

**NORTHWEST COMMUNITY SCHOOLS  
STUDENT/PARENT HANDBOOK**



**School Year 2016 - 2017**

## Student/Parent Handbook

### Northwest Community Schools

*Welcome to Northwest Community Schools. It is our mission to provide a positive culture that inspires students to achieve greatness.*

<b>Building Name</b>	<b>Phone Number</b>	<b>Fax Number</b>
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Northwest Preschool/Childcare 6900 Rives Junction Rd. Jackson, MI 49201	517-817-4741	517-569-2395
Northwest Alternative High School 6900 Rives Junction Rd. Jackson, MI 49201	517-817-4754	517-569-2870
Northwest High School 4200 Van Horn Rd. Jackson, MI 49201	517-817-4701	517-569-2935
Northwest Kidder Middle School 6700 Rives Junction Rd. Jackson, MI 49201	517-817-4703	517-569-2931
Northwest Elementary School 3757 Lansing Ave. Jackson, MI 49202	517-817-4704	517-789-8467
Northwest Early Elementary School 3735 Lansing Ave. Jackson, MI 49202	517-817-4705	517-784-0643

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(517)-817-4700**

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Mrs. Stacie Sward	Special Education Supervisor	stacie.sward@jcisd.org
Mrs. Liz Evans	Food Service Director	Liz.evans@nwschools.org

**School Calendar**

Northwest Community Schools establishes a calendar that is compliant with local and state law as well as negotiated with the Northwest Education Association. All school calendars can be found on the district website. [www.nwschools.org](http://www.nwschools.org)

## **NORTHWEST COMMUNITY SCHOOLS BOARD OF EDUCATION**

The School Board governs the school district, and is elected by the community. Current School Board members are:

Shawn White, President

Brad Wait, Vice President

Bob Sayles, Treasurer

Phil LaMaire, Secretary

Bill Balluff, Trustee

Dan Griswold, Trustee

Craig Staudinger, Trustee

### **VISION OF THE DISTRICT**

The Direction of Greatness

### **MISSION OF THE DISTRICT**

To provide a positive culture that inspires students to achieve greatness.

### **COMPLIANCE WITH FEDERAL LAW**

Northwest Community Schools complies with all Federal laws and regulations of the United States Department of Education. It is the policy of the Northwest Community Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, (including sexual orientation and transgender identity) marital status, handicap or limited English proficiency shall be discriminated against, excluded from participation in, denied benefits of, or otherwise subjected to discrimination in any program or activity to which it is responsible or for which it received financial assistance from the United States Department of Education.

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July 2016. If you have questions or would like more information about a specific issue or document, contact your school principal or office staff, or access the document on the District's website: <a href="http://www.nwschools.org">www.nwschools.org</a> by clicking on "School Board" then "Board Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 2016. If any of the policies or administrative guidelines referenced herein are revised after July 2016, the language in the most current policy or administrative guideline prevails.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Please refer to Board Policy 5517 regarding the district's anti-harassment policy.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Lisa Petersen  
Compliance Manager  
Title IX Coordinator  
517-817-4935

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## SCHOOL DAY

	Student Start Times	Full Day End Times	Wednesday Early Dismissal for Students	Half Day End Times
Northwest Alternative High School Full Day	7:30	2:25	1:20	11:00
Northwest High School Full Day	7:30	2:25	1:20	11:00
Northwest Kidder Middle School Full Day	7:30	2:25	1:20	11:00
Northwest Elementary School Full Day	8:25	3:40	2:35	12:15
Northwest Early Elementary School Full Day	8:25	3:40	2:35	12:15

## STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building Principal. Adult students (age 18 or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **Homebound Instruction**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Special Education Supervisor. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## SECTION I - GENERAL INFORMATION

### ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. certified birth certificate
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Three (3) proofs of residency,
  - mortgage, lease or rental agreement – property statement also acceptable if you own your own home
  - current utility bill (phone, electric, garbage, cable, etc.)
  - current credit card bill, bank statement, car insurance, driver's license, etc.
- D. proof of immunizations.
- E. unofficial transcript from previous school (secondary students), withdrawal grades (if during the school year) and IEP (for special education students)

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The building Principal or his/her designee will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **SCHEDULING AND ASSIGNMENT**

### Elementary level

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

### Secondary level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **EARLY DISMISSAL**

Early dismissals are discouraged. Students leaving a few minutes early often miss important last minute instructions and/or reminders. Interrupting classes distracts other students and interrupts the end of the day classroom routines. Early dismissals should occur only in rare circumstances. Please make every effort to schedule appointments outside of school hours. Students leaving 30 minutes or more prior to dismissal will be marked as early out. This is considered the same as an absence.

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. Any person that arrives to pick up a student may be requested to show picture identification.

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. Transfers will be authorized only after the student has completed the any necessary paperwork, returned all school materials, and paid any fees or fines that are due. School records, may not be released if above are not properly completed. Parents are encouraged to contact the building principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from the State immunization requirements by the first day of school. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is

for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building principal or school nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal or school nurse before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office by the parent will be properly secured.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions (specifically ordered self-administration medications).

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

## **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal or school nurse and updated annually.

## **Non-prescribed (Over-the-Counter) Medications**

### **Grades K-12**

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the school to administer a non-prescribed or prescribed medication using a form which is available at the school office. A physician must authorize such medication. The parent may also authorize on the form that their child may self administer the medication and/or keep the medication in his/her possession.

The student must agree to not share medication with anyone and take as prescribed. If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **HEAD LICE PREVENTION AND CONTROL POLICY**

Pediculosis is an infestation of head lice, not an infection. This small insect is transmitted from one person to another by direct or indirect contact with the lice. To prevent the transmission of head lice to other students, the following policy is recommended. This policy is compiled by recommendations from

the Michigan Department of Education, Michigan Department of Community Health, The Harvard School of Public Health, and the American Academy of Pediatrics.

## **POLICY**

**Active infestation** is defined as the presence of live lice and or nits found approximately within ¼” from the scalp, or when hair is pulled into a ponytail, nits will be found approximately 1-2” from the scalp in a circular pattern when the hair is let down.

- Students found with live lice or nits approximately within ¼” from the scalp will be determined with a viable head lice infestation. When the hair is in (or had been kept in) a ponytail, or similar style that gathers the hair together, live nits may be found 1-2” from the scalp, determining a viable head lice infestation. The parent will be notified to pick the student up from school, treat the hair, and remove the nits and lice before the student returns to school. The parent will be required to bring the student back to school for a re-entry exam of the hair. This exam will be performed by the school nurse or trained personnel.
- In head lice infestations, nits found approximately ½” or more from the scalp, shall be considered non-viable nits. Exception may be when the hair is kept in a ponytail or similar style. The student will be allowed to remain in school and ride the bus home. Parents will be notified to continue removal of the nits at home.
- Parents are responsible for treatment and the removal of nits and lice. Monitoring for re-occurring nits should continue for 3 weeks.

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human Immunodeficiency Virus), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES**

The American’s with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the district’s special education supervisor at 517-817-4686 to inquire about evaluation procedures and programs.

## STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website. [www.nwschools.org](http://www.nwschools.org)

Directory information includes:

- Student Name
- Address
- Telephone Number
- Date and Place of Birth
- Participation in Officially Recognized Activities and Sports
- Height and Weight (if member of an athletic team)
- Date of Attendance
- Date of Graduation
- Awards Received
- Honor Rolls
- Scholarships
- School Photographs or Videos of Students Participating in School Activities/Events/Programs

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the relevant building's office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **DANCES**

Dances at the secondary level are held throughout the school year and are sponsored by various classes, organizations, and student government. The following guidelines are in for at all Northwest School District dances:

- All students must have a current year school ID to enter the dance. If students do not have their ID they will not be allowed to enter. Students will not be permitted to go to their lockers to retrieve their ID.
- Dances are for students of Northwest School District. If a Northwest student wishes to bring a guest who is not currently enrolled or who is enrolled in some other high school, the guest must be registered with administration no later than two days before the dance. Guest forms may be picked up in the office. Current students are limited to one guest per dance. Dance guests and their hosts must enter the dance at the same time.
- All regular school rules will be in force at school dances.
- Once leaving the dance, students and guests will not be allowed to re-enter.
- No student will be admitted one hour after the dance starts.
- Loitering in the parking lot is not permitted during or after the dance.
- Students that are not picked up within 15 minutes of the end of the dance will lose their privileges to attend future dances.
- Any student exhibiting disorderly conduct and/or inappropriate dancing will be subject to disciplinary action.

## **STUDENT FEES, FINES, AND SUPPLIES**

Northwest Community Schools charges specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

## **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers. (Please refer to Administrative Guideline 5830 and 8500 for additional details)

- An advisor or adult in charge must complete a Student Fund-Raising Activity Request Form online.
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal or designee.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Director of Food Service.

The school participates in the National School Lunch Program and makes lunches available to students. Current breakfast and lunch prices are available on the school district website at [www.nwschools.org](http://www.nwschools.org). A la carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Director of Food Services or access an application from the district website.

### **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct five fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Two tornado drills will be conducted using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations. This information will be posted on the district's Facebook and home webpage as soon as it is possible. You may also receive an automated phone call or text from Northwest Community Schools. Parents and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the library staff. Books on the shelves may be checked out for a period of time to be determined by each individual school. To check out any other materials, contact the library staff.

In order to avoid late fees, all materials checked out of the library must be returned within the allotment of days established by each building.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

A lost and found area is established by each individual school building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

## **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

## SECTION II - ACADEMICS

### COURSE OFFERINGS

The High School Curriculum Guide containing detailed curriculum information can be found on the district website. [www.nwschools.org](http://www.nwschools.org)

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

### GRADES

#### K-6 Standards-based Grading

We want to improve student achievement for all students in every classroom every day; and research supports standards-based grading as a basis of communication that will help students learn more effectively through better feedback. The purpose of standards-based grading is to raise student achievement by clearly communicating students' progress towards learning outcomes in a fair, informative, timely, and specific manner. SBG accurately communicates student achievement to students, parents, and educators. The influence of work habits on student learning is reported separately from the academics.

#### Grades 6-8 Grading Scale

A+	100	C+	77-79
A	93-99	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		E	0-59

Rounding of percentages for final exams and course percentages will occur at the tenths decimal place; a percent score of .5 or greater will round to the next whole number: 92.5% => 93%; 92.4% will round to 92%.

#### Grades 9-12 Grading Scale for General Courses

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

## AP Course Grades

A	89.5-100	C	69.5-72.4
A-	86.5-89.4	C-	66.5-69.4
B+	82.5-86.4	D+	62.5-66.4
B	79.5-82.4	D	59.5-62.4
B-	76.5-79.4	D-	56.5-59.4
C+	72.5-76.4	E	<56.5

## Grade Point Average

To calculate a grade point average (GPA), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA.

## Grading Periods

Students shall receive a report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher or counselor about what actions can be taken to improve poor grades.

## PROMOTION, PLACEMENT, AND RETENTION

### Elementary

Promotion to the next grade (or level) is based on the following criteria:

1. completed the course requirements at the presently assigned grade;
2. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
3. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
4. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

### Secondary

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated curriculum requirements. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

## GRADUATION REQUIREMENTS

### Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated curriculum. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at [www.nwschools.org](http://www.nwschools.org) or in the administration office.

Specific course requirements are:

English	4 Years
Health	1 Credit
Phys. Ed.	1 Credit
Mathematics	4 Years
Science	3 Years
Social Studies	3 Years
Computer Skills	1 Credit
Arts Electives	2 Credits
World Language	2 Years
Total Needed to Graduate:	56 credits

### POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact the counseling office to obtain the necessary information. If a student participating in the postsecondary (dual) enrollment program fails to successfully complete an eligible course, the student and his/her parents are responsible for reimbursing the District for such charges incurred by the District for such enrollment.

### ON-LINE LEARNING PROGRAM

Online classes are available to students at Northwest High School and Northwest Middle School through the Michigan Virtual High School (MVHS). The MVHS course catalog is available at [www.mivhs.org](http://www.mivhs.org).

- A student may enroll in up to two online courses per term with approval of the counselor/administrator.
- The enrollment process should be done prior to the first week of school in the fall or two weeks prior to each term.
- Materials, such as textbooks, are the responsibility of the student.
- Courses will take place during regular school hours.
- Grades and credits earned in online classes will transfer to the student's transcript.

- Students may not take online courses that are currently available through Northwest Community Schools.
- Course selections should align with student's EDP.
- School rules listed in the school handbooks regarding attendance, eligibility, computer use, etc., apply for all online classes.

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated tests and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Agreement for Acceptable Use of Technology Resources* will be distributed with the registration packet and can be referenced on the district website.

### **STUDENT ASSESSMENT**

The Michigan Department of Education (MDE) issues a statewide assessment annually. These assessments, called the Michigan Student Test of Educational Progress (M-STEP), will measure current student knowledge. The M-STEP will assess student learning on Michigan's standards in mathematics, English language arts (ELA), science, and social studies. This is necessary to meet state and federal education guidelines regarding assessment and accountability, as well as to ensure that our statewide assessments better reflect what students know and are able to do.

The high school test, the Michigan Merit Exam (MME), includes, the SAT and the M-STEP component. The M-STEP component of the MME will have an specific time frame for testing for high schools to administer the 4 subject area tests.

The Northwest Community Schools and Michigan Department of Education understands and respects the rights of parents to make all manner of choices regarding the education of their students. However, there is no official ability in state or federal law for parents to have their child 'opt out' of the assessments, without counting against their school and district's participation rates. Please also remember that any student in a Michigan public school is being taught Michigan content standards, and this is simply an opportunity to understand their progress in learning those standards.

Parents and students should watch school newsletters and the local press for announced testing times.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

## **TESTING OUT**

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students. College entrance testing information can be obtained from the Guidance Office.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the main office of their child's school to inquire about evaluation procedures and programs offered by the District.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Northwest Community Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Please see individual school buildings for specific opportunities.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

### **ATHLETICS**

Northwest Community Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Director, at the respective building. The Student Athlete Handbook can be accessed online or in secondary building's main office.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

### **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Key instructional moments result from active participation in classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

#### Truancy

**Truancy** is defined as 10 or more unexcused absences (cumulative throughout the school year).

**Chronically Absent** is defined as 10% of the days missed of school (cumulative); i.e. 60 days of school and 6 days missed.

Unexcused absence from school (truancy) is not acceptable. 10 days of truancy throughout the school year can result in:

1. an assignment to an alternative placement with loss of participation in school activities and events;
2. a poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;
3. a hearing before a judge in a court of law;

4. a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. illness – with a note or phone call from parent
- B. recovery from accident with physician verification
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the principal
- H. suspensions

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

Absences that do not accumulate against this guideline include:

- field trips
- college visits

Students who are excusably absent for more than 10 days in a school period, regardless of the reasons, will be considered "chronically absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

A student's high school transcript shall include the number of school days the pupil was in attendance at school each school year during high school and the total number of school days in session for each of those school years.

### **Suspension from School**

Absence from school due to suspension shall be considered an excused absence.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without an approved excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

The skipping of classes or any part of the school day is considered an unexcused absence. Disciplinary action will follow based on the Behavior Rubric.

### **Notification of Absence**

If a student is going to be absent, the parents must contact the school and provide an explanation. If prior contact is not possible, the parents should provide a written or verbal excuse as soon as possible. When no excuse is provided, the absence will be unexcused. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

### **Tardiness**

#### Elementary Level

A student who is not in his/her assigned location by 8:35 shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Students who arrive after 9:00 AM will be considered absent.

**Early dismissals are discouraged.** Students leaving a few minutes early often miss important last minute instructions and/or reminders. Interrupting classes distracts other students and interrupts the end of the day classroom routines. Early dismissals should occur only in rare circumstances. Please make every effort to schedule appointments outside of school hours. **Students leaving 30 minutes or more prior to dismissal will be marked as early out. This is considered the same as an absence.**

#### Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 30 minutes after 1<sup>st</sup> hour has started and up to 5 minutes after every other period of the school day shall be considered tardy.

Students who attend at least 50% of the class shall be counted as present.

When a high school or middle school student has been tardy to a class on 3 occasions, a detention will be assigned. Additional discipline will be assigned for every tardy thereafter based on the Behavior Rubric.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Vacation request forms can be found online or picked up in the school's office.

### **Make-up of Tests and Other School Work**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed.

Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the school counselor to arrange for taking the test.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

### **CODE OF CONDUCT**

A major component of the educational program at Northwest Community Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### **Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

## Northwest Early Elementary – Mean Behavior Rubric

Behaviors include but are not limited to those listed.

	<b>1<sup>st</sup> Time</b>	<b>2<sup>nd</sup> Time</b>	<b>3<sup>rd</sup> Time</b>	<b>4<sup>th</sup> Time</b>
<b>Horseplay</b> * "Just kidding" * Play fighting * Goofing around * Tripping * Pushing/Shoving/ * Grabbing * Name calling	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Apology of action 4. Phone Call Home with Teacher	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Apology of action 4. Phone Call Home with Teacher	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Apology of action 4. Phone Call Home with Teacher 5. Written Red & Lunch Success Session w/plan	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Apology of action 4. Phone Call Home with Teacher 5. Written Red & Lunch Success Session w/plan
<b>Teasing</b> * Name calling * Insulting remarks * Spreading rumors * Mean notes/tricks * Profanity: Directed/ Implied/Gestures * Other behavior, that would hurt others to make them feel bad about themselves	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Apology of action	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Apology of action	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Apology of action 4. Written Red and Lunch Success Session w/plan	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Apology of action 4. Written Red and Lunch Success Session w/plan 5. Student calls parent
<b>Moderate Physical Contact</b> * Hitting/Slapping * Pushing/Shoving * Grabbing * Tripping * Throwing Objects	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Apology of action 4. Written Red and Lunch Success Session w/plan 5. Student calls parent	1. 15 second intervention 2. restate definition of hurtful behavior 3. Written Red & 2 Lunch Success Sessions w/plan 4. Parent Meeting (positive behavior plan) 5. Apology of action	1. 15 second intervention 2. restate definition of hurtful behavior 3. Written Red & 3 Lunch Success Sessions w/plan 4. Apology of action	1. 15 second intervention 2. restate definition of hurtful behavior 3. Suspension (In School or otherwise) 4. Apology of action
<b>Moderate Intimidation</b> * Threats of emotional or physical violence * Planned exclusion * Silent/Social alienation * Emotional Blackmail * Retaliation/False Reporting * Electronic intimidation (Cyberbullying)	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Apology of action 4. Written Red and Lunch Success Session w/plan 5. Student calls parent	1. 15 second intervention 2. restate definition of hurtful behavior 3. Written Red & 2 Lunch Success Sessions w/plan 4. Parent Meeting (positive behavior plan) 5. Apology of action	1. 15 second intervention 2. restate definition of hurtful behavior 3. Written Red & 3 Lunch Success Sessions w/plan 4. Apology of action	1. 15 second intervention 2. restate definition of hurtful behavior 3. Suspension (In School or otherwise) 4. Apology of action
<b>Severe Physical Contact</b> * Punching/Kicking * Fighting * Throwing Objects Resulting in Injury * Directed Spitting	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Written Red & Lunch Success Session w/plan 4. Parent Meeting (positive behavior	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Written Red & 2 Lunch Success Session w/plan 4. Suspension (In School or Otherwise)	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Written Red & 3 Lunch Success Session w/plan 4. Suspension (In School or Otherwise)	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Suspension (In School or Otherwise) 4. Apology of action

	plan) 5. Apology of Action	5. Apology of action	5. Apology of action	
<b>Severe Intimidation &amp; Harassment</b> * Racial, ethical, sexual, and religious * Severe property Damage * Vandalism/graffiti	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Written Red & Lunch Success Session w/plan 4. Parent Meeting (positive behavior plan) 5. Apology of Action	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Written Red & 2 Lunch Success Session w/plan 4. Suspension (In School or Otherwise) 5. Apology of action	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Written Red & 3 Lunch Success Session w/plan 4. Suspension (In School or Otherwise) 5. Apology of action	1. 15 second intervention 2. Restate definition of hurtful behavior 3. Suspension (In School or Otherwise) 4. Apology of action

**NOTES:**

- \*Zero tolerance for weapons, ammunition, drugs or alcohol on school premises.
- \*Cyberbullying will follow the rubric consequences.
- \*Suspensions start as in-school suspensions but may proceed into At-Home Suspensions.
- \*CONSEQUENCES may be more severe in any above category based on the seriousness of the action

**LEGEND:** LSS = Lunch Success Session; SSL = Silent Supervised Lunch

**Northwest Elementary Mean and Inappropriate Behavior**

Student Name: \_\_\_\_\_ School Year: 2016-2017 Trimester: \_\_\_\_\_ Grade: \_\_\_\_\_  
 IEP Information: SE Procedural safe guards were given  Behavior Plan Currently in Place   
 Behavior Plan/Child Study Team  Date referred/revisit to CST: \_\_\_\_\_

Marginal Behaviors (please write in dates) 1. 2. 3. After 3 visits for these offenses, begin rubric documentation.			
Mean/Inappropriate Behavior	Consequence	Referring Teacher	Date
<u>Moderate Behaviors</u> <ul style="list-style-type: none"> <li>• Refusal or defiance</li> <li>• Exclusion or alienation</li> <li>• Emotional Blackmail</li> <li>• Inappropriate Gestures</li> <li>• Classroom Disruption</li> <li>• Profanity towards another student</li> </ul>	1. Referral to ABC Room 2. Parent Contact via teacher (phone call first then email/letter) 3. SR/ SL Dates: _____ 4. ½ ISS Work Provided ____ 5. Whole Day ISS Work Provided ____ *** 6. ½ OSS with parent meeting required prior to return Work Provided ____ 7. OSS (# of days TBD) to with parent meeting prior return Work Provided ____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
<u>Intermediate Behaviors</u> <ul style="list-style-type: none"> <li>• Any physical contact (punching, kicking)</li> <li>• Throwing objects</li> <li>• Inappropriate Display of Behaviors</li> <li>• Intentional Property Damage</li> <li>• Profanity toward adult</li> </ul>	1. Referral to ABC Room and Parent Contact via Teacher (phone call first then email/letter) 2. SR/ SL Date: _____ 3. ½ ISS Work Provided ____ 4. Whole Day ISS Work Provided ____ *** 5. ½ OSS with parent meeting required prior to return Work Provided ____ 6. OSS (# of days TBD) to with parent meeting prior return Work Provided ____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
<u>Severe Behaviors</u> <ul style="list-style-type: none"> <li>• Emotional or physical threats/bullying</li> <li>• Physical contact resulting in injury</li> <li>• Severe property damage</li> <li>• Weapons</li> <li>• Biting</li> <li>• Insubordination towards Staff (safety concern)</li> </ul>	1. Referral to Office with SL/SR and Parent Contact (via email/letter) 2. ½ ISS Work Provided ____ 3. Whole Day ISS Work ½ Provided ____ *** 4. OSS with parent meeting required prior to return Work Provided ____ 5. OSS (# of days TBD) with parent meeting prior to return Work Provided ____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____

**KIDDER MIDDLE SCHOOL: Aggressive Behavior Rubric**  
**Behaviors include but are not limited to those listed.**

	1 <sup>st</sup> infraction	2 <sup>nd</sup> infraction	3 <sup>rd</sup> infraction	4 <sup>th</sup> infraction
<b>LEVEL I</b> <b>Horseplay</b> <ul style="list-style-type: none"> <li>• “just kidding”</li> <li>• Play fighting</li> <li>• Goofing around</li> <li>• Tripping</li> <li>• Pushing/Shoving/Grabbing</li> <li>• Name calling</li> </ul>	Pause	Pause	ABC Room	See ABC Room Rubric
<b>LEVEL II</b> <b>Teasing/Bullying</b> <ul style="list-style-type: none"> <li>• “just kidding”</li> <li>• Name calling</li> <li>• Insulting remarks</li> <li>• Spreading rumors</li> <li>• Mean notes/tricks</li> <li>• Verbal Altercation</li> </ul>	1. Educational Packet 2. Discussion with Counselor 3. Detention 3. Possible 1 day OSS with Verbal Altercation	1-3 day OSS	3-5 day OSS	10 day OSS pending expulsion review
<b>LEVEL III</b> <b>Moderate Physical Contact</b> <ul style="list-style-type: none"> <li>• <b>RESULTING in Injury or Physical Altercation</b></li> <li>• Hitting/Slapping</li> <li>• Pushing/Shoving</li> <li>• Tripping</li> <li>• Throwing objects</li> </ul>	1. Principal decision outcome of altercation 2. 1 day OSS for injury/altercation OR 2. 1 day ISS-ABC Room for rest of infractions	2-3 day OSS	3-5 day OSS	5-10 day OSS pending expulsion review
<b>Moderate Intimidation</b> <ul style="list-style-type: none"> <li>• Threats of emotional or physical violence</li> <li>• Planned exclusion</li> <li>• Silent/Social alienation</li> <li>• Emotional Blackmail</li> <li>• Retaliation/False Reporting</li> <li>• Electronic intimidation (Cyberbullying)</li> </ul>	Administrative decision, possible OSS	Administrative decision, possible OSS	Administrative decision, possible OSS	Administrative decision, possible OSS
<b>LEVEL IV</b> <b>Severe Physical Contact</b> <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Punching/Kicking</li> <li>• Throwing objects resulting in injury</li> <li>• Directed spitting</li> </ul>	1. 3 day OSS 2. Parent Conference (PC) 3. Meeting with principal/counselor upon return  <b>NOTE: Depending on</b>	1. 5 day OSS 2. Referral to Anger Management with counselor  <b>severity of fight, steps</b>	1. 10 day OSS 2. Referral to Agency counseling  <b>may be skipped.</b>	OSS pending expulsion review
<b>LEVEL V</b> <b>ASSAULT and/or BATTERY</b> <ul style="list-style-type: none"> <li>• vs. students</li> <li>• vs. Staff/Employees</li> </ul>	1. 1-10 day OSS (pending) 2. Possible Expulsion 3. Parent Conference 4. Possible Police Contact  1. Automatic OSS 2. Expulsion pending School Board Review			
<b>MORE Severe Intimidation &amp; Harassment</b> <ul style="list-style-type: none"> <li>• Racial, ethical, sexual, and religious</li> <li>• Severe property damage</li> <li>• Vandalism/graffiti</li> </ul>	1. Educational Packet 2. Discussion with Counselor 3. Administrative decision, possible OSS	1-3 day OSS	3-5 day OSS	10 day OSS pending expulsion review

## KIDDER MIDDLE SCHOOL: NON-Aggressive Behavior Rubric

	1 <sup>st</sup> infraction	2 <sup>nd</sup> infraction	3 <sup>rd</sup> infraction	4 <sup>th</sup> infraction
<b>Academic Integrity</b> Includes Copying, Cheating	1. Teacher Decision 2. Possible "0" 3. Principal Notification	1. Administration Decision 2. Possible OSS	1. Administration Decision 2. Failed Term	Possible Expulsion
<b>Alcohol/Controlled Substances Possession, Use, Under Influence, and/or Paraphernalia</b>	1. 5-10 days OSS 2. Parent Conference 3. Possible Expulsion 4. OSS Lessened with Subst. Abuse Classes	1. Rec. Expulsion 2. Possible Police Report	<b>Note:</b> <b>OTC is included</b>	
<b>Alcohol/Controlled Substances Distribution, Promotion, Sale, and/or Paraphernalia</b>	1. 10 days OSS pending 2. Recommended Expulsion 3. Possible Police Report	<b>NOTE:</b> <b>Intending to Distribute = Distribution</b>	<b>Imitated Substances are Same As</b>	<b>OTC is included</b>
<b>Arson</b>	1. OSS Suspension pending 2. Recommended Expulsion			
<b>Cell Phone/Electronic Device Misuse</b>	1. Confiscated Item 2. Student receives at end of day.	1. Confiscated Item 2. Parent Pick-Up	1. Confiscated Item 2. Parent Pick-Up 3. After school detention.	1. Confiscated Item 2. Parent Pick-Up 3. ½ day ISS
<b>Computer Misconduct/Acceptable Use Policy</b>	Loss of Computer Use for Remainder of Term	Loss of Computer Use for Remainder of Year		
<b>Disregard for School Rules (General)</b>	Detention	1-3 days OSS	3-5 days OSS	5-10 OSS
<b>Disruptive Behaviors Classroom/Hallways</b>	ABC Room	ABC Room	½ day ISS	½ day ISS
<b>Disturbance/Disorderly Conduct/Severe Disturbance of School</b>	1-3 days OSS	3-5 days OSS	5-7 days OSS	7-10 days OSS
<b>Dress Code Violation</b>	1. Parent Notification 2. Change of Clothes 3. No Change = ABC Room	1. Parent Notification 2. Change of Clothes 3. No Change = ABC Room	Detention	1 day OSS
<b>Immoral and Obscene Behavior</b>	1. 1-3 days OSS 2. Possible Police Contact	1. 3-5 days OSS 2. Possible Police Contact	1. 3-5 days OSS 2. Possible Police Contact 3. Possible Rec. Expulsion	1. 3-5 days OSS 2. Possible Police 3. Rec. Expulsion
<b>Inappropriate Language/Profanity</b>	Detention	1-3 days OSS	3-5 days OSS	5-10 OSS
<b>Insubordination Severe Insubordination</b>	Detention 1. Administrative Decision 2. OSS (days TBD)	1-3 days OSS 1. Administrative Decision 2. OSS (days TBD)	3-5 days OSS Recommended Expulsion	5-10 OSS
<b>Profanity Directed at a NW Employee</b>	3 days OSS	5-7 days OSS	10 days OSS	Rec. Expulsion
<b>Public Display of Affection</b>	Detention	1-3 days OSS/ISS	3-5 days OSS	5-10 OSS
<b>Skipping</b>	1. Parent Notification 2. Detention for each Period skipped	1. 1-3 days ISS 2. Loss of Extra School Activities for Term	1. 3-5 days ISS/OSS 2. Loss of Extra School Activities for Term	1. 5-10 days ISS/OSS
<b>Tardiness/Punctuality (reset at beginning of terms)</b> <b>NOTE:</b> Tardy Lock-Outs Included	1 <sup>st</sup> = Warning	2 <sup>nd</sup> = Warning	3 <sup>rd</sup> -5 <sup>th</sup> = Detention	6 <sup>th</sup> and Subsequent = ISS
<b>Theft</b>	1. 1-3 days OSS 2. Possible Restitution	1. 3-5 days OSS 2. Possible Restitution	1. 10 days OSS 2. Possible Restitution	Rec. Expulsion
<b>Tobacco</b>	Administrative decision, possible OSS	Administrative decision, possible OSS	Administrative decision, OSS (days TBD)	
<b>Vandalism</b>	1. 1-10 days OSS 2. Possible Restitution	1.5-10 days OSS 2. Possible Restitution	1. 10 days OSS 2. Possible Restitution	
<b>Weapons</b>	1. OSS Suspension pending 2. Recommended Expulsion			

**Notes:** (1) Mandatory parent conference must occur before scheduled re-admittance from a suspension. (2) Principals reserve the right to place a student at any level on discipline chart depending on the severity of an incident. (3) Principals reserve the right to deny participation in school social activities as an additional disciplinary consequence. (4) At any level of offense, student(s) may be referred to the counseling department for further intervention strategies. (5) Parent contact on all infractions.

- **Mandatory parent conference must occur before the scheduled re-admittance from a suspension.**
- **Principals reserve the right to place a student at any level on discipline chart depending on the severity of an incident.**
- **Principals reserve the right to deny participation in school social activities as an additional disciplinary consequence.**

**PC=Parent Conference**

**PN=Parent Notification**

# NORTHWEST HIGH SCHOOL

## Aggressive Behavior Rubric

Based on Student to Student Behavior  
\*Behaviors include but are not limited to those listed.

Offense	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Horseplay</b> (balance of power) <ul style="list-style-type: none"> <li>• “just kidding”</li> <li>• Play fighting</li> <li>• Goofing around</li> <li>• Tripping</li> <li>• Pushing/Shoving/Grabbing</li> <li>• Name calling</li> </ul>	1. 15 second intervention 2. Referral to Office 3. Parent contacted	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 1 SSL 5. Think Form	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 2 SSL 5. Think Form	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 1 day OSS 5. Think Form
<b>Moderate Physical Contact</b> <ul style="list-style-type: none"> <li>• Hitting/Slapping</li> <li>• Pushing/Shoving</li> <li>• Grabbing</li> <li>• Tripping</li> <li>• Throwing objects</li> </ul>	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 3 SSL 5. Think Form	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 1 day OSS 5. Think Form	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 1 -2 day OSS 5. Think Form 6. Parent Meeting	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 2-3 day OSS 5. Think Form
<b>Moderate Intimidation</b> <ul style="list-style-type: none"> <li>• Threats of emotional or physical violence</li> <li>• Planned exclusion</li> <li>• Silent/Social alienation</li> <li>• Emotional Blackmail</li> <li>• Retaliation/False Reporting</li> <li>• Electronic intimidation (Cyberbullying)</li> </ul>	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 3 SSL 5. Think Form	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 1 day OSS 5. Think Form	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 1 -2 day OSS 5. Think Form 6. Parent Meeting	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 2-3 day OSS 5. Think Form
<b>Recording Aggressive Behavior.</b> <ul style="list-style-type: none"> <li>• With Intent to Promote</li> <li>• Distributing: Posting or Sharing</li> </ul>	1. Student sent to office 2. Referral to office. 3. Parent contacted 4. 1-3 day OSS	1. Student sent to office 2. Referral to office. 3. Parent Contacted 4. 3-5 day OSS	1. Student sent to office 2. Referral to office. 3. Parent Contacted 4. 5 day OSS 5. Parent Meeting 6. Behavior contract	1. Student sent to office 2. Referral to office. 3. Parent contacted 4. 10 day OSS 5. Parent Meeting 6. Expulsion Review
<b>Severe Physical Contact</b> <ul style="list-style-type: none"> <li>• Punching/Kicking/Slapping</li> <li>• Fighting</li> <li>• Throwing objects resulting in injury</li> <li>• Directed spitting</li> </ul>	1. Student sent to office 2. Referral to office. 3. Parent contacted 4. 1-3 day OSS 5. Parent Meeting	1. Student sent to office 2. Referral to office. 3. Parent contacted 4. 5 day OSS 5. Parent Meeting	1. Student sent to office 2. Referral to office. 3. Parent contacted 4. 10 day OSS 5. Parent Meeting	1. Student sent to office 2. Referral to office. 3. Parent contacted 4. 10 day OSS 5. Parent Meeting 6. Expulsion Review
<b>More Severe Intimidation &amp; Harassment</b> <ul style="list-style-type: none"> <li>• Racial, ethical, sexual, and religious</li> <li>• Severe property damage</li> <li>• Vandalism/graffiti</li> </ul>	1. Student sent to office 2. Referral to office. 3. Parent contacted 4. 1-3 day OSS 5. Parent Meeting	1. Student sent to office 2. Referral to office. 3. Parent contacted 4. 5 day OSS 5. Parent Meeting	1. Student sent to office 2. Referral to office. 3. Parent contacted 4. 10 day OSS 5. Parent Meeting	1. Student to office 2. Referral to office. 3. Parent contacted 4. 10 day OSS 5. Parent Meeting 6. Expulsion Review
<b>Teasing</b> (imbalance of power) <ul style="list-style-type: none"> <li>• “just kidding”</li> <li>• Name calling</li> <li>• Insulting remarks</li> </ul>	1. 15 second intervention 2. Referral to Office 3. Parent contacted	1. 15 second intervention 2. Referral to Office 3. Parent contacted	1. 15 second intervention 2. Referral to Office 3. Parent contacted	1. 15 second intervention 2. Referral to Office 3. Parent contacted

<ul style="list-style-type: none"> <li>Spreading rumors</li> <li>Mean notes/tricks</li> <li>Profanity: Directed/Implied/Gestures</li> <li>Other behavior, that would hurt others to make them feel bad about themselves</li> </ul>	4. 1 SSL 5. Think Form	4. 3 SSL 5. Think Form	4. 1 day OSS 5. Think Form	4. 1-2 day OSS 5. Think Form
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**Notes:** (1) Referral to office requires Time to Think Form. (2) At the discretion of the administrator, consequences assigned may be more severe in any above category based on the seriousness of the action, severity of the result of the infraction or prior offenses in other categories. (3) Administrator and Counselor consultation will occur throughout Rubric Process. (4) Parents Contacted includes, but not limited to, phone calls from school or student, emails, or district referral forms.

SSL – Silent Supervised Lunch Detention – Students will be expected to serve detention during lunch and a Time to Think Form.

ISS = In Schools Suspension.

OSS = Out of School Suspension – Student will stay home and cannot attend any school sponsored activities during that time.

## Non Aggressive Behavior Rubric

\*Behaviors include but are not limited to those listed.

\*\*At the discretion of the administrator, consequences assigned may be more severe in any above category based on the seriousness of the action, severity of the result of the infraction or prior offenses in other categories.

Offense	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Alcohol/Controlled Substances-Possession, Distribution, Use, Under Influence, and/or Paraphernalia. Note: OTC and imitations are included</b>	1. 10 days OSS 2. Parent Conference 3. Possible Expulsion 4. Possible Police Report	1. Rec. Expulsion 2. Possible Police Report		
<b>Inappropriate Dress</b> - (See section on Dress and Grooming.)	1. Sent to Office 2. Change of clothes/sent home	1. Sent to Office 2. Parent contacted 3. Change of clothes/sent home	1. Sent to Office 2. Parent contacted 3. Student sent home	1. Sent to Office 2. Parent contacted 3. Student sent home 4. 1OSS
<b>Inappropriate Language</b> - Profanity	1. Staff Warning	1. Staff Warning 2. Discipline report to office 3. 1 SSL	1. Staff Warning 2. Discipline report to office 3. Parent contacted 4. 1-3 SSL	1. Staff Warning 2. Discipline report to office 3. Parent contacted 4. 1 half day ISS
<b>Jamming or Propping Open Lockers</b> - A student shall not intentionally jam or prop open his/her locker. Damage caused to the locker will be paid for by the student and his/her parents.	1. Discipline report to Office 2. Parent contacted 3. 1 SSL	1. Discipline report to Office 2. Parent contacted 3. 1-3 SSL	1. Discipline report to Office 2. Parent contacted 3. 1 full day ISS	1. Discipline report to Office 2. Parent contacted 3. 1-3 OSS 4. Pay cost to repair
<b>Public Display of Affection</b> - No physical contact beyond handholding.	1. Staff warning	1. Staff warning 2. Discipline report to Office 3. 1 SSL	1. Staff warning 2. Discipline report to Office 3. Parent contacted 4. 1-3 SSL	1. Staff warning 2. Discipline report to Office 3. Parent contacted 4. 1 half day ISS
<b>Refusal to comply to cell phones, iPods, music playing devices</b> – if a student refuses to turn over their devices to staff or administration will also be considered disrespectful behavior	1. Confiscation 2. Parent Pick Up 3. Parent contacted 4. 1 SSL 5. Think Form 6. Apology	1. Confiscation 2. Parent Pick Up 3. 1 half day ISS	1. Confiscation 2. Parent Pick Up 3. 1 full day ISS	1. Confiscation 2. Parent Pick Up 3. 1 full day OSS
<b>Running in Hallways</b>	1. Staff Warning	1. Staff Warning 2. Discipline report to office 3. 1 SSL	1. Staff Warning 2. Discipline report to office 3. Parent contacted 4. 1-3 SSL	1. Staff Warning 2. Discipline report to office 3. Parent contacted 4. 1 half day ISS
<b>Skipping/Leaving Class</b> - absence for part or all of the school day without knowledge and/or consent of the parent/legal guardian or authorized school personnel	1. Discipline report to Office 2. Parent contacted 3. 1 SSL	1. Discipline report to Office 2. Parent contacted 3. 1-3 SSL	1. Discipline report to Office 2. Parent contacted 3. 1 OSS	1. Discipline report to Office 2. Parent contacted 3. 1-3 OSS

<b>Tardy Policy</b> – Student not in the classroom at the end of the bell.  <b>**TARDY LOCKOUT also included</b>	<b>3<sup>rd</sup> tardy per term:</b> 1. Discipline report to office 2. 1 SSL	<b>4<sup>th</sup> tardy per term:</b> 1. Discipline report to office 2. 2 SSL	<b>5<sup>th</sup> tardy per term:</b> 1. Discipline report to office 2. 30 min. Before or after school	<b>6<sup>th</sup> tardy per term:</b> 1. Discipline report to office 2. 60 min. Before or after school
<b>Technology (Computer Usage)</b> <ul style="list-style-type: none"> <li>Inappropriate Searches</li> <li>Improper use of equipment</li> </ul>	1. Staff Warning 2. Referral to office. 3. Parent contacted	1. Staff warning 2. Discipline report to Office 3. Parent Contacted 4. Loss of privilege for semester.	1. Staff warning 2. Discipline report to Office 3. parent contacted 4. Loss of Privilege for remainder of school year.	
<b>Unauthorized Leave of Campus</b> - Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. If you must leave the building because of parent permission, illness, or any emergency, you <u>must</u> sign out at the office prior to leaving. *Driver and passenger	1. Discipline report to Office 2. Parents contacted 3. 2 ISS May result in Loss of Driving/ Riding Privileges	1. Discipline report to Office 2. Parents contacted 3. 2 ISS* * minimum	1. Discipline report to Office 2. Parents contacted 3. 2 OSS* *minimum	1. Discipline report to Office 2. Parents contacted 3. 2 OSS* *minimum

### Student to Staff Aggressive or Non Aggressive

Offense	1st	2nd	3rd	4th
<b>Disrespect / Disruptive Behavior Level I</b> <ul style="list-style-type: none"> <li>Refusal or defiant behavior directed to an adult</li> <li>Name-calling</li> <li>Walking away while staff is talking to student</li> <li>Refusing to follow directions</li> </ul>	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 1 SSL 5. Think Form 6. Apology	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 3 SSL 5. Think Form 6. Apology	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 1/2day ISS 5. Think Form 6. Parent Meeting	1. 15 second intervention 2. Referral to Office 3. Parent contacted 4. 1-2 day OSS 5. Think Form
<b>Disrespectful Level II</b> <ul style="list-style-type: none"> <li>Profanity or derogatory language directed to an adult (Level 3=OSS)</li> <li>Arguing/Backtalk</li> <li>Intimidation of staff member</li> <li>Refusing to follow directions</li> <li>Throwing or pushing objects in a forceful manor</li> <li>Slamming doors, punching lockers, walls, etc.</li> </ul>	1. Referral to Office 3. Parent contacted 4. 2-3 SSL 5. Think Form 6. Reconnect with teacher	1. Referral to Office 3. Parent contacted 4. ½ day ISS 5. Think Form 6. Reconnect with teacher	1. Referral to Office 3. Parent contacted 4. 1 day OSS 5. Think Form 6. Parent Meeting 7. Reconnect with teacher	1. Referral to Office 3. Parent contacted 4. 2-5 day OSS 5. Think Form 6. Reconnect with teacher
<b>Driving Infractions</b> - Include: * Careless or reckless driving * Illegal parking * Unauthorized use of vehicle * Driving or riding off campus without checking out * Driving or riding to or from the Career Center without authorization	1. Staff warning 2. Referral to the office 3. Parent contacted 4.1- 3 SSL	1. Staff warning 2. Referral to the office 3. Parent contacted 4. 1-5 day loss of driving privileges	1. Staff warning 2. Referral to the office 3. Parent contacted 4. 5-10 day loss of driving privileges	1. Staff warning 2. Referral to the office 3. Parent contacted 4. 1-3 OSS 5. Loss of Privileges
<b>False Alarm or Bomb Threat</b> - (Under current law, pulling a false fire alarm is punishable to 90 days In jail with a fine.)	1. Referral to Office 2. Parent contacted 3. 5-10 OSS 4. Police report 5. Expulsion review			
<b>Firecrackers and/or Disruptive Materials</b> - For the safety of others, any student who possesses or uses firecrackers, smoke bombs, or other incendiary devices will be suspended and/or expelled. Incidents of use which result in destructive fires will be handled as arson.	1. Referral to Office 2. Parent contacted 3. 1-3 SSL 4. Think form	1. Referral to Office 2. Parent contacted 3. 1-3 OSS	1. Referral to Office 2. Parent contacted 3. 5-10 OSS 4. Police report 5. Expulsion review	

<p><b>Identity Theft-</b> Representing oneself as someone else for gain.</p> <p><b>Forgery</b> – Falsely making or altering a writing by which the rights or obligation of another person are affected; simulated signing of another person’s name to any writing.</p>	<ol style="list-style-type: none"> <li>1. Discipline report to Office</li> <li>2. Parent contacted</li> <li>3. 1 SSL</li> <li>4. Think Form</li> </ol>	<ol style="list-style-type: none"> <li>1. Discipline report to Office</li> <li>2. Parent contacted</li> <li>3. 1-3 SSL</li> <li>4. Think Form</li> </ol>	<ol style="list-style-type: none"> <li>1. Discipline report to Office</li> <li>2. Parent contacted</li> <li>3. 1 full day ISS</li> </ol>	<ol style="list-style-type: none"> <li>1. Discipline report to Office</li> <li>2. Parent contacted</li> <li>3. 1-3 OSS</li> </ol>
<p><b>Persistent Violation of Building Rules and Regulations</b> - Specified consequences for unacceptable behavior have failed to cause change in the student’s behavior. May also lead to an expulsion review.</p>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. Suspended pending expulsion review</li> <li>4. Expulsion review</li> </ol>			
<p><b>Sexual Harassment</b>– Includes but is not limited to the following:</p> <ol style="list-style-type: none"> <li>a) Unwelcome sexual advances;</li> <li>b) Subtle or overt pressure for sexual activity;</li> <li>c) Engaging in improper physical contact, such as patting or pinching;</li> <li>d) Making improper sexual comments, including sex oriented kidding, or creating an intimidating, hostile, or offensive learning environment.</li> </ol>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. 1-3 OSS</li> <li>4. Police report</li> </ol>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. 1-3 OSS</li> <li>4. Police report</li> <li>5. Expulsion Review</li> </ol>		
<p><b>Theft of Private or School Property, Possession of missing/stolen property</b> - A student shall not steal or attempt to steal from other persons at a school activity, function or event. Student shall not be in possession of missing or stolen property. Vandalism done at homecoming float building sites will be handled as a school function.</p>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. 1-3 OSS</li> <li>4. Restitution</li> <li>5. Police report</li> </ol>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. 5-10 OSS</li> <li>4. Restitution</li> <li>5. Police report</li> <li>6. Expulsion review</li> </ol>		
<p><b>Truancy</b> - A student will be considered truant if he/she is absent from the school for ten consecutive days and the office has not received, nor is able to ascertain, an explanation.</p>	Contact Agency			
<p><b>Unauthorized Distribution of Literature-</b> Students must obtain permission of the Administration to distribute notices or other communication materials to fellow students.</p>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. 1 SSL</li> </ol>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. 3 SSL</li> </ol>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. 1 half day ISS</li> </ol>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. 1 day ISS</li> </ol>
<p><b>YOUTH TOBACCO ACT</b> (PA 314 of 1988 MCL 722.614) It is unlawful for a minor to possess, smoke, chew, suck, or inhale any tobacco product in a public place. Non-tobacco chew is not permitted and may result in suspension</p>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. 1-3 OSS</li> <li>4. Police report</li> </ol>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. 5-10 OSS</li> <li>4. Police report</li> <li>5. Expulsion Review</li> </ol>		
<p><b>Weapons/Firearms/Rape/Arson/</b> – See Definition of Dangerous Weapons on Page 36, 37 NW Community Schools Student/Parent Handbook.</p>	<ol style="list-style-type: none"> <li>1. Referral to Office</li> <li>2. Parent contacted</li> <li>3. Suspended pending expulsion review</li> <li>4. Police report</li> <li>5. Expulsion review</li> </ol>			
<p>The use or possession of a weapon, or reasonable imitation, on school grounds by a student is prohibited. Any student who possesses, handles, or transmits any dangerous weapon or commits rape or arson while on school property (including vehicles) or at a school related activity shall be expelled from school. <b>NO KNIVES OF ANY KIND</b></p>				

**Notes:** (1) Referral to office requires Aggressive Intervention Report. (2) At the discretion of the administrator, consequences assigned may be more severe in any above category based on the seriousness of the action, severity of the result of the infraction or prior offenses in other categories. (3) Administrator and Counselor consultation will occur throughout Rubric Process. (4) Parents Contacted includes, but not limited to, phone calls from school or student, emails, or district referral forms.

**SSL** – Silent Supervised Lunch Detention – Students will be expected to serve detention during lunch and a Time to Think Form.

**ISS** = In Schools Suspension.

**OSS** = Out of School Suspension – Student will stay home and cannot attend any school sponsored activities during that time.

## Other Handbook Behaviors

Offense	1st	2nd	3rd	4th
<b>Loitering</b> - In an unauthorized place at the wrong time. After school, all students waiting for pickup or staying for after school activities MUST be in the lobby by the main office.	1. Staff Warning 2. Escort to Destination	1. Escort to Destination 2. Referral to Office 3. Parent contacted 4. 1 SSL	1. Escort to Destination 2. Referral to Office 3. Parent contacted 4. 1-3 SSL	1. Escort to Destination 2. Referral to Office 3. Parent contacted 4. 1 full day ISS
<b>Throwing of Food:</b> Throwing of food or drink at any point during the day, particularly during lunches. (ANY MATERIAL)	1. Discipline report to Office 2. Parent contacted 3. 1-5 SSL 4. Think Form	1. Discipline report to Office 2. Parent contacted 3. 1 Half day ISS	1. Discipline report to Office 2. Parent contacted 3. 1 day OSS	1. Discipline report to Office 2. Parent contacted 3. 5-10 OSS 4. Expulsion review

**\*The following categories may vary based on individual classroom policies.**

### Additional Expectations will be Included in Class Syllabus

Offense	1st	2nd	3rd	4th
<b>Food and drink in unauthorized areas</b>	1. Staff warning	1. Staff warning 2. Discipline report to Office 3. 1 SSL	1. Staff warning 2. Discipline report to Office 3. Parent contacted 4. 1-3 SSL	1. Staff warning 2. Discipline report to Office 3. Parent contacted 4. 1 half day ISS
<b>Cheating</b> – Unauthorized use of another student’s work or copying of another student’s work. Parent contacted by teacher.	1. Teacher /Department Policy	1. Teacher Policy	1. Teacher Policy	1. Teacher Policy
<b>Cell phones, iPods, music playing devices</b> - and other electronic devices (unless IEP approved)	1. Confiscation 2. Student pick up at end of hour/day (staff discretion)	1. Confiscation 2. 1 SSL	1. Confiscation 2. Parent Pick Up 3. 1 half day ISS	1. Confiscation 2. Parent Pick Up 3. 1 full day ISS

## **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much (undergarments, midriff, buttocks)? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or intimidating messages with respect to race, gender, religion, or disability on my clothing, jewelry, or possessions? (no)  
-Hats, hoods, and bandanas are prohibited
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process, interferes with the maintenance of a positive learning climate, or presents risk to themselves or others, they may be removed from the educational setting. This may also result in disciplinary action.

Students who are representing Northwest Community Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

## **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### **1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

### **2. Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

### **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to

discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

#### **5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

#### **6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

#### **7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

#### **8. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

#### **9. Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

## **10. Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

## **11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## **12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

## **13. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

## **14. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

## **15. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

## **16. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

## **17. Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school.

that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

#### **18. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

#### **19. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

#### **20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

#### **21. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

#### **22. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

#### **23. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

#### **24. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

#### **25. Possession of Wireless Communication Devices (WCDs)**

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

A student may possess a wireless communication devices (WCDs) in school, on school property, at after school activities, and at school related functions.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and/or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

## **26. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## **27. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

## **28. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## **29. Harassment**

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

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off

school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Compliance Manager at the Administration Office or Northwest Community Schools, phone 517-817-4935. Complaints will be investigated in accordance with AG 5517.

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

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

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

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

### **Harassment**

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

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

### **29a. Hazing**

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

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

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

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

[Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.]

### **29b. Bullying and Other Aggressive Behavior**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events

where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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

### **Procedure**

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

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

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official

position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/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.

### **Definitions**

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

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

*"At School"* is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

*"Bullying"* is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

*"Harassment"* includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

*"Intimidation/Menacing"* includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

*"Staff"* includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
 Policies on Bullying, Michigan State Board of Education  
 Model Anti-Bullying Policy, Michigan State Board of Education

### **30. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

### **31. Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **32. Safety Concerns**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **33. Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. Prior to this step, the designated administrative staff takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- \* the charge and related evidence;
- \* the time and place of the Board meeting;
- \* the length of the recommended suspension or a recommendation for expulsion;
- \* a brief description of the hearing procedure;
- \* a statement that the student may bring parents, guardians, and counsel;
- \* a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- \* a statement that the student may give testimony, present evidence, and provide a defense;
- \* a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- \* the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 10 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Northwest Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. (See Board Policy 5517) A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

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

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

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government. A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all eligible students who live within the district's boundaries. The transportation schedule and routes are available on the district website and also by contacting the transportation department. A Transportation Department Parent-Student Handbook and Student Bus Rules document can be found on the transportation link of the district's website. [www.nwschools.org](http://www.nwschools.org)

### **SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Unauthorized students may not enter the parking lot area during the school day unless permission is obtained in the office.
- Students are not to leave the school grounds for lunch.
- Cars and other vehicles are to be parked in designated student areas.
- All vehicles are to be locked. Do not loan your vehicle to any other student. You are responsible for your vehicle remaining at school once you arrive.
- While on school grounds, all driving will be in a safe and prudent manner. Students should not deliberately squeal tires or make loud muffler noise.
- All vehicles driven to school must be registered in the office. Vehicles without a registration tag will be followed up with and a fee will be charged. Further offenses may result in loss of driving privileges. If students lose bus privileges temporarily, they must be driven to the Career Center by their parents or an adult nominated by the students' parent.
- Continued offenses of failing to register will be classified as insubordination.

Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. If you must leave the building because of parent permission, illness, or any emergency, you must sign out in the office prior to leaving. Failure to follow the proper procedure will be considered an unexcused absence, skip, a violation of driving rules, and result in a minimum 2 day out of school suspension.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal. Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

### **DRIVING TO THE CAREER CENTER**

Students are not to drive to the Career Center unless they have been authorized by an administrator prior to leaving campus. Administrators can give authorization to drive if students have an extended career center day, if they have to drive in order to get to an authorized co-op position, or for other reasons deemed necessary by the administration. Otherwise, students are expected to ride the regular Career Center bus provided by the school district. If a student drives, without authorization, or rides with another student, without authorization, they will receive an automatic 2-day suspension from school.

**Northwest Community Schools Agreement for Acceptable Use of Technology  
Resources Students Grades K-5**

\_\_\_\_\_  
*Building/Program Name*

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

I understand that I may sometimes be permitted to use Northwest Community Schools' (NWCS) computers, electronic devices, and Internet at school and at home. To use computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

I will only use the computers, electronic devices, and Internet for school work.

I will only use the computers, electronic devices, and Internet when my teacher or other school employee tells me that I am allowed to use the computers, electronic devices, and Internet.

I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn't access.

If I accidentally access a website that I know I shouldn't look at, I will tell my teacher or other school employee right away.

If someone sends me something on the Internet that I know is inappropriate, I will tell my teacher or other school employee right away.

I will not use the computers, electronic devices, or Internet to bully or harm any other person.

If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my teacher or other school employee right away.

I will not damage the computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.

I will not use the computers, electronic devices, or Internet to cheat on my schoolwork.

I will not copy anything that I see on the computers or Internet and pretend that it is my own work.

I will keep my password secret from all other students.

I understand that the school can see everything that I do on the computers, electronic devices, and Internet.

I understand that the school has filters on the computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.

I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read this Agreement and agree that as a condition of my child's use of Northwest Community Schools' (NWCS) technology resources, which include (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release NWCS and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the technology resources. I also indemnify NWCS and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of NWCS's technology resources. I have explained the rules listed above to my child.

I authorize NWCS to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over NWCS's technology resources is not private. I consent to having the ISD monitor and inspect my child's use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

I understand and agree that my child will not be able to use NWCS's technology resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

---

Parent/Guardian Signature

---

Date

**cc: parent/guardian, student file** Revised 07/08/2013

**Northwest Community Schools Agreement for Acceptable Use of  
Technology Resources for Students Grades 6 and Above**

\_\_\_\_\_  
*Building/Program Name*

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

This Agreement is entered into on: \_\_\_\_\_

This Agreement is between \_\_\_\_\_ ("Student" or "User")  
and Northwest Community Schools (NWCS).

The purpose of this Agreement is to grant access to and define acceptable use of NWCS's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

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

- A. Your use of NWCS's Technology Resources is a privilege that may be revoked by NWCS at any time and for any reason.
- B. You have no expectation of privacy when using NWCS's Technology Resources. NWCS reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. NWCS also reserves the right to remove any material from the Technology Resources that NWCS, at its sole discretion, chooses to, including, without limitation, any information that NWCS determines to be unlawful, obscene, pornographic, harassing, *intimidating, disruptive, or that otherwise violates this Agreement.*
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- D. NWCS's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your credentials.
- E. You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or

indirectly by doing any of the following: a) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;

b) Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;

c) Having an actual and substantial detrimental effect on a pupil's physical or mental health; or

d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by NWCS) to engage in bullying may be grounds for discipline under the NWCS's Student Handbook.

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as:
4. Bullying (as defined in paragraph E).
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
  11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
  12. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
  13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
  14. Misusing equipment or altering system software without permission.
  15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
  16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the NWCS's Student Handbook.
- G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- H. It is the policy of NWCS, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of NWCS to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of NWCS to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.
- J. NWCS does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from NWCS's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. NWCS does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will NWCS be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the NWCS or its Internet Service Provider. I also agree to follow all rules in the NWCS's Student Handbook. Any additional rules, regulations, and policies are available on the Technology page of the districts website at [www.nwschools.org](http://www.nwschools.org). As a condition of using the Technology Resources, I agree to release NWCS and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having NWCS monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_