

Student Handbook Acknowledgement

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

Signature of Student

Date

Table of Contents

[General School Information](#)

[Calendar 2017 - 2018](#)

[Introductory Information and General Notices](#)

[Attendance Information](#)

[Academic Information](#)

[Miscellaneous Information](#)

[Transportation](#)

[Medical/Safety Items](#)

[Discipline Information](#)

[Student Conduct Code](#)

[GMS Clubs and Groups](#)

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (<http://www.gpsbulldogs.org>) or at the District office, located at:

3839 Prairie Street SW
Grandville, MI 49418
(616) 254-6570

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

Karen Cheydleur	President
Rob Blitchok	Vice President
John Garbarino	Treasurer
Barbara Palmer	Secretary
Christy Buck	Trustee
Bob Wondergem	Trustee
Bob Persky	Trustee

The School Board has hired the following administrative staff to operate the school:

Mr. Roger Bearup	Superintendent
Dr. Scott Merkel	Assistant Superintendent, Curriculum
Mrs. Heather Roszkowski	Assistant Superintendent, Business Services
Mr. Ken See	Principal
Mrs. Anne Waldie	Assistant Principal
Ms. Kimberly Thornton	Dean of Students/Athletic Director

Ms. Roxane McCarron	Guidance Counselor
Mrs. Chloeann VanSchoick-Fisher	Guidance Counselor

The school is located and may be contacted at:

3535 Wilson Ave SW
Grandville, MI 49418
(616) 254-6610

Open 7:15 AM – 3:45 PM Monday - Friday

ms.gpsbulldogs.org

GRANDVILLE MIDDLE SCHOOL 2017-2018 HANDBOOK PROUD TO BE A BULLDOG!

3535 Wilson Ave SW
Grandville, MI 49418
(616) 254-6610
Open: 7:15 AM – 3:45 PM Monday – Friday
ms.gpsbulldogs.org

Administrative Office: 254-6610
Athletic Office: 254-6622
Attendance Office: 254-6708
Counseling Office: 254-6616

GRANDVILLE PUBLIC SCHOOLS' MISSION STATEMENT A STATE OF MICHIGAN BLUE RIBBON SCHOOL

Improving lives by producing successful, life-long learners

GRANDVILLE PUBLIC SCHOOLS' STANDARDS FOR EXCELLENCE

- Learning is our core business and student achievement in all forms is our fundamental purpose.
- Continuous improvement and high expectations are essential.
- Each person is unique, and we value and respect individual differences.
- We are responsible for equipping all students with life skills through a broad range of educational and extracurricular opportunities.
- Education is a shared responsibility and collaboration between staff, family and the community enhances student and professional learning.
- We are accountable to all constituencies, and we will focus on key academic results.
- Graduates will have the skills to be responsible, contributing citizens in a changing world.

GRANDVILLE MIDDLE SCHOOL MISSION STATEMENT

Improving lives by producing successful, life-long learners

Grandville Public Schools Statement of Non-Discrimination

Grandville Public Schools is an equal opportunity educational institution. It is our expressed policy that no person shall be unlawfully excluded from participation, be denied benefits of, or otherwise subjected to discrimination in employment on the basis of race, color, religion, marital status, national origin, sex, age or handicap/disability in its activities or programs as required by Title VI, Title IX or Section 504

Any person believing that the Grandville Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IX of the Education Amendment Act of 1972, (2) Section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975, and (4) Title II of the American with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to Scott Merkel Ed. D., the local Coordinator at the following address: 3839 Prairie St. SW, Grandville, MI 49418. ablePhone (616) 254-6570

Welcome Bulldogs! 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 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 administration. 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. If any of the policies or administrative guidelines referenced herein are revised after June 30, the language in the most current policy or administrative guideline prevail.

General Expectations

The staff at Grandville Middle School is committed to providing each of our students with the best educational opportunity. We have high expectations for our students in the areas of academic performance, attendance, and behavior. In order to maximize their educational opportunity, students are expected to meet the following expectations.

1. Attend class regularly, on time, with the necessary supplies and materials
2. Complete homework and assignments in a timely, responsible manner in order to pass all courses.
3. Be courteous, polite, and cooperative with staff members and other students
4. Accept responsibility for behavior and decisions made relative to conduct, effort, performance, and attendance
5. Know and adhere to general school rules as outlined in this handbook
6. Know and adhere to specific teacher and course requirements, rules, and regulations
7. Become familiar with the student discipline regulations as stated in this handbook and act accordingly.
8. Complete all standardized assessments to best of ability.

Calendar 2017 – 2018

August 2017

August 16 - 1-3 p.m. Schedule/Chromebook Pickups & School Pictures
August 17 - 9-11 a.m. Schedule/Chromebook Pickups & School Pictures
August 21 - First Day of School (½ day)
August 22 - Fall Sports Practices/Tryouts Begin
August 24 - 7:30 - 9:00 a.m. School Picture Makeup Day (Auditorium)
August 25 - No School
August 29 - 3:00 p.m. Fall Sports Pictures
August 29 - 5-5:45 p.m. Fall Sports Parent Meeting
August 29 - 6:30-8:30 p.m. Parent Orientation Night

September 2017

September 1 - No School
September 4 - No School (Labor Day)
September 22 - ½ day of school

October 2017

October 2 - October 6 - Homecoming Spirit Week
October 4 - Count Day
October 6 - 7:30 - 9 a.m. School Picture Makeups/Retakes (Auditorium)
October 12 - 8 p.m. 8th Grade Choir Concert
October 17 - 8 p.m. 8th Grade Orchestra Concert
October 18 - 3:15 - 6:45 p.m. Parent/Teacher Conferences
October 19 - 3:30 - 6:45 p.m. Parent/Teacher Conferences
October 20 - ½ day of school
October 23 - No School (Fall Break)

November 2017

November 7 - 7:45 - 8:30 a.m. Student/Artist of the Month Reception (Media Center)
November 17 - ½ day of school
November 21 - End of 1st Trimester
November 22 - 24 - No School (Thanksgiving Break)

December 2017

December 5 - 6:30 p.m. 7th Grade Choir Holiday Concert
December 5 - 8:00 p.m. 8th Grade Choir Holiday Concert
December 7 - 1:00 - 2:41 p.m. 8th Grade Career Day
December 11 - 6:30 p.m. 7th Grade Orchestra Holiday Concert
December 11 - 8:00 p.m. 8th Grade Orchestra Holiday Concert
December 12 - 6:30 p.m. 7th Grade Band Holiday Concert
December 12 - 8:00 p.m. 8th Grade Band Holiday Concert
December 18 - 22 - Christmas/Holiday Spirit Week
December 18 - 22 - End of 1st Semester (HS Credit Bearing Classes - Exams)
December 23 - January 5 (Holiday Break)

January 2018

January 16 - 7:45 - 8:30 a.m. Student/Artist of the Month Reception (Media Center)
January 26 - ½ day of school
January 31 - 3:15 - 6:15 p.m. Parent/Teacher Conferences

February 2018

February 1 - 3:30 - 6:15 p.m. Parent/Teacher Conferences
February 7 - 8 p.m. 8th Grade Orchestra Pre-Festival Concert
February 14 - Count Day
February 16 - ½ day of school
February 19 - No School (Mid-Winter Break)

February 26 - 7:00 p.m. 7th Grade Orchestra Concert
February 27 - 6:30 p.m. 7th Grade Choir Pre-Festival Concert
February 27 - 8:00 p.m. 8th Grade Choir Pre-Festival Concert
February 28 - MS Orchestra Festival (Times TBD)

March 2018

March 1 - MS Band Festival (Times TBD)
March 2 - End of 2nd Trimester
March 5 - 5-8 p.m. Taste of Grandville (GHS)
March 9 - MS Choir Festival (Times TBD)
March 13 - 7:45 - 8:30 a.m. Student/Artist of the Month Reception (Media Center)
March 16 - ½ day of school
March 26 - March 29 - Spring Break Spirit Week
March 30 - April 6 - Spring Break

April 2018

April 9 - April 27 - 8th Grade M-STEP Testing Window
April 21 - Band & Orchestra Solo & Ensemble Festival (Location TBD)
April 27 - 9-11 a.m. 6th Grade Visit/Orientation

May 2018

May 1 - May 18 - 7th Grade M-STEP Testing Window
May 2- PSAT?
May 3 - 1-2 p.m. 6th Grade Parent Meeting (Auditorium)
May 3 - 5-6 p.m. 6th Grade Parent Meeting (Auditorium)
May 4 - 7-10 p.m. Jazz Night @ GHS
May 7 - 11 Teacher Appreciation Week!
May 8 - 7:45 - 8:30 a.m. Student/Artist of the Month Reception (Media Center)
May 8 - 6:30 p.m. 7th Grade Choir Spring Concert
May 8 - 8:00 p.m. 8th Grade Choir Spring Concert
May 10 - 6:30 p.m. 7th Grade Orchestra Spring Concert
May 10 - 8:00 p.m. 8th Grade Orchestra Spring Concert
May 11 - 7-8 a.m. Staff Breakfast (Media Center)
May 11 - 7-9 p.m. Musical Theater Production
May 12 - 1-3 p.m. Musical Theater Production
May 16 - 5:00 p.m. Grandville City BBQ (Grandville KDL)
May 16 - May 18 7th Grade MAP Testing (ELA)
May 21 - May 23 7th Grade MAP Testing (Math)
May 21 - May 25 End of 2nd Semester (HS Credit Bearing Classes - Exams)
May 21 - 6:30 p.m. 7th Grade Band Spring Concert
May 21 - 8:00 p.m. 8th Grade Band Spring Concert
May 28 - No School (Memorial Day)
May 31 - 8th Grade Michigan's Adventure Trip

June 2018

June 1 - Last Day of School (½ day)

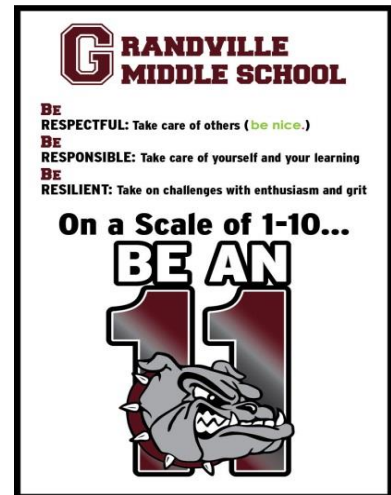
Introductory Information and General Notices

Building Expectations

Grandville Middle School is committed to creating a safe and positive learning environment. Every student and staff member must accept the responsibility for making this happen. Students who are kind, positive, and productive will achieve individually and contribute to the success of their classmates as well. To reach this goal, Grandville Middle School has three building expectations for all students and staff:

- **BE RESPECTFUL:** Take care of others (**be nice.**).
- **BE RESPONSIBLE:** Take care of yourself and your learning.
- **BE RESILIENT:** Take on challenges with enthusiasm and grit.

By honoring these three NORMS of behavior every day, we are demonstrating our commitment to making GMS a tremendous place to learn and grow.



Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

School Volunteers

All school volunteers must complete the “Volunteer Information Form” (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Video Monitoring Systems

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel. Access to footage is restricted to individuals defined through FERPA.

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Student Fundraising

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Students with Severe Food Allergy or Chronic Illness

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building office at (616) 254-6610.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

Student Records

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

Individuals have the right to file a complaint with the United States Department of Education if they believe the District has violated FERPA or the Protection of Pupil Rights Amendment. Parents and/or eligible student 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

Attendance Information

School Day Attendance Policies and Procedures

It is the State of Michigan's expectation that all students be given the opportunity to attend school at least 1098 hours (approximately 180 days) each year. In addition, the law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
- (2) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (3) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (4) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (5) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Regular attendance is a necessary part of a student's education. It is also the school's goal, in cooperation with parents, to teach promptness and responsibility. We strongly urge parents to support us in reaching this goal by scheduling appointments for students during non-school hours and planning family vacations to coincide with the school calendar. Lack of consistent attendance is one of the most common causes of poor student performance. The nature of most classes requires regular and consistent attendance in order to receive the full benefit of instruction. Make-up assignments cannot always be issued in every circumstance. Each class may include as a part of the grading criteria a component of classroom participation. If a student is absent (either excused or unexcused) a significant number of times, and not able to participate in daily classroom discussion or activities that contribute to the participation portion of the grade, this will have a negative impact on the overall course grade. Grading criteria to include class participation will be listed specifically in each course syllabus.

A student's attendance record becomes part of his or her permanent record. Employers and post-secondary institutions consider attendance as important as a student's grade point average. Questions or concerns regarding attendance should be directed toward a Dean of Students or the Attendance Office (254-6610). Parents and students are encouraged to monitor attendance via Infinite Campus.

Truancy

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

Tardy and Absence Policy

Regular and consistent attendance and promptness are viewed as important qualities in every sector of life. We value these qualities and will strive to teach our students to also value them. Attendance will be taken every class period. Tardies will be recorded every class period. Automated calls will be made to parents every day regarding absences and tardies. Attendance and promptness will be recorded on the report card under the employability skills section.

Teachers will mark students absent or tardy every class period within the first 5-10 minutes of class. Office personnel will keep track of the number of absences and tardies and will inform the students and their parents of the consequences listed below

Tardies:

- 1st-3rd Tardies will be a verbal warning from the teacher.
- 4th Tardy will be 1 detention and the student and parent will receive notice from the office regarding the excessive number of tardies in class(es).
- 5th Tardy will be 2 detentions and the student and parent will receive notice from the office regarding the excessive number of tardies in class(es).
- Student contracts will be written if tardies continue. Progressive Discipline used going forward.

Absences:

- On the 10th absence in any course the student and parent will receive notification from the office regarding the excessive number of absences in class(es).
- Student contracts will be written if absences continue.

Students who are more than 5 minutes late for any class (10 minutes for first hour) will be counted as absent and unexcused. Resulting consequences will apply. A tardy is only excused when it was caused or approved by a school employee and the student is issued a written pass.

Exempt & Excused Absences

Excused absences are absences in which parent notification is given to the middle school attendance office (either by phone or in writing) within 48 hours of the absence. This includes pre-arranged absences. The administration reserves the right to determine if an absence will be considered excused. The student will be allowed to make up missed work. It is the responsibility of the student to notify the teacher upon their return from an excused absence and to request work that needs to be made up. Period absences during the day may only be excused through properly following the sign-in and sign-out procedure.

Funeral Absences - These are absences that result from a student attending a funeral of a family member or close friend upon parent request and notification.

Medical Exemption Absences - These absences include pre-existing medical conditions and longer term illnesses that will result in multiple absences. In these cases, medical documentation must be presented and on file to medically exempt the absences. This must be requested and on file within one day of the absence after the return to school. In cases of chronic absences throughout the year, updated medical information may be requested to verify the continued existence of the condition and that treatment is being sought.

School Related Absences –A school related absence is an absence that is due to an approved school activity. The absence is excused and no notification from parents is required. The middle school administration reserves the right to determine if an activity qualifies as a school related absence. These absences do not count against the attendance limit. The number of school related absences may be limited by the administration to avoid excessive absences for any student.

Prearranged Absences – Students who know in advance that they are going to be absent from school must obtain a prearranged absence permit from the attendance office as soon as possible prior to the absence. This permit **MUST** be taken to each of the student’s teachers who will sign the permit and write assignments on it. Prearranged absence permits **MUST** be turned back in to the attendance office **PRIOR TO THE ABSENCE** and be administratively approved. Students are responsible to contact the teacher to make arrangements for making up missed work.

At any time that a parent or student would like a complete attendance report, please go to the parent portal to check attendance that is updated each hour. If a parent or student does not have internet access, they can request one to be issued (or mailed or faxed), this request may be made by visiting our attendance office or by calling 254-6610. All attendance information can also be accessed via the internet by logging into the Infinite Campus Portal.

Appeal Process

Students or parents who wish to appeal the coding/designation of an absence may do so in writing to a Dean or an Assistant Principal. This appeal must be done in a timely manner after the absence (within 1 week of the absence.) It is recommended that written documentation or other verification of extenuating circumstances for absences be presented at the appeal.

Additional Attendance Policies

Students who fail to attend classes on a regular basis will be placed on attendance contracts which may include consequences of after-school detentions, in-school suspension assignments (short-term and long term), out-of-school suspensions, loss of the opportunity to participate in school, requirement to pursue alternate educational placement, and other appropriate actions.

Students with excessive absences may not be permitted to attend any field trips during the regular school day that will keep them from attending other classes. A student must be in attendance four hours or more in a day (or have a school related absence) in order to participate in an after school practice or event.

Extended absences due to a medical situation or illness (3 or more days) should be reported to the student’s counselor to give notice to teachers of the extended absences and to request homework. Students who are under the age of 16 and chronically absent will be referred to the Kent Intermediate School District truancy officer for further action as required by state law.

Early Departure and Signing Out

Grandville Middle School is a closed campus. Parents/legal guardians must send a note or call school to arrange for students to leave school for appointments. Students may be released **ONLY** to persons authorized by parent/legal guardian **in writing** or on the **emergency data card** kept in the office with parental permission. The parent of custody shall provide the school with a copy of custody order. Absent such notice, the school will presume the student may be released into the custody of either parent. **PARENTS/LEGAL GUARDIANS MUST REPORT TO THE MAIN OFFICE TO PICK UP THEIR STUDENT AND SIGN OUT THE STUDENT.** Upon returning, the student must sign in.

A student must be present in school a minimum of 4 class periods to participate in co-curricular and interscholastic activities.

PROCEDURE TO FOLLOW IF A STUDENT IS ABSENT

- If you know about an absence in advance, you should obtain a prearranged absence form from the attendance office, have it signed by all teachers and an administrator and turn it into the attendance office for administrative approval.
- If you wish for an absence to be omitted from the number of allowable absences, you must show evidence of a medical excuse or a death in the family. This must be completed within 36 hours of your return to school. The absence should be called in to the school on the day of the absence by a parent/guardian excusing the absence at 254-6610. Otherwise, the student should bring a note from a parent or guardian excusing the absence the day the student returns to school.
- Remind your teachers you were absent and request the work you missed from them. This is the student's responsibility.
- If you will be absent for more than two days, it is advisable for the student to talk with the teachers prior to the absence to get future work or to call the counseling office at 254 - 6610 to request homework from your teachers. Please be sure to leave the first and last name of the student. Please allow at least 24 hours after calling to gather the homework. Homework will be available for pickup in the office prior to 3:30. It is also appropriate to email teachers directly to request information of content being missed in class.



Academic Information

Enrollment

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of:

1. birth certificate or similar document
2. court papers allocating parental rights and responsibilities, or custody
3. proof of residency
4. proof of immunizations.

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. 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.

Incompletes

In cases where unusual circumstances prevent a student from completing all the work for a class by the end of the grading period, the teacher may award an incomplete (I) grade. This is a temporary grade that must be resolved within two weeks of the end of the marking period for which the "I" was given. It is the student's responsibility to make arrangements with the teacher to complete the work and resolve the grade. An "I" that is unresolved at the end of the two-week time period will become an "F."

Homebound Instruction

In cases of medical hardship where a student may be absent from school for a significant amount of time, it may be possible to obtain homebound instructional services (bi-weekly home visitations by a certified teacher). Please contact a guidance counselor at 254-6616 at the time you believe you may qualify. The decision to initiate and sustain these services will be made by the high school administration in accordance with the district policy. Medical documentation stating that the student is confined to the home will be required by a licensed physician.

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 extracurricular program. No student may participate in any school-sponsored trip without parental consent. School rules apply to all field trips.

Schedule Changes

Students should be sure they want to take the classes for which they register. The master schedule is determined by student requests each year, therefore, the availability to change classes is very limited. Requests to change schedules must be made with the guidance office prior to the start of the each trimester. Schedule changes after the beginning of the trimester are permitted ONLY within the first five days of class, only with administrative and parent approval, and only in extraordinary circumstances.

School Materials and Textbooks

The school will furnish textbooks for all students. The school will also provide a student Chromebook, for more details please refer to the Chromebook policy handbook (<http://www.grandville.k12.mi.us/?i=technology>). The condition of the materials will be recorded at the time of distribution and evaluated at the time of collection. Excessive wear will be fined in accordance with the amount of damage, age of the book, type of damage, and estimated repair or replacement cost. The cost of lost or damaged textbooks, lost or damaged library materials, and other fines incurred while at GMS will be billed to the parent. **Failure to pay all fees and fines at the end of each school year will result in no schedule being issued to the student at the time of registration for the next academic school year.**

Standardized Achievement Testing

The State of Michigan requires that all 7th and 8th Graders take the M-Step assessments. The test will be given in the spring on the dates that are set by the state. Grandville Middle School also administers the PSAT test to all 8th Graders. These tests are used to help prepare for the SAT. Students who do not take the test in a serious manner will be subject to disciplinary action.

Testing Out Policy

The Board of Education of the Grandville Public School District acknowledges that some pupils may have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. Further, Sections 1279 b and e of the School Code of Michigan have been amended to allow such students to request an opportunity to demonstrate such mastery, either through a written examination, written papers, projects, portfolios, or other comparable forms. Students may request to test out of only those classes they have not already taken (regardless of the grade earned). In order to test out, the student must receive a final grade of 77% or higher. Further information on testing out of specific courses is available from the Counseling Office.

Academic Honors

Academic Achievement Awards

Each year Grandville Middle School recognizes outstanding academic achievement in the following ways:

1. Trimester Grade and Attendance Awards
 - a. Must have an A or a B in all Classes.
 - b. Or be absent 1 day or less
2. Year End Exceptional Grades Award
 - a. All A's in all Classes as of May 21st
3. Year End Outstanding Grades Award
 - a. All A's and B's in all classes as of May 21st
4. Year End Exceptional Attendance Award
 - a. 0 Missed Days as of May 21st
5. Year End Outstanding Attendance Award
 - a. Less than 3 Missed Days as of May 21st

****NOTE:** An academic awards program will be held each spring to honor those students who are recipients of these awards.

Grading:

All courses will follow all of the policies and grading scales in this document.

The grading breakdown for the 12 weeks in a trimester will be:

80% summative (tests, papers, projects, etc.)

20% formative (daily work, home work, quizzes, class participation, etc.)

Formative Assessments (daily work, home work, quizzes, class participation, etc.)

- Formative work accounts for 20% of a student's grade.
- Formative work is essential! The ability for students to practice and gain competence in new learning is of vital importance to the student.
- Formative work also gives the teacher feedback on how well students are learning the intended objectives.
- Late formative work may not be graded.

Summative Assessments (tests, papers, projects, etc.)

- Summative assessments account for 80% of a student's grade.
- Summative assessments are end-of-unit tests, papers or projects that quantify students' learning for that specific unit. It summarizes the overall learning for that unit.
- Each summative assessment is required of all students.
- When given, end-of-course exams may be the summative assessments for the course.

Group Work:

Student grades will be determined individually even in group projects in all core classes.

Some elective courses may have group work as an integral part of the course and grades may be determined by a group score (as stated in course syllabus).

Rubrics:

The use of rubrics and/or descriptive language will be given to students when an assessment is assigned to clarify for students exactly what is expected.

Summer School / Academic Promotion and Retention:

Teachers will announce their grading practices at the beginning of each year or trimester. Parents of students failing the course will be notified of the student's unsatisfactory progress prior to the student's failure in time for the student, parent and teacher to work together to seek an improvement in a student's performance. Core teaching teams and individual teachers will schedule times to meet with parents.

Students in seventh and eighth grade who fail all four core classes are not considered to be showing adequate progress. Failing all core classes would not lead to success at the next grade level. Those students would be recommended for summer school and may be considered for possible retention. Students who can show adequate growth during summer school in those core classes that were failed would no longer be considered for retention.

Because each student and situation is different, consideration for retention is not taken lightly. The process will include meetings between staff and parents early in the third trimester. This meeting would provide parents with an explanation of their student's academic standing. Parents and teachers would discuss end of year goals for the student to show adequate progress in the core areas. Any decision related to retention would be determined by the building principals after the completion of the school year, when the student's final progress data can be reviewed and if necessary after successful completion of summer school.

Miscellaneous Information

Acceptable Use Policy and Network Access

Grandville Public Schools provides students with access to the district's electronic communication system, which includes Internet usage. An Acceptable Use Policy (AUP) is distributed to parents/students. These forms will be valid until the student graduates. Before a student is granted permission to use school technology, parents/guardians and the student will need to sign and return the AUP form. Once a form is on file, a user ID and login will be created and issued to each student. This must be kept confidential and used only by the student. Students are responsible for any network misuse under their user ID. Any problems or suspected tampering should be immediately reported to the administration office.

Please note the terms and conditions of use listed in the discipline regulations under Computer/Network Misuse and abuse.

After School Events

Students must be in good standing to attend after school events. Students suspended from school are unable to attend any school activities during the suspension. Students must be in attendance for at least 4 hours (or have a school related absence) the day of an event in order to attend the event. Students will be issued a student picture ID early in the year.

Balloons

Due to the effects of balloons setting off the fire alarms and reactions to latex, balloons and all other latex products are prohibited inside the building. Balloons brought into the building will be confiscated and discarded.

Breakfast Program

The cafeteria is open for breakfast beginning at 7:15 AM each school day. A variety of breakfast items are sold. Any breakfast item purchased is to be consumed in the cafeteria after purchasing the item. The service window will close at 7:40 AM each day and all students are expected to leave the cafeteria no later than 7:45 AM.

Cancellation of Events

At times, due to unforeseen circumstances, school events that are scheduled may be canceled. This may include practices, performances, games, meetings, etc. Notification will be made as early as possible and communicated to students via the afternoon announcements or end-of-day P.A. announcements. In the event that an after-school event is canceled, affected students will be permitted to use the school office phone to make alternate transportation arrangements. For nighttime and weekend events, announcements will be posted on the school web page at www.gpsbulldogs.org, www.ms.gpsbulldogs.org.

Data Forms (Student Information Forms)

At the time of registration, all students must turn in a completed/updated "yellow" student information form which is mailed with the summer newsletter. This form contains information on current phone, address, and about who to contact in case of an emergency and where they can be contacted. The Pink Medical Information form (mailed with newsletter) indicates any pre-existing medical conditions the student may have, any medications the student should be taking regularly, the student's physician's name, and the hospital preference should the student need to be transported. Both forms should be reviewed, any corrections added and returned by the student at registration in August.

Hall Passes

Any student in the hall during class is required to have a pass issued by a school employee. Students without a pass during class time or who are not using the pass as intended (i.e. in the hallways, not performing group work in the hallway, loitering) will be subject to immediate disciplinary action including immediate referral to the Dean or suspension. Students may lose the privilege to be issued hall passes based on poor attendance and behavior.

Identification Cards

Each student will be issued a picture identification card at the beginning of the school year. Students should carry these at all times. Refusing to identify yourself when asked by a school employee will result in discipline for insubordination/lack of cooperation. If you do not have your ID in your possession, you may not be allowed to attend events requiring your school ID. Students will also be expected to present their ID cards when leaving the building or returning. Using another student's ID is considered forgery.

Lockers

The school administration retains control over lockers and desk space LOANED to students. Lockers are assigned to students for their convenience and for the purpose of storing supplies, coats, and other items essential for the formal education process. School officials, therefore, have the right and duty to inspect and search students' lockers if there is reason to believe that there is a violation of law or school regulation. Searches can be made for such items as drugs, weapons, missing library books, or goods stolen from the school or individuals. Students should be aware that periodic searches of the lockers will be made for such items as missing library books.

Students should not keep money or other valuables in their lockers. The school is NOT responsible for student property in lockers. This includes physical education and athletic lockers. Students are advised to keep valuable items at home or on their person. Students have the option of leaving valuables with the office for safe keeping within reason. Additional guidelines relevant to the student use of lockers are as follows:

1. Students may not change lockers.
2. Students should not give their locker combinations to any other student.
3. Students should immediately report lockers which do not work properly to the office.
4. Students are expected to keep lockers LOCKED at ALL times.
5. Students are not permitted to put contact paper, tape, stickers, or other defacing materials on locker doors.

Students who damage lockers intentionally or unintentionally may be held liable for repair or replacement costs. Students who intentionally jam lockers to stay open may be subject to disciplinary action up to and including suspension and restitution for repairs. Repair costs will depend on the type of damage that occurs.

Lost, Stolen and Found Items

Grandville Middle School is not responsible for lost or stolen items. However, lost and found articles may be turned in and reclaimed at the counseling office or administration office. Students should check there as soon as they realize an item has been lost. If the item is not there, students should come to the main office to fill out a missing articles report. Articles in the lost and found are held until the close of the current semester. Unclaimed items are turned over to charitable organizations. If it is believed that an item has been stolen, a report should be filed with the police school liaison officer as soon as possible. Grandville Middle School will not reimburse students for lost or stolen items. It is recommended that any valuable items or large amounts of money are not brought to school unless absolutely necessary.

Lunch

All students will be scheduled for a lunch period during A, B, or C Lunch. Students may purchase a lunch in the cafeteria, they may purchase ala carte lunch items in the cafeteria, or they may bring a lunch from home to be eaten

in the cafeteria. All students must eat their lunch and all snacks during lunchtime in the cafeteria. If students are found in areas of the building that are not designated as appropriate waiting/eating areas, disciplinary action will be taken. Eating is not permitted in the locker banks or hallways.

Students are provided a lunch account in which money can be deposited at the beginning of the year and throughout the year using cash, check, or credit card through www.sendmoneytoschool.com. Checks made out to Grandville Middle School Food Service can be brought to the cashier at any time for deposits into the account. The account is accessed through the student number or through swiping the student ID. **Students MAY NOT use another student's number or ID to purchase food.** Students who violate this policy will be subject to disciplinary action.

Students and families who demonstrate financial need may qualify for the free or reduced lunch program.

Participation in this program is confidential as lunch purchases are made by student number or swiping the student ID through a barcode reader. Menu choices are limited for students participating in this program to lunches that meet the federal nutritional guidelines. Student MAY NOT share or give away any food items that are provided through the free or reduced lunch program. Forms for this program are available in the office and may be submitted at any time of the year.

Medication at School

The dispensing or use of prescribed or over the counter medication shall be made in accordance with the following procedures:

1. Medications to be administered by designated school personnel must be sent directly from the pharmacy or physician's office or brought to school by the **student's parent/guardian**.
2. When a school employee is to administer medication, the name of the pupil, name of medication, dosage, and time that it must be taken must be on the original container from the pharmacy and **accompanied by a "Medication Administration" form which is signed by the student's physician and parent/guardian must be resubmitted annually.**
3. The medication will be kept in a safe place in the main office.
4. Send only the amount of medication that is needed for the school day, **in the original container**, or in the case of prolonged need, send the amount for the week or month. **We will not send medications home with a student.**
5. **Students are not allowed to possess, take, or distribute over the counter medications and they are not available from the school office. This includes all medications and herbal remedies. Disciplinary action may result if a student is found to be in possession of prescription medication.**

Students are allowed to carry and administer their own medication only if:

- a. it is warranted by a potential life-threatening condition (ex. asthma, sting allergies) and advised by their physician,

AND

- b. a self-administration form is on file in the office signed by the student's parent and physician.

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.

Visitors during the School Day

Student visitors are not permitted during the school day unless the visit is related to a school project, transfer request, or other school related issues.

Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, committees or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Transportation

Bus Transportation to School

The school provides transportation for students to and from school. The transportation schedule and routes are available by contacting the bus garage. Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain safety.

Student violating any bus rule will be subject to disciplinary sanctions including loss of riding privileges.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone prior to departure time;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parent's' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Video Recording on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual video recording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on video, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Parking

Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Reckless Driving:

Any parent/guardian/sibling found driving excessively fast, not obeying the traffic rules, or driving in a way that may endanger other people. A police referral will be issued to the owner of the car.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Medical/Safety Items

Accidents at School

While every precaution is taken for proper supervision and the prevention of accidents at GMS, accidents will happen. Accidents and injuries are immediately reported to parents and accident forms are filed in the school office. It is imperative that students report all accidents and injuries to the supervising teacher or to the office.

Injury and Illness

All injuries must be reported to a teacher or the office staff. 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. No student will be released from school without proper parental permission.

Homebound Instruction

The District shall arrange for individual instruction to student 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 Student Services Director. 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 students' ability to participate in an educational program.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. 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 district nurse.

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.

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), HTV (Human-immunodeficiency), HAV, REV, 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. Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome),

ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, REV, 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, REV, 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.

Fire, Lockdown, and Tornado Drills

The school complies with all fire safety laws and will conduct 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. Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lockdown drills. Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes. Failure to follow proper protocol will result in disciplinary action up to and including suspension.

School Closing and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: WOOD 1300 and WOOD TV 8. Please also check our district website at: www.gpsbulldogs.org and the Grandville Middle School Facebook page. Parents and students are responsible for knowing about emergency closings and delays.

Search and Seizure

Search of a student and his/her possession, 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. 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. A strip search will never be conducted by school personnel. 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. 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 do 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. A police liaison officer may be present at any or all searches.



John E. Roberts, Executive Director

1861 Ramblewood Drive • East Lansing, MI 48823-7382 • 517-332-5046 • Fax 517-332-4071 • Web mhsaa.com

TO: Principals and Athletic Directors of MHSAA Member Junior High/Middle and Senior High Schools
FROM: John E. Roberts, Executive Director
DATE: April 22, 2013
SUBJECT: Action Under Public Acts 342 and 343 (Concussion Law)

The above laws become effective June 30, 2013, and require all levels of schools and youth sports organizations to educate, train and collect forms for non-MHSAA activities including physical education classes, intramural and out-of-season camps or clinics. You may wish to share this information with others in your school district and youth sports groups in your community.

It should be understood that for MHSAA sports, the existing rules meeting completion requirement and concussion removal and return-to-play protocols, first begun in 2010, remain in effect. This includes that each school shall designate the person who shall evaluate suspected concussions. If a student is withheld from competition due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the written clearance of an MD or DO. This is more stringent than the new law and must be followed for MHSAA competition and practices. Not adhering to this protocol results in ineligibility of the student and forfeiture of contests.

Compliance with other respects of the new concussion law is accomplished through a website of the Michigan Department of Community Health (MDCH) michigan.gov/sportsconcussion.

Below is a brief summary of what the new law is requiring youth sports organizations and schools to do for non-MHSAA sport activities such as physical education, intramurals and out-of-season or summer camps and clinics:

1. Adults (coaches and teachers) must complete the established free online training course. There are two options on the MDCH website, one through the Centers for Disease Control (CDC) and one through the National Federation of State High School Associations (NFHS.org). These courses are the only options to fulfill the adult training requirement. Schools should collect and file the certificate of completion for each adult.
2. Sponsoring organizations must provide educational training materials to students and parents and collect and maintain their signed statement of receipt of that information for the duration of the student's involvement with the organization, or age 18. The MDCH website's educational material is found under "Information for Parents & Athletes." The content of this material may not be altered, but it may be reformatted.

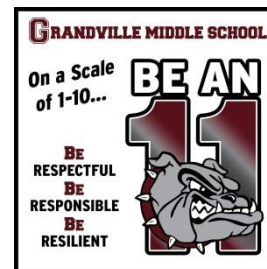
The website also links to an "Acknowledgement Form" (under Popular Documents and Links). This form can be used as the signed statement, or the sponsoring organization may create its own form provided the content is similar. Some schools are including concussion information and signed statements with school registration and handbook materials, at first for all students and in subsequent years for new students.

3. Sponsoring organizations must follow the same concussion protocols for non-MHSAA events as is currently done for MHSAA sports when a student is suspected of a concussion. Sit them out, find out and do not allow them to return to practice or competition until cleared in writing. The new law requires sponsoring organizations to maintain a copy of any written clearance until the student is 18 years of age.

This is not intended to be legal advice. Schools should review the website and contact their own attorneys if they so choose. This is a summary to assist schools this spring so they are in compliance for activities beginning this summer and moving into the 2013-14 school year and beyond.

Discipline Information

An orderly, businesslike climate is essential to run an effective middle school. The primary purposes of Grandville Middle School are teaching and learning. For these purposes to be accomplished, every student must accept the responsibility for contributing to an appropriate teaching and learning environment. Students who are polite, positive, and productive will achieve individually and contribute to the success of their classmates as well. The following paragraphs outline the guidelines of the Grandville Middle School student conduct code.



Classroom Expectations

In addition to the general school rules, each classroom teacher will issue a written list of classroom expectations to each student enrolled in the class. This list will include grading procedures, course requirements, and acceptable classroom behavior. These expectations will have been approved by the administration, and students are expected to adhere to them.

Due Process

When disciplinary action is taken against a student by a teacher or administrator, students have the following rights: to be informed of the reason for that action, to present any facts that will support their defense, and to have a hearing to discuss both sides of the issue and/or the appropriateness of the action. Discipline Appeal Hearings are not automatic but must be applied for in writing by the end of the third school day following the disciplinary action or previous hearing. The disciplinary action will be suspended at the time the request for an appeal is made in writing and until the outcome of the appeal unless the student is determined to pose a threat to the safe and orderly environment of the school. Students can appeal the action of a teacher or other staff member to a Dean. Students can appeal the decision of a Dean to an Assistant Principal. Students can appeal the decision of an Assistant Principal to the Principal. A decision made by the Principal can be appealed to the Superintendent, and a decision made by the Superintendent can be appealed to the Board of Education.

Restorative Justice

Restorative justice is designed as an alternative, adjustment, and/or reduction to suspension or expulsion. Restorative justice emphasizes repairing the harm to the victim and school community caused by the student's misconduct. Restorative justice may include victim-offender conferences that:

- Are initiated by the victim
- Are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim
- Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender
- Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm.

The attendees of the conference would be called a restorative justice team, and may require the student to apologize; participate in community service, restoration of emotional or material loss, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

A student choosing to participate in restorative justice could reduce the severity of consequences to the student.

Detention

The purpose of detention is to assist students in the correction of unacceptable behaviors and to direct them toward making better behavioral choices in the future. Detention is from 2:45-3:30 PM Tuesday and Thursday. Detentions may also be served with the individual teacher if the teacher requests. It is the position of Grandville Middle School that a student's employment or involvement in extra-curricular activities is secondary to their responsibility for completing detentions by the due dates as assigned. It is the student's responsibility to inform his or her parents of assigned detention time. Parents are also notified by mail or telephone. When a student is assigned to detention, transportation is the responsibility of the parents. Failure to serve a detention will result in progressive discipline.

Snap Suspension, Public Act 103

P.A. 103 permits a teacher to suspend a student from any class, subject, or activity for up to one day. The teacher then has the duty to inform the administration of this suspension. It is the responsibility of the teacher to have a parent-teacher conference regarding the suspension. Students who exhaust these corrective discipline procedures will be subject to out-of-school suspension or other disciplinary action for additional behavioral problems.

Out-of-School Suspension (OSS)

Suspension is defined as the temporary exclusion of a student from school and school activities for a specific period of time not to exceed ten days. Students are not permitted on school property for any reason when they are suspended from school and may not attend or participate in any school activities whether held at Grandville Middle School or at other sites during the designated time of the suspension. Students suspended from school are expected to turn in all homework and other assignments upon their return to school. Students who request help to complete assignments or take tests or quizzes will be granted help and additional time to complete work or assessments. It is recommended to communicate with teachers by either e-mailing teachers or leaving messages on their school voice mail. Absences due to out-of-school suspension will not count as unexcused absences. In some instances, the school may refer a student to an appropriate intervention program. Students may be required to provide proof of participation in the intervention program in order to return to school from suspension.

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, nonsponsored, noncommercial 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. 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.
6. violates district/legal policies.

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 wish to display any material must present it to administration 24 hours prior to display.

Long-Term Suspension

A long-term suspension is an out-of-school suspension that exceeds 10 days in length. A student may be recommended to the superintendent for a long-term suspension by the Middle school administration. A long-term suspension shall not be imposed on a student unless the student has first been suspended for a short-term and not until an opportunity for a formal hearing on the suspension has been afforded the student. No long-term suspension will extend beyond the current school year.

Expulsion

Expulsion is the removal of a student from school by the Grandville Public Schools Board of Education. Expulsion is noted on the student's permanent record. Removal may be permanent, for the remainder of the school year, or a designated number of days. In any case, a student who has been expelled and wishes to re-enroll in Grandville High School (provided the expulsion is not permanent) must petition the Board of Education for re-enrollment. Expulsion is used when behavior has not been corrected through other means of discipline or when a student's behavior is extremely detrimental to the health, safety, and welfare of the student body and staff. Procedural guidelines for expulsion will be followed, and an administrator will notify students and parents of their rights. Please take note that some actions require expulsion per state code.

Discipline Regulations

All Grandville Middle School discipline regulations are in effect in school, on school property, at all school activities including athletic contests, field trips, and all other school sponsored events, bus stops and on the way to and from school. Suspension is a possible disciplinary action for all offenses; administrators have the flexibility to evaluate each case and work with each student individually. Administrators have the right to question conduct, which materially or substantively interfere with the education process. Students and parents should be aware that behavior which disrupts the education process, may lead to suspension from school. Also know that some behaviors may not be listed under a specific category but all inappropriate behaviors may be addressed under conduct detrimental to the normal function of school.

Primarily the Dean of Students will administer disciplinary action. The Assistant Principals and the Principal may also be involved in disciplinary action. **Students are expected to read and understand the discipline regulations as outlined below. Any and all questions can be directed to a member of the administration.**

Daily Dress Code Rules

Students are expected to dress appropriately for the learning environment. Student clothing that disrupts/distracts the learning environment will not be allowed inside the building. Administrators will determine if clothing disrupts/distracts the learning environment. If a student has been informed by an administrator that their attire does not meet school dress code the student will not be permitted to attend classes or school sponsored events until their clothing meets school standards. The following standards will be considered when making a decision regarding inappropriate clothing:

1. No undergarments may show at any time. This includes being visible through sheer fabrics.
2. Pants, skirts and shorts must appropriately cover the body and undergarments.
3. No clothing with significant holes or rips that reveal undergarments or do not appropriately cover the body
4. All shirts must come to the waistband of the pants (no part of the abdomen may show) and have a modest neckline.
5. No part of the clothing may allude to gangs, profanity, tobacco, drugs, alcohol, or have inappropriate sexual connotation.
6. No hats, bandanas, or hoods of sweatshirts. Headbands are to be worn only for hair management.
7. No outdoor coats are to be worn during the school day.
8. Footwear and clothing must afford appropriate protection in the event that a student must evacuate the building during any type of weather.
9. Students may not wear wallet chains, studded or spiked jewelry, or other accessories that can represent a safety threat.
10. Costumes or other attire that is outside of social norms will not be permitted as it represents a distraction to the learning environment.
11. Athletic uniforms that are worn during the school day must meet dress code.

Student Conduct Code

State Mandated Expellable Offenses:

- **Student possesses a dangerous weapon in a weapon free school zone (on school property, in a school vehicle, or at a school event).**
- **Student commits arson (attempting to burn or set fire) in a school building or on school owned property.**
- **Student commits criminal sexual conduct in a school building or on school property. Criminal sexual conduct can include consensual sexual contact between any individual and a person who is under the age of 16.**

Conduct Detrimental to the Normal Function of School:

Any violation of state statute, Board of Education policy or social norms will result in disciplinary measures up to and including detentions, suspensions or expulsion. This clause covers all unacceptable behaviors not specifically listed in this handbook.

Grandville Middle School Code of Conduct

List of Infraction Behaviors and Possible Consequences

Misconduct Behavior	Discipline Procedure
Academic Dishonesty: Students found to be guilty of plagiarism or “cheating”	1. Notify parents 2. Student could receive a “0” for the assignment and/or 1-3 detentions 3. detentions NOTE: Possible ISS/OSS depending on the severity
Aggressive/Dangerous Behavior: Any conscious, physical act that is considered to be dangerous. Examples: pushing, shoving, kicking, rough play, throwing objects, etc.	1. Notify Parents 1 st Offense: 1-3 detentions or possible ISS 2 nd Offense: 3 detentions or possible ISS 3 rd Offense: Progressive Discipline including ISS/OSS
Alcohol or Drugs (Possession/Under the Influence): Use or possession, of alcohol, illegal drugs, or look-alike drugs while in school, on school property, on or at a school-related function	1. Notify parents 2. Police Referral 1 st Offense: 10 days OSS--Reduced to 5 days with evidence of being enrolled in an alcohol/drug counseling program 2 nd Offense: 10 days OSS and possible referral to BOE for expulsion
Alcohol or Drugs (attempting to sell or distribute): Selling or buying or attempting to sell or buy any alcohol, illegal drug, or look-alike drug, while in school, on school property, on or at a school-related function.	1. Notify parents 2. Possible police referral 3. 10 days OSS & possible referral to BOE for expulsion.
Arson: Purposefully setting fire (or attempting to set fire) to school property, people or belongings	1. Notify parents 2. Immediate suspension pending a hearing which may lead to an expulsion pursuant to PA 328 of 1994; MCL 380.1311
Assault (<i>physical- student vs. student</i>): An unprovoked attempt to cause another person great physical harm (not a fight).	1. Notify parents 2. Possible referral to police 1 st Offense: 3-10 days OSS 2 nd Offense: 5-10 days suspension or referral to BOE for expulsion
Assault (<i>physical- student vs. staff</i>): Intentionally causing or attempting to cause great physical bodily harm to a staff member or any adult working for Grandville Public Schools. Assault Verbal: (see threat of violence)	1. Notify Parents 2. Possible police referral 1 st Offense: 1-10 days OSS Possible referral to BOE for expulsion
Cigarette/Tobacco/E-Cigarettes/Vaping- Possession: (excluding marijuana) Possession of cigarettes, vaping device, chew, snuff, and/or any tobacco product while in school, on school property, or at a school-related function.	1. Refer to police 2. Notify parents 1 st Offense: 1-3 days suspension 2 nd Offense: 3-5 days suspension and/ or possible referral to BOE for possible expulsion 3 rd Offense: 5-10 days suspension and/ or possible referral to BOE for expulsion
Defiance of Authority/Insubordination: Any behavior that is considered disrespectful to an adult (Example: refusal to follow a reasonable adult request, talking back to a staff member in a rude manner, display of poor attitude,	1. Teacher notifies parent 1 st Offense: 1-3 detentions 2 nd Offense: 1-3 Days ISS, meet w/ student coach Further Offenses: Progressive Discipline , Parent meeting, etc. NOTE: Inappropriate language toward a staff member (see “Profanity Directed at a Staff Member”)

Misconduct Behavior	Discipline Procedure & Penalties
<p>Disobedience (persistent): The continual and purposeful failure to follow the directives of school personnel and/or abide by the Grandville Middle School Conduct Code.</p>	<p>1. Notify parents 2. 1-3 days OSS 3. Possible referral to the BOE for possible expulsion</p>
<p>Dress Code Infraction: Inappropriate dress at school.</p>	<p>1st Offense: Referral to office between classes-Student will be asked to change, or call home for a change of clothes Further incidents: will result in progressive discipline including detention, and/or ISS/OSS</p>
<p>Electronic Devices (possession/use): Any use of an electronic device to send messages, make calls, take photographs of or otherwise record individuals at school inappropriately <u>All devices must remain off and out of sight after the start of the day (7:53 AM).</u></p> <p>Head Phones: Students should not have headphones on in the hallways or cafeteria, after the start of the school day (7:53 AM). Students can use headphones during class only if the individual teacher approves it on a specific day or time and only with a school provided device (See electronic devices policy above).</p> <p>Students seen with headphones out in the hallway or cafeteria during school hours will result in confiscation for the remainder of the day. Further incidents will result in progressive discipline.</p>	<p>1st Offense: Device is confiscated for remainder of day for retrieval by student. 2nd Offense: Device is confiscated for remainder of day and must be picked up by a parent. 3rd offense: Confiscation of the device, parent pickup and 1 day ISS Further incidents: will result in progressive discipline including detention, and/or ISS/OSS</p>
<p>False Alarms:</p> <ul style="list-style-type: none"> Bomb Threats (or false bomb threats) Tampering with/or pulling of fire alarm Tampering with a fire extinguisher 	<p>1. Refer to police 2. Notify parents 3. Minimum 10 days suspension 4. Possible Referral to BOE for expulsion</p>
<p>Fighting: Engaging in physical violence with/against another person or persons.</p> <p>NOTE: Fight watchers and/or encouragers may also be disciplined. Videotaping and/or “posting” of fights is strictly prohibited and will result in discipline up to and including expulsion.</p>	<p>1. Notify Parents 1st Offense: 3-5 days OSS 2nd Offense: 5-10 days OSS 3rd Offense: 10 days OSS and possible referral to BOE for expulsion Any infractions of fighting will include possible use of Restorative Justice Strategies.</p>
<p>Harassment, (Includes Intimidation, Bullying, Cyber Bullying, Sexual Harassment, Stalking, Racial Slurs, Etc.): 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, color, race, 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. <i>Examples: Verbal threats, intimidation, name calling, letters that are threatening or humiliating, taunting words or gestures (verbal, and through electronic devices), spreading rumor both verbally and through electronic devices, passing inappropriate photos of others (in person or electronically), negative statements related to race, etc.</i></p>	<p>1. Notify Parents 1st Offense: 1-10 days OSS Possible Police Referral Possible Use of Restorative Justice Strategies 2nd Offense: 1-10 days OSS Possible Police Referral Possible Use of Restorative Justice Strategies Counseling Referral Possible referral to police and/or BOE for expulsion</p>
<p>Inappropriate Use of School Technology: Any misuse of school computers or related technology such as: attempting to view or viewing, printing or copying materials deemed as inappropriate, profane, sexual or unethical, damaging technology due to careless behavior, illegally downloading</p>	<p>1. Notify parents 1st Offense: 1-3 detentions and/or ISS/OSS Further Offenses: Indefinite loss of internet access to be reinstated only with administrative approval Note: The 1st offense could warrant indefinite loss of access.</p>

information or materials, using profanity while word processing, also includes the use of school technology for cyber bullying .	
Misconduct Behavior	Discipline Procedure & Penalties
Indecent or Gross Misconduct: Student conduct that is viewed as lewd, sexual or that poses a health and/or safety risk while at school or a school sponsored activity.	1.Notify parents 2. 1-10 days ISS or OSS with possible referral to BOE for expulsion Further infractions will result in progressive discipline which may include possible expulsion
Malicious Destruction (Vandalism): Intentionally defacing, destroying or damaging the property of another student or the school district.	1.Notify parents & Possible referral to police 2.Minor damage: Conference w/ admin., 1-3 detentions 3.Full restitution for damaged/destroyed property 4.Significant damage: 1-10 days OSS Note: Administrator will determine if behavior warrants OSS. 5.Possible referral to BOE for expulsion
Nuisance/Prohibited Items (possession/use): Any object that is considered disruptive to the education process (Examples: lighters, squirt guns, matches, lasers, prank items, continual possession of a bag or back pack in class, etc.)	1 st Offense: Confiscate item 2 nd Offense: Notify Parents-Confiscate item 1-3 detentions & Possible ISS-OSS
Profanity/Obscenity: The use of inappropriate or offensive language, whether written or spoken; also includes actions, gestures, or artwork.	1.Notify parents 1 st Offense: 1 detention 2 nd Offense: 1-3 detentions 3 rd Offense: 1-3 days ISS
Profanity Directed at a Staff Member: Directing inappropriate or offensive language toward a staff member, whether written or spoken; also includes actions, gestures, or artwork.	1.Notify parents 1 st Offense: 1-3 days OSS 2 nd Offense: 3-5 days OSS, meeting w/ parent, teacher 3 rd Offense: 5-10 days OSS & Possible referral to BOE for expulsion Multiple Offenses would also trigger the development of a student behavior plan
Public Display of Affection Physical behavior that is distasteful or offensive to staff and/or students while at school. Examples: Holding hands, hugging, kissing, etc.	1.Notify parents 1 st Offense: Verbal Warning & possible detention 2 nd Offense: 1-3 detentions 3 rd Offense: 1-3 days ISS
Sexting: The electronic transmission of sexual messages or pictures, usually through cell phone text messages. 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 of possession of child pornography.	1.Notify parents 2.Possible police referral 3.Suspension up to 10 days ISS/OSS. 4.Possible Referral to BOE for Expulsion.
Skippping (Truancy): Failing to attend a scheduled class without parent or staff permission	1.Notify Parents 1 st Offense: 1Detention for each hour that was missed 2 nd Offense: 1 Detention for each hour that was missed 3 rd Offense: 1-3 days ISS & Parent meeting
Tardies (unexcused): Coming to class after the scheduled start time and without any documentation excusing the action.	1st-3 rd Tardy: Teacher Verbal Warning 4 th Tardy: Notify Parents-1 detention 5 th Tardy: Notify Parents-2 detentions Further tardies will result in progressive discipline including ISS & Parent Meeting to develop an attendance plan of action.
Theft/Stealing Possessing or attempting to possess Stolen Property: Taking from another without right or permission, or accepting or buying property that was obtained illegally	1.Notify parents & Possible referral to police 2.Full restitution or return of stolen property 3. 1-3 Detentions or possible suspension up to 10 days 4.Possible referral to BOE for expulsion NOTE: <u>Thefts involving minor property items</u> may result in the use of Restorative Justice Strategies

Misconduct Behavior	Discipline Procedure & Penalties
<p>Threat of Violence: (toward student or staff) Making verbal or written threats of violence towards a student or staff member <i>NOTE: An administrator will work with staff to determine if the behavior was a legitimate threat.</i></p>	<p>1. Notify Parents 2. Possible police referral 1st Offense: 1-5 days ISS and/or possible OSS 2nd Offense: 1-10 days OSS with possible referral to BOE for expulsion</p>
<p>Weapon (Possession of a dangerous weapon): Possession of weapons or objects that can do bodily harm or possession of objects intended to represent a weapon or explosive device are prohibited. This policy also prohibits all persons from possessing a firearm (including air and gas) or any other item used or designed to inflict bodily harm and/or intimidate others. In addition, look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report dangerous conditions are prohibited (Board Policy 5772).</p>	<p>1. Notify Parents 2. Possible police referral 1st Offense: 1-10 days suspension & possible referral to BOE for expulsion. 2nd Offense: Referral to BOE for expulsion</p>

Bullying and Other Aggressive Behavior toward Students

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.

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 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. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

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.

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.

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 official. Complaints against the building principal should be filed with the Superintendent.

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, and exclusion for parents, guests, volunteers and contractors. Individuals may also be referred to law enforcement or other appropriate officials.

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

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.

Board Policy 5517.01

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)

GMS Clubs and Groups

- Student Council
- Be Nice Committee
- Peer-To-Peer
- Quiz Bowl
- Art Club
- French Club
- Science Olympiad
- Robotics/Vex