

Okemos Public Schools



Kinawa 5-6 Student and Parent Handbook

2018-2019

Welcome to Kinawa 5-6!

Dear Kinawa Families:

It is an honor and pleasure to welcome you to Kinawa, home to all fifth and sixth graders in the district. Kinawa is a wonderful school filled with hard working students, supportive parents and a professional staff.

At Kinawa, interdisciplinary teaming provides our students with the supports they need to continue to develop as healthy, independent, confident and successful learners. Interdisciplinary teaming creates a "school within a school" where teams of teachers are responsible for delivering academics to a specific group of students.

Kinawa has a designated "homeroom", where students receive important announcements and organize for the day. This experience benefits students and teachers by providing them with the opportunity to talk about academic or social issues. Having a teacher who knows and cares for students personally can make a huge difference in the lives of middle school students. Advisory programs, like homeroom day, help teachers advocate for children and help us meet the needs of our students. The result- Kinawa feels smaller for students and teachers, and teachers are more aware of the uniqueness of each child.

Our teachers are sensitive to the different learning styles of students and use a variety of instructional strategies to engage all learners. Special education staff, the T.A.S.K. program, and the English language learner program provides directed assistance programs for kids who have special learning needs or may be at risk.

Kinawa provides students with the opportunity to branch out and experience success outside of the core academic classes. Kinawa offers an exciting exploratory program designed to provide students with exposure to a number of topics ranging from technology, art, foods, to band, orchestra and choir.

Kinawa is truly a special place. Much care and planning goes into programming for our students. At Kinawa, we strive to make school a memorable and positive time in the lives of our students. With understanding and support, we believe that each child in our care will grow into a confident learner that displays academic and social excellence.

I proudly welcome you to Kinawa! If I can be of further assistance please call me at (517) 706-4701 or email me at steven.stierley@okemosk12.net.

Respectfully,

Steve Stierley

Ms. Catherine Ash, Interim Superintendent
Mr. John Hood, Assistant Superintendent of Instruction
Ms. Cheri Meier, Assistant Superintendent of Human Resources

Okemos Public School Mission Statement

"Together...Educating with Excellence,

Inspiring Learners for Life."

Kinawa 5-6 School

1900 Kinawa Drive, Okemos, Michigan 48864

Main Office: (517) 706-4702

Attendance/Guidance Office: (517) 706-4706

Fax: (517) 347-9824

Office Hours

8:00 am - 4:00 pm

School Hours

8:45 am - 3:30 pm

Student Entry Hours

8:20 am – 8:40 am

(designated area)

Student Exit Hours

3:30 pm – 3:45 pm

Early Release Day School Hours

8:45 am – 1:35 pm

(Lunch is served)

Half Day School Hours

8:45 am – 11:55 am

(No lunch is served)

Student Hallway Hours

8:30 am – 8:45 am

Mr. Steve Stierley, Principal

Mrs. Andrea Hallead, Assistant Principal

Mrs. Lisa Bowen, (Main Office) Administrative Assistant to the Principal

Mrs. Sue Williams, (Guidance Office) Registrar/Attendance/Guidance Secretary

Mr. Tim Case, Counselor

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ACADEMIC INTEGRITY

Academic integrity requires high standards of personal achievement, ethical conduct and academic honesty. It creates an academic environment in which a student's search for knowledge is a true and honest reflection of that effort.

Level I – Violation

1. Submitting another's assignment as one's own
2. Knowingly allowing another student to use an assignment or test to submit as his or her own
3. Looking at another's test or essay and submitting the work as one's own
4. Knowingly assisting another student to misrepresent the content or authorship of his/her school work
5. Using any type of notes or technology without teacher approval
6. Plagiarism, including but not limited to:
 - Quoting or paraphrasing directly all or part of someone else's written or spoken words without documentation within the body of the work.
 - Presenting an idea, theory, or formula originated by another person as one's own.
 - Using information, which is not common knowledge, including statistics and demographics, without documenting the source.
 - Copying or pasting from the Internet or another document material that is not one's own without documentation from the source.

Level I violations of the Academic Integrity Policy will be addressed by the classroom teacher.

Level II Violation

1. Unauthorized possession, use and/or theft of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering teacher records.
2. Level II violations of the Academic Integrity Policy will be addressed by the teacher and administration. Conference, Suspension of up to 10 school days

District Network Resources and Internet Safety - Regulations

R6300

ACCEPTABLE USE POLICY

All users of the District Network Resources must comply with the following regulations, which have been specifically established to protect our educational community and the district's networks.

1. Computer Network:

- A. A network account is provided for **educational purposes only**.
- B. Acceptable Network use by district students and staff include:
 - 1. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research.
 - 2. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, email and web pages that support education and research.
- C. A network account is to be used only by the authorized user. The sharing of logins, passwords or accessing in another user's accounts and/or data is prohibited.
- D. Users are expected to abide by the generally accepted rules of Network Etiquette (Netiquette) Including:
 - 1. Be polite. Do not send abusive messages or ones containing inappropriate language.
 - 2. Do not reveal your personal information (address, social security number, phone number, etc.) or that of other students/colleagues.
 - 3. Do not wastefully use finite resources (paper, network/email storage space, etc.)
 - 4. Do not use the network in such a way that you would disrupt the use of the network by others.
- E. Email/Social Media/Messaging may not be used to spam, advertise/sell personal property, for commercial activities, or for political lobbying for personal gain. Messages relating to or in support of illegal activities will be reported to legal authorities.
- F. Uploading, downloading or transmission of material, information, or software in violation of any district policy or federal, state or local law or regulation is prohibited and may be reported to legal authorities.
- G. Users may access educational materials for school use via the Internet. Compliance with Copyright

notices and/or Terms and Conditions pertaining to a website is required. Plagiarism, in any form, is prohibited.

- H. Non-educational, inappropriate communication including, but not limited to, instant messaging, network messaging, and chat rooms, is prohibited.
- I. Accessing, transmitting, submitting, posting, publishing, or displaying any inappropriate or illegal material including, but not limited to, defamatory, inaccurate, abusive, obscene, profane, sexually oriented, bullying, threatening, racially offensive, or harassing is prohibited and may be reported to legal authorities.
- J. Student network files may be purged at the end of the school year. It is the student's responsibility to back-up any files he/she wants to retain.
- K. The network account, email account and network files of a user who leaves the district may be deleted. It is the student's responsibility to backup any files he/she wants to retain.
- L. The Children's Online Protection Privacy Act requires website operators to obtain parental consent before collecting information from children under the age of 13. In certain instances, the District may act as an intermediary and provide the required parental consent on behalf of a student when the website is used for educational purposes
- M. A staff member wishing to design and publish a web site must read and adhere to the district's Web Page Development Guidelines and Policy.

2. Equipment:

- A. The user will utilize district hardware (computers/printers/scanners, etc.) with care. Food, drink and candy must be kept away from any hardware.
- B. To protect logins/files, users must restart or shutdown the computer after use or when the computer will be unattended for a period of time.
- C. Users are always responsible for their assigned device. Users must take appropriate security measures at all times such as setting a passcode and/or logging out when necessary.

3. Security:

- A. It is the responsibility of every user to notify a staff member or administrator who, in turn, must notify the

Department of Media & Technology if the District Network Resources policy violation or security problem involving the District Network Resources or Internet is identified. The user must not in any way communicate and/or demonstrate the problem to others.

- B. Attempting to login to the network as any other user or disclosing another user's login and password is prohibited.
- C. Any user identified as a security risk or having a history of technology violations may be denied access to the District Network Resources.

4. Software:

- A. Downloading of unlicensed, malicious, illegal or inappropriate software from the Internet is prohibited and may be reported to legal authorities.
- B. Unauthorized copying, use or altering of licensed or copyrighted software is prohibited.

5. Tampering:

- A. Tampering with, or activities that threaten, the integrity and/or security of any network, computer operating system, software or materials (including, but not limited to, hacking into the District network(s), downloading or installing files that will compromise the network(s), dual booting devices, removal of district computer policies, removal of anti-virus software, transmission of worms, viruses and other malicious codes, and accessing any device or data without proper authorization) is prohibited and may be reported to legal authorities.
- B. Any attempt to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content).

6. Internet Safety

- A. In compliance with CIPA (Children's Internet Protection Act passed by Congress on 12/15/00) Internet filtering is in place for every networked computer to prevent access to inappropriate material on the district network. Internet filtering is provided by the district, both in and outside of the school setting for students. It is impossible to control access to ALL material on the Internet. The OPS firmly believe that the availability of valuable information and the potential for interaction on the Internet far outweigh the possibility that users may be exposed to material not consistent with the educational goals of the Okemos Public Schools. Furthermore, during student Internet use in school facilities, District staff will make reasonable efforts to supervise student access and use of the Internet.
- B. To help ensure student safety and citizenship in online activities, students and staff will be educated about:

1. Appropriate online behavior.
2. Safety and security while using email, chat rooms, social media, and other forms of electronic Communications.
3. The dangers inherent with the online disclosure of personally identifiable information.
4. The consequences of unauthorized access (e.g., “hacking”) and other unlawful or inappropriate activities.
5. Cyberbullying awareness and response.

7. Video Network:

- A. All programming to be aired over the district's broadcasting system must be approved by the Department of Media & Technology.
- B. Programming which may be in violation of someone's civil rights, or that is discriminating in nature or content, or inappropriate for the educational audience is prohibited.
- C. Inappropriate language or behavior is prohibited from Okemos Channel programming.
- D. Student programming and use of equipment must be adult supervised at all times.
- E. Copyrighted materials or programming must be used in accordance with district policy and applicable laws.

8. Student Personal Learning Devices (PLD)

The Personal Learning Devices are a critical component of the classroom instruction as we move forward; therefore students do not have the option of declining a district provided device. Students will be required to use their school issued device during the school day to provide continuity for classroom instruction. The intent is for students to use the devices both in school and at home. Additionally, students are required to use school-provided Google accounts for classroom assignments.

A. Bringing the Device to School:

1. It is expected that students will have their fully charged device at school each day. Teachers will be designing their lessons and classrooms based on students having access to their device.
2. If students fail to bring their device to school or bring it uncharged, they are responsible for getting the course work completed as if they had their device present and working.
3. If a student repeatedly fails to bring their device to school, they may be required to turn in and check out their device from school.

B. Student Use in Classrooms:

1. Use of the device in the classroom is at teacher discretion.

2. Students are expected to take their device to each class each day unless told differently by the teacher.
3. Devices in the classroom are to be used for teacher approved educational purposes only.
4. The use of ear buds/headphones and other accessories in class are at teacher discretion. Ear buds/headphones will not be provided by OPS.

C. General Care:

1. Treat this equipment with as much care as if it were your own property. Students may be assigned the same device for multiple years.
2. Do not attempt to alter, modify or upgrade the device in any way. Doing so may void the Warranty.
3. Any and all support or repair will be handled through the district. PLEASE DO NOT CONTACT ANY OUTSIDE VENDOR (i.e., Geek Squad, device manufacturer) FOR REPAIR OR SUPPORT ISSUES.
4. Do not remove or interfere with the serial number or any identification placed on the device.
5. Keep the equipment clean. For example, don't eat or drink while using the device. *It should be noted that liquids cause immediate damage to electronics.
6. Do not put stickers or use any type of markers on the device.
7. District issued carrying cases and/or device covers must be used at all times.
8. Close the device when it is not in use or it is being transported.
9. Never use a chemical to clean the screen or keyboard (i.e. Windex, bleach wipes). Use a soft, dry, lint-free cloth when cleaning the device.
10. Do not lean on the top of the device or put excessive pressure on the screen.
11. Device should always be stored in a safe, secure location. Avoid extreme temperatures.
12. Unattended devices found by staff will be moved to a designated location in the building.

D. Student Printer Use:

1. Use of a school printer is for educational purposes only and will be at the discretion of the teacher.
2. Installing a printer for home use is allowed.

- E. Prohibited Areas: Use of the device is prohibited in the following areas/situations:
1. Locker Rooms
 2. Bathrooms
 3. The cafeteria
 4. Areas used for the purpose of changing clothes
 5. Any other areas as designated by administration
- F. Device Camera/Recording:
1. Users shall not capture, record, transmit or post images, audio, or video of a person or persons unless provided with authorization by a teacher or administrator in compliance with OPS policies and procedures. This applies both in and out of the school setting.
 2. Use of any recording, video or camera functions without a subject's consent is strictly prohibited.
- G. Device Problems:
1. It is the student's responsibility to report device issues as soon as they occur.
 2. The student must take the device to the designated technical support location as soon as Possible.
 3. If the device cannot be fixed immediately, the student may be issued a different device to use on a temporary basis.
- H. Discipline:
1. Violations of the Student Code of Conduct (i.e., cheating, harassment, illegal activity, inappropriate images and content, etc.) that involve the use of any electronic device will be handled by administration as outlined in the Student Handbook. Loss of electronic device privileges up to and including confiscation of the device may accompany discipline for the offense. Failure to surrender and allow access to any electronic device upon request from a staff member is considered insubordination and will be handled by administration as outlined in the Student Handbook.
 2. Please refer to district Code of Conduct Policy #5144 for further details regarding electronic communications and student expectations

I. Device Damages and Care/Loss or Theft of Devices:

1. In the event of damage to the device not covered by the warranty, the student and parent/legal guardian may be billed for the damages.
2. Repeated damage offenses may result in the parent/legal guardian being billed for the damages and/or loss of the device for the remainder of the year (a daily check out device will be provided).
3. The administration has the authority to waive or modify charges if the cause of damage is judged to be beyond the student's control.
 - o Devices that are lost or stolen need to be reported to the school's main office immediately.
 - o If a device is stolen or vandalized while not at an OPS sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible.
 - o If a device is lost or stolen, the student may be financially responsible for its replacement. The student may also lose the right to take future devices home.

Lost, damaged, or stolen devices in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent/guardian. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.

J. Checking Out and Returning a Device at the End of the Year:

1. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a device, case and AC charger.
2. Devices will be returned at a specified time at the end of the school year so they can be checked for serviceability.
3. It is the student's responsibility to maintain the power adapter and cable.
4. The student or parent/or legal guardian will replace lost or damaged power adapters or cables with the same model. It is recommended that students NOT use the prongs on the charger to

wrap the power cord, as over time, this has proven to damage the cord.

5. If a student transfers out of the OPS during the school year, the device must be returned at that Time.
6. This equipment is, and at all times remains, the property of OPS and is herewith loaned to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the device and may lead to disciplinary action.

9. **Disclaimer:**

The Okemos Public Schools makes no guarantees of any kind, whether expressed or implied, for the District Network Resources or the device. The Okemos Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. OPS staff and Board of Education members are released and indemnified from:

- A. Any damages users may suffer including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, interruptions in service, or other reasons.
- B. Any fees, expenses or damages a user incurs as a result of use, or misuse, of the District Network Resources. The district retains the right to seek monetary restitution from the user.
- C. Any claims, causes of action and damages of any nature arising from the use, or inability to use, the District Network Resources.
- D. Unauthorized financial obligations, identity theft or fraud resulting from District-provided access to the Internet and/or email.

Terms and Conditions:

All Terms and Conditions as stated in this document are applicable to the Okemos Public School District. These Terms and Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These Terms and Conditions shall be governed and interpreted in accordance with the laws of the State of Michigan, and the United States of America. These Terms and Conditions are subject to change with proper notification to the registered users.

Regulations: July 29, 2014

AFTER SCHOOL/EVENING ACTIVITIES

Students should remember that they represent Kinawa 5/6 and are to exhibit positive behavior during after school and evening activities, field trips, athletic events, music programs and other related trips or activities. School rules and procedures apply to after-hours school-sponsored activities where staff supervision is provided. In addition, school rules apply to all activities on school property at all times (i.e., playgrounds, athletic fields, etc.) A violation of school rules and procedures at these events may result in a warning, a parent-administrator conference, a detention, suspension or expulsion. Specific action taken may vary on a case by case basis dependent on the nature of the offense, previous offenses, and the gravity of the situation.

The interest and support of students for each other at school and district events is greatly appreciated. To keep these events safe and orderly for everyone, parents are expected to provide adult supervision for their children at evening events.

Most activities are scheduled after school or in the evening. Students must make prior arrangements for transportation.

STUDENT RULES FOR SCHOOL ACTIVITIES

- Appropriate school behavior, as outlined in the student handbook, will be expected at all times.
- Respect for adult supervisors will be required at all times.
- You will not be readmitted once you leave a function
- Only the food and beverage provided by the activity sponsors will be allowed at the activity.
- Admittance will be denied to anyone who is suspected of being under the influence of any illegal substance.
- Students who are suspended from school that day may not attend evening or after school activities.

Failure to comply with the rules may result in:

- Notification of parent or guardian.
- Suspension from the next activity.
- Habitual offenders will be excluded from future activities
- Possible loss of participation in field trips, school activities, or end of the year trips.

ANIMALS/PETS

Animals with feathers and fur are not allowed at Kinawa 5-6. With advanced permission from the classroom teacher or administrator, family pets with feathers or fur can still be brought in on special occasions. Pets allowed in school must be confined in the appropriate cage/container or be leashed.

ATTENDANCE

Absences – Call 706-4706

The parent/guardian must call the guidance office and give the following information when a student is absent. You may leave a message on 706-4706 24/7.

1. Student's first and last name, teacher and grade
2. Reason for absence

If the school does not receive a call by 9:30 a.m. The parent/guardian will receive an automated phone message stating their child has been marked absent. Leaving your child's classroom teacher a message regarding their absence is not sufficient for reporting an absence. Please call the guidance office, 706-4706.

If a phone is not available, the student must bring a note from home explaining the absence when he/she returns to school.

To promote a positive learning environment, we expect all families to have their students in school and on-time in the morning. The administration may require a note from a doctor for excusing prolonged absences.

Parents should excuse 1st hour absences only for appointments and emergencies. Oversleeping may be considered an absence. Twelve absences may result in referral to the Ingham County Truancy Court.

Arriving Late (Sign In Procedure)

When a student arrives at school after 8:45 a.m he/she must go to the guidance office to sign in. The student must be marked tardy unless a parent or guardian signs him/her in, sends a note or calls the guidance office excusing the tardy.

Leaving Early (Sign Out Procedures)

In order for a student to leave school early a parent/guardian **must sign out the student in the guidance office**. You must give the guidance office at least 5 minutes to locate your child upon arrival to check them out. Kinawa has over 700 students so it is not possible to call ahead and have your child waiting.

Missed Assignments/Work

If your child has been absent from school for more than two days, call the guidance office before 9 a.m. on the third day to arrange for assignment pick-up. Twenty-four hour notice, to gather assignments, is necessary since staff is teaching during the school day. Assignments can be picked up in the guidance office after school.

Extended Absence Policy

Students leaving school for more than one week will not be provided with assignments. Parents may request textbooks; however, the responsibility for learning lies with the parents.

BEHAVIOR OF STUDENTS

Students at Kinawa are expected to follow the Kinawa Cares guidelines. C.A.R.E.S. is an acronym that we want all of our students to be able to explain:

- (C) Cooperative
- (A) Accountable
- (R) Respectful
- (E) Empathetic
- (S) Safe

We strive for these five words to help us create the kind of school in which all students can do their best to learn.

We will make our expectations clear by teaching the kids how to reach them and celebrating successes when we catch them doing things right.

As a part of the process, we will gather data on student disciplinary issues so we can better address causes and areas of concern school wide.

We want our students and parents to know that “Kinawa Cares.”

IN THE BUILDING

Behavior in the building must provide for the safety of everyone and should not interrupt the classes in session. Students are expected to:

- Walk, not run.
- Maintain a reasonable tone of voice.
- Avoid disturbing classes in session.
- Keep the restrooms clean and safe.
- Refrain from throwing and kicking objects in the building.
- Keep all areas clean and free of litter.
- Refrain from marking on walls, lockers, furniture and other people.
- Refrain from having food or drink in the halls at any time.

- Obey any reasonable request from any staff member.
- Use appropriate language, which excludes racist, sexist, or obscene words.
- Use hall passes at all times.

IN THE CLASSROOM

Kinawa Students are expected to:

- Come to class prepared.
- Be in the classroom on time.
- Stay in class until dismissed by the teacher.
- Use appropriate language.
- Be respectful.

In each class, the teacher is the educational leader and is there to help you learn through a variety of activities. Each teacher and class is somewhat different, but each of your teachers will let you know what they expect you to do and how they expect you to behave.

Students should maintain expected behaviors when they are with a substitute teacher, aide, or other adults.

To leave the classroom, ask permission from your teacher, stating the reason you need to leave the room and the place you are going. The teacher will give you a pass if he/she considers your reason for leaving to be necessary. Go directly there and return directly to class without other stops that were not agreed to by your teacher. Failure to follow the teacher's specific directions may result in loss of this privilege.

DURING LUNCH

Students are not allowed to leave school grounds during lunch period unless a parent or guardian signs them out at the guidance office.

Students are expected to abide by all school rules in the cafeteria, otherwise loss of cafeteria privileges, or other disciplinary consequences may be assigned.

- Walk at all times.
- Use a normal tone of voice. Screaming, shouting, crude and profane language or actions are not permitted.
- Cutting in line, pushing, shoving, grabbing, hitting, and wrestling are not permitted.
- Purchase food only for yourself.
- Eat only while seated at a table. Sitting on tables is not permitted.
- Do not overcrowd tables.
- Throwing or playing with food or containers is not permitted.

- Clean off tables when finished. Neatly dispose of garbage in the containers provided. Pick up food or containers dropped on the floor.
- Do not block doorways or walkways.
- Keep all food and drink in the cafeteria.
- Follow emergency procedures when directed, including keeping quiet when the lights in the cafeteria are turned off.
- Follow directions of supervising personnel. Provide supervising personnel with your identity when requested.
- Get permission from supervising personnel to leave the cafeteria.
- Lunch recess rules are to be observed. Students who do not obey these rules may lose the privilege of eating in the cafeteria, playing games in the hallway, using the library or using the gym.

OUTSIDE THE BUILDING

The area around the building is designed for students to enjoy during supervised times, such as gym class, lunch and recess.

1. Students may use the mowed area on the north side of the building or the recess area on the west side of the building.
2. The woods, railroad tracks, pond, creek, and other areas are off limits unless you are supervised by a staff member.
3. Bicycles must be kept locked in the rack during school hours. Students are not allowed near the bike racks during school hours.
4. Snow/ice are not allowed to be thrown on school property. Pupils found throwing snow/ice will be subject to disciplinary action and liable for any damages caused by doing so.

AT ASSEMBLIES AND PERFORMANCES

Behavior expectations for students at performances and assemblies are:

1. Be quiet before, during, and after the performance. Whistling, booing, and yelling are not acceptable behavior.
2. During the school day, you will sit with a teacher in an assigned area and remain in your seat at all times.

Prohibited Behaviors

I: STUDENT EXPECTATIONS

The following list of student expectations is not all-inclusive, but provides the basic code of student conduct:

1. Students are required to obey local, state, and federal laws. Unlawful behavior of any kind on school property or at a school activity is prohibited.
2. Upon Request, students are required to identify themselves to school personnel.
3. Students are required to cooperate with school personnel, including responding to questions or inquiries in a truthful, respectful manner.
4. Students are required to obey established school rules, regulations, policies, and procedures as well as obey reasonable directions or instructions of school personnel.
5. Students are required to adhere to behavior appropriate to the educational setting. Disruptive and inappropriate behavior (including the inappropriate display of affection) in the classroom, cafeteria, halls, school property, and on school vehicles, interferes significantly with the educational climate.
6. Students are required to use appropriate language in school. Abusive and offensive language as well as harassment and humiliation of others are prohibited.
7. Students are required to respect the individual rights of others.
8. Students are required to respect the property of others. Theft and damage to property will not be tolerated.
9. Students are required to respect authorship. Cheating, forgery, plagiarism and violations of copyright laws are not permitted.
10. Students are required to obtain permission before conducting sales in the buildings or on school property.
11. Students are required to follow school rules as outlined in the student-parent handbook for using vehicles on school property.

II: PROHIBITED ACTIVITIES

Involvement or participation in the following prohibited activities will result in disciplinary penalty. Other misconduct may also give rise to discipline. As used in these regulations, “At school” means “in a classroom, elsewhere on school property, 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 property.” See MCL 380.1310 and MCL 380.1311.

1. The use of abusive and/or obscene language or materials, including but not limited to the possession of pornographic or otherwise sexually offensive material.
2. The possession, sale, delivery, distribution, use of, and/or being under the influence of alcohol, inhalants, look-alikes, and other drugs, including the possession of paraphernalia or devices associated with the use of controlled substances. (See Board Policy 5131.6: Substance Abuse.)
3. Arson. Intentionally setting fire or attempting to set a fire or doing any act that results in the starting of a fire, or aiding, counseling, inducing, persuading, or procuring another to do such an act.

4. Assault (Physical) The Revised School Code defines "physical assault" as intentionally causing or attempting to cause physical harm to another through force or violence.

The Michigan Revised School Code requires school districts to suspend or expel for up to 180 school days a student enrolled in grades 6 or above who commits a physical assault at school against another student.

School districts are required to permanently expel a student enrolled in grades 6 and above who commits a physical assault at school against an employee, volunteer, or contractor.

5. Assault (Verbal/Written). Includes any intentional spoken or written threat or offer to do bodily injury to another by force, under circumstances that create a well-founded fear of actual harm. Suspension or expulsion, as determined by the Board or its designees, is also required when a student in grades 6 or above commits a verbal assault at school against an employee, volunteer, or contractor.

6. Blackmail, coercion or extortion. Forcing someone to do something against her or his will.

7. Bomb threat. Section 1311a(2) of the Revised School Code states: "if a pupil enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board, or the designee of the school board as described in section 1311(1) on behalf of the school board, shall suspend or expel the pupil from the school district for a period of time as determined in the discretion of the school board or its designee. MCL 380.1311a (2).

8. Bullying. Bullying shall be defined as any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly. This includes "relational" bullying, defined as persuading others to reject another student. (Policy 5193) Bullying can also be perceived as harassment and intimidation (see definition below).

9. Cheating, (Academic Integrity), forgery, plagiarism, and violations of copyright laws, including but not limited to copying assignments, tests, or exams; misrepresentation of authorship; unauthorized possession of school forms, test material, or teacher records; altering teacher records; falsifying phone calls.

10. Violation of the district's policies and regulations overseeing the use of computer equipment and computer networks. This includes such a gesture or written, verbal, or physical act that is reasonably perceived as motivated by a student's religion, race, color, national origin, age, gender, sexual orientation, gender identity and expression, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic. (See Board Policies 6300: Integrated Computer Network; 6301: District Video Network, and 6302: District Web Server and Web Page Development.

11. Use of Personal electronic devices (PEDS) unless permission has been granted in advance by the building administration. These items include, but are not limited to cell phone, smart phones, personal laptops/tablets, music player, personal digital assistant or any other device with inbound/outbound communication capabilities. Also, laser pointers, which can cause harm to a person and are not permitted on school property.

12. Criminal sexual conduct as defined by Michigan law (MCL 750.520 b-g), including but not limited to unwelcome sexual touching or sexual penetration by force or coercion. The Michigan Revised School Code

requires school districts to permanently expel students from all Michigan public schools who commit criminal sexual conduct at school (See Board Policy 5116.2: Sexual Harassment.)

13. Disruptive conduct that interferes with the educational process, the normal operation and functioning of the school, and/or school or school-related activities. This includes but is not limited to classroom behavior, hallway behavior, cafeteria behavior and unsportsmanlike behavior at any athletic event, whether home or away.

14. False Alarm. Intentionally setting a false alarm.

15. Fighting. This involves two or more individuals who are involved in physical contact with the intent to do bodily harm.

16. Possession, use or threat to use fireworks, explosives, bombs or bomb-like devices.

17. Harassment and intimidation. Any gesture or verbal, written graphic or physical act (including electronically transmitted acts) that a reasonable person, should know may have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act that is reasonably perceived as motivated by a student's religion, race, color, national origin, age, gender, sexual orientation, gender identity and expression, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic. This includes racial and ethnic slurs.

18. Hazing. The intentional, knowing or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the emotional or physical health or safety of the individual and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization (fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution). Hazing includes any of the following that is done for such a purpose:

a. Physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.

b. Physical activity such as sleep deprivation, exposure to the elements, confinement in a small space or calisthenics that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

c. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

- d. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
19. Insubordination. Refusal to obey established and well-defined rules and regulations; refusal to obey reasonable directions or instructions of school personnel; refusal to identify self to school personnel; refusal to leave school property at the request of authorized personnel; and/or any failure to cooperate with school personnel in the reasonable exercise of their duties.
20. Sexual Harassment. Including but not limited to unwelcome sexual advances, unwelcome requests for sexual favors or intimidating, hostile or offensive verbal, nonverbal or physical conduct of a sexual nature. (See Board Policy 5116.2: Sexual Harassment.)
21. Theft of or damage to an individual's property or school property. This includes breaking and entering, burglary (stealing of school or personal property), robbery (stealing from an individual), and/or possession of stolen property.
22. The possession of and/or use of tobacco in any form, on school property or at school-related activities. This includes cigarettes, cigars, pipes, chewing tobacco, e-cigarettes and vaporizers. (See Board Policy 1331: Use of Tobacco Products.)
23. Trespassing - being in an unauthorized area and/or refusing to leave school property at the request of authorized personnel. (See also "Insubordination.")
24. Unauthorized distribution or sale of materials on school property, including printed or written matter which, either by its content or the manner of distribution, will interfere with the proper and orderly operation and discipline of the school, cause violence or disorder, or constitute an invasion of the rights of others. (See Board Policy 6145.3: Distribution of Printed or Written Matter.)
25. Unlawful behavior of any kind at a school activity or on school property.
26. The possession and/or use of dangerous weapons. (See Board Policy 5146: Weapon-Free School Zone.) Michigan law requires the Board of Education to permanently expel a student who possesses a dangerous weapon in a weapon free school zone, which includes school property, and/or any vehicle used by a school to transport students to and from school property.

CALENDAR

The Okemos Public Schools calendar is published on the district website at:

<https://www.okemosk12.net>

Events specific to Kinawa are posted on our website at:

<http://www.okemosk12.net/kms>

CLOSING/DELAY OF SCHOOL

The Alert Now system will call all listed phone numbers for students if there is an emergency or school closing. The information for this system is taken from student emergency cards. In addition, the Okemos Public School district homepage will be updated to reflect school closures and other emergency information.

Local radio stations WJIM, WVIC, WITL, WKAR, WILS, WFMK, WHMI, WIBM, Q106, or TV channels WILX-TV, or WLNS-TV will indicate school closing information. Parents and guardians are responsible for knowing about emergency closings and delays.

If school must be closed during the day due to an emergency, all students will be released when the buses arrive to insure student safety.

COMMUNICATION

Kinawa understands the important role of communication between the school and families. We encourage parents to call or contact staff members when a concern or question arises.

Kinawa communicates with families by:

[Kinawa 5/6 School Messenger Broadcast E-mails](#)

Parents may share their email addresses with the school and receive Monday e-mail updates and other periodic email reminders and information.

[Kinawa Website](https://www.okemosk12.net/kms) <https://www.okemosk12.net/kms>

Teacher phone extensions, email addresses, websites and other valuable information may be found by visiting our site.

[PowerSchool \(Online Gradebook\)](#)

Parents may access a student's grades and attendance at anytime by establishing a Parent Portal account through PowerSchool. Information for establishing an account is shared with incoming families in the fall through the guidance office.

[Parent Teacher Conferences](#)

Conferences, held two times per school year (November and March), are held in the Kinawa gymnasium.

To schedule conferences, please visit the following link :
<https://www.myconferencetime.com/kinawa/>

- All conferences are in the main gymnasium , so travel time between conferences will not be an issue.
- Please only take one time slot per student, per teacher .

To schedule a conference with a single teacher:

<https://www.youtube.com/watch?v=r6EBcEdzyoA>

To schedule conferences for multiple students or with multiple teachers:

<https://www.youtube.com/watch?v=a0lch-r9T2l>

If you have additional questions about the scheduling of parent/teacher conferences, please contact the main office at 517-706-4702.

Report Cards

Report Cards are mailed home three times per year at the end of each trimester (November, March and June).

Curriculum Night

During the first few weeks of school, Kinawa will hold an evening event for **parents** to receive a basic overview of grade level programs and curricula.

COUNSELOR

The Kinawa guidance and counseling program is designed to enhance our students' academic, social and emotional development. We want to provide services which will ensure a successful educational experience for all students. Our program is delivered through individual counseling, small and large group lessons, consultations and referrals.

The counselors aid students, parents, and teachers by:

- Sharing information with you and your teachers, which will help you in your classes.
- Listening to any concerns which you may have and discussing alternatives with you.
- Administering a testing program so that you, your parents/guardians and your teachers have a better understanding of your abilities and achievements.
- Providing class lessons and/or small group experiences to examine school issues.

Bullying/Cyber-bullying (see Board Policy #5143)

Intimidation and/or threats to students or property, including but not limited to verbal abuse, physical abuse (written or artistic depictions of) or hurtful actions towards others. Abusive, obscene and threatening language as well as harassment and humiliation of others are prohibited.

Cyber-bullying is defined as the use of information and communications technologies such as, but not limited to e-mail, cell phone, instant messaging, defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

DELIVERIES/MESSAGES TO STUDENTS

Efforts to prepare your child for school by organizing all items and information needed in advance of the school day will help eliminate messages/deliveries as they are interruptions to instructional time. If there is an **emergency** and you must bring an item to school that needs to be delivered to your child, please:

- Bring the item to the table in the hall in front of the main office.
- Have your child's full name and homeroom teacher printed clearly on the item.
- Call the guidance office 706-4706 if you need a message relayed to your child. Students will be notified to pick up non-emergency messages via the TV monitors at various locations around the building.

DISCIPLINE OF STUDENTS

The following are the disciplinary actions which may be used by teachers and administrators to resolve problems of student misbehavior, while at school or on the way to or from school. Consult board policy 5144 for more detail.

IV: DISCIPLINARY PROCEDURES

Discipline that involves the levels of consequence defined in Section V below— loss of privilege, detention, suspension, and/or expulsion - will be instituted when a student engages in or is involved in misconduct. Most often, discipline procedures begin in the classroom and are then referred to the administration.

Classroom Progressive Discipline

Classroom teachers are expected to use a progressive discipline plan and upon request provide a written copy of this plan to the building administrator (provided in OEA teacher contract: "Student Discipline and Teacher Protection"). Components of such a plan include:

1. Explanation of established classroom rules, disciplinary procedures, and consequences.
2. Teaching, modeling, and practicing appropriate behavior.
3. Parent/guardian contact where a pattern of misbehavior exists or where there is extreme misbehavior.
4. Detention, at the secondary level, assignment of a before or after school session or loss of a privilege at the elementary level.

Specific classroom progressive discipline is outlined above.

Administrative Progressive Discipline

Progressive discipline will be utilized when students misbehave or engage in prohibited activities outlined earlier in these regulations. Progressive discipline will involve, but not be limited to, the following consequences:

First referral: Conference with the student. May include administrative contact with parent or guardian; mediation or conflict resolution strategies such as restorative justice concepts; detention; suspension; or expulsion.

Second referral: Conference with the student. May include administrative contact with parent or guardian AND Saturday school or suspension (in-school; out-of-school); may include expulsion.

Succeeding offenses: (considered persistent disobedience) Consequences may involve progressive suspension or expulsion.

V: CONSEQUENCES OF MISCONDUCT

The school district has a responsibility to protect the rights of individuals and fulfill its functions under state and federal law. Therefore, when, in the judgment of a school district administrator or designee, a student engages in serious misconduct such as described above, the administration may impose discipline, move to suspend or, depending on the seriousness of the matter, request the superintendent or Board of Education move to suspend or to expel a student.

Following are potential consequences of student misconduct.

A. MEDIATION, CONFLICT RESOLUTION, RESTORATIVE PRACTICES

Definition: In an attempt to change behavior, students who engage in misconduct may be required to participate in restorative practices in lieu of, or in addition to, suspension or expulsion. Restorative practices will typically be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

This includes conversations facilitated by an administrator, counselor, or teacher that focus on building common understanding of a conflict/situation through face to face dialogue in order to restore relationships and a sense of community.

Procedures:

1. A meeting is established for the students and the adult facilitator. (Depending on the severity of the incident, parents may or may not be notified.)
2. Three (3) key questions that guide the process are:
 - What happened?
 - Who was affected and how?
 - How do we make things right?
3. The level of success and personal accountability achieved through steps 1 and 2, as well as the seriousness of the misconduct will determine if further disciplinary action is warranted.

B. LOSS OF PRIVILEGE

Definition: In an attempt to change behavior, removing student privileges prior to more significant disciplinary actions may be used. These privileges may include, but are not limited to loss of recess, after-school athletic and/or extracurricular activities, in-house student activities, student field trips, and/or bus transportation.

C. DETENTION

Definition: Temporary placement of a student in a time-out area away from the classroom for varied amounts of time and/or assignment of a before-school or an after-school session for misbehavior in the classroom or other infraction of school regulations.

Procedures for Detention:

1. The student shall be informed of the specific misconduct that led to the action being taken.
2. The parent or guardian shall be informed of the type, length, and reasons for the detention.
3. When the teacher or administrator assigns a before or after school session as detention, the student will be presented with a detention notice which will state the nature of the offense and the number of sessions assigned. A copy of this notice will be sent to the parent/guardian.
4. The student will serve before or after school detentions within ten (10) school days of being presented the detention notice. If the detention is not served within the ten days allotted, additional detention will be assigned according to the student parent handbook. The school district will not be responsible for transporting a student home following an after school detention.

D: SUSPENSION

Definition: The temporary removal of a student from a class(es), school, and/or school-sponsored activities when, in the judgment of the building principal, the welfare of the student and/or student body and staff would best be served by keeping the student out of the class(es), school, or school-sponsored activities for less than 60 school days. Such removal from school shall occur only after school personnel have followed the steps listed in Procedures for Suspension Students under suspension are not allowed on any school property, in a school building, or admitted to any school function.

Factors to Consider before Suspending a Student:

Pursuant to state law, a teacher, an administrator, or the Board of Education, as appropriate, will consider the following factors before suspending a student from a class, subject, activity, or before suspending a student from school:

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the behavior
- Whether the behavior posed a safety risk
- Whether restorative practices are a better option
- Whether lesser interventions would address the behavior

Types of Suspension:

Short Term Suspension imposed by a building administrator for the remainder of the school day and/or up to one (1) to ten (10) days which may include extra and/or co-curricular activities.

Long Term Suspension from school attendance imposed by the superintendent or assistant superintendents for eleven (11) to fifty-nine (59) school days, which may include extra and/or co-curricular activities.

Extra/Co-curricular Suspension from participation in school-sponsored activities outside the normal school day. This consequence is generally to be used only when misconduct is related to extra or co-curricular activities.

In School Suspension from class(es) but attending school; student spends the time in a detention room/area.

Saturday School In-school program for secondary students consisting of supervised study time on a Saturday from 8:00 a.m. to 12:00 noon.

Snap Suspension Removal from a class, subject or activity up to one school day. (See board policy 5114: Snap Suspension.)

Procedures for Short Term Suspension:

1. The student shall be informed of the specific charges that have led to the action being considered.
2. The student shall have the opportunity to present any relevant information that will support the defense.
3. The parent or guardian shall be contacted as soon as possible and informed of the type, length, and reasons for the suspension. Arrangements should also be made concerning the steps necessary and the conditions to affect the student's return.
4. The appeal process will be documented in the Student/Parent Handbook.
5. Short term suspensions of three to ten (3-10) school days) may be appealed following the procedures below:

Level of Review: The principal or designee. A conference shall be scheduled with parent/guardian within two (2) school days of the request for appeal. Decisions will be rendered within two (2) school days of the conference. The principal or designee may uphold the suspension, establish an alternate suspension of lesser severity, or reverse the suspension in its entirety. The decision of the principal or designee shall be considered final.

6. During a suspension appeal, the suspension or that portion of the suspension remaining shall be held in abeyance until the appeal is completed. If the student and/or parent/guardian cannot meet within the timelines, then the suspension shall be re-instituted unless this provision is waived by the person or committee hearing the appeal. In unusual cases, where in the opinion of the principal or designee, the student or school personnel's safety, or school property would be endangered by returning the suspended student during the appeal, the principal may prohibit the student's return. In such case, a meeting with the student and/or parents or guardian shall be held at the earliest possible time.
7. A suspended student is allowed full make up privileges - homework assignments, quizzes, chapter, unit, quarter, and final exams.
8. A record shall be kept of the specific misconduct, any witnesses to the misconduct, and the action taken.

E. Long Term Suspension

Long term suspension (11-20 school days) shall occur only in accordance with the procedures set forth below.

Procedures for long term suspension

1. Written notice shall be given to the student and parent or guardian of the charges of misconduct and of a long term suspension hearing before the superintendent or assistant superintendent.
2. The principal or designee may suspend a student pending the long term suspension hearing, in which case the hearing shall be held at the earliest possible time.
3. For 11-20 day suspensions the assistant superintendent will conduct a hearing scheduled with the parent/guardian and school administration.

For 21-59 day suspensions, the superintendent or assistant superintendent shall conduct a hearing scheduled with the parent/guardian and school administration.

The student and parent or guardian may, at their own expense, be represented by legal counsel and shall have the right to bring relevant factor or character witnesses.

At the disciplinary hearing, an opportunity for all sides to be heard in detail shall be provided according to the following outline:

- Opening statement by the superintendent or assistant superintendent
- Opening statement by the school
- Opening statement by the student or representative (usually the parent or guardian)
- Presentation of school's position
- Opportunity for student to ask questions, clarify issues brought forth by school and/or board members
- Presentation of student's position
- Opportunity for school and/or superintendent or assistant superintendent to ask questions, clarify issues brought forth by student
- Final statement by school
- Final statement by student
- Final questions by superintendent or assistant superintendent

The superintendent or assistant superintendent will deliberate upon the evidence and determine the outcome. The superintendent or assistant superintendent shall make his/her determination solely upon the evidence presented during the hearing.

4. The superintendent or assistant superintendent shall make a written report to concerned parties within five (5) school days containing the findings and the decision concerning long term suspension. The report shall also include the student's appeal rights.

5. For suspensions greater than twenty (20) days, administration will develop an academic plan to promote the continued education of the student. It is the student's responsibility to participate and engage in the programming set forth in the plan to ensure academic progress.

6. The parent/guardian may, within three (3) school days or receipt of the decision, file a notice to appeal with the superintendent for the appropriate level of review. During a suspension appeal, the suspension or that portion of the suspension remaining shall be held in abeyance until the appeal is completed. If the student and/or parent/guardian cannot meet within the timelines, then the suspension shall be re-instituted unless this provision is waived by the person or committee hearing the appeal. In unusual cases, where in the opinion of the principal or designee, the student or school personnel's safety, or school property would be endangered by returning the suspended student during the appeal, the principal may prohibit the student's return. In such case, a meeting with the student and/or parents or guardian shall be held at the earliest possible time.

7. Long term suspensions of 11-20 school days may be appealed following the procedures below:

Level of Review: The Superintendent. A conference shall be scheduled with parent/guardian within three (3) school days of the request for appeal. Decisions will be rendered within two (2) school days of the conference. For suspensions and/or expulsions between 11 and 20 days, the decision of the superintendent is final.

Long term suspensions of 21-59 school days may be appealed following the procedure below:

Level of Review: The Board of Education. A hearing will be scheduled with the parent/guardian within ten (10) school days following the request for appeal. A decision will be rendered within three (3) school days of the conference. The board or subcommittee of the board may uphold the suspension, establish an alternate suspension of lesser severity, or reverse the suspension in its entirety. The decision of the board or subcommittee of the board shall be considered final.

F. EXPULSION

Definition: Termination of enrollment for an extended period of time in excess of fifty-nine (59) consecutive school days. A student may be expelled only by action of the Board of Education following recommendation by the building principal or designee.

Permanent Expulsion (State Mandated) Termination of enrollment permanently, subject to possible reinstatement as prescribed by the Revised School Code. A student may be permanently expelled only by action of the Board of Education following recommendation by the building principal or designee. This action shall occur only in accordance with these procedures for expulsion:

Matters which will result in a recommendation for permanent expulsion to the Board of Education include arson (intentional setting of fires), criminal sexual conduct, physical assault against a school employee or student

(grade 6 and above), and possession of a dangerous weapon. Reasonable and deliberate decisions will be made cooperatively by the administration and faculty in cases where serious extenuating circumstances exist.

Factors or Consider before Expelling a Student:

Pursuant to state law, the Board of Education will consider the following factors before expelling a student from school, unless the student is being expelled for possessing a firearm on school property:

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the behavior
- Whether the behavior posed a safety risk
- Whether restorative practices are a better option
- Whether lesser interventions would address the behavior

Procedures for Expulsion:

1. Written notice shall be given to the student and parent or guardian of the charges of misconduct and of a hearing before the Board of Education.
2. The principal or designee may suspend a student pending the hearing, in which case the hearing shall be held at the earliest possible time.
3. The Board of Education shall conduct a hearing scheduled with the parent/guardian and school administration.

The hearing will be conducted as a special meeting of the Board of Education in accordance with the Open Meetings Act.

The parents/guardians may request in writing that the hearing be conducted in a closed session meeting of the Board of Education as permitted by Section 8(b) of the Open Meetings Act.

The student and parent or guardian may, at their own expense, be represented by legal counsel and shall have the right to bring relevant fact or character witnesses.

4. At the hearing, an opportunity for all sides to be heard in detail shall be provided according to the following outline:

- Opening statement by the board
- Opening statement by the school
- Opening statement by the student or representative (usually the parent or guardian)
- Presentation of school's position
- Opportunity for student to ask questions, clarify issues brought forth by school and/or board members
- Presentation of student's position
- Opportunity for school and/or board members to ask questions, clarify issues brought forth by student
- Final statement by school
- Final statement by student
- Final questions by board members

The board will deliberate the evidence and determine the outcome. The board shall make its determination solely upon evidence presented during the hearing. In accordance with the Open Meetings Act, the vote on the Board's decision will take place in open session.

5. The Board of Education shall make a written report to concerned parties within five (5) school days containing the findings and the decision concerning expulsion. (Michigan law does provide for possible reinstatement and enrollment in alternative education programs and strict discipline academies.)

6. A record shall be kept of the Board of Education hearing in accordance with the Open Meetings Act; however, in accordance with Michigan law, student name(s) and student personal representatives will not appear in the official minutes of the meeting.

DISPLAYS OF AFFECTION

Student demonstration of affection between each other is personal and not meant for public display. This includes kissing, touching or any other contact that may be considered sexual in nature, or such conduct that is a distraction to the educational environment. Such behavior may result in disciplinary action.

DRESS AND GROOMING

Kinawa 5-6 School is proud of all students who accept responsibility for maintaining dress and grooming habits that are proper in an academic setting and provide a healthy and safe teaching and learning environment. Together, students, parents/guardians and Kinawa staff resolve to support basic expectations of dress and grooming that promote a business-like, yet comfortable, atmosphere at Kinawa.

The following dress applies:

- Appropriate student school attire covers torso (including no visible chest, stomach and lower back) and buttocks.
- All undergarments must be covered.
- Appropriate school attire may not include any clothing items displaying wording, insignia, style or ornament that is distracting, discriminating, degrading or defamatory to any individual, or to any racial, religious or minority group or identifies a secret society, gang or fraternity/sorority.
- Clothing items that reference drugs/alcohol, double entendres /obscenities or that are distracting or disruptive to the teaching and/or learning environment, or are otherwise in conflict with stated school policy, are not acceptable school attire.
- Students must wear soled footwear at all times for health and safety reasons.
- Hats, hoods and sunglasses are not to be worn during the school day.
- Coats, jackets, hats and book bags are to be kept in student lockers during the school day.

EARLY RELEASE DAY

The Okemos Schools has established a calendar of early release days that allow for teachers to meet in professional learning communities to reflect upon and refine teaching practices. These times are structured for teachers to meet in teams to study best practices, look at student data and work to improve student learning.

Early Release Calendar

The required professional development time for our teachers is structured into two-hour blocks. School hours at Kinawa 5-6 for Early Release are:

8:45 A.M.- 1:35 P.M.

Students will be released two hours early and you can find those dates on the Okemos Public Schools website.

Students must not be in the building after schools hours unless accompanied by a teacher, coach or parent/guardian.

ELECTRONIC DEVICES

Use of Personal Electronic Devices

Personal Electronic Devices (PEDs) are defined as any student owned laptop, smartphone, cell phone, tablet, music player, personal digital assistant or any other device with inbound/outbound communication capabilities.

PEDs can be valuable tools/resources for staff and students. The intent is to allow teacher directed usage of PEDs for educational, time management and communication purposes, while also providing opportunities to educate stakeholders on appropriate use of electronic devices in an educational setting.

This policy allows students to bring their own device to school and use it within the educational setting **at the teacher's discretion**. Use of PEDs will remain a privilege when used responsibly and properly, and can be revoked at any time per administrative discretion.

Cell phones and pagers, and other communication devices are to be turned off and placed in the locker upon entering the building. They are not to be used during the school day unless a teacher has given permission for use in their classroom. They may be used after school for purposes of contacting parents for pick up.

Texting, videotaping, recording or taking pictures with cell phones or other electronic devices is prohibited.

Failure to adhere to these rules will involve progressive discipline that may include parent contact, detention, suspension, and the confiscation of the device.

EMERGENCY CARDS

New 2016 - Parents will be provided a link via School Messenger to electronically verify and update student information at the beginning of each year. You will no longer be required to fill out a hardcopy emergency card. This link will include pertinent information used for our school emergency cards such as who the school should contact in the event of an accident or injury, student medical needs, and residency information. In addition, it may authorize designed individuals to pick up your child in case of illness or an emergency school closing. Please notify the guidance office of any changes to phone numbers, email addresses or individuals listed on the card. The information provided is used to contact parents both electronically and through the mail.

If your child has a medical condition (diabetes, asthma, allergies, etc.) or physical disability, please inform the guidance secretary and special education department so we can be sure we have a plan on file to meet your child's health and safety needs. This plan may require a written medical protocol by your family doctor. All non-prescription medication requires a medication form filled out by a parent/guardian and for a prescription medication the guidance office needs a medication form filled out by your child's family physician. You may find this form on Kinawa's web page under forms. All medications are stored and administered by the guidance office.

EMERGENCY PROCEDURES

Tornado, Fire and Lockdown Drills

Information sheets are posted in each classroom stating directions to follow in case of an emergency. The fire alarm is a special horn. The tornado alarm is made by a P.A. or hallway announcement.

Cooperation and alertness are necessary during all drills. Students who misbehave during drills may have disciplinary consequences.

In case of an emergency, students are expected to:

- Remain quiet. There is no talking except when necessary to make the drill safe.
- Walk. Running or rushing may create unsafe conditions.
- Listen and remain alert.

Teachers will give further instructions about leaving the building in case of emergencies. In any drill or emergency, it pays to be calm so the most intelligent and safest course of action can be followed if it becomes impossible to follow the instructions as originally given.

In a shelter in place emergency, teachers will move classes to designated areas, take attendance, and then remain with the students. At Kinawa all 5th grade and Montessori students will report to the auditorium. All 6th grade students will report to the library. All students and teachers will remain in their shelter in place locations until dismissed by the office.

The Okemos Public Schools have established procedures to follow in the case of an internal or external threat that results in a lockdown situation. These procedures will be practiced and reviewed annually.

ENROLLMENT

Students who are new to the Okemos Public Schools are required to enroll with a parent or legal guardian. Please call the guidance office to schedule a time to enroll your child. When enrolling, the following must be provided:

- Birth certificate or passport (if not a US Citizen)
- Two proofs of residency
 Ex. lease, utility bills, mortgage
- Proof of government mandated immunizations
- Custody papers (if appropriate)

EXTRA CURRICULAR FEES

A fee of \$50 may be charged for extracurricular activities that are not specifically tied to a class and do not influence a grade. A confidential call to the counselor or school administrator by a student's parent or guardian is requested if families cannot afford to pay the extra curricular fee. Individual students pay the fee once per year, regardless of the number of activities in which he/she participates. (Some examples of activities include: Archery, Musicals, Science Olympiad, Drama, etc.)

FIELD TRIPS

Field trips are an extension of learning for students. Parent/guardian permission is required for students to participate. A universal permission form is included on the back of the emergency card. To help offset the costs for such experiences, parents may be asked to pay a trip fee. A confidential call to the counselor is requested if families need assistance with field trip costs. We always welcome donations to help assist families in need.

When misconduct or a pattern of inappropriate behavior exists, students may be denied the privilege of a field trip or a parent may be required to accompany their child.

End of the year activities and trips are a privilege for students who exhibit appropriate behavior during the year. (Good attendance, academic effort, positive behavior).

FINES

Parents may be fined replacement costs for lost or misplaced school property, including but not limited to:

- Lost/damaged textbooks
- Lost/damaged library books
- Lost/damaged musical instruments
- Lost/damaged combination locks
- Damage to school equipment/facilities
- Lost or damaged student personal learning devices and accessories

Damages to school property, beyond normal wear and tear, may result in fines so the district may ensure it has for use for all students in subsequent years.

FOOD AND BEVERAGES

To provide for a safe and clean environment, food and beverages should be consumed in the cafeteria or other areas designated by the administration.

All **glass containers** are prohibited.

Clear plastic water bottles with sports tops may be allowed at the discretion of the teacher/administration.

FOOD SERVICES

Hot breakfast and lunch are provided at a reasonable cost for students to purchase daily. Kinawa 5-6 uses a debit card system as well as cash/checks for purchases. **Students can bring lunch money to school and give it directly to the lunch cashier when they go to lunch.** Parents can also make deposits online using Meal Magic. To access Meal Magic, visit the food service link on the district home page. A copy of the monthly food menu is also available on the website.

A free and reduced price meal program is available for students that qualify. Information about the program is sent home with students each fall, is available in the main office and on the food service webpage.

Monies left over in your child's account at the end of the school year will be carried over to the following school year, unless a parent request is made to the Food Service department.

GRADE LEVEL INFORMATION

Kinawa houses all of fifth and sixth grade classes for the district. In addition to traditional instruction, Kinawa houses the 5/6th grade sections of the Okemos Public Schools Montessori program.

Scheduling packets, that provide an overview of grade level programming and class enrollments, are shared with families each spring or when they enroll.

In addition, specific grade level programming information will be shared at curriculum night and is also available on the district website.

HEALTH

ILLNESS AND INJURY

We encourage parents to share with us any information they feel would be helpful so we can plan for the safety of their child. This can include chronic illnesses or conditions or temporary events like concussions. Students should inform their teacher if they are ill or injured to get permission to go to the guidance office. The guidance secretary or other school staff will help students contact a parent/guardian if they need to go home. We encourage students to bring all injuries to our attention. We like to inform parents of any injuries that occur at school so they can follow up at home or with their family doctor.

Our building has two AEDs, located in the main hallway near the 5th grade wing and in the hallway between the cafeteria and gymnasium.

To provide for a safe environment for all, we ask parents to keep students with fevers or other contagious illnesses home from school for at least 24 hours. The Guidance Office does not monitor students for fevers.

Medication

We cannot give any medication, including aspirin, unless we have a completed authorization form on file in the guidance office. **No over the counter or prescription medications of any kind, including vitamins and**

supplements, are allowed on school premises without a signed authorization form on file in the office. Forms can be found on the website for each school.

In the event that a student displays signs of a severe and potentially life threatening allergic reaction, anaphylaxis, trained school personnel will respond by administering an epinephrine auto-injector, calling 911, and notifying the student's parent/guardian. Staff will receive yearly training in administration of epinephrine auto-injector by medical personnel.

HOMEROOM

Each student is assigned to a homeroom teacher to start the day. Having a small group of students for which a teacher is responsible provides a "school within a school" atmosphere that makes Kinawa 5-6 a welcoming and friendly place for students. Parents are encouraged to start by contacting the homeroom teacher if they have questions or concerns regarding school.

LIBRARY

The library is available throughout the day for classes and for individual students with a pass. In addition, the library is open before school, after school and at lunchtime for students with a pass.

Students may have up to 5 items checked out at a given time for a period of 2 weeks. Materials may be renewed if no one is on a waitlist for the item.

Library computers are available to use during school time for classes and assignments. In addition, they are available before and after schools for appropriate Internet usage.

Students are asked to respect that the library is used for studying and reading. Students will be asked to return to their classroom if they do not use the area responsibly. Gum, food and drinks are not allowed in the library.

If there is a book or other material which a parent/guardian feels would be appropriate and a good addition to our collection, please recommend it to the librarian. Donations for books and special events are always welcome.

For more information about the library, including hours, please find the library link on the Kinawa website.

LOCKERS

Separate lockers are provided for coats and books, musical instruments and physical education clothing. Book bags, coats, backpacks, etc. are to remain in lockers until the end of the school day. In the event that we have more students than lockers, students may be asked to share.

Students must keep all lockers locked when not in use. The removal of locks from lockers is strictly prohibited.

Students are responsible for keeping all lockers in good order and are responsible for any excessive damage or wear. Students should not place stickers or other decorations in lockers that cannot be easily removed. Students are responsible for the content in their lockers. Locker clean out and periodic inspections will occur.

Students are responsible for keeping locker combinations confidential. Combinations will not generally be changed for students who willingly give out their combinations.

The school retains joint custody and control over student lockers.

LOST AND FOUND

Please identify all of your student's belongings so they may be easily returned to them when misplaced. If your child has lost something of value, they should report it to the guidance office. Kinawa cannot be held responsible for articles that are mis-placed by students.

Found articles are placed in the lost and found area across from the main office. Students should see their gym teacher for items lost in the gym.

Periodic announcements are made to students and families to remind them to check the area for belongings. Items are on display during parent teacher conferences and parents and students are welcome to check the lost and found at any time.

Unclaimed items are donated to charity monthly and at the end of the year.

Please contact the transportation department for items left on school busses.

MATERIALS AND SUPPLIES

Textbooks, workbooks, and most other instructional materials are provided by the Okemos Schools.

Teachers may send home a list of suggested items for students, such as a backpack, pencils, pens, notebooks, trapper keeper, and facial tissue.

NON-DISCRIMINATION POLICY

The Okemos Public Schools and the State Board of Education comply with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United State Department of Education. It is the policy of these governmental agencies that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated in any programs or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

If any person believes that the Okemos Public Schools or any parent of the school organization has inadequately applied the principles and/or regulations of Title IX (prohibits discrimination based on sex), or Section 504 (prohibits discrimination based on handicap), he/she may bring forward a complaint to the Local Title IX and/or Section 504 Coordinator at the following address:

<u>Title IX Coordinator</u>	<u>Section 504 Coordinator</u>
Ms. Cheri Meier	Mrs. Heather Pricco
Okemos Public Schools	Kinawa Middle School
4406 N. Okemos Road	1900 Kinawa Drive
Okemos, MI 48864	Okemos, MI 48864

Additionally, sexual or racial harassment is forbidden regardless of the source of harassment, e.g. student to student, teacher to student, school employee to student, etc. In the event that a student believes that he/she has been sexually or racially harassed, he/she should file a complaint with a school administrator, as per the Okemos Public Schools Harassment Policy. Copies of the policy are available in the district's administration office.

OKEMOS SCHOOL BOARD

The Okemos School Board appreciates interest in our meetings and in the school system. Public participation and open lines of communication are vital to a successful educational environment for our schools.

Board meetings are conducted the second and fourth Monday of each month at 7:00 P.M in the Board office, located on the third floor of the administration building. Notice of all meetings are posted in accordance with the Open Meetings Act and are on the district website.

All meetings of the board of education are open to the public except those specifically exempted by law; these closed Executive Sessions may be a discussion of negotiations or certain personnel or student matters.

Policies of the school board are posted on the district website under the School Board link on the district homepage. For additional information, please contact the superintendent's office at 706-5010.

PARENT INVOLVEMENT

Kinawa 5-6 encourages parent involvement in their child's education. A number of possibilities exist for volunteering, such as:

Kinawa Parent Group – Our school has an active PTO (KPG) that sponsors many school activities each year. Membership is open to all parents and guardians of Kinawa students and teachers. If you are interested in participating in this group, contact the PTO president or school office.

Classroom Volunteers – Throughout the year, teachers may want classroom volunteers to help coordinate special classroom activities in classrooms. Contact the K.P.G. president or classroom teacher if you are interested. Volunteers will need to undergo a background check prior to volunteering in the school.

Annual School Needs – Every school year is different and volunteers are encouraged to contact the main office to see what special needs the school may have where they may help.

PERSONAL PROPERTY

Students are responsible for the care of their own personal property. Kinawa cannot be held responsible for personal property.

To prevent problems, damage, theft, hurt feelings and distractions to class time, personal property should be kept at home.

In addition, personal property of great value, like electronic devices, brought to school are at a student's own risk. **We strongly encourage these items to be left at home.**

PHYSICAL EDUCATION

Participation

All students must participate in physical education classes unless they have documented medical/health reasons or special education needs as identified through an I.E.P.

Dress

For reasons of personal hygiene and to enhance active participation while minimizing the possibility of injury, all students must have tennis shoes for physical education activities.

Students will be expected to have appropriate gym shoes and clothing for participation in activities even on cold days. Clothing for these occasions can be sweatshirts, sweatpants, or other suitable play type clothes.

PICTURES

Students are required to have pictures taken for use in school records each fall. Parents may purchase picture packages if they wish; however, purchase is not required. Information regarding school pictures will be provided to students the week before pictures are taken, usually sometime in September or early October.

POWERSCHOOL

Parents will receive a PowerSchool account from the office to monitor their student's academics, behaviors and attendance. PowerSchool grades are not "real time" and will be considered up to date at 6 weeks intervals for mid-term progress reports. If a parent has questions about an assignment or missing work, they are encouraged to contact the teacher.

Parents can program PowerSchool to send automatic weekly grade updates to their email addresses.

RECESS

All students are encouraged to go outside for lunch recess. All students go outside for recess unless the temperature (actual or wind chill) is below zero. Students should come to school with appropriate outdoor

attire, especially during winter months. If a student is healthy enough to attend school, they are expected to participate in recess. Students cannot be excused from recess without a note from a doctor.

The following codes are used for recess:

Green day- Outdoor recess, no restrictions

Yellow day- Outdoor recess, paved areas only

Red day – Indoor recess

During inclement weather, students stay indoors for recess. Students are reminded that recess is an extension of the classroom and all school rules apply. Recess at other times is at the discretion of the classroom teacher.

REPORT CARDS

A report card is generated every twelve weeks in all subject areas, with the exception of fifth and sixth grade exploratories and fifth grade specials. The grading scale is as follows:

A+	= 99.5%-100%
A	= 92.5%-99.4%
A	= 89.5%-92.4%
B+	= 86.5%-89.4%
B	= 82.5%-86.4%
B-	= 79.5%-82.4%
C+	= 76.5%-79.4%
C	= 72.5%-76.4%
C-	= 69.5%-72.4%
D+	= 66.5%-69.4%
D	= 62.5%-66.4%
D-	= 59.5%-62.4%
F	= 0.00%-59.4%

SCHEDULE/CLASS CHANGES

If a parent wishes to request a change in a student schedule, they should contact the guidance department or counselor. If the request is in response to a problem with a teacher or class, the parent must meet with the teacher to problem solve any issues before requesting a meeting with the office regarding a schedule change.

Class and schedule changes after the first two weeks of a trimester are only considered as a last resort and may not be possible.

TRANSPORTATION

Bus

The office will not be able to make phone calls regarding bus changes or write notes for students if prior arrangements have not been made by the parent/guardian.

Students will not be allowed to ride a bus other than their own without a bus pass. They will be taken to their original destination.

Occasionally, buses are full and do not allow extra riders. Please verify availability with the guidance office.

Car Line

The Kinawa car line for drop off and pick up of students is in the East Lot, closest to Dobie Road. *We strongly encourage parents to utilize the district's bus transportation if it is provided for your neighborhood.*

Parents may park in the East Lot and enter the building to get students or may wait in the car line for students to exit the building. Parents and students must use caution when crossing the car line to get to the parking lot.

To expedite the unloading and loading of cars, we ask parents to pull forward as far as they can on the driveway adjacent to the sidewalk near the gymnasium. This will allow for other cars to pull up behind you to unload.

To expedite the loading of cars, parents should place a white card with their student's first and last name printed clearly in the passenger window or front passenger side dashboard. Students must exit the building quickly and actively look for their car. Please do not park in the car line before or after school.

For the safety of our students and staff, we ask for patience and for drivers to refrain from using their cell phones as cars load and unload. The car line can be very long due to the number of families who use car transportation. The safety of our students and staff assisting the car line process is our top priority.

The front circle and bus circle off of Kinawa Drive is reserved for busses and special needs transportation during pick up and drop off times. All drivers must use the East Lot to drop off and pick up students.

A short video explaining the car line can be found on the Kinawa home page.

Walkers/Bikers

Walkers and bikers should proceed home after school utilizing crosswalks and sidewalks along the route. We urge walkers and bikers to use caution and watch for traffic, especially at busy intersections near the school.

SCHOOL ENTRANCE AND EXIT TIMES

Kinawa is open between 8:20-4:00 p.m. Students arriving before 8:25 must wait on the benches in the hallway just past the auditorium and must wait for the school bell to ring to be dismissed to their lockers. **Students cannot be in the building before 8:20 or after 3:45 unless they are supervised by a teacher, staff member, parent/guardian or are enrolled in childcare (Club Kinawa).**

SEARCH AND SEIZURE

The school authorities retain the right to search areas assigned to students (such as lockers, desks, computer accounts, e-mail messages, text messages, etc.). Students do not have any reasonable expectations that such areas are private.

Student personal property may be seized by school authorities if the items are illegal, stolen, prohibited or are determined to be a threat to the health, safety, or security of others. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

School authorities may also search a student's person or personal property, to enforce school rules, if such authorities have a reasonable suspicion that items that are illegal, stolen, dangerous, prohibited or threaten safety or the educational process, are likely to be found on a student's person.

SEXUAL HARASSMENT

Sexual harassment is unlawful under both Michigan and federal law and is contrary to the commitment of this district to provide an effective learning environment. The district policy prohibits sexual harassment of students, employees, board members, volunteers, contractors or applicants for employment by students, employees, board members, volunteers or contractors.

Copies of the policy are available from the Human Resources department at:

4406 N. Okemos Road
Okemos, MI 48864
517-706-5000

(See Board of Education Policy 5142.1.5 to 5116.2)

SKIPPING CLASS

Skipping is an unexcused absence from class. A student will be considered as skipping class if they are in attendance at school but do not:

arrive to a scheduled class

or

arrive after 10 minutes of class has passed

or

leave class before the end of class without permission

Disciplinary actions for skipping class are as follows:

1st class skip - one detention

2nd class skip - two detentions

3rd class skip - all day in-school suspension.

Skipping an entire school day will result in an all day in-school suspension.

STUDENT DIRECTORY

A student directory is published each fall as a service to families. Parents and guardians may choose not to have their student's information printed in the student directory.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

- Parents have the right to inspect and review the student's education records and to have the district respond to reasonable requests for explanations and interpretations of the records.
- Parents should submit to the appropriate administrator a written request that identifies as precisely as possible the record(s) they wish to inspect or review, or receive explanation or interpretation. The building administrator will make the necessary arrangements within 15 school days following receipt of the request. All records must be examined in the school district office during the business day in the presence of the appropriate administrator or designee.
- Parents have the right to request the amendment of the student's education records that the parent believes are inaccurate, misleading or in violation of student's privacy or other rights.

The parent should submit to the appropriate administrator a written request, clearly identifying the part of the record they want changed and specify what is inaccurate or misleading within 10 school days from the date the records were examined.

In the event the District decides not to amend the record as requested by the parent, the District shall notify the parent of the decision and advise the parent of their rights to a hearing regarding their request for amendment. Additional information regarding the hearing procedure will be provided to the parent when notified of the right to a hearing.

Parents have the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosures without consent is disclosure to school officials with legitimate educational interests, or as provided by statute or regulation. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his/her professional responsibility.

Directory information from the student's education record may be disclosed, unless it includes the student's address, telephone number, date of birth, class designation, dates of attendance, extra-curricular activities, achievement awards or honors, weight and height of members of athletic teams, photograph, and school or school district previously attended.

Parents have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the District to comply with the requirements of FERPA. Such a complaint should be filed with the U.S. Department of Education at the following:

Family Policy Compliance Office.
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 202202-4605

A copy of the District's student record policy and implementing regulations are available in each school building or superintendent's office. For more information concerning this notice of the District's policy, please contact Heather Pricco, Director of Special Education, Kinawa School.

SUBSTANCE ABUSE

In the event the principal or designees, upon conclusion of an investigation, concludes that chemical dependency or abuse exists on the part of the student, efforts will be made to assist the student and/or parents or guardians in developing alternative courses of action to address this matter.

At a meeting with the student and parent or guardian the nature of the problem will be discussed and suggestions offered on how to eliminate chemical dependency or abuse. The school shall provide a listing of community and private agencies that can offer assistance in this matter.

The school officials shall enforce the appropriate school rules and regulations which lead to suspension and/or expulsion.

Any service or materials rendered or provided by professionals or persons other than school employees will be the responsibility of the student's parents. The school will assume no responsibility for payment or for making arrangements for such payment.

If the student and family fail to seek treatment and/or the chemical dependency symptoms persist, the student's position in school will be in jeopardy and one or more of the following actions shall be taken:

- Additional appropriate actions which lead toward suspension and/or expulsion.
- Notification of law enforcement officials.
- Notification of county health officials.

Use of Drug Dog

Kinawa believes our parents want students to attend schools which are safe and drug free. A trained Meridian Township canine (drug dog) may periodically sweep our building.

This action is intended to give our students a clear message that drugs in school will not be tolerated. Should the dog find any illegal substance, the school would take the appropriate action (police notification and implementation of school discipline policy) based on all the circumstances. The use of the drug dog provides another means of attempting to protect all of our students while preserving a safe school that is free of drugs.

TARDINESS

The Kinawa staff believes that students should arrive to school prepared and on time. Failure of students to do so compromises valuable instructional time for all students.

Morning Tardies: Parents should excuse 1st hour tardies only in the case of an emergency. Oversleeping is **NOT** a reason to excuse a tardy in the morning. The administration reserves the right to decide whether to excuse 1st hour tardies.

Class Tardies: Students will be marked tardy by the teacher if they are late to class unless they:

- Provide a note or pass from another staff member, excusing your tardiness.

- Provide a justifiable reason which is accepted by the teacher for the class to which the student is late.

A tardy may be awarded when a student is not prepared for learning when the bell rings for classes to begin. Students need to bring necessary materials and be seated and ready for learning when class begins. Teachers will make their expectations for successful arrival to class clear to students, as definitions may differ slightly due to unique learning environments across the school. A record of tardiness will be entered by teachers into PowerSchool and will be maintained by the administration.

Consequences for tardies are:

Third Tardy— Students notified with a warning note. Parents notified via email by the student supervisor that the next tardy will result in a detention. Will explain policy, highlighting:

- Opportunity to teach to help—can brainstorm strategies with students
- Instruction is delayed for all when students enter late
- Policy encourages kids to develop patterns then resets them to zero as a reward
- Any special circumstances must be documented. Medical need, etc.

If the student can attend with no tardies for five consecutive days, the student will be considered as having zero for purposes of the policy.

Fourth and Fifth Tardy— Parents notified via email. Student serves lunch detentions. If the student can attend with no tardies for five consecutive days, the student will be considered as having zero for purposes of the policy.

Sixth Tardy—Parents are notified. Two detentions served at lunch or before of after school.

Additional consequences will be implemented that may include:

Hall restriction (no hall passes, limited passing time)

Lunch detentions

A behavior plan developed by the counselor, behavior contract

Storage of materials in class

Loss of locker until tardiness is fixed

Parent meeting

Others to be determined by administration

Again, if a student can attend for 5 consecutive days without a tardy, they will be reset to zero for purposes of the policy. Administrative discretion will be utilized if a student is abusing the policy.

TELEPHONE USE

A Guidance Office phone is available for student use in the event of an **emergency or illness**. We ask that students not use this phone for forgotten items such as gym clothes, homework, musical instruments, or to make after-school plans. We hope this policy encourages students to become more responsible for their belongings, avoids interrupting parents at home or work, and keeps students in class so they are not missing instruction.

THEFT

Students must or should report a theft immediately to their teacher and to the principal. Include a written description that describes the item in detail and its last known whereabouts.

BUS/CAR TRANSPORTATION

We do not advise parents to transport students to school when bus transportation is available. However, parents who drive students to school should park in designated parking areas and follow car line procedures. Do not, for any reason, block fire or bus lanes.

Bus schedules are available on the district website. Students should be at the bus stop 5 minutes prior to the listed time. Students are reminded that the bus stop is considered an extension of the school and that appropriate behavior is expected.

Bus Behavior

School bus transportation is an extension of the school. The same behavior standards in school are expected on the bus. Good behavior on a school bus is even more important because of the safety factor. Pupils are expected to conform to the following bus regulations as developed for the safety of the pupil riders. How well bus riding rules are adhered to and the manner in which they are adhered to may lead to student discipline.

Bus Riders Rules and Regulations

1. Be on time at the designated bus stop. Buses cannot wait for tardy pupils.
2. The driver is in charge. Pupils are expected to obey the bus driver.
3. Expect to walk some distance to a bus stop as required by State Regulations.
4. Stay off the roadway while waiting for the bus. Form a line to get on the bus.
5. Cross in front of the bus when crossing a road or the highway, not in back of the bus.
6. Wait until the bus has come to a complete stop before attempting to get off or on the bus.
7. Leave the bus only at the consent of the driver.
8. Occupy any seat assigned by the driver. Keep feet out of the aisles, off seats and off backs of seats and refrain, at all times, from moving around while the bus is in motion.

9. Sit upright and keep head, arms and hands inside of the bus.
10. Observe classroom conduct. Avoid unnecessary disturbing noises. Drivers should not be distracted while the bus is in motion. Do not shout at passing persons or vehicles.
11. Be courteous. Use no profanity or vulgar language.
12. Help keep the bus clean. No eating or drinking on the bus.
13. Fighting, pushing, shoving or other rowdiness will not be tolerated.
14. Report to the driver at once any damage to the bus that is observed.
15. There shall be no smoking or drinking on the bus.
16. Skateboards, animals and dangerous objects such as shovels are prohibited.
17. Students are to use the same bus stop location on a consistent basis.

Bus Pass District Policy

Please follow these procedures when arranging for a child to ride a bus other than their own. District policy requires that a child be taken to his/her original destination if these procedures are not observed:

1. A note must be written by the parent/guardian (indicating the name of the student their son/daughter is riding with and the bus #) and sent with the student to school. The school office will also accept a phone request for alternate transportation arrangements, if done in advance.
2. The office will write an official Bus Pass and return it to the student. Student will be responsible for giving the Bus Pass to the bus driver.

TRIMESTER SCHEDULE

Three grading periods are as follows:

August 27, 2018 – November 23, 2018

November 26, 2018 - March 8, 2019

March 11, 2018 - June 12, 2019

VIDEO AND FILM VIEWING

Parental permission will be requested before a student is allowed to view a film with a PG 13 rating.

VISITATIONS

Parents/Citizens

Okemos Public Schools welcome visits to our middle schools by parents and other citizens. Classroom visits need to be limited in number and frequency and prearranged with the principal and staff. All school visitors must report to the guidance office upon arrival in the building. See District policy regarding school visits. (Refer to Board of Education Policy R1250.)

Students

Students who wish to have other school aged children visit Kinawa must make arrangements with the guidance office at least two days before you wish to have a visitor attend. (Children in fourth grade or under are not allowed to visit.)

Approval must be obtained from the principal after your teachers have given their written approval. Visits are limited to one day and visitors are not allowed in school after Memorial Day. All school visitors must report to the office upon arrival in the building.

WEBSITE

The district website contains valuable information for families, including a staff email and phone directory, enrollment information, departmental information, bus schedules, food menus, school newsletters, teacher web pages, and much more. Please utilize this resource as it contains information that is intended to help our families.

A link to the Okemos Channel provides information about the district cable channel and on demand streaming of events that have been taped by the district such as concerts, special assemblies, and school board meetings.

<https://www.okemosk12.net>

UNDERSTANDING CONCUSSION

Beginning on July 1, 2013 Public Acts 342 and 343 (Concussion Laws) will go into effect in the State of Michigan. These laws require all levels of schools and youth sports organizations to educate and train staff, notify parents/guardians of the law, and monitor all possible youth concussions or head injuries. Please read this fact sheet and sign as acknowledgement that you have been provided this information.

Some Common Symptoms

Headache	Pressure in the Head	Nausea/Vomiting	Dizziness
Balance Problems	Double Vision	Blurry Vision	Sensitive to Light
Sensitive to Noise	Sluggishness	Laziness	Fogginess
Grogginess	Poor Concentration	Memory Problems	Confusion
“Feeling Down”	Not “Feeling Right”	Feeling Irritable	Slow Reaction Time
Sleep Problems			

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain

damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior

- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.