Traverse County Health department where parents will be required to meet with a health official, review immunizations and medical evidence, and then complete a waiver. Kingsley School staff cannot provide or approve immunization waivers.

**HEAD LICE**

Head lice is a common infestation that finds it’s way into our school frequently each year. Any person/student can be a host for head lice regardless of living conditions, apparent cleanliness, or good/poor hygiene. Head lice have the ability to spread somewhat easily from one child to another and there is no guaranteed procedure to determine where a child may have come into contact with head lice.

Head lice tends to cause some anxiety and anger among parents. We are deeply sympathetic with the feelings and perceptions that parents of children with head lice may be feeling. We have many resources available in our school and community to assist families in eradicating head lice infestations. Parents need to know that most children come into contact with head lice at one time or more during his/her school aged years. Parents should not be embarrassed or singled out, but rather comfortable knowing that it can be common and the treatments are highly effective.

It is our responsibility to protect all our children from possible infestations of head lice. Therefore, the following guidelines have been adopted by the board of education and will be STRICTLY ENFORCED:
For the protection of all students:
- All children at Kingsley Middle School are subject to routine “healthy head” inspections. This procedure is done as quickly as possible. Students found to have head lice are treated with kindness and granted as much confidentiality as possible.
- Children who have head lice or nits must be sent home.
- Children who are sent home with head lice or nits WILL BE EXCLUDED UNTIL THEY ARE FREE OF HEAD LICE AND NITS. The office staff will determine if a child is lice or nit free and this decision will be final. A note from a doctor will not guarantee re-admittance to school.
- Children/families with chronic head lice infestations will be referred to outside sources.
- Children returning to school must check-in at the office to verify they are lice and nit free.
- A head lice notice will be sent home with all children in the infected child’s classroom.

To assist families with treating head lice:
- We will provide referrals to other sources of help upon parent request.
- We do not maintain records of students who have had head lice and strive to protect the feelings of students with head lice by maintaining confidentiality.
- A wide assortment of literature on head lice and treatments is available in the office.

What parents can do at home to protect all children:
- Check your child frequently for signs of itching and for lice and/or nits.
- Consult your school office staff with any questions regarding head lice.
- Inform the office of your child has head lice.

OTHER COMMON DISEASES REQUIRING PARENT ACTION

<table>
<thead>
<tr>
<th>DISEASES</th>
<th>SPREAD</th>
<th>SYMPTOMS</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Secretions of nose and throat, discharges</td>
<td>Mild fever at time of eruption which looks like water blisters</td>
<td>Exclude from school until all lesions are dry and crusted</td>
</tr>
<tr>
<td>2-3 weeks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Cold</td>
<td>Direct contact, secretions of nose and throat</td>
<td>Runny nose, eyes water, slight fever feels “bad”</td>
<td>Exclude if fever is present, if secretions are moderate to severe, excessive coughing</td>
</tr>
<tr>
<td>Fifth Disease</td>
<td>Personal contact with droplet</td>
<td>Usually an initial rash slapped cheek appearance, may spread to trunk</td>
<td>Parents check with doctor, no exclusion with approval from doctor</td>
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<tr>
<td>4-15 days</td>
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<td></td>
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<tr>
<td>Impetigo</td>
<td>Discharge from lesions</td>
<td>Blister like sores</td>
<td>Exclude until evidence of treatment</td>
</tr>
<tr>
<td>Influenza</td>
<td>Discharge from nose &amp; throat</td>
<td>Fever, distress, aches aching back, limbs</td>
<td>Exclude until fever is gone</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Infected persons &amp; clothing, combs, etc.</td>
<td>Lice, nits on hair itching, scratching</td>
<td>Exclude, may return when lice Free NO Exception</td>
</tr>
<tr>
<td>Mononucleosis</td>
<td>Saliva passed by hands, kissing, etc.</td>
<td>Severe sore throat &amp; enlarged glands</td>
<td>Written approval doctor is required</td>
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<tr>
<td>30-50 days</td>
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<tr>
<td>Pink Eye</td>
<td>Discharge from eyes and nose</td>
<td>Red eyes and lids</td>
<td>Excluded until 24 hours after treatment</td>
</tr>
</tbody>
</table>
Scabies  Close contact with Source  Extreme itching of skin  Excluded until treated and written note from Doctor

Scarlet Fever 2-5 days  Discharge from upper respiratory tract  Sudden onset usually with fever, sore throat vomiting, headaches, strawberry tongue  Exclude until strep treatment for 24 hours

Strep Throat  Discharge from upper respiratory Tract  Rapid onset of fever, sore throat, tonsillitis, or Pharyngitis  Exclude, may return after 24

Whooping Cough  Discharge from nose and throat  Ordinary cough becoming persistent, worse at night  Exclude, may return after a minimum of 21 days after development of whooping Cough

Other diseases or common ailments  Will be handled on an individual basis in consultation with doctor, nurse of Grand Traverse County Health Department Nurse and/or medical literature in the office.

WELLNESS POLICY
On June 30, 2004, Congress passed Section 204 of Public Law 108-265 of the Child Nutrition and WIC Reauthorization Act of 2004. This law requires schools to establish a local school wellness policy by July 1, 2006. In response to this requirement, the Michigan Department of Education developed a Model Local Wellness Policy. This model is provided to assist Michigan school districts in developing their local wellness policies.

The Kingsley Area School District is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

K-TOWN YOUTH CARE
K-Town Youth Care is a Child and Adolescent Health Center serving Kingsley’s youth between the ages of 10 and 21, as well as their children. All students under 18 must have parental consent for most visits. Regardless of your income or health insurance coverage, you will receive excellent attention from licensed care providers in a caring, confidential, and convenient environment.

K-Town Youth Care is operated through a grant from the Michigan Department of Education through the Grand Traverse County Health Department. The clinic is school linked and resources are offered to, but not limited to, students aged 10 – 21. The K-Town Youth clinic provides the following services:

- Primary Care Service (minor injuries, minor illness, chronic illness, physicals, immunizations, STD testing and treatment, teen health issues)
- Behavioral Health Services (counseling, stress management, referrals and community resources)
- Education/Support Programs (smoking cessations, nutrition and fitness, substance abuse and prevention).

Fees for services at the K-Town Youth Care clinic are based on what you can afford. All services are charged on a sliding scale based on student and/or family income. Services can be billed to your health insurance provider, Medicaid, Mi-Child, or Healthy Kids. Contraception may be prescribed at this facility. No abortion counseling, referrals, or services are provided at this school-linked clinic.
K-Town Youth Care is located next to the Kingsley Pharmacy. For your convenience, making an appointment is best, however walk-ins are welcome.
K-Town Youth Care
112 Brownson Avenue
Kingsley MI 49649
231-263KTYK (5895)
www.gtchd.com

THE ROCK
THE ROCK is a Youth Center for students in grades 6th – 12th grades. The Center is located in Kingsley at 115 E. Blair Street and is within walking distance from KMS. The hours are Monday Thursday 3:30 –7pm and Friday 3:30 – 10pm. Parents needing a place for their child to be supervised after school are encouraged to send them to THE ROCK. You can get more information by calling 263-7000 or visiting them on the internet at therockofkingsley.com

FEDERAL REQUIREMENTS

TITLE IX COMPLIANCE NOTIFICATION STATEMENTS: Policy No. 2920
It is the policy of Kingsley Area Schools not to discriminate based on sex in its education program, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent of Schools, at Kingsley Area Schools, Kingsley, MI (231-263-5262), or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

GRIEVANCE PROCEDURE
If any person believes that Kingsley Area School or any part of the school organization has inadequately applied the principles and/or regulations of Title IX or is in some way discriminatory on the basis of sex, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Local Title IX Coordinator at the following address: Dr. Keith Smith, Superintendent, Kingsley Area Schools.

CERTIFICATION OF EYE PROTECTIVE DEVICES
Our district/PSA complies with the requirement that eye protective devices meet safety standards, that instructors have been informed of the requirements and that eye protective devices are available to students, teachers, and visitors for courses (including off campus programs) where exposure to eye danger exists as required by the Revised School Code (MCL 380.12880 and Administrative Code Rules governing Eye Protective Devices (R 340.1301—R 340.1305).

CERTIFICATION OF CONSTITUTIONALLY PROTECTED PRAYER
That no policy of our district/PSA prevents, or otherwise denies participation in constitutionally protected prayer in public schools as set forth in the U.S. Department of Education’s Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools.

The following forms are for parent use and are available in the Middle School office.
- Title VI, IX Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedure for Title II, Title VI, Title VII, Title IX, S Section 504, and ADA Form 2260 F8.
- Memorandum to parents regarding School Board policy on Drug-Free Schools Form 5530 F2.
- Notification to parents regarding student records Form 8330 F9.
- Notification to parents regarding bloodborne pathogens Form 8453.01 F5.
- Parent/student acknowledgement of student handbook Form 5500 F1.
- Authorization for prescribed medication or treatment Form 5330 F1.
- Authorization for non-prescribed medication or treatment (secondary version Form 5330 Flb.
- Authorization for non-prescribed medication or treatment (elementary version) For 5330 Flb.
• Authorization for use of asthma inhalers, epi-pens or prescribed emergency medication
  Form 5330.
• Parent request to inspect materials used in conjunction with any survey, analysis or evaluation,
  Form 2416 F2.

PUBLISHING DIRECTORY INFORMATION
Each year the Superintendent shall provide public notice to students and their parents of its intent to
make available, upon request, certain information known as “directory information.” The Board
designates as student “directory information” such as student’s name; address; telephone number;
date and place of birth; photograph; major field of study; participation in officially recognized activities
and sports; height and weight; if a member of an athletic team; dates of attendance; date of
graduation; awards received; honor rolls; and/or scholarships.

HOMELESS STUDENTS
Children who meet the Federal definition of “homeless” will be provided a free and appropriate public
education in the same manner as all other students of the District and will not be stigmatized or
segregated on the basis of their status as homeless. No homeless student will be denied enrollment
based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be
interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of
homeless children. Homeless students will be provided services comparable to other students in the
District including:
• Transportation services
• Educational services for which the homeless student meets eligibility criteria including services
  provided under Title 1 of the Elementary and Secondary Education Act or similar State and local
  programs, education programs for children with disabilities, and educational programs for
  students with limited English proficiency.
• Programs in vocational and technical education;
• School nutrition programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as
assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the
State Coordinator for the Education of Homeless Children and Youth as well as with Community and
school personnel responsible for the provision of education and related service to homeless children
and you.
The staff of Kingsley Middle School believes that responsibility must be shared by parents, students, and the entire school staff. Therefore, we are asking parents to collaborate through this compact.

The **KINGSLEY MIDDLE SCHOOL STAFF** will provide regular, open communication between the school and home in order to provide information on achievement. This includes: Parent/Teacher
conferences, report cards, progress reports, e-mails, school and grade level web page, agenda books and review of classroom work.

The **PARENT/GUARDIAN** will agree to be responsible for supporting their children’s learning. This support may include, but is not limited to: Monitoring your child’s attendance, health, diet, and exercise, and emotional well-being. Parents will strive to collaborate with the school by:

- Providing a safe home environment
- Assisting with homework, projects make up assignments, and school testing.
- Monitoring time spent on reading
- Monitoring and limiting time spent on electronic gaming and social media.
- Participating in decisions regarding their child’s education

The **STUDENT** will agree to: complete assignments, do his/her best work, read at home, work cooperatively with parents/guardians and teachers, earn passing grades on report cards, keep KMS safe for students and staff, follow KMS policies and procedures, and to always report bad behavior such as bullying, destruction of property, theft and use or possession of controlled substances.

STUDENT NAME (please print): ___________________________________

STUDENT SIGNATURE_____________________________ Date_________________

PARENT SIGNATURE: ______________________________ Date_________________

**PARENT ACKNOWLEDGEMENTS:** Please check the space below indicating each area:

**HANDBOOK:** I/ we received a complete student handbook __________

**RULES AND POLICIES:** I/we acknowledge that Kingsley Middle School rules and policies apply to **ALL** students enrolled at Kingsley Middle School __________.

**OFF CAMPUS TRAVEL:** Give permission to travel off school grounds to participate in Physical Education/other classes/activities along with school sanctioned field trips and events. __________.

**TECHNOLOGY ACCEPTABLE USE:** We agree to the terms of the technology acceptable computer system use policy__________

**MEDIA RELEASE:** We grant the school district permission to use our child’s photo, video segments, original schoolwork products, and first and last name in the following formats: local television, radio and newspaper publications. We also allow our child to be photographed, videotaped, and/or interviewed by school students, teachers, and local television, radio and newspaper organizations. Without this signed permission, your child’s photo and /or original schoolwork will not appear in newspapers, websites, radio, television or other forms of media. Your child’s name and photo can be used in district and building newsletters, within the school and/or classrooms without permission.

_____Yes: I/we agree with and grant permission for the student MEDIA RELEASE

_____No: I/we DO NOT grant permission for this student MEDIA RELEASE.

PARENT SIGNATURE_________________________________________ Date: ___________ 

STUDENT SIGNATURE_________________________________________ Date: ___________