

POTTERVILLE MIDDLE & HIGH SCHOOL HANDBOOK 2024-2025



Potterville Middle & High School
425 E. Main Street
Potterville, MI 48876
Phone: 517.645.7609 Attendance: 517.645.4778

POTTERVILLE MIDDLE & HIGH SCHOOL HANDBOOK

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2024-2025

Pottsville Public Schools



August '24						
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June '25						
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29	30					

AUGUST
 August 14-Staff PD Day
 August 14-Open House/Freshman Orientation
 August 15-Staff PD Day
 August 19-First Day of School
 August 30-No School-Labor Day Break

SEPTEMBER
 September 2-No School-Labor Day Break
 September 25-26-Evening Conferences
 September 27-No School

OCTOBER
 October 14-No School-Staff PD Day
 October 18-End of 1st Marking Period

NOVEMBER
 November 27-29 No School-Thanksgiving Break

DECEMBER
 December 18-Half Day of School (AM Only)
 December 19-Half Day of School (AM Only)
 December 20-Half Day of School (AM Only)
 December 20-End of 2nd Marking Period
 December 23-31-No School-Holiday Break

JANUARY
 January 1-3-No School-Holiday Break
 January 6-No School-Staff PD Day
 January 20-No School-Staff PD Day

FEBRUARY
 February 12-13-Evening Conferences
 February 14-17-No School-Winter Break
 February 18-No School-Staff PD Day

MARCH
 March 14-End of 3rd Marking Period
 March 21-No School-Spring Break
 March 24-28-No School-Spring Break

APRIL
 April 17-PSAT/SAT (ONLY grades 8-11 report)
 April 21-No School-Staff PD Day

MAY
 May 22-No School-Staff PD Day
 May 22-Graduation
 May 23-26-No School-Memorial Weekend

JUNE
 June 3-Half Day of School (AM Only)
 June 4-Half Day of School (AM Only) Students Last Day

SCHOOL SCHEDULE

Full Day: 8:00 a.m. - 2:43 p.m.

Half Day: 8:00 a.m. - 11:00 a.m.

*Evening Conference Times - TBD

*Afternoon Conference Times - TBD

Yellow - No School

Red - Half Day

Blue - Important Day

Welcome to Potterville Public Schools

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

CAPTURING KIDS' HEARTS

The Potterville Public Schools have committed to creating an emotionally and physically safe environment where students feel secure and loved in the classroom, as well as in all areas of the district. Capturing Kids' Hearts is one of the key components used at Potterville to help the district continually work towards maintaining a positive learning environment for students and staff.

Potterville teachers and staff have collaborated to create a Capturing Kids' Hearts district and it is now a part of our school culture. The Capturing Kids' Hearts process is utilized to help build meaningful connections between staff and students, students and their peers, and between staff and families. Capturing Kids' Hearts stands for the following...

The EXCEL Teaching Model* is a process that Potterville teachers and staff use to care about each student and their experiences here at school. The steps are as follows:

ENGAGE: Administration greets students walking in the front doors in the morning with a smile, a handshake, high-five or fist bump. Teachers personally greet students at the classroom door with a welcoming smile.

X-PLORE: Teachers and staff provide opportunities to interact and listen to students about their lives in and outside of school. Every class begins with teachers starting with "Good Things". This is a chance for students and teachers to share what might be going well in students or teachers' lives. Teachers affirm student experiences and demonstrate a genuine interest in the students' thoughts and feelings. Students and teachers sharing good things also creates an environment that is positive and helps build relationships.

COMMUNICATE: Our belief is that interactions in classrooms should be a dialogue between teachers and students, as well as between students and their peers, with the teacher serving as a resource and facilitator of learning.

EMPOWER: Teachers and staff empower students to self-manage and peer manage behaviors in school when appropriate and to problem solve on their own when suitable.

LAUNCH: A conscious effort is made each day to close the day with a positive thought and inspirational quote/video/activity or with affirmations. The goal is to provide hope for the future.

Capturing Kids' Hearts includes teachers and students working together to build a social contract in each classroom to establish guidelines and expectations for how students and teachers will treat one another. The social contract is intended to help students internalize and practice character traits and employable skills needed to have future success. It also provides a visual representation for acceptable behavior in the classroom. The goal is to help our students build "self-managing" skills.

Four questions are utilized to address student behavior in the classroom. When used to address unwanted behaviors, the four questions help to avoid power struggles and increase on task behavior. The Four Questions are:

- What are you doing?
- What are you supposed to be doing?
- Are you doing that?
- What are you going to do about that?

Potterville Public Schools uses these four questions to help students focus on good behavior, demonstrate they know what behavior is expected, take responsibility when they are not doing what is expected, and determine what they should be doing. These questions are used to help students stay on track and to be productively involved in their learning experience.

Assurance of Non-Discrimination

Equal educational and extracurricular opportunities are available for all Potterville Public School students without regard to gender, race, color, creed, religion, national origin or ancestry, age, sex (including sexual orientation, gender identity, and gender expression), height, weight, marital status, sexual orientation, disability, handicap, or any other legally protected category. Potterville Public Schools is an equal-opportunity employer. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Complaints by students and/or their parent(s)/ guardian(s) related to discrimination/Title IX should be directed to the district superintendent:

Mr. Samuel Sinicropi, Superintendent, 425 North Main Street, Potterville, MI 48876
517.645.4705 or sinicropis@ppsvikings.org

POTTERVILLE FIGHT SONG

All Hail to Potterville High School,
we'll fight for you
Our sons and daughter
ever will be true
And when the battle's over
and the vict'rys won
We'll hail to our colors
of Maroon and Gold

FIGHT!

OPPORTUNITIES FOR PARENTAL/GUARDIAN PARTNERSHIP

The term "parent" used throughout this document will apply to any individual in a guardianship role for a student or other adult volunteer.

The Goals of Parental Involvement:

- Student success as evidenced through higher grades and test scores.
- Student success as evidenced through participation in extracurricular activities including band/music, athletics, and/or club participation.
- Student success by improved behavior.
- Student success by better attendance.
- Parents and teachers will have an open line of communication.
- Parents will be able to support and reinforce the learning at home and in the classroom.

The Role of the Parent:

There are a great number of ways that parents may be involved in their child's education here in Potterville. Parents provide academic support when they read to or with their child and when they help their child with homework. Parents also help provide support when they help monitor their student performance through PowerSchool. Parents may assist with the management of students on field trips. Parents are role models for students and can help by setting a good example for them. Parents can be active in several different booster organizations and other support groups. Parents may participate in special events, serve as chaperones, volunteers, athletic supporters, and attend open house or concerts. Parents may act as a guest speaker in a classroom. Whatever the role a parent chooses, Potterville High School/Middle School recognizes that the team concept will make our schools a better place for all students.

Mission

Potterville Middle and High School's mission is to be a safe, supportive, respectful, and relationship-centered environment that provides high-quality instruction using critical thinking skills while developing students academically, behaviorally, socially, physically, and emotionally.

Vision

In cooperation with our families and our PRIDE model, we are an inclusive learning community where staff, students, parents, and the community know and believe that teaching and learning are the top priority. We expect all PHS graduates will grow to be self-sufficient, life-long learners who make positive contributions to society.

BOARD POLICY FOR THE STUDENT HANDBOOK

Please refer to the District website for all detailed questions regarding district policies set forth by the Board of Education. This student handbook was created in conjunction with Board Policy and handbook materials from the Michigan Association of Secondary Principals. To reference Board Policy please visit the PPS Website: ppsvikings.org (Go to District – Board of Education – Bylaws & Policies).

DISCLAIMER

This handbook is not intended to be all-encompassing. The handbook is not a contract between the school and parents or students and may be revised at any time to help support the implementation of education and ensure student wellbeing. The school district and staff officials are responsible for the interpretation of the handbook. If a situation arises that is not addressed by the handbook, the school will make decisions based upon Board policy(ies), staff discretion, and state and federal law and regulations that are consistent with the school's best interests.

SCHOOL HOURS

5th Grade to 12th Grade:

Full Day: 8:00 AM – 2:43 PM

Half Days: 8:00 AM – 11:00 AM

2 Hour Delay: 10:00 AM – 2:43 PM

The school doors open at 7:45 AM. Students are not permitted in the building prior to 7:45 AM without the permission and supervision of a staff member.

PARENT TEACHER CONFERENCES

Fall Afternoon/Evening Conferences: September 25-26, 2024

Spring Evening Conferences: February 12-13, 2025

Parent/Teacher conferences are held twice a year. The purpose of the conference is to exchange information with parents regarding the strengths of their student and areas still needing improvement. Parents are encouraged to share information at this time that they deem necessary to the success of their child. Conferences are pre-scheduled for set time slots

with remaining slots available for walk-ins. Contact can be made with teachers and staff at any time by utilizing email. Contact the Main Office at 517-645-7609 for more information.

WEATHER/SCHOOL CLOSING

In the case of severe weather conditions or emergencies, Pottersville Public Schools may be closed, delayed, or run buses on main roads only. We will be utilizing the School Messenger system for notification of these conditions. The following stations will be asked to broadcast our school information. Please tune in to one of these stations to obtain information rather than calling school offices:

- WLNS Channel 6 TV
- WILX Channel 10 TV
- WSYM/FOX Channel 47 TV

ATTENDANCE

One of Pottersville Public School's desired outcomes is for all students to acquire the prerequisite knowledge, attitude, and skills with which to enter the workforce. These attendance expectations are set to help students demonstrate both willingness and the ability to be punctual, to be present regularly at the learning site, to participate in learning activities, and to complete assignments on time as directed.

We know for students to learn and succeed in school they need to be present. When students are absent, they miss up to six hours of instruction each day. While provisions can be made to make up assignments, nothing can replace the instruction that has taken place in the classroom. Success in school and good attendance are strongly related.

Regular attendance is necessary to meet state requirements for students' educational goals and content. Students and parents are responsible for assuring consistent daily attendance. State law and Board of Education policy require daily school attendance except in cases of illness or other situations that would be interpreted as an excused absence. PHMS will record student attendance accurately and will work to correct any errors that are brought to the school's attention. To correct an error, students must pick up a slip in the main office and write down the necessary information and obtain the teacher's signature.

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Parents are encouraged to monitor their child's attendance through Power School via the phone app or the PowerSchool website. Parents are expected to check their child's attendance

record regularly and address any irregular absenteeism with their child. Parents may be held accountable through truancy laws if their child is referred to the Truancy Intervention Program.

Students who are absent during the day due to being sick may not participate in evening activities. If they are absent for a reason not related to being sick or due to behavior, and the school is aware, they may participate in after school/evening activities.

Students are required to sign in and out when coming in late or leaving school early for any reason during school hours.

REPORTING ABSENCES – Parents are expected to inform the school if their student will be absent. They have two options to report an absence by their student:

- Call the Attendance Line by 9:00 a.m. to inform the school when a student will not be attending school for the day. The Attendance Line phone number is: 517-645-4778.
- Send a message to the following email address by phone or computer: attendance@ppsvikings.org.

For both options – please give us:

1. Name of person sending the message and relationship to the student.
2. Full Name of student – please don't use nicknames.
3. Reason for absence and expected return date.

TRUANCY – A student missing more than ten percent (10%) of class periods held (combination of excused and unexcused absence of any type) are considered truant for excessive absences. The only absences the truancy court excuses are documented medical dates or a documented court date. Bringing medical notes for doctor or dental visits for documentation is required if a student is on truancy. Attending mobile crisis is included in seeking medical treatment. Truant students will be placed on an attendance contract by the truancy coordinator and parent/guardian will be contacted to schedule a meeting to discuss ways to improve daily attendance. Failure to show improvement in attendance using the attendance contract will result in a referral to the Truancy Intervention Program (TIP). The student and parent/guardian will be contacted by TIP staff to determine if court intervention will be necessary to improve attendance.

PRESENT – A student is present when the student attends a minimum of 80% of instruction in a given class.

ABSENT SCHOOL RELATED – Absent school related will occur when students are absent from a class, and it has been authorized by a school administrator or designee. Absence school related examples include school field trips, testing, meeting with an administrator, or another school activity. Absences from school that are school related will not count toward a student's total accumulated absences for any course. Students are responsible for all course work missed.

EXCUSED ABSENCE – A student has an excused absence when the parent/guardian has informed the school of an absence for illness, medical and court appointments, and

bereavement. Excused absences count towards a student's total accumulated absences in each course. Students are responsible for all course work missed. PowerSchool is marked P (parent phone call), M (medical documentation), AC (absent COVID), V (vacation), or C (college visit).

UNEXCUSED ABSENCES – A student has an unexcused absence when there is a deliberate absence without the knowledge or consent of the parent or school. This includes leaving class or the building without permission, oversleeping, missing the bus, arriving to class more than 10 minutes late, and absences not reported by parents. Unexcused absences count toward a student's total accumulated absences in each course. Students cannot make up course work missed. PowerSchool is marked A (absent with no call in) or S (skipping).

TARDY (T) – A student is marked tardy when not in their seat when the bell rings but are less than 10 minutes late.

IN SCHOOL SUSPENSION (IS)– A student is marked for in school suspension for an hour, day, or possibly several days for discipline reasons. Students will need to complete work assigned during this time. This does not count toward a student's total accumulated absences.

OUT OF SCHOOL SUSPENSION (OS) – A student is assigned out of school suspension for a period related to discipline reasons. Time spent out of school does not count toward a student's total accumulated absences unless a student is deliberately trying to be kicked out of school. Students will not be penalized for turning in work late for all work assigned and completed while on out of school suspension. Students with out of school suspension are banned from attending all after school extracurricular activities which include sports practices, games, school sponsored events, etc. Further, if a student is suspended from school, they may not be present on school property for any reason until the day they are allowed to start back at school.

If the student is found on or seen on school property, in a building, or at a school event, the student may face additional suspension time up to 10 days and/or recommendation for expulsion. This will also result in a trespass notice being served.

HEALTH RELATED ABSENCES

Students with a health condition that causes repeated absences are to provide the school office with a written explanation of the condition from a registered physician. Students who are excusably absent for more than 7 days in a grading period, regardless of the reasons, will be considered "frequently absent". Without such a statement, the student's permanent attendance record will indicate "frequent unexplained absences."

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. However, we understand sometimes a special family vacation must be scheduled during the school year, thus the parent(s) should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. **Please note:** Hunting trips are considered vacations. Most

schoolwork is available daily online. The rest will be available when the student returns from their trip. Hotspots are not available for vacations. Staff will not prepare materials in advance.

MAKE UP ASSIGNMENTS OR TESTS

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact his/her teacher as soon as possible to obtain assignments. The teachers will also be asked to work with the student to help setup make up assignments and tests as necessary. Length of time for work to be completed, from a suspension or excused absence shall be equivalent to the number of days missed.

COURSE CREDIT

For a student to earn course credit in a class that has 10% or more absences, the student will need to pass the final exam with an 80% or better.

DELIVERIES & MESSAGES TO STUDENTS

To maintain the quality of instruction, deliveries and messages for students are encouraged if changes in family plans or emergencies occur. However, your efforts to get items or routines ready in advance of the school day will help diminish interruptions. If there is an emergency and you must bring an item to school that needs to be delivered to your child, please help us by bringing the item to the Door 3 at the Main Office with your child's name on the item. Please leave the item at the drop off spot and ring the door to let us know it is there. We will pull it in and distribute to the student when we have a moment to do so. Food delivery is not allowed at Pottersville Middle and High School except for out of school hours.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without the parent(s) or guardian(s) contacting the school office to request the release. No student will be released to a person other than custodial parent(s)/guardian(s) or a contact listed on the student information without written permission signed by the custodial parent(s) or guardian. Students leaving the building prior to dismissal should be picked up from the Main Office Door. Upon arrival to the building, press the call button to let the administrative assistant know you are there to pick up a student. For those picking up or dropping off, we will work with the student to sign in/out and ask that you remain outside to pick up the student.

STUDENT CODE OF CONDUCT

At Pottersville Middle & High School we provide an environment that is safe and culturally responsive for students to learn and work. We want to encourage a learning environment of mutual respect and problem solving among all students and staff at our school.

Our school has high expectations for student behavior and requires that all students demonstrate responsibility and appropriate behavior in the classroom, on school grounds, and at school sponsored events and activities. Our approach to student discipline is designed to utilize evidence-based research to avoid situations in which students are unnecessarily removed from the classroom environment or activity. We utilize Positive Behavior Intervention and Supports (PBIS). PBIS is a framework that assists schools in identifying and implementing research-based behavioral interventions to improve social and academic outcomes for all students. PBIS is based on the idea that students learn appropriate behavior through instruction, practice, feedback, and encouragement. Key features include outlining a clear set of defined positive expectations and behaviors, teaching of expected behaviors, recognition of meeting expected behaviors, monitoring and correcting errors in behavior, and using data-based information for decision making, monitoring, and evaluating results in our school.

Our PBIS acronym is PRIDE with expectations framed around being Positive, Respectful, having Integrity, Determined, and Empathetic. Our expectations will be shared and taught to students to help them practice and follow for our school community. Each classroom will develop their framework in alignment with PRIDE through social contracts. The social contracts are developed in partnership with students and staff.

	Positive	Respectful	Integrity	Determined	Empathetic
Hallways	Keep talk positive – Greet others in a friendly manner	Keep hands and feet to yourself – Treat your locker with respect and courtesy – Low voices	Keep floor clean – Use only your assigned locker – keep it locked at all times	Walk directly from one place to another – Walk on the right-hand side of the hallway	Show understanding of others' feelings
Cafeteria	Eat your own food – Use please and thank you – Be courteous	Keep your hands and feet to yourself – Stay in your designated area – Use table manners – Low voices	Clean your area – wait your turn in line – Walk at all times -	Eat a well-balanced meal	Active listening to those at your table – listen to others' perspectives in your conversations
Outside or playground (MS)	Include others in your activities. Share the equipment.	Hands and feet to yourself. Stay in your designated area.	Clean up the equipment. Follow the rules of the game.	Constant movement. Involve yourself in an activity.	Be helpful if the need arises. Speak up when you see something

Bathroom/ Locker Room	Bring a positive outlook. Use the bathroom during passing time.	Respect others' privacy – Treat school property with care – Low voices – Keep hands and feet to yourself	Promptly report safety/cleanup issues to an adult – Use bathroom only for its intended purpose	Wash your hands/practice good hygiene – clean up after yourself – Get in and out as quickly as possible	Honor the needs of others in the bathroom space – flush only toilet paper
Special Events	Believe in yourself – have an open mind	Actively listen to others – Use kind words and actions – Allow others to learn and listen – Low voices	Follow directions and event rules – Be on time and present for the duration of the event	Active participation	Take someone else's perspective into account
Sporting Events	Encouraging words – Remember you are representing Potterville and our community	Extend good sportsmanship to our home team – welcome our visitors.	Be supportive of the participants involved	Give 100% - active participation – remain at the event	Put aside judgement – Be self-aware - Support others' strengths
Technology	Used to encourage others and communicate positive messages.	Phones, music devices, video games, laser pointers, earphones etc are off and in lockers or locked cell phone boxes during class. Tech is used with clean hands (No food/drink). Close computer, disconnect cord and roll up before transporting. Laptops are free of stickers or tape.	Use computer for school related assignments only. Only use school approved websites. Stay signed in to GoGuardian at all times.	Report problems or concerns to adults. Ask questions if unsure about something.	Help others who need assistance with technology. Staying patient and calm when using technology is challenging for you and others.

By following our school expectations, students can earn rewards and privileges. Students will need to attend school regularly, follow the school expectations, and do well in their classes for full privileges of attending all events and reward events.

A major component of the educational program at the High School/Middle School level is to prepare students to become responsible workers and citizens by learning how to conduct

themselves properly and in accordance with established standards. Beyond the PBIS matrix, each student shall be expected to:

- Be where you are supposed to be, when you are supposed to be there, doing what you are supposed to be doing.
- Follow teachers' directions.
- Be prepared with necessary materials for each class.
- Obey school rules including guidelines and all health department guidelines
- Abide by national, state, and local laws as well as the rules of the school.
- Respect the civil rights of others.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act in a manner that reflects pride in self, family, and in the school at all times.

All students are expected to follow the student code of conduct which includes health department guidelines related policy changes and accommodations. The code of conduct also applies to students when participating in online course settings and live class sessions held virtually. Teachers will update students on these expectations.

PARENT CONCERNS

With the rapid rate of change occurring in our society, there are many implications for change in our school as well. If a question arises, please seek an answer or solution by contacting the teacher first, next the building designee for the topic and then the building Principal. If the question or concern is not satisfactorily resolved at the building level, the concerned person may appeal to the next highest level of authority.

1. Contact the classroom teacher/staff member first to identify and solve the problem at hand.
2. If further discussion is desired after speaking with the classroom teacher, contact the Behavior or Academic Coach.
3. If further discussion is desired after speaking with the Behavior or Academic Coach, contact the Principal.
4. If further discussion is desired after speaking with the Principal, contact the Superintendent's office.

If a conversation has not happened with the classroom teacher, parents will be directed back to discuss the issue with the teacher by emailing the teacher with concerns or to set up a time to talk.

DISCIPLINARY PROCEDURES

Realizing that the school's responsibility is to provide an experience that will enable each student to eventually develop his/her potential fully, it becomes apparent that there will often be the need to establish specific procedures and guidelines for fulfilling this responsibility. Pottersville Public Schools firmly believe in restorative practices and thus a progressive discipline system. It is known that for any discipline to be effective, the parents and school must work cooperatively to correct breaches of behavior. Any staff member attesting to breach of conduct may refer a student to the Viking Center for disciplinary purposes.

Students who are found to be violating the Code of Conduct, Respect, and Citizenship Guidelines as set forth in this handbook are subject to progressive disciplinary steps as outlined below or as stipulated in the section governing the particular offense.

Students are expected to respect and abide by the directives of all school staff. Students need to understand that all adults in the school community (custodians, administrative assistants, cafeteria staff, teachers, bus drivers, etc.) have the authority, empowerment, and the duty to handle student discipline issues.

Staff members can and will evaluate each infraction and the student(s) involved. They will then institute a fair consequence, appropriate to the student's particular situation and the offense. Some of these steps include those in the list below; however, this is not a comprehensive or linear, sequential list. Teachers may select from these consequences, institute other fair consequences given the particular student and/or incident or refer directly to Administration where the standardized discipline framework will assist in governing decisions.

1. Verbal warnings
2. Parent contact
3. If property is damaged, students may be asked to clean, correct, or assist in repairing the damage
4. Lunch detention
5. Parent mediation conference
6. Referral to Behavior Coach for a student's repeated offense – only after a parent contact without a change in behavior or an egregious offense

DISCIPLINE FRAMEWORK

Pottersville Middle and High School's approach is first a relational approach that aligns with Capturing Kids' Hearts. We recognize our students are learning and growing in all things, including in their behavior. Therefore, we utilize restorative practices to shift from a traditional rule-based punitive discipline to a process that supports students learning, maintaining, and repairing relationships with those around them in our school community. We expect our students to exhibit pride, respect, integrity, determination, and empathy in all that they do as they represent and work within our school community. By using restorative practices, we know

students do not get things right all the time, and we work to help them learn from mistakes and grow as an individual within our district. This allows relationships to be central to our culture at Potterville Middle/High School while maintaining a focus on learning.

If a student commits a violation, discipline may be imposed per the discipline guidelines and at the discretion of the building administrator falling within the parameters of district policies. Multiple items are taken into consideration including: the student's age, previous behavior violations and needed supports, and alternative consequences may be decided upon by the respective administrator. Students may be asked to participate in restorative justice measures. Athletic/extracurricular penalties may be in addition to these. More than three Level 1 offenses will result in increased progressive disciplinary measures. Following the chart, sample Level 1 infractions are listed.

Level 1* Guidelines

Grade Level	1 st Offense	2 nd Offense	3 rd Offense
5-12	• Verbal Warning • Student Conference • Possible Parent Mediation Conference • Structured Day • Lunch Detention • Accountability Form • Restorative Practices • Community Service	• Incident Referral & Parent Notification and Mediation Conference • Accountability Form • Loss of Privilege • Structured Day • Lunch Detention • Restorative Practices • Community Service • Behavior Contract • Behavior Point Sheet	• Incident Referral & Parent Notification • Accountability Form • Loss of Privilege • Structured Day • Behavior Contract • Behavior Point Sheet • Character Connections After School • Research Project & Presentation • Restorative Practices • Community Service • Saturday School
School Bus	See Transportation Policy		

Examples of Level 1 Infractions:

- Excessive absences (5+) or tardies (3+)
- Dress code violations
- Minor technology infractions
- Cell phone violations
- PBIS – Pride, Respect, Integrity, Determination, Empathy Expectations violation
- Loitering within buildings/district property
- Rowdiness/horseplay
- Public displays of affection
- Eating, hiding, and/or loitering in the bathroom
- Being in possession of a backpack during the school day *(this is a safety violation and will jump to a 3rd offense after the first offense due to safety – the first time will be a warning and student conference)
- Out of place (not where you are assigned/required to be)

*Potential athletic and extracurricular consequences will be in addition.

Level 2* Guidelines

Grade Level	1st Offense	2nd Offense	3rd Offense
5-12	• Incident Referral & Parent Notification • Accountability Form • Loss of Privilege • Structured Day • Loss of Privilege • Lunch Detention • Character Connections After School • Research Project & Presentation • Saturday School • Chemical Assessment/substance abuse counseling if appropriate • Restorative Practices • Community Service	• Incident Referral & Parent Notification and Mediation Conference • Behavior Contract • Loss of Privilege • Structured Day • Lunch Detention • Character Connections After School • Research Project & Presentation • Community Service • Chemical Assessment/substance abuse counseling if appropriate • In-School Suspension/ Saturday School or Out of School Suspension: up to 3 days • Behavior Contract • Behavior Point Sheet	• Incident Referral & Parent Notification and Mediation Conference • Behavior Contract • Community Service • Structured Day • In-School Suspension/ Saturday School or Out of School Suspension: up to 5 days • Loss of Privileges • Behavior Contract • Behavior Point Sheet
School Bus	See Transportation Policy		

Examples of Level 2 Infractions:

- Student disorder
- Interfering with investigations
- Gambling
- Academic dishonesty, falsification of schoolwork, forgery, plagiarism
- Possession and/or use of tobacco/tobacco products; also includes all tobacco-based vapor/vape products
- More than one student in the bathroom stall will be considered possession of illegal substances and subject to search and discipline
- Trespassing in unauthorized areas
- Theft
- Insubordination
- Refusing to accept discipline
- Vandalism
- Aiding or abetting violations of school rules
- Misuse of District Technological Devices
- Continued Cell phone violations
- Obscene language, actions, or gestures
- Disrupting the educational process/climate
- Social Media/Shared Video Violations impacting school functioning
- Leaving during lunch/without permission
- Deliberately mistreating a substitute or guest teacher

*Athletic/extracurricular penalties will be in addition to these.

Level 3* Guidelines

Grade Level	1st Offense	2nd Offense	3rd Offense
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5-12	• Incident Referral & Parent Conference • Accountability Form • Loss of Privileges • Restorative Practices if appropriate • Behavioral Contract • Structured Day • Restitution • Community Service • Up to 3 days Out of School Suspension • Chemical Assessment/Counseling if appropriate • Potential legal referral	• Incident Referral & Parent Conference • Behavior Contract • Loss of Privileges • Community Service • Behavior Contract • Behavior Point Sheet • In-School Suspension/ Saturday School or Out of School Suspension: up to 3-5 days • Recommend to Superintendent/School Board for Expulsion • Potential Legal referral • Chemical Assessment/substance abuse counseling if appropriate	• Incident Referral & Parent Conference • 5-10 days Out of School Suspension • Behavior Contract • Community Service • Behavior Contract • Behavior Point Sheet • Referral to Superintendent for Long Term Suspension or Expulsion • Potential Legal Referral
School Bus	See Transportation Policy		

Example Level 3 Infractions:

- Aggressive behavior/fighting
- Harassment/threatening behavior/bullying
- Giving a cell phone to a fellow student to borrow (having a cell phone is a parent's decision)
- Use of an object as a weapon
- Major vandalism
- Extortion or intimidation
- Not being signed into GoGuardian (or our technology program monitoring software)
- Use of or being under the influence of drugs, alcohol, or nicotine
- Letting someone into the building (school safety infraction)
- Taking photos in the bathroom
- Inappropriate behavior on a field trip

*Three level 3 infractions may result in a recommendation for expulsion from the district. Athletic/extracurricular penalties will be in addition to these.

Level 4* Guidelines

Grade Level	1 st Offense	2 nd Offense	3 rd Offense
5-12	• Incident Referral & Parent Notification • Accountability Form • Loss of Privileges • Behavior Contract • Behavior Point Sheet • Restorative Practices if appropriate • Structured Day if appropriate • Behavioral Contract • Community Service • Up to 5-10 days Out of School Suspension • Possible Expulsion	• Incident Referral & Parent Notification and Mediation Conference • Behavior Contract • Loss of Privileges • Minimum 5-10 days Out of School Suspension • Recommend to Superintendent/School Board for Expulsion • Legal referral • Probation	• Incident Referral & Parent Notification and Mediation Conference • Indefinite suspension • Recommend to Superintendent/School Board for Expulsion • Legal Referral • Probation

	• Chemical Assessment and counseling as appropriate • Legal referral • Probation		
School Bus	See Transportation Policy		

Examples of Level 4 Infractions:

- Sale of drugs
- Contributing to a minor (drugs, vapes, etc.)
- Arson
- Possession of a firearm/weapon
- Physically assaulting a staff member/student/person associated with the district
- Criminal sexual conduct
- Breaking and entering into the building
- Bomb, weapon, or other threats to do harm toward the building/school or staff/students (social media posts, verbal or written threats) – student(s) will automatically serve an out of school suspension pending the results of a threat assessment

*Two Level 4 offenses will result in an automatic recommendation for expulsion from the district.

POTENTIAL DISCIPLINARY ACTIONS

Behavior that disrupts the orderly educational process in the classroom or on the school grounds will not be tolerated. Since each disciplinary situation is unique, it difficult to categorize misbehavior and the consequences for that misbehavior. Nevertheless, the following information should serve as a guide to anticipated disciplinary consequences for acts of student responsibility for their actions and words. Depending on the severity, frequency and nature of a behavioral infraction, a student who disrupts the orderly educational process could face one or more of the following:

1. Intervention (Behavior Scale, Homework Chart, No Contact Contract, etc.)
2. Lunch Detention
3. After-School Detention
4. Saturday School
5. Work Assignments
6. Restitution
7. Structured Day
8. Research and presentation projects
9. Restorative practices
10. School Bus Suspension
11. In-School Suspension
12. Reverse Suspension
13. Out-of-School Suspension
14. Extracurricular Probation
15. Expulsion

STRUCTURED DAY

Structured day allows students to continue to participate in their daily classes, however, removes the socialization aspect between classes and during lunch. Students on structured day will not be allowed bathroom or hall passes. They will be escorted from each class to the next class and are expected to remain in the classroom except during the escorted time which generally is a few minutes before the end of a class or at the beginning of a next class. During lunch, they will eat in an assigned separate location from the lunchroom.

DETENTION GUIDELINES

The following guidelines apply for students required to serve a lunch, after-school, or Saturday School detention.

1. Report to the assigned detention room, as scheduled, within the communicated detention timeframe.
2. No students will be admitted to detention late; if the student is late, the detention will be rescheduled and possibly increased.
3. Bring something to read or homework to complete.
4. Excessive talking is not permitted during detention time. Student behavior is regulated and monitored by detention staff.
5. No use of cell phones or electronic devices for phone services, texting, messaging, music, video, or games; whether during lunch, after school, or Saturday School.

IN SCHOOL SUSPENSION (ISS)

Students may be assigned a period(s) of ISS by the Academic/Behavior Coach or Principal. Students on ISS are to report to the Viking Center or a communicated location by Viking Center staff. Students must turn in their cell phones and other electronic devices before entering ISS to Viking Center staff. Students attending Career Center classes will be allowed to attend those classes during the period of the ISS and will be subject to possibly make up the hours via after school detention.

OUT OF SCHOOL SUSPENSION (OSS)

Students will be assigned to an out-of-school suspension whenever the school administration feels the rule infraction is serious enough to notify the police or when a student's continued presence in school poses a physical threat or seriously affects the safety, health, or well-being of others. Students who display a total disregard for authority may also be assigned to an out-of-school suspension.

Administration will analyze these factors before assigning any suspension time:

The student's age, disciplinary history, if the student has a disability, the seriousness of the violation or behavior, whether the violation threatened or endangered other students, whether restorative practices will be used to address the violation or behavior, and whether a lesser intervention would properly address the violation or behavior.

The length of suspension will be determined by the discipline framework and ultimately the school authorities and will reflect the offense committed but shall not exceed ten school days. Parent(s) or guardian will be notified in writing of the action taken and will receive a copy of the appeal procedure.

Suspended students may not be on school property or attend any school-sponsored activity at or away from the school. A suspended student will be responsible for making up schoolwork lost due to suspension. We follow the same absence policy and students have the same number of days to complete as suspended. The student will be given credit for properly completed assignments and grades on any made-up tests provided 80% of the coursework for that section is completed. They will be allowed to make up tests missed upon return. Students/families are expected to communicate with teachers via email, or by calling the school, to set up a specific time to pick up necessary assignments during the suspensions. Students/families are responsible to arrange with teachers/office staff days and times where tests/quizzes can be made up upon return. Students and parents may be asked to attend a conference in which a satisfactory solution to correct the conduct is agreed upon by parents and the administration.

LONG TERM SUSPENSION

Long Term Suspension/Expulsion is reserved for the most serious rule infractions, including persistent disobedience, and can only be applied by the Board of Education with a provision for a hearing before the Board. Expulsion proceedings are coordinated by the Superintendent of Schools or designee and all communication with the student and their family will be routed through the Superintendent's office. The following factors will be considered prior to suspending or expelling a student:

1. Student's Age
2. Disciplinary History
3. Does the Student Have a Disability?
4. Seriousness of the Behavior
5. Safety Risks
6. Use of Restorative Practices
7. Level of Intervention

DUE PROCESS

Every effort shall be made by the administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian. A student will be given an opportunity for a hearing regarding disciplinary consequences with the appropriate school administrator if the student or his/her parent or guardian indicates the desire for one. If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by

the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime). If a satisfactory ruling is not made as a result of this action, the ultimate appeal within the district may be made to the Superintendent and the Pottersville Board of Education.

DRESS CODE

Pottersville students are expected to dress in a way that aligns with our school expectations: Positive, Respectful, Integrity, Determined, and Empathetic (PRIDE) to create and maintain a safe and focused learning environment. Students and parents are expected to ensure student dress is appropriate for school and learning. Student dress must be clean and modest while using good sense. This means we should not see bottoms, chests, and not more than a little abdomen (an inch). Shorts and skirts should be at a reasonable length (at least four-inch inseam) so that they are longer than shirts. All private parts and undergarments (including sports bras) must be covered at all times. This includes no items that promote tobacco/drugs, alcohol, violence, discrimination, or compromise reasonable standards of decency. Due to instruction, health, and safety of students, hoods, sunglasses, costumes, capes, blankets, and/or flags are not allowed to be worn. The wearing of shoes/footwear with soles is required. Student dress must follow Board Policy 5511. Final decisions will be made by the administration.

Students who are representing Pottersville High School/Middle School on a field trip, an official function, and/or a public event are expected to follow the above dress code and may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups. Dress Code exceptions may be approved during special events by the Principal.

DUAL ENROLLMENT and MICHIGAN VIRTUAL CLASSES

Students enrolled in dual enrollment and/or Michigan Virtual classes while on campus are still required to attend their assigned class hour for attendance and remain in that location regardless of class being held that day or not. Student will be considered out of place if he/she is not where assigned.

CTE CLASSES

In order for students to be eligible and attend CTE classes they must have good attendance (not be on the truancy list – missing more than 10% of school), behavior, and be on track for graduation.

Students attending CTE classes in the morning are required to be back at school by 10am. We understand sometimes students may be held up and running behind. They will need a pass or someone from CTE to contact us to let us know to excuse an arrival beyond 10am after the first two weeks of school (the first two weeks we recognize the kinks are being worked out).

HARASSMENT

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the district (reference Board Policy 5517) to provide a safe and nurturing educational environments for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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

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

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

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

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

- A. verbal harassment or abuse.
- B. pressure for sexual activity.
- C. repeated remarks with sexual or demeaning implications.
- D. unwelcome touching.
- E. sexual jokes, posters, cartoons, doodles, etc.

F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, social worker, counselor, MTSS behavior and academic coach, or principal. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. Alleged discrimination and harassment other than sexual harassment will be investigated and resolved pursuant to district policy 5517. Sexual harassment against employees and students will be investigated and resolved pursuant to district policy 5517, as required by Title IX and its implementing regulations.

The Compliance Officer and Title IX Coordinator whose telephone number is 517-645-4705 and whose email address is leopoldj@ppsvikings.org, is the School District's Compliance Office and Title IX Coordinator for purposes of this Administrative Regulation.

Informal Complaint Resolution Procedure The informal complaint resolution procedure is a less formal option for a Complainant who believes s/he was the victim of discrimination or harassment. Resorting to the informal procedure is not required before filing a formal complaint. Moreover, at any time during the informal complaint resolution procedure, Complainant may request that the matter be moved to the formal complaint process. The informal complaint resolution procedure will not be used for complaints against District employees and other District-affiliated adults.

Step 1. A student, or any other person, may report discrimination or harassment to a School District employee or building administrator; the Superintendent or other central-office administrator; or the Compliance Officer and Title IX Coordinator.

All informal complaints received by School District employees must be reported to the Compliance Officer and Title IX Coordinator within two (2) days. The Compliance Officer and Title IX Coordinator will either facilitate an informal resolution, as described below, or appoint another person to facilitate an informal resolution.

Step 2. Depending upon the facts, circumstances, and wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- Counseling Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.
- Distributing a copy of the School District's anti-discrimination and anti-harassment policy and this Administrative Regulation as a reminder to Respondent and other individuals.
- If both parties agree, the Compliance Officer and Title IX Coordinator may arrange and facilitate a meeting between the Complainant and Respondent to work out a mutual resolution. Such a meeting may include some or all of the features of the restorative practices process described in the Revised School Code, MCL 380.1310c.

Step 3. The Compliance Officer and Title IX Coordinator will endeavor to complete the informal complaint resolution procedure within ten (10) days of receiving the informal complaint. If Complainant or Respondent is dissatisfied with the result, s/he may file a formal complaint. All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer and Title IX Coordinator in accordance with the Board of Education's records retention and/or Student Records policies.

Formal Complaint Resolution Procedure

Step 1. A student, or any other person, may file a formal complaint with a School District employee; the Superintendent or other central-office administrator; or the Compliance Officer and Title IX Coordinator. All such complaints must be forwarded to the Compliance Officer and Title IX Coordinator within two (2) days.

All formal complaints must include the following information, to the extent it is available:

- The name of Complainant and, if different, the name of the person reporting the allegation;
- The allegation, including a description of relevant incident(s), date(s), and time(s) (if known);
- The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,
- The name(s) or description/identifying information of all known witnesses.

If Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer and Title IX Coordinator will ask for the information in an interview. Thereafter, the Compliance Officer and Title IX Coordinator will prepare a written summary of the interview and ask Complainant to verify the accuracy of the summary by signing it.

Step 2. Within two (2) days of receiving the formal complaint, the Compliance Officer and Title IX Coordinator, or designee (the Investigator), will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.

NOTE: Upon receiving a formal complaint, the Investigator will consider whether any action should be taken during the investigation to protect Complainant from further discrimination or harassment, including, but not limited to, a no-contact order or a change of schedule for Complainant or Respondent. In making such a determination, the Compliance Officer and Title IX Coordinator will consult Complainant to assess the Complainant's reaction to the proposed action. If Complainant disagrees with the proposed change, the Investigator may nevertheless, following consultation with the Superintendent, take whatever actions s/he deems appropriate and in the best interests of Complainant, Respondent, and the integrity of the investigation. The compliance Officer and Title IX Coordinator will inform Respondent that a complaint has been received.

Respondent will be informed of the nature of the allegations and provided with a copy of the Board's antidiscrimination and anti-harassment policy and this Administrative Regulation. Respondent will also be provided an opportunity to submit a written response to the complaint within five (5) days. Throughout the course of the process, the Compliance Officer and Title IX Coordinator will keep both parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within fifteen (15) days of receiving the formal complaint. The investigation will include:

- Interviews with Complainant and Respondent;
- Obtaining and reviewing any written statements of Complainant, Respondent, and any other witnesses;
- Interviews with other witnesses who may have information relevant to the allegations; and,
- Consideration of any relevant documents or other information presented by Complainant, Respondent, or other witnesses.

Step 3. At the conclusion of the investigation, the Compliance Officer and Title IX Coordinator will, within fifteen (15) days of receiving the formal complaint, prepare and deliver a written report to the Superintendent summarizing the information gathered during the investigation and, if applicable, the date of any report to the police. The report will also provide recommendations based on the evidence. A preponderance of the evidence standard will be followed. The Compliance Officer and Title IX Coordinator's recommendations should consider the totality of the circumstances, including the ages and maturity levels of those involved.

Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent the recurrence of discrimination or harassment. Disciplinary recommendations may range from: counseling to permanent expulsion, in the case of a student; counseling to discharge, in the case of an employee; and recommendation for censure or a complaint to the Governor, in the case of a Board member.

Step 4. Absent extenuating circumstances, within ten (10) days of receiving the Compliance Officer and Title IX Coordinator's report, the Superintendent will issue a final decision or request further investigation. A copy of the Superintendent's final decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent will specify the additional information that is to be gathered, and the additional investigation will be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.

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

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in

trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action.

Filing a Complaint with the Office for Civil Rights Complainant, or any other person, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970

SUSPENSION RELATED TO TITLE IX/SEXUAL ASSAULT

Students who report being victims of sexual assault should not be suspended for more than 10 days for actions immediately preceding, following, or related to the incident, or when the school receives credible evidence of the assault. This provision does not apply if the student is adjudicated for crimes involving assault, criminal sexual conduct (CSC), homicide, possessing a dangerous weapon on school property, committing CSC or arson on school property, or making a false report proven by clear and convincing evidence through a Title IX investigation.

BULLYING/CYBERBULLYING

The Board will not tolerate any written, verbal, or physical act, or any electronic communication, including, but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more School District students, either directly or indirectly, by doing any of the following:

- A) Substantially interfering with educational opportunities, benefits, or programs;
- B) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- C) Having an actual and substantial detrimental effect on a student's physical or mental health; or
- D) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Cyberbullying/Bullying – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm.
- B. unwelcomed physical contact.
- C. threatening or taunting verbal, written or electronic communications.
- D. taking or extorting money or property.
- E. damaging or destroying property.

F. blocking or impeding student movement.

G. electronically transmitted acts – i.e., internet, telephone or cell phone or social media to harass through unpleasant or aggressive messages.

Each student in the School District is accountable for their own behavior, based on age-appropriate expectations. Respect for all students is a part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give and take of friendships, group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

Process for Investigation:

Step 1: Formal Investigation. The investigator will interview the complainant and document the interview.

Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending. The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce their response to writing and to produce any documents or other things supporting their response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses. In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

Step 2: Decision.

Complaint Found Valid. If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent;
- The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent will determine whether relief to the complainant is feasible and available.

Complaint Found Not Valid. If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent; and
- Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three (3) years.

Retaliation against a target of bullying, a witness, or another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying/cyberbullying. Making intentionally false reports about bullying/cyberbullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and false reports may result in disciplinary action.

Confidentiality:

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

INDIVIDUALS WITH DISABILITIES ACT (IDEA)

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Amber Baker, Director of Special Education at 517-645-4706 or bakera1@ppsvikings.org to inquire about evaluation procedures and programs.

COMPUTER AND RELATED TECHNOLOGIES

Before any student may take advantage of the school's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in

the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Technology Acceptable Use and Safety Agreement* and the requisite student and parent agreement will be distributed by the school office. Students will be assigned a computer to use in all classrooms during the school day. District provided technology should be taken home each day to complete work and be ready for any change in face-to-face instruction related status that may occur. Questions regarding technology may be directed to James Sherman, Academic Coach at 517-645-4704 or shermanj@ppsvikings.org.

POTTERVILLE PUBLIC SCHOOLS DISTRICT TECHNOLOGY LOAN OUT AGREEMENT

Date: _____

Student Name #1: _____ Grade: _____
Please print first and last name

Student Name #2: _____ Grade: _____
Please print first and last name

Student Name #3: _____ Grade: _____
Please print first and last name

Pottersville Public School students, as part of their continuing development as 21st-century learners, shall be permitted to use district technology in the school, outside of the instructional day, as long as all guidelines are followed. At any time, if guidelines are not followed for district technology use, rights may be restricted, suspended, or discontinued based on the actions.

TERMS OF USE:

Pottersville Public Schools students are expected to follow the terms specifically outlined in the District Technology Loan Out Agreement and will also be subject to terms outlined in the District Technology Use Agreement, any Pottersville Board of Education Policies, as well as the PPS Chromebook & Technology Handbook and current building level Student Handbooks. By using the technology assigned to me, I understand that I am opting to be responsible for its care and appropriate usage and agree to follow all policies until the school district restricts, suspends, or discontinues its assignment to the student and equipment is returned to the school.

TECHNOLOGY ETIQUETTE:

All users must abide by the rules of technology etiquette, which include:

1. **Politeness.** Use appropriate language while composing responses, assignments, and other school-related technology uses. No swearing, vulgarities, obscene, belligerent, threatening or suggestive language.
2. **Safety.** The technology shall be used for only intended purposes to enhance learning. No personal information shall be shared that could compromise student or staff safety.
3. The following is a non-exhaustive list of offenses that are not acceptable uses of technology and could be subject to suspension (note that other uses could be deemed unacceptable that are not listed below):
 - a. Uses that are offensive to others. Don't use access to make ethnic, sexual preference or gender-related slurs or jokes.
 - b. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages: transmission of pornographic images; offer for sale or use any

substance whose possession or use is prohibited by the School District's Student Code of Conduct.

- c. Use of social networking sites. Devices are provided as a tool of the student's education. School is not the appropriate setting for the use of social networking sites and such use is prohibited. Social networking sites are sites where individuals create and view personal profiles, create networks of friends, leave messages for each other, etc.
- d. Use of gaming and other sites not directly related to classroom instruction. Inappropriate games often include violence, weapons, and topics and graphics that are prohibited.
- e. Uses that are deemed harassment or bullying. Cyberbullying is strictly prohibited. Technology shall not be used for this purpose or to persuade others to do so. If a student finds that other users are engaged in cyberbullying or harassment, he or she should report such use to the Behavior Coach immediately.
- f. Using or attempting to use "proxy" sites to circumvent or get around school network security and firewall processes to access blocked sites, images, or other types of media.
- g. Posting pictures and/or graphics of items that are not appropriate for the school setting on a site or account. Using non-school appropriate images or graphics as backgrounds for account profiles, screensavers, screen backgrounds, or site landing pages.

PRIVACY/DAMAGES:

Students shall not share any information that could compromise the privacy of themselves or any other students/staff members at the school. This information includes, but is not limited to, the following:

- 1. Login information
- 2. Personal information like addresses, phone numbers, age, grade, or email
- 3. Descriptions of themselves or any other person that could be used for identification
- 4. Photos of oneself or others of any type

Students are to use only the technology that is assigned to them and are not permitted to share their assigned technology with any other students. If a student has his or her technology damaged when willingly sharing it with another student, the student who the technology is assigned to will be liable for all damages. If a student takes (meaning the other student did not willingly give it to them) another student's technology, they may be subject to losing his or her privileges to use district technology.

CARE OF TECHNOLOGY:

Each student is responsible every time they use district-provided technology to do the following:

- 1. Only use his or her own technology, as assigned by the loan out procedure.
- 2. Report any damage that may have happened to the technologies immediately.
- 3. Return technology to the school at the end date of the loan out agreement.
- 4. Use technology only for the intended purpose of furthering his or her education.
- 5. Do not eat or drink near the Chromebook while the case is open and keyboard exposed.
- 6. Do not apply stickers or decals of any type to the computer case or protective case.
- 7. Do not draw on the Chromebook with any type of utensil including pencil, marker, ink pen, paint, etc.
- 8. Both the Chromebook and charge cord should be labeled with the student's name using the provided tags.

DEVICE RESPONSIBILITY:

All families must sign and agree to the loan out agreement. Below are the listed cost amounts for district devices and replacement parts. The district will not charge students for everyday use. However, families will be charged for loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Failure to remove stickers or decals from the Chromebook will result in a \$25.00 cleaning fee being charged. Equipment that is excessively dirty (food, spilled liquids, fingerprints, sticky substances, etc.) will also be

charged a cleaning fee. Chromebooks returned with missing keys will be assessed a \$25.00 keyboard repair/replacement fee. Pottersville Public Schools will assess any damage and repair or replace the device if the damage is determined to be reasonable. Families may be responsible for any loss, theft, or damage. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device. Any items not listed in the table below will be assessed at the time of repair. All fees must be paid prior to the re-issuance of a device or technology for the following school year.

Item	Hardware Replacement Cost *Prices fluctuate based on availability
Chromebook Cord/Charger	\$35.00
Screen Replacement – Non-Touch	\$75.00
Screen Replacement – Touch	\$90.00
Keyboard	\$25.00
Protective Case Replacement	\$50.00
Damage Repair and/or Cleaning Fee	\$25.00
New Chromebook Replacement	\$220.00

By signing below, I agree to follow Pottersville Public Schools “District Technology Loan Out Agreement”.

Student #1 Signature: _____

Student #2 Signature: _____

Student #3 Signature: _____

Parent/Guardian Signature: _____

ELECTRONIC DEVICES

Students who bring their cell phones to class in grades 5-12 are expected to turn in their cell phone at the beginning of each class hour to the cell phone lock box. High School students may not carry electronic devices, such as cell phones, smart watches, music devices, video games, laser pointers, etc. and/or their earphone attachments with them during class time unless a high school teacher has indicated they will be using the device for schoolwork as a tool. All cell phones should be turned off. If violated (ie. student has it out in class), these devices will be confiscated, and the parent will need to pick up the device from an administrator at the end of the day. The second offense will result in the same. A third offense will result in confiscation of the property until the end of the school year, and/or a meeting with parent(s) or guardian(s) occurs. The school prohibits the use of any video device or picture-taking device in or near any restroom, locker room, or other location where individuals have a reasonable expectation of privacy. Taking or transmitting images or messages during testing in any location is also prohibited.

Middle school may only use their phones, smart watches, and blue tooth ear buds before and after school. Students may choose to have plug in earphones to use with the Chromebooks. High school students are allowed to use their phone before/after school, during lunch, and passing times.

We recognize cell phones/iPods are one of the main ways parents communicate with their student. Out of courtesy to our staff, please do not expect a text message or communication back from your student during the restricted class times above for each building.

Students who violate the cell phone policy will be subject to the following disciplinary action:

- 1st offense – Student will be reminded to put the device in the lock box.
- 2nd offense – Device will be taken to Viking Center where the parent may pick it up at the end of the day.
- 3rd offense – Device will be taken to the Viking Center and a parent is notified to pick it up. Student will be assigned after school detention.
- 4th offense – Referral for insubordination and a parent/guardian must pick up the device and may include loss of other privileges. Student will be assigned to participate in the restorative practices.

CARE OF PROPERTY

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

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

DELIVERY, SALE, USE, OR DISTRIBUTION OF ALCOHOL OR OTHER DRUGS, LOOK-ALIKES, OR PARAPHERNALIA

1. An attempt will be made to confiscate evidence. The student will be taken to the office and his/her behavior will be observed and documented.
2. Law enforcement officials will be notified if, in the opinion of the building administrator, the situation warrants.
3. The parent/guardian shall be notified and informed of the infraction.
4. A mandatory meeting with the student and parent/guardian shall be scheduled. Suspension and/or expulsion procedures may result.
5. Recommendation to the superintendent for extended suspension and/or the building administrator may make a recommendation for expulsion.

POSSESSION, USE, DISTRIBUTION OR SALE OF TOBACCO, ALCOHOL, OR OTHER DRUGS

Each school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that the possession or use of vapes, cigarettes, tobacco, alcoholic beverages, inhalants, or controlled substances by students, while at school or attending school-sponsored events is expressly forbidden.

1. First Offense – The parent/guardian shall be contacted immediately upon verification of the violation. When there is possession or use during such time that the student is under the control of school authorities and the situation warrants, the Behavior Coach/principal will communicate all information and offer full cooperation to the police. Significant violations may result in an immediate recommendation for expulsion by the Superintendent to the Board of Education. In all other situations the student will be suspended for a maximum of five (5) days and be ineligible to attend extracurricular activities for a maximum period of three (3) months. The building administrator may reduce the suspension to fewer days and loss of attendance at activities provided that:

- A. The student and family agree to a drug and alcohol assessment provided at an approved alcohol/drug agency, individual, or treatment center.
- B. The assessment be conducted by a certified alcohol/drug abuse prevention professional, and the student follows the recommendations.
- C. A release of information be obtained so that the screening agency can verify that the appointment was made, kept, and report the recommendations made.
- D. Re-entry into school and continued attendance may be contingent upon confirmation of the appointment and following the screening recommendations. Students who fail to keep assessment and/or treatment commitments may be subject to full disciplinary action.
- E. Any expenses incurred due to the decision to seek an assessment shall be the responsibility of the student and/or parent/guardian. Upon request, staff shall assist students and/or parent/guardian in seeking assistance from agencies providing an assessment at a reduced or no fee basis.
- F. The student partakes in class(es)/programming to seek help and support to change behaviors and addictions to the product(s).

2. Second Offense – The parent/guardian shall be contacted immediately upon verification of the violation. When there is possession, sale or use during such time that the student is under the control of school authorities and, the situation warrants, the principal will communicate all information and offer full cooperation to the police. If a second or any subsequent offense occurs within twelve (12) months of the first or any previous offense the student shall be suspended for multiple days with a maximum of ten days and an expulsion recommendation to the Superintendent may be made by the building administrator. Said recommendation may be withdrawn upon recommendation of the building principal in those situations where satisfactory commitment for an assessment is made. Social probation that includes all afterschool extra-curricular, athletic events, and dances will be imposed for a minimum of three months.

PROHIBITED ACTS

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on several factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

1. Alcohol, Marijuana, and Chemical Substances

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required). Students may not bring non-alcoholic malt beverages on school property or be in possession of during any school events or activities.

2. Arson

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.

3. Arson Prohibited by Law

A student shall not commit an act of arson, prohibited by MCL 750.71 through MCL 750.80.

4. Bullying and Hazing

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 5517. "Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

5. Coercion, Extortion, and Blackmail

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value using threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

6. Copyrighted Material

A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

7. Criminal Acts

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

8. Criminal Sexual Conduct

A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g. Penalty administrative intervention to permanent expulsion in accordance with MCL 380.1311.

9. Discriminatory Harassment

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

10. Disruption of School

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student engage in any such conduct if such disruption or

obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

11. Damage of Property or Theft/Possession

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

12. Dangerous Weapons

A student shall not possess a dangerous weapon in a weapon free school zone, including brass knuckles or a dagger, dirk, firearm, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, or stiletto.

13. Dress

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others, disruptive to the educational process, or contrary to the school's mission.

14. Drugs, Narcotic Drugs, and Counterfeit Substances

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

15. Electronic Communication Devices and Laser Pointers

Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

16. Failure to Comply with Directions of School Personnel

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

17. Failure to Cooperate

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

18. False Alarms

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

19. False Allegations

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

20. Falsification of Records

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

21. Fighting, Assault, and Battery

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to another person.

22. Fireworks, Explosives, and Chemical Substances

A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

23. Gang Insignia/Activity

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

24. Improper Communications

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

25. Indecency

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

26. Lookalike Weapons

A student shall not possess, handle, or transmit any object or instrument that is a “look-a-like” weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

27. Misconduct Prior to Enrollment

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

28. Personal Protection Devices

A student shall not possess, handle, or transmit a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

29. Recording

A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school-related events, unless the student is given express consent by that person.

30. Trespassing, Loitering

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

31. Scholastic Dishonesty

A student shall not engage in academic cheating. Cheating includes but is not limited to the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student’s own original work.

32. Smoking/Tobacco

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student’s possession or under the student’s control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless of whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

33. Suspended Student on School Property or Attending School Activities

A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator. A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

34. Violation of Acceptable Use Policy

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

35. Violations of Building’s Rules and Regulations

A student shall not commit or participate in any conduct or act prohibited by a school building’s rules and regulations.

36. Weapons and Dangerous Instruments

A student shall not possess, handle or transmit a knife of any length, air soft gun, blackjack, baton, martial arts device, zapping/electrical pens, paint ball or splat gun, or other object or

instrument that can be considered a weapon or is capable of inflicting bodily injury. A student shall not possess a dangerous weapon in a weapon free school zone, including brass knuckles or a dagger, dirk, firearm, iron bar, pocketknife opened by a mechanical device, or stiletto.

37. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Safety and Security

VOLUNTEERS

We enjoy welcoming volunteers to support our middle and high school students and staff. Your dedication and support play an integral role in creating a thriving and enriched educational environment. In order to follow our safety and security guidelines and per school policy, any volunteer in the district must complete a background check. This process includes forms which can be obtained online or from Central Office. Completed forms need to be returned to the Central Office where a photocopy of your driver's license will also be kept on file. Please contact Central Office at 517-645-0397 with questions.

Different opportunities include chaperoning on field trips, classroom assistant work to organize materials or supervise activities, tutoring and homework help, career day or guest speakers, organizing books, supporting our athletic activities with preparation or cleaning of materials and uniforms, and more. We encourage families to contact our PTA or the school principal or a classroom teacher for more specific opportunities.

VISITORS

As a school, we prioritize the safety and well-being of all students, staff, and visitors. To provide a warm and secure atmosphere, we kindly request that all visitors to the building schedule an appointment to enter the building. When you arrive, we ask you to press the buzzer and communicate with our administrative assistant. Please let her know who you are meeting with and the anticipated time. Once the details are confirmed, she will grant you access through the main office entrance. Upon entering, we ask you to sign in at the main office and obtain a pass. Please be prepared to show proper identification and to sign and out

when finished. Most visitors will be escorted to their destination for security reasons. For the purpose of maintaining a secure environment, any visitor found in the building without an identifiable badge or escort shall be reported to the principal.

If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school to schedule a mutually convenient time. We cannot allow walk ins due to safety reasons. Please call 517-645-7609 to schedule an appointment time. We are unable to accommodate student visitors except those planning to enroll in our school for the current school year or in the spring for the following year.

All visitors are expected to abide by school rules at all times. If school rules are not followed, they will be asked to leave and escorted off school property. Visitors who are unable to maintain control and act in an inappropriate manner will receive a trespassing notice and will be unable to be inside the building or on school property. The two exceptions to trespassing would be if the person is dropping off their student (may not leave the car) or if they have an appointment.

If the visitor is planning on volunteering, please see the section on volunteers to ensure compliance with our mandatory background check.

TRESPASS NOTICES

Potterville Schools strives to maintain the best security possible to ensure our students and staff are kept safe. Part of ensuring that we keep our schools safe is enforcing strict guidelines when it comes to conduct that is deemed disorderly, disruptive, alarming or threatening towards our students or staff.

Persons who are asked to leave the buildings or grounds for such conduct are subject to trespass. Persons who are trespassed from the school shall be prohibited from entering in any school buildings, on school grounds, and attending events that are held on school property. If a person is trespassed and has a child attending Potterville Schools and if they provide the transportation to and from school, they are permitted to bring their child to and from school but may not exit their vehicle.

If the child needs to leave the school early for any reason, the child will be allowed to sign themselves out once the parent makes contact with the school by phone and may leave the building to meet the parent in the drive pickup/drop off area in front of the school.

If a person is trespassed and has a child attending Potterville Schools and needs to make an appointment to meet with a staff member or for school conferences, they may contact the school by phone to request arrangements be made for a virtual meeting or zoom.

The duration of a trespass is determined by the school. When a trespass is served, it is in effect until the school decides when and if it is retracted. Violation of a trespass will result in immediate arrest by the school resource officer or by other law enforcement agencies.

THE VIKING CENTER

The Viking Center is here to assist students with behavioral, academic, physical health, and social emotional needs when necessary. The Academic and Behavior Coach have offices in the Viking Center. The Viking Center is open for essential activities only and students will not be allowed to remain in the Viking Center for long periods of time unless they are under the supervision of the Academic and/or Behavior Coach. All students will be expected to follow Viking Center policies and expectations while in the Center. Distribution of Chromebooks will take place here after Back to School Night, and students should also come here when needing to borrow a loaner computer or charge cord for the day. They are there to also answer technology questions. Students should request a hall pass from their teacher before reporting to the Viking Center.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal provided a meeting happens prior with the principal and Board Policy 8390 is followed.

Our facility dogs are considered a part of our faculty. Treatment towards all facility dogs must be appropriate and respectful. Hitting, teasing, playing rough, or any other inappropriate behavior toward a facility dog will be grounds for not being able to interact with the facility dogs and a level 2 or higher offense depending on the situation.

CLEARING THE CLASSROOM

Student safety is important to us for all students. In order to ensure all students are safe and out of respect to students who sometimes may have a rough day, we will clear a classroom if a student's behavior escalates to a point where safety is a concern for a student who is harming her/himself or others. We do this to keep students safe and give dignity to the student who needs extra support.

SCHOOL RESOURCE OFFICER

Our School Resource Officer (SRO) is here to support a safe environment conducive to learning. The SRO will have daily conversations and interactions with students in informal ways. However, if the SRO is conducting an investigation and students are hindering, interfering, or obstructing an investigation this could lead to charges and school-based consequences. The equipment or tools that the officer may have on his/her person and/or office, including his/her vehicle may not be touched. It is not lawful to approach or touch the police officer in an assaultive manner or in a manner that the officer may take to be assaultive or threatening. Any communications with our School Resource Officer will be courteous and respectful.

TRANSPORTATION/BUS CONDUCT

Pottersville Public Schools is committed to providing safe transportation for all students. Dean transportation provides all bussing for Pottersville Public Schools. Expectations for bus conduct will align with Dean Transportation Policy. Transportation policies can be found on the District website at ppsvikings.org (Families – Transportation – Expectations for Behavior). Dean Transportation may be contacted for transportation related questions at 517-541-2772.

Students riding buses are expected to observe the following rules or lose the privilege of riding:

- Follow driver directions.
- Use polite and kind language.
- No swearing or teasing.
- Stay in assigned seats.
- Keep head, hands, and all other objects inside the bus.
- Keep the aisle clear of feet, hands, bags, musical instruments.
- Use “inside” or “one-foot” voices.
- Maintain quiet at railroad stops.
- Remain seated while the bus is in motion.
- Observe all other rules posted on the bus.
- No recording or use of cell phone to make phone calls on the bus.
- Once on the bus, you may not exit the bus until you arrive at your bus stop.

PENALTIES FOR BUS INFRACTIONS

A student who violates bus expectations may receive consequences based on Dean Transportation Behavior Policies. Each incident is reported to the Behavior Coach and is evaluated based on the Student Code of Conduct. Additional disciplinary measures may be administered up to and including the loss of privilege of riding on the bus.

Consequences for Poor Bus Behavior

- Verbal Warning – Driver records the name and may assign seats.
- Bus Conduct Report 1 – Driver may call parents/guardians.
- Bus Conduct Report 2 – Conference with parents. 1-3 days suspension from riding the bus.
- Bus Conduct Report 3 – Conference with parents. 3-5 days suspension from riding the bus.
- Bus Conduct Report 4 – Conference with parents. 5-10 days suspension from riding the bus.
- Bus Conduct Report 5 – A conference with the driver, parent, student, and administration will be held to determine further action. Suspension of bus riding privileges up to and including the remainder of the school year may result.

Progressive discipline may also be assigned by the school administration.

Severe Offenses

- Fighting
- Inappropriate touching
- Criminal Sexual Conduct
- Inappropriate and/or abusive language

- Use of tobacco, alcohol, drugs, or vapes
- Defiance
- Interfering with safety
- Vandalism to seat – with parent/student paying for replacement of seat

These are extreme cases and will be addressed with progressive discipline by the school administration along with bus transportation disciplinary action. In the case of severe behavioral offenses on a bus, the student will be suspended from the bus upon arrival at the final destination.

DRIVING/PARKING AREA

During the school day, licensed students may drive to school and may only park in designated areas. All vehicles that students park in district parking areas on school days must have a registered permit prominently displayed. Permits can be obtained from the main office. Students are not permitted to sit and loiter in their car in the parking lot during the school day. Music/bass volume when arriving and leaving school property must be kept to a minimal volume as classes are still in session.

Senior students will be allowed to customize/paint a parking spot on an agreed upon day with their class advisor. (The customized spot must be approved by the class advisor before beginning. All paint is to be provided by students!) Students should only park in the designated areas. Students should not loiter (either in cars or standing around) in district parking lots; students should only be entering or exiting their vehicle at their designated parking place upon arrival for, or exit from, their school day. Students should not leave trash in or around their parking area and are strictly forbidden from vandalizing any other vehicle, including the use of paper, tape, food, or other material. All students must obey traffic laws on campus as well as off campus when operating their vehicles at all times. Any infraction on campus could result in citations being issued by the school resource officer. Any infractions off campus could result in citations issued by another law enforcement agency. In addition, the student may lose their driving privilege on campus if they are found to be operating their vehicle in an unsafe, careless or reckless manner. Students may not park in visitor parking spaces.

Parking is a privilege that can be revoked as part of the district's disciplinary procedures. Parking privileges are also affected by PBIS. Vehicles parked in unauthorized locations may be towed at any time. Permit tags are the property of Pottersville Public Schools and must be surrendered upon request or upon the registrant ending enrollment with the school. A student's vehicle on district property is subject to search by district officials. Students preparing to enter the school building must enter through the cafeteria entry doors before school or through the Main Office if reporting after 8:00 AM.

Students are required to keep updated vehicle information on file with the office for any vehicle they drive to campus regularly.

PICK UP AND DROP OFF OF STUDENTS

To ensure the safety of all students at Pottersville High School/Middle School, the following pick up and drop off plan will be in place.

All students will enter the building at 7:45 am or later. This will allow for adequate supervision of students as they enter the building, get their breakfast, and report to their first hour class. Students will enter the building through the cafeteria doors (Door #5) and remain in the Cafeteria until 7:50 when they will be released to their first hour class.

If you should happen to get to the school after 8:00 am, you will then need to check your student in at the Main Office (Door #3), as the morning entry doors to the school will be locked. Upon arrival to the building, press the call button to let the administrative assistant know you need to be let into the Main Office.

Students riding bicycles to school will leave their bicycles on the bicycle rack in the front of the school near the Main Office or at the west end of the high school building near the District Office. Students are strongly encouraged to lock their bicycle up. Pottersville Public Schools is not responsible for any items, including bicycles, that might be lost, damaged, or stolen.

All parents/guardians who are picking up students during the school day must come to door #3 to show an ID to ensure students are leaving with assigned contacts.

ENTERING/EXITING FOR THE DAY

Entry and exit doors for all students will be the main cafeteria for all students coming into the school building in the morning (before 8am). All high school students shall use door 3 when exiting for the day. There will be no exceptions. The middle school will use the middle school doors when exiting at the end of the day or door 3. All other school doors will be for emergency exits only and will be closely monitored. Any student using an emergency exit door will lead to school-based consequences for violation of school safety protocols.

No student shall re-enter the school or allow any other persons to enter or re-enter the school building unless returning for athletics/school activity. Students may not loiter in the hallways, bathrooms, main office or the Viking Center. All students staying after school must be under adult supervision.

PASSES/STUDENTS OUT OF CLASS

Students are expected to take care of essential needs before school and during lunch to minimize interruptions to class time. Hall passes will not be issued during the last 10 minutes of each class. Every effort should be made by the students themselves, and the teachers of each class, to limit students being out of class for any reason. A hall pass must be worn at all times if a student is supposed to be in class, and the student must go directly to their destination and then back to class. The requirement of passes will be strictly enforced. Students found with no passes and out of class will be treated as loitering and sent to the Viking Center. Students needing to turn in an incident report need to do so at the end of an hour instead of mid-hour unless it is an emergency.

Please contact Administration if physical necessities need to be taken into consideration for individual students.

Under certain circumstances hall passes will be allowed for restroom visits only. Hall passes to the restroom will be given based on limitations to the number of people allowed in restrooms at any given time. Only essential visits to the Viking Center will be allowed. Teachers will coordinate the scheduling of restroom breaks and determine when Viking Center visits are allowed.

LOCKERS/BACKPACKS

Lockers are assigned by the school. Each student should use only his/her own locker and not give the combination to anyone else. Students may not trade or share lockers. Students are expected to keep their possessions within their locker. Pottersville Public Schools is not responsible for lost or stolen items from traded or shared lockers. Pottersville Public Schools is not responsible for lost or stolen items from not working lockers when students have not informed staff of not working lockers. Backpacks are expected to be kept in lockers, unless specifically approved by the administration for an approved necessity/accommodation. Backpacks will be confiscated if found on a student during school and or/in classes and will fall under school violation consequences. The only exception will be for students who have special permission from the office administration for medical reasons. A student who is approved to carry a backpack with them shall be issued a special tag for their backpack so it is visible to staff indicating they are authorized to carry it with them throughout the school day. If a student is found in violation it will fall under the guidelines of disciplinary guidelines set forth in the student handbook. Students should contact the office or a custodian if lockers are jammed or do not lock properly. Backpacks are not allowed at school the last two days in June.

Students are expected to leave valuables at home. If a student chooses to bring a valuable item to school, it is at their own discretion and is highly discouraged.

School lockers are the property of the district. Students are expected to use the locker and its parts (combination lock, door mechanism, shelves) in a manner that causes no damage to their operation or appearance. Stickers are not allowed. At the end of each school year, students are responsible for clearing out and removing any posters and/or markings within the locker.

At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

STUDENTS RUNNING ERRANDS

Students are prohibited from leaving school grounds to run errands for themselves, any school personnel, or any other students.

SEARCH AND SEIZURE

Students are provided lockers, desks, technology devices, and other equipment in which to store materials and utilize. Students do not acquire a reasonable expectation of privacy in such property. Pottersville Public Schools reserves the unrestricted right to search and seize property assigned to the student at any time, for any reason, with or without notice to the student or the

student's parents. The privacy rights of students will be respected regarding any items found during a search that are not illegal or otherwise against School District policy or administrative regulations. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

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

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

STUDENTS RIGHT OF EXPRESSION/DISTRIBUTION OF MATERIALS

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

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, and pervasively vulgar.
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing.
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
6. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, if exits are not blocked and there is proper access and egress to the building.

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

FIRE/LOCKDOWN/TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills (minimum of 5) in accordance with state law. Specific instructions on how to proceed will be provided to students by their teacher who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills (minimum of two) will be conducted at a minimum during the tornado season using the procedures provided by the State. Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

EMERGENCY INFORMATION

It is required for families to provide the school with emergency phone numbers where they can be reached. In the event this information has not been provided, the school will use its best judgment regarding the safety and well-being of students. It is very important that this information be updated as soon as possible. Please call the Main Office at 517- 645-7609 to update emergency phone numbers and email addresses as needed.

STUDENT CRISIS PROCEDURES

The safety and well-being of our students are of paramount importance. We believe in fostering a supportive environment where students feel valued, heard, and understood. With this commitment, we have established a comprehensive crisis protocol to address concerns and share expectations as we collaborate with families on mental health, including instances where suicide is a concern. If a student is exhibiting behaviors indicative of suicidal ideation, we will follow the following steps:

- A. Immediate assessment – Upon receiving information or observing concerning behavior, designated staff trained in mental health crisis intervention will conduct an

immediate assessment of the situation. This will include speaking with the student directly and may include gathering more information from staff and/or peers.

B. Contact parents/guardians – Parents/guardians will be notified of the concerns regarding the child's mental health.

C. Referral to Mental Health Professionals – Students identified as at risk, will be referred to mental health professionals (CMH, emergency room, mobile crisis, or any other resource available).

D. Returning to School – In order to return to school, the family must share documentation paperwork with the school of being seen. If the family chooses not to seek mental health professionals, please know we are also mandatory reporters and will need to document and report accordingly.

E. Safety Plan – In collaboration with the family based on the documentation brought back to school, a safety plan may be developed to address the student's immediate safety needs and needs at school. This plan may include strategies for coping, identifying supportive individuals, and accessing emergency services if necessary.

F. Monitoring and Follow-Up – Our mental health support staff will add the student to their caseload to help monitor and support the student's well-being and adherence to the safety plan. Follow-up meetings with the student and possibly the parent will help to assess the progress and address concerns.

G. Confidentiality and Privacy – All information related to a student's mental health and the crisis intervention process will be handled with the utmost confidentiality and sensitivity.

STUDENT PROPERTY/VALUABLES

Students are strongly encouraged NOT to bring items of value to school. Pottersville Public Schools cannot be held responsible for their safekeeping and will not be liable for loss or damage to personal valuables. School personnel will not engage in investigating and/or recovering lost or stolen valuables.

Students bring valuables to school at their own risk.

The most common items that come up missing are headphones/Airpods and cellphones. We strongly encourage you to leave these items at home. If students need to bring these items with them, they should use their locked* locker.

*If a student's locker is not locking properly, it is up to them to report it to the main office so it can be taken care of.

LETTER FROM EATON COUNTY PROSECUTOR

Please see the below letter from our Eaton County Prosecutor, Douglas Lloyd regarding school safety and threats against schools. We take this topic very seriously and appreciate your cooperation with any situation regarding threats. Students will be placed on leave if they are involved in a situation that warrants a threat assessment until the assessment can be completed.



Douglas R. Lloyd

EATON COUNTY PROSECUTING ATTORNEY

Chief Assistant Prosecutor: Christopher N. Anderson

Assistant Prosecuting Attorneys:

Sharon S. Park
Adam H. Strong
Ryan J. Tetloff

Brenna J. Hedrick
Jolina O'Berry
Robin L. Narlock

Christopher R. Candela
Jacob W. Hoppe
M. Katie Pabich

Victim/Witness Unit: Jody Strang & Marissa Shook

Investigators: Bryan Seratt (Main Office) & Rod Beals (ECU)

Dear Parents:

As I wrote to you last spring, my office always takes threat to the safety of community, and the schools within our communities, very seriously. Because of tragic and violent events recently within schools, communities across the country share increased concerns for the safety of the students and staff of their local schools. Every parent, student, teacher, and staff member deserves to feel comfortable knowing that their school is a safe place for children to learn and grow. Unfortunately, some individuals engage in conduct, with full intent or not, that destroys that feeling of safety.

In the last year, we have seen a rise in threats against the schools in our community and across the country as a whole. **My office, law enforcement, and each school district want to make this abundantly clear – we take these threats seriously.** Each threat **must** be treated as a true and intentional threat, regardless of whether an individual was joking, did not mean to scare people, did not mean to actually carry it out, etc. To treat these threats any other way would diminish the safety and security of our most vulnerable citizens: our children. My office, together with law enforcement and the schools, will investigate such threats to the fullest extent in order to protect our community.

In an effort to address each threat of violence within the school community, the Eaton RESA and its member districts have established guidelines and procedures for schools to follow in addressing and evaluating threats or violence within schools throughout Eaton County. These guidelines are intended to assist schools, law enforcement, and my office in evaluating threats to our schools and identifying those individuals who seek to destroy the safety and comfort of our schools. I applaud the schools for taking the initiative to formulate the guidelines and procedures being put into place this school year. While not every "fist-fight" poses a threat to the safety of a school building or its students, identifying patterns of behavior and working to prevent the escalation of a "fist-fight" or "tough-talk" to something more dangerous is absolutely crucial to ensuring the safety of our communities.

I reach out to you again as we embark on a new school year to encourage you to talk with your kids about the choices they make and the words they use. Remind them that their statements, comments, social media postings, etc. that can be interpreted as threatening to cause harm to a student body, a school, a teacher, or school staff can lead to very serious criminal charges. Encourage your kids to seek alternatives to physical or violent confrontations, and to be willing to speak up if they are concerned about the actions or words of a fellow student, or their safety at school.

We are a community, and communities must stand together as one to remain safe. Only by working together can we ensure that our children can learn and grow in safety. Eaton County is an amazing place to raise a family, and I am proud to work with our schools, law enforcement, and most importantly you to ensure that Eaton County remains a safe place to live, work, and raise your family.

Respectfully,

Douglas R. Lloyd
Eaton County Prosecutor

www.prosecutingattorney.info

HEALTH AND WELLNESS INFORMATION

EMERGENCY MEDICAL AUTHORIZATION

State law requires that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in school and any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should include proper documentation by a physician. Emergency Medical Authorization Forms can be obtained from the Main Office.

IMMUNIZATION INFORMATION

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school administrative assistant in the Main Office.

MEDICATION POLICY

A form must be completed by the student's health care provider and parent/guardian before any medication is administered by school personnel or, when permitted, self-administered by the student. A student's parent/guardian may administer medication to his/her child at school provided arrangements have been made with the principal or designee.

Administration of medication by injection or ultrasonic Nebulizer will be individually planned with the student's parent/guardian, health care provider, and principal. School personnel are not permitted to honor independent requests from a parent/legal guardian to administer medication other than as specified on the medication authorization.

All prescription medication must be delivered to school by the parent/guardian or other authorized adult, in the current original container with an unaltered prescription label attached. Any change in medication, dosage, or directions will require the completion of a new Medication Authorization Form. All signatures, including health care provider, parent/guardian, must be original and handwritten. Emailed Medication Authorization Forms requiring a health care provider's signature must be sent directly to the school from the health care provider's office.

In case of emergency, extra inhalers and emergency injectable medications must also be housed in the Main Office. Any questions regarding medical issues and medicine administration policy should be directed to the Main Office.

USE OF MEDICATION

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

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- *The Medication Request and Authorization Form* must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the office.
- Medication that is brought to the office will be secured.
- A two-to-four-week supply of medication is recommended.

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

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

PRESCRIBED OR NON-PRESCRIBED (OVER THE COUNTER) MEDICATION

Before any prescribed medication or treatment may be administered to any student during school hours, the school requires the written prescription and label with instructions from the child's physician, accompanied by the written authorization of the parent. As for nonprescribed (over the counter) medications, a parent must complete a *Medication Request and Authorization Form* to authorize any dissemination of medications to the student. Pottersville Public Schools does not provide any over the counter medications such as pain relievers or cough drops to students. If these medications are required, parent/guardian must complete the medication form with instructions.

CARE OF STUDENTS WITH SPECIAL MEDICAL NEEDS

Pottersville Public Schools recognizes we are partners in the care of our students. If your student has medical needs, please contact the main office to set an appointment with the

principal to create a health care plan and to determine the best way to support your child's academic and health care needs. This includes students with life threatening allergies, diabetes, epilepsy, a life-threatening illness, and other medical health needs.

COMMUNICABLE DISEASES CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Health regulations require parents of children, who are showing symptoms of having communicable diseases, to keep them at home until all signs of contagion are gone. If a child appears at school with obvious signs of having a communicable condition, the office will contact you to take your child home. Please do not send your child back to school until all signs of contagion are gone. We follow MDHHS guidelines for communicable diseases. The following is a practical guide that will help you decide whether you should send your child back to school:

1. **COVID-19** – Follow local Health Department and MDHHS guidelines.
2. **Chicken Pox** - When the skin is clear of active lesions, but not less than 7 days nor more than 10 days from the appearance of the first crop of pox.
3. **Red Measles** - Upon recovery, but not less than 7 days.
4. **German Measles** - Upon recovery, but not less than 4 days.
5. **Whooping Cough** - Upon recovery, but not less than 7 days.
6. **Mumps** - When swelling is gone, but not less than 7 days.
7. **Scarlet Fever** - When authorized by doctor.
8. **Scarlatina** - When authorized by doctor.
9. **Strep Throat** - When authorized by doctor.
10. **Common Cold** - Many contagious diseases begin with cold symptoms. This is the most contagious stage of any illness.
11. **Head Lice** - After recommended treatment and procedures have been completed. Student's hair must be free of any sign of lice.
12. **Pink Eye** - When authorized by doctor. Please contact the school office if your child exhibits symptoms of any of the above conditions. Information about the communicable diseases listed above may be obtained from the local Health Department.
13. Any student with a temperature of 100° or higher, or discharge from the nose and/or eyes, persistent cough, sore throat, earache, headache, vomiting, skin eruptions or rashes, should be at home. Please expect the school to contact you in such cases. According to MDHHS, for students with a fever and/or vomiting, they should remain at home until symptoms have disappeared for at least 24 hours.

CONTROL OF NON-CASUAL CONTACT OF COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, and sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people,

including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. As required by Federal Law, parents will be requested to have their child's blood checked for HIV, HBV, and other bloodborne pathogens when the child has bled at school, and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

BREAKFAST & LUNCH PROGRAM

The breakfast/lunch program is a vital part of our school program. To encourage good nutrition, a well- balanced breakfast and lunch is offered at a reasonable price. For the 2024-25 school year, students will not be required to pay for their lunches. Free and reduced lunch paperwork for families who usually receive this service is still requested to support the district. Applications can be filled out online at www.familyportal.cloud, paper copies are available at the Main Office, or a paper copy can also be mailed to your address by contacting the Food Service Department. All families are encouraged to fill out a form. A new form is needed for each new school year. The Family Portal website will also allow you to set up a lunch account for your student(s), where money can be deposited for meal purchases. If you have questions, please contact Emily White, Food Service Director, at 517-645-4782 or whitee@ppsvikings.org.

BREAKFAST/LUNCH POLICY

Middle School:

All food and drink is to be eaten in the cafeteria. The only beverage allowed outside of the cafeteria is water in a spill proof container. Water fountains are available to all students. All students must remain in the cafeteria, or defined recess area during lunch time. **Students may not loiter in areas around the building during lunch.** Students are expected to keep the cafeteria tables/area clean during lunch. Students should take care of their own trash during lunch and must assist with keeping the lunch areas clean if requested by staff. Students may not take food outside. Uncooperative students will be required to stay after lunch to clean up their area. Refusal to do so will be considered insubordination and is subject to progressive discipline. Once students are finished eating and staff move outside for supervision, students are able to go outside but must remain in that area until time to come in. Students may not go back and forth between inside and outside.

High School:

All students must remain in the cafeteria during lunch. **Students may not loiter in areas around the building during lunch.** Students are expected to keep the cafeteria tables/area clean during lunch. Students should take care of their own trash during lunch and must assist with keeping the lunch areas clean if requested by staff. Uncooperative students will be required to stay after lunch to clean up their area. Refusal to do so will be considered insubordination and is subject to progressive discipline.

Students who leave campus without permission are subject to disciplinary action.

TELEPHONE USE

Occasionally students need to call home due to feeling ill, missing materials, or to make scheduling arrangements. If this is the case, students should go to the main office to obtain permission to make the phone call. Office personnel will initiate any calls home on behalf of the student. Plans and arrangements for after school should be made in advance of the school day. Students should not use their cell phones to call or text during the school day. Students who become ill at school will be isolated until picked up by a parent/guardian and a call will be promptly made to the parent/guardian contact information on file by school staff.

ACADEMIC PROGRAM AND SERVICES

ENROLLING IN THE SCHOOL

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

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if applicable)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parent(s) or guardian(s) will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have official records from their previous school. The school administrative assistant will assist in obtaining the transcript, if not presented at the time of enrollment.

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Student enrollment forms are available on the PPS website (ppsvikings.org: Go to Enroll at PPS from the main page (middle of the page) – Enrollment Packet (Register Now Button) or a paper copy can be obtained from the Main Office. Please call 517-645-7609 with any questions.

DUAL ENROLLMENT

According to Public Act 160, 9th – 12th graders have the opportunity to enroll in college courses and receive both high school and college credit; however, they must be eligible in order to do so. Information on dual enrollment is shared in the spring with all current and incoming high school students. Students who are interested in dual enrollment are requested to speak with the High School / Middle School Counselor for more information.

EXAM POLICY FOR HIGH SCHOOL STUDENTS (9th-12th)

Students are expected to remain in their exam room for the full duration of the time so as not to interrupt others by coming and going.

Senior exams are always the Monday – Tuesday – Wednesday following their last day. Students take two exams per day starting Monday. Students must show on Monday to complete exams.

HONOR ROLL

There are two honor roll lists: silver and gold. Honor roll is given out at the award ceremony in the spring and is based on cumulative grade point averages. Seniors receive graduation cords to wear for graduation.

Silver Honor Roll: The student has achieved a cumulative GPA of 3.0 and 3.49.

Gold Honor Roll: The student has achieved a cumulative GPA of 4.0 and 3.5.

VALEDICTORIAN, SALUTATORIAN, TOP TEN, and HIGH HONORS

Eligibility for Valedictorian and Salutatorian: Ranked #1 and #2, respectively, at the end of the seventh semester. Seniors must be enrolled at PHS for their seventh and eighth semesters. Grade Point Averages are calculated to two decimal places. Students receiving valedictorian, salutatorian, top ten status, honors and/or high honors must pass all core classes with a C- or higher. Students with valedictorian and salutatorian status will receive a stole to wear for graduation. Students who graduate with high honors will receive a black cord for graduation. Students who graduate with honors will receive a white cord for graduation.

Graduating with High Honors: Seniors who earn a 3.5 or higher at the end of seventh semester will graduate with High Honors.

Graduating with Honors: Seniors who earn a 3.0-3.499 GPA at the end of seventh semester will graduate with Honors.

Foreign exchange students are not eligible for Valedictorian or Salutatorian.

GRADING/PROMOTION OF STUDENTS

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate whether the student has learned the necessary material. In general, students are assigned grades based upon assessments, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students/parents at the beginning of the course work via class syllabus. If a student is not sure how his/her grade is determined, he/she should ask the teacher. When a student appears to be at risk of failure, notification will be provided.

Middle School promotion* is based on:

- Current level of achievement.
- Potential for success at the next level.
- Emotional, physical, and/or social maturity.

Administration will make the final recommendation for students.

High School – Credit Progression for Graduation:

- Freshmen (9th graders) should obtain six (6) credits minimum.
- Sophomores (10th graders) should earn twelve (12) credits minimum.
- Juniors (11th graders) should obtain eighteen (18) credits minimum.
- Seniors (12th graders) must earn the required Michigan Merit Curriculum of twenty-four (24) credits to graduate from Pottersville High School.

GRADUATION REQUIREMENTS

Graduating students must have twenty-four (24) credits to graduate. The Pottersville Board of Education has set the Michigan Merit Curriculum (MMC) as the graduation requirements of the high school. (0.5 credit = 1 semester). Students must have participated in state testing their junior year (senior year for makeup if missed).

Subject Area	Credits	Must Include
English	4	

Math	4	- Algebra 1 - Geometry - Algebra 2 - Personal Finance (1/2 year)** - Additional math course for 1 year - Math during senior year* *See course description book for details **1/2 year required for class of 2028
Science	3	- Biology - Chemistry or Physics - Additional science course for 1 year
Social Studies	3	- US History - World History - Government - Economics
World Language	2	
Physical Education & Health	1	- Physical Education - Health
Fine Arts	1	Students may fulfill in a variety of ways
Online Learning Experience	20 hours	Embedded into multiple courses
Elective Courses	6	Students may fulfill in a variety of ways

GRADUATION REQUIREMENTS CERTIFICATION/GRADUATION CEREMONY

To be certified for graduation from Pottersville High School and to receive a diploma, seniors must be certified by the high school counselor and/or principal that their program credits are fulfilled and that they may receive their high school diploma.

Students failing to meet the necessary requirements by the deadline will not be eligible to participate in graduation ceremonies but will have the opportunity to complete all required courses by the end of the school year to receive a diploma.

All students must have earned senior status by April 15 (having earned 18 credits) and have earned a minimum of 23 credits in order to participate in the commencement ceremony. Students who do not have all their credits after the seniors' last day are required to attend school until the last day of the school year (or until all credits are complete).

Students must be dressed in a Pottersville cap and gown for graduation. All decorated caps must receive prior approval of school appropriateness to be worn in the ceremony.

GRADUATION SPEECHES

The top two students in the senior class will be determined by mid-February each graduation year. Both will be given the opportunity to submit a speech aligning with the commencement speech guidelines for Pottersville Public Schools.

SENIOR DEPARTURE

Prior to being able to walk at graduation, students must complete the senior checklist ensuring all athletic, technology, and library fees and materials have been returned or paid. Lockers must be emptied, and lunch fees paid.

INCOMPLETES

All incompletes must be made up within five weeks after the close of the marking period in which it was received or as specified by the teacher. After that time, the incomplete becomes an "E". Extensions of this window may be made by the building principal if there are extenuating circumstances.

TESTING OUT

The Michigan School Code requires that schools provide an opportunity for high school students to "test out" of any course. "Testing out" in the Michigan Merit Curriculum is an option to demonstrate that a student meets or exceeds the content expectations associated with the subject credit area. In order for a student to "test out", he/she must meet with the teacher of the subject prior, set a date for testing that aligns with the "test out" windows set by the district, and obtain the necessary materials. There are three windows for testing out: August prior to school starting, January during final exam week, and June during final exam week.

TEXTBOOKS

Textbooks (when possible) will be replaced by online resources or paper copies of lessons that the student can keep. Certain classes may utilize a class set of textbooks or may not use textbooks at all. Students are responsible for keeping textbooks in working condition with no more than normal wear associated with their book for the school year. Students/families are encouraged to utilize book covers to prevent damage beyond a normal amount. Self-adhesive textbook covers are not acceptable due to the damage that can incur. Families are responsible for the replacement of the book if it becomes lost, stolen, or damaged beyond repair.

CHEATING

Pottersville's Philosophy: All students are expected to observe and comply with the highest standards of personal integrity and honesty. The school promotes individual inquiry and self-reliance through independent work. Cheating is defined as the deliberate act of submitting work that is not the product of a student's efforts.

Cheating offenses include but are not limited to:

- The use of any unauthorized assistance in taking quizzes, tests, or examinations.
- Altering teacher records.
- Dependence upon the aid of sources beyond those authorized by the teacher in writing papers, preparing reports, solving problems, or carrying out other assignments.
- The acquisition, without permission, of tests or other academic materials belonging to the teacher.
- Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of published or unpublished work of another person without full and clear acknowledgment, including the Internet. It also includes copying homework done by another person or agency engaged and selling of term papers or other academic materials.
- Using artificial intelligence such as Chat GPT, Google Bard, and any other forms of AI to generate work and submitting it as one's own counts as plagiarism

A student who knowingly assists another student in cheating (as defined above) will be subject to the same disciplinary action.

- A parent/guardian who knowingly assists their student in cheating (doing the work for them) may result in the student earning a zero for the assignment
- Asking students who have previously taken an assessment/quiz/test about test items/answers.

Consequences:

- This is a level 2 infraction and will be treated as such.

HOMEWORK/MAKE UP WORK/LATE WORK

Students are expected to complete assignments regularly in class. When work is not finished in class, it becomes homework in all classes. Regularly assigned classwork/homework is generally coordinated among teachers and related to the goals of the class. Homework helps show teachers how well the student assumes responsibility and has absorbed what has been taught. We encourage parents to help set a schedule where homework is completed at the same time every day. Parents can access Schoology and PowerSchool to see assignments, grades, and monitor students' progress. Regular monitoring of student progress is critical to student and school success!

Students who are absent from class will be given the number of days they were out to make up missed assignments. Missed "hands-on" work such as laboratory activities often cannot be made up because of equipment and safety restraints; in this situation an alternative assignment may be utilized, or the student will be exempt. If a student is absent two days or more, a parent can call the office for homework assignments. Obtaining and completing

missed work are the student's responsibility. To allow teachers time to prepare the missed work, **teachers must be given 24-hours' notice.**

Students may request course work during extended absences and will have an equal amount of time to complete assignments.

TEST RETAKES

Test re-takes are allowed and encouraged when a student does not demonstrate mastery of content. In order to qualify for a test retake, a student must complete at a minimum 80% of the course work for that section/module/chapter. Test retakes must be completed within two weeks of the original assessment date.

REPORT CARDS

Grade reports are provided in PowerSchool Parent Portal at the end of each marking period. Contact the Main Office at 517-645-7609 to set up a Parent Portal account.

CLASSROOM PLACEMENTS AND SCHEDULE REQUESTS

Potterville Middle and High School opens scheduling options for high school in the late winter/early spring and the middle school in the spring for the grades that have options to choose their classes. We do our best to schedule requests per our scheduling system, however sometimes this is not always possible. Schedule change requests should be submitted in a timely manner. For each semester, schedule change requests should be submitted no later than the second day of the semester. For middle school students who have a class that is only a quarter class, they must submit any change requests no later than the second day of the new quarter. Please note, schedule change requests are filled based on need (credits required for graduation) and availability. Teacher requests will not be accepted since we are a small district and frequently, only one teacher teaches the content area. Please note, beginning in fifth grade, siblings are separated so each student has the opportunity to grow and flourish in their own environment.

CLASSROOM PARTIES

Classroom parties are to be approved by the principal in advance with communications coming from the monitoring staff. Classroom parties will not be approved during designated exam periods.

CREDIT RECOVERY

Credit recovery courses will be offered to high school students who need to retake a course not passed during the regular class schedule. A fee of \$50 per class will be charged for each credit recovery course added into the platform. Students taking credit recovery must pass each credit recovery class at an overall minimum of 80%. There are three (3) credit recovery term windows: first semester, second semester, and summer session. Classes passed within the window assigned will receive \$25 back if completed within the timeframe of the window. Upon successful completion, earned credit will be added to the student's transcript. Credit recovery courses cannot be taken for original academic credit - the course

must first be attempted in the student's regular class schedule before credit recovery may be taken to replace a failing grade.

HOMEBOUND INSTRUCTION

The district shall arrange for individual instruction to students at legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. The Superintendent must approve applications. The district will provide homebound instruction only for those confinements expected to last at least five (5) days. A physician licensed to practice in this State, parent, student, or other caregiver shall make applications for individual instruction. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program. Please contact the building Principal to discuss homebound instruction.

EARLY GRADUATION

Students interested in graduating early must accomplish all graduation requirements and have a plan that has been made prior to the start of their senior year with the school counselor and principal in order to graduate early.

SPECIAL EDUCATION SERVICES AND SECTION 504

Programs and services are offered to students who qualify for special education. Programs include teacher consultant support and resource classrooms. Ancillary services may include speech and language, social work, occupational therapy, or physical therapy as determined by an individualized educational plan. Students identified for special education programs and services must meet state and federal eligibility guidelines. Parents/guardians who suspect their child may have a disability should contact the Special Education Director, for further consultation. Contact Amber Baker, Director of Special Education at 517-645-4706 or bakera@ppsvikings.org for more information.

Programs and services are also offered to students who qualify are eligible under Section 504. Programs include different interventions and accommodations to support instruction. Students identified for Section 504 must meet state and federal requirements. Parents/guardians who suspect their child may qualify under Section 504 may contact the principal at palmiter@ppsvikings.org for more information.

LIMITED ENGLISH PROFICIENCY STUDENTS

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the district. It is, therefore, the policy of this district that those students identified as having limited English proficiency will be provided additional

support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the district. Parents should contact the High School/Middle School principal, to inquire about evaluation procedures and programs offered by the district.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school to schedule a visitation date and time. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

STATE AND BUILDING ASSESSMENTS

Pottersville public schools follows all state and federal requirements regarding state testing.

Pottersville High School graduates are required to participate in state assessment testing during their high school experience. This is a graduation requirement with official scores being evidence of completion. At this time the tests would include:

Grade 9 - PSAT 9

Grade 10 - PSAT 10

Grade 11 - SAT with Essay, ACT WorkKeys, and M-STEP Science and Social Studies

Students are expected to take their time and do their best to score well on these assessments. The assessments are used to evaluate our school district each year and will help us to improve our curriculum and overall academic experience in grades K-12. Participation in this assessment system is required each year for students in grades 5th-11th. These assessments are administered in April and May of each school year.

NWEA Testing

Pottersville students are given an assessment called NWEA three times per year to evaluate academic progress and growth. Test results show growth as a student progresses through the school year and can be compared with past years to identify areas of academic need. NWEA assessments are mandated by the state of Michigan to benchmark student progress each academic year. Yearly results are utilized in all grades to assist with class placement and scheduling. These assessment results are also utilized in the annual teacher evaluation process and curriculum review and instruction. It is very important that students take these tests seriously and give their best effort when completing them. NWEA assessments are typically given during the following times: September 2024, December 2024, and May, 2025.

PRINTING/COPY MACHINES

The copy machine in the offices or teachers' lounge are not for students' personal use. These machines are solely for district approved staff. Students do have access to school printers to print schoolwork and assignments. They are not allowed for personal use.

CAR ALARMS

Car alarms are not to be activated from 8:00 a.m. to 3:00 p.m. due to the distraction during school time. Audible activation of the alarm will be disruptive to the school day. Any student who does not follow this policy will not be allowed to park his/her car on school property.

PASSES/STUDENTS OUT OF CLASS

Students are expected to take care of essential needs before school and during lunch to minimize interruptions to class time. Hall passes will not be issued during the last 10 minutes of each class. Every effort should be made by the students themselves, and the teachers of each class, to limit students being out of class for any reason. Students must have a lanyard pass to be in the hallway and must sign out with their teacher. Students must have a purpose for being in the hallway. Students who abuse this privilege will have passes revoked.

Please contact Administration if physical necessities need to be taken into consideration for individual students.

Under certain circumstances hall passes will be allowed for restroom visits only. Hall passes to the restroom will be given based on limitations to the number of people allowed in restrooms at any given time. Only essential visits to the Viking Center will be allowed. Teachers will coordinate the scheduling of restroom breaks and determine when Viking Center visits are allowed.

STUDENT ACTIVITIES

Participation in school activities outside of the academic setting is a privilege and not a right. Students are reminded that they are representing the community of Potterville and Potterville Public Schools when they are outside of school and traveling to another location. We expect our students to exhibit good sportsmanship regardless of the opposing team.

Students participating in after school, evening, or weekend activities must be in good academic standing. Potterville follows the same sporting event participation for each building. If the student is not passing enough classes, he or she may not participate in extra-curricular activities (ie. powderpuff, buffpuff, dances, etc.)

AFTER SCHOOL ACTIVITIES

Buses leave school at 2:53 daily. All students are to be out of the building after school unless involved in a school-sponsored activity that is supervised by a coach, teacher, or other staff member. To ensure student safety, parents are urged to arrange any necessary transportation or childcare so that students may leave the building promptly after school and extracurricular events. Students who are on campus after school need to be participating in a school sponsored activity, receiving academic assistance from a staff member in a specified location, or waiting for a ride. Students waiting for a ride are to be waiting near an exit door and behaving in an appropriate manner. Students, who are loitering in an unapproved location, may be subject to progressive discipline within the discipline framework. Students must arrange transportation so that they are picked up in a timely manner after their activity is

completed. Sanitization and cleaning will be taking place after school each day in preparation for the next school day. Re-entering areas after they have been cleaned is not permitted.

DANCES

HIGH SCHOOL

High School

Students who want to bring one high school guest from another high school to dances must fill out proper paperwork that can be obtained within the office. Students/guests attending high school dances must be high school students (ie. no middle school or graduated students with the exception of prom which will allow for a graduated student to return provided there were no behavior concerns when attending PHS and the guest form is completed and turned in prior). All guest pass requests are due at least 10 days prior to the event. For dances at school or at another location under the school's direction (Prom), the following guidelines are in place:

- All Code of Conduct regulations apply.
- No smoking/vaping is permitted at the dance location or in the parking lot.
- No beverages/beverage containers may be brought into the dance location.
- Once students arrive at the dance location, they are to remain there until they decide to leave for the evening. No one is permitted to come and go throughout the evening. Students' arrival and departure times may be noted by school staff.
- Students who violate school rules or are insubordinate will be told to leave and parents will be notified; progressive discipline may follow.
- If school staff/chaperones have any reasonable suspicion of a student being under the influence of alcohol or controlled substances, his/her parents will be contacted, and police may be involved. A breathalyzer is on hand at numerous evening functions to assess necessary situations if deemed suspicious.
- Students must be in good attendance (missed less than 10% of school), good behavior (no major offenses within the quarter of the dance) and be in good academic standing (passing a minimum of 5 of 6 classes).

Individuals not registered to be at the event or not meeting event expectations will be asked to leave the site immediately.

Middle School

Designated Middle School dances are solely for Pottersville Middle School students. All PPS rules and student conduct protocols apply. Students must be in good attendance (missed less than 10% of school), good behavior (no major offenses within the quarter of the dance) and be in good academic standing (passing a minimum of 4 of 6 classes).

FIELD TRIPS

Field trips are occasionally a part of the learning experience. Field trips are a privilege not a right. Students are required to complete necessary learning assignments prior to attendance and by the staff due date, in order to partake in the field trip and obtain the maximum learning opportunity. Parental /Guardian permission is required for students to attend. To help defray

the growing costs, students are usually asked to pay a portion or all the trip fees. A confidential call to the building principal by a parent is requested for assistance with fees. Parents may be requested to accompany their child on a trip for additional supervision if necessary. Students representing Potterville Public Schools on all field trips will leave a positive impression on the visit. Inappropriate behavior will not be tolerated on field trips. Unacceptable in school behavior may prevent the student from attending field trips. Student attendance on all field trips is up to the building administrator in consultation with the staff.

Middle School Reward Trips

Occasionally, the building will offer an opportunity for students to earn a reward roughly a month prior to attending. These have happened usually at the end of a quarter. Attendance is based on multiple factors for the indicated time period including:

- 2 or less tardies
- 3 or fewer absences
- No in school or out of school suspensions
- 2 or less infractions (write ups) on a student conduct summary
- Good academic standing with no lower than a 60% in at least 5/6 classes

Students who are unable to attend will stay back and work on catching up in their classwork to bring their quarter grades up.

FUNDRAISING

Any fundraising that takes place in the school is reserved for district groups only. Students may not conduct fundraising in the school for outside organizations. Students may not also fundraise for personal profit. All fundraisers must be approved by the Principal and added to the district fundraising calendar.

INTERSCHOLASTIC OR EXTRACURRICULARS

Student participation in interscholastic or extracurricular athletics is a privilege, not a right. Student athletes are subject to the Student Code of Conduct at all times, as well as the additional disciplinary rules that govern participants who represent the school district as members of an athletic team.

NOTIFICATIONS

MODEL NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Potterville High School/Middle School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Potterville High School/Middle School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Potterville High School/Middle School to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing

your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for football, showing the height of team members.

School records are open to review by parents/guardians or adult students. Formal procedures are available to review or challenge accuracy of student records. Access to records by agencies outside the school is limited by school policy. Requests to review records must be submitted to the school principal. Forwarding of records is made at the request of schools in which a student seeks or intends to enroll.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require Local Educational Agencies (LEAs) receiving assistance under the *High School/Middle School and Secondary Education Act of 1965 as amended (ESEA)* to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Pottersville High School/Middle School to disclose directory information from your child's education records without your prior written consent, you must notify the principal's office in writing. Please call the Main Office at 517-645-7609 to discuss the process to opt-out of directory information disclosures. Pottersville Public School's Board of Education has designated the following as directory information:

- Student Name
- Address
- Telephone Number
- Date of Birth
- Participation in officially recognized activities and sports
- Height and Weight, if member of an athletic team
- Academic honors and awards
- School photographs or videos of students participating in school activities
- Dates of attendance and date of graduation

In the event of inconsistency between the Board of Education policy defining 'directory information' and this annual notification, the policy prevails.

The right to file a complaint with the United States Department of Education concerning alleged failures by Pottersville School District to comply with the requirements of FERPA should be through the address below:

Student Privacy Policy Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5280

STUDENT RECORDS

Parent(s) or guardian(s) have the right to review and receive copies of all educational records. To review student records please provide a written notice identifying requested student records to the school principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

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

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

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

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

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

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.

www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Go

SCHOOL MESSENGER ALERT – TAKE OUT?? CHANGING MAYBE

Pottersville Public Schools sends out important announcements, school closures, and updates through School Messenger to our families. If you are not receiving these announcements or receiving them in error, please contact the Main Office. Contact the Main Office at 517-645-7609 if you need further assistance with receiving School Messenger announcements.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Pottersville Public Schools, in accordance with the McKinney-Vento Homeless Assistance Act, will ensure that homeless children and youth in transition have access to a free and appropriate public education, including pre-school, and be given a full opportunity to participate in state and district-wide assessments and accountability systems. A student may be eligible for services if the student is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement

PESTICIDE CONTROL ACT

Pottersville High School/Middle School has adopted an Integrated Pest Management program. Inherent with this are the Pottersville Public School's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

As required by Michigan law, you will receive advanced notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following two methods:

1. Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance and those that have a sidewalk that leads directly to a parking lot.
2. Posting in the common area located by the main office of the school.
3. Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti- microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above).
4. You may review the school's Integrated Pest Management program and records of any pesticide application upon request by contacting the Director of Facilities, Dave Carlson.
5. Parents or guardians of students attending the school are also entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the application, if they so request. If you would like to be notified by mail, please contact Dave Carlson at (517)645-4507. Please give the department person's or administrative assistant, your name, mailing address and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list.

DRUG FREE SCHOOL ZONE

The Board of Education recognizes the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the federal and state law, the Board establishes a 'Drug-Free School Zone' that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug related paraphernalia, including alcohol and marijuana, at any time on School District property with the Drug-Free Zone or at any School District-related event. Further the Superintendent or designee will take necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

PLEDGE OF ALLEGIANCE

Michigan law requires all public schools to provide students the opportunity to recite the Pledge of Allegiance (at least once a day). Anyone who does not wish to participate in reciting the pledge for any personal reasons may elect not to do so, however both students who say the pledge and those who do not must respect another person's right to make that choice.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 5-10 participate in NWEA testing each fall, winter, and spring per state requirements for benchmark testing. Grades 5 – 11 will also participate in state testing in the spring. Parents are encouraged to cooperate in preparing students for standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to improve.

Families can assist their students to achieve their best performance by encouraging a good night's sleep, work hard and study throughout the school year, eat a solid breakfast in the morning, and encouraging your student to do his/her best.

PERSONAL CURRICULUM

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information from MDE about personal curriculums, please [click here](#).

MANDATORY REPORTING

School teachers, counselors, social workers, and administrators are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

WORK PERMITS

Minors under eighteen years of age may not be employed without a work permit issued in the locality in which the minor resides. Minors under fourteen years of age are not eligible for a work permit. A work permit is not needed to deliver papers, for housework, farm work, when a student is employed by his/her parents, or when he/she is employed by a non-profit camp.

Work permits may not be issued until:

1. there is an offer of employment, and
2. the occupation at which the minor is to be employed has been approved by the State

Department of Labor and Industry.

The issuance of a work permit to an individual minor shall be at the discretion of the local issuing officer – the Pottersville High School Principal. The permit may be revoked if it is apparent that employment is resulting in the inability on the part of the minor to properly perform his/her schoolwork.

Each time a student changes jobs, he/she must secure a new permit. Work permits can be picked up in the Main Office. The employer and student must fill out the work permit first before the school will sign the permit. Please call the Main Office at 517-645-7609 for information.



Pottersville Public Schools

Parent/Guardian and Student –2024-25 Middle & High School Handbook Acknowledgement & Pledge

Name of Student: _____

Name of Student: _____

Name of Student: _____

Student Acknowledgement & Pledge:

I acknowledge being provided the electronic link and access to the Student Handbook and Board policies on student behavior.

<https://www.ppsvikings.org/apps/pages/highschoolhandbook>

I acknowledge it is my responsibility to read these materials, understand the rules and expectations. To keep my school safe, I recognize it is my responsibility to follow the school rules, expectations, and Board policies and pledge to do so.

I acknowledge the student handbook may be updated and revised during the school year and those updates will be housed on the district website.

I also acknowledge that my failure to sign and return this form will not absolve me from knowing and following the district and school rules, procedures, and policies.

Student Signature

Date

Student Signature

Date

Student Signature

Date

Parent Acknowledgement & Pledge:

I acknowledge being provided the electronic link and access to the Student Handbook and Board policies on student behavior. I acknowledge it is my responsibility to read these materials, and understand the rules and expectations.

I acknowledge the student handbook may be updated and revised during the school year and those updates will be housed on the district website. I also acknowledge that my failure to sign and return this form will not absolve me or my student from knowing and following the district and school rules, procedures, and policies.

Parent Signature

Date