



KELLOGGSVILLE VIRTUAL  
SECONDARY SCHOOL  
STUDENT/PARENT  
HANDBOOK

2021-2022 Edition

<p>Note:</p>	<p>This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines may be incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated and in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed on 6/30/2021. If you have questions or would like more information about a specific issue, document, contact your school administrator, or access the document on the schools website: <a href="http://www.kvilleps.org">www.kvilleps.org</a> by clicking on “About Us” and accessing the Board of Education page.</p>
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Dear Students and Parents:

Welcome to the 2021/2022 school year at Kelloggsville's Virtual School! We are looking forward to a great year and hope you are as well. We take a great deal of PRIDE in our work at Kelloggsville. We expect the best from our students, and our students consistently meet those high expectations.

The Kelloggsville Virtual School combines the convenience and flexibility of online learning with the support of local, certified teachers. We provide a challenging academic curriculum and opportunities to participate in a variety of courses and career/technical training. Once enrolled, your student will be considered a student of Kelloggsville Virtual School, otherwise known as KVS. **Outlined in this handbook are the expectations we have for our students while enrolled in this program. Virtual students are expected to adhere to the same school rules and expectations of a traditional student anytime that student is on campus and is subject to traditional school policies set forth by the Administration and the Kelloggsville Board of Education.** Students found in violation of any rules will be subject to disciplinary action.

Please review the policies and do not hesitate to contact the school with any questions you may have. Our staff has one goal, and that is to ensure the success of all of our students. We look forward to working with students and parents to reach that goal.

Beth A. Travis  
Director of Kelloggsville Virtual School  
Kelloggsville Public Schools  
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## **Kelloggsville Public Schools**

### **Vision Statement**

All students of Kelloggsville Public Schools will become productive citizens equipped with a global perspective and the skills to meet their full potential.

### **Mission Statement**

Kelloggsville Public Schools will embrace and model a community that values diversity, learning, caring, and respect.

### **Belief Statement**

All students and staff of Kelloggsville Public Schools will be:

- Valued, respected, and supported in achieving their maximum potential.
- Provided with a safe and secure learning environment.
- Held to high learning and behavior expectations.
- Guided in becoming self-directed, lifelong learners.

Collaboration, communication, and mutual respect between families and schools are critical to student success.

# Kelloggsville Virtual School Handbook

This handbook contains Kelloggsville Virtual School rules and regulations. **Each student will receive a virtual copy and is responsible for its entire contents.** Failing to read this handbook and being familiar with its contents could result in conflicts that otherwise could have been avoided. If you have any questions, please discuss them with your administrator, teachers, parent(s) or counselors.

**Virtual students are expected to adhere to the same school rules and expectations of a traditional student anytime that student is on campus and is subject to traditional school policies set forth by the Administration and the Kelloggsville Board of Education.**



NOTICE OF	NONDISCRIMINATION	
The Kelloggsville School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following people have been designated to handle inquiries regarding nondiscrimination policies:		
Inquires related to discrimination on the basis of disability should be directed to:		
Director of Special Education & Section 504 Coordinator Kim Stevens 977 - 44in St. SW Wyoming, MI 49548 (616) 532-1585	Title IX Coordinator Kim Stevens Eric Alcorn 242 – 52nd St. SE Kentwood, MI 495485 (616) 538-7460	Superintendent Sam Wright 242 – 52nd St. SE Kentwood,, M I49548 (616) 538-7460

The administration may alter or impose an exception to the policies in this handbook based on an extenuating circumstance.

It is a requirement that school officials must ensure that this student handbook and all of its rules and policies are implemented consistently for all students.



## Program Requirements and Opportunities:

### Requirements:

1. The student must obtain parent consent to enroll in the program, agree to technology use agreement and participate with their mentor to complete academic and EDP requirements.
2. The student must attend an orientation prior to beginning the virtual school. If not available, the student must follow a virtual orientation and complete the orientation quiz with a passing score of 75% or higher.
3. The student must agree to working and communicating daily with their teachers to satisfy attendance requirements.
4. Students may enroll in the program at the beginning of each school year during the enrollment period and are expected to stay for the entire year. Exceptions can be reviewed by administration at each semester.
5. Students should be on a diploma seeking track & meet the eligibility requirements outlined in the initial application paperwork.

### Opportunities:

#### Virtual Sessions:

It is recommended that students participate in daily PRIDE meetings. Students will participate in these learning sessions through google meets. Students must complete their daily recommended assignments in each class to remain in good attendance standing. Students should expect to spend 30-45 minutes a course per day to complete work and communicate with their teacher, or mentor daily. Virtual Sessions will be available through the following opportunities:

1. **PRIDE Meetings-** Students in grades 6-8 are required to log in daily to a PRIDE meeting with the assigned teacher. Students in grades 9-12 are encouraged to log in daily to a PRIDE meeting with the assigned teacher. The purpose of these daily meetings is to check in, answer general questions, receive announcements, complete EDP and SEL requirements. These meetings will be 30 minutes or less.
2. **Virtual Class-** Teachers will release coursework every Monday at 8AM for students to complete throughout the week. KVS will use the APEX Learning platform to deliver instruction along with teacher created materials. Throughout the semester teachers may create virtual class sessions when a challenging topic is being covered. Students are highly encouraged to attend these sessions if available but are not required.
3. **Office Hours-** Held every afternoon from 2:00PM-3:00PM for students to enter a google meet and have questions answered or receive individualized help.

#### In- Person Academic Help Sessions:

An Academic Help Room is available at Kelloggsville High School with a staff person available to help students with their coursework. Students will enter through the KDL entrance when attending these sessions. The purpose of this room is for students to complete assignments, take tests, meet with counselors, and get academic help as needed. Students may not attend more than one session a day and do not have to stay for the entire session if they complete their needed tasks. The following guidelines will be followed in regards to this room:

1. Students will enter and exit through the specific door and may attend during the session time that is listed below.
2. Students will need to sign up electronically before coming to the session.
3. Students will be allowed to stay for the entire session or they may leave once they have accomplished their intended tasks with parent communication or consent.
4. Students who have grades in a course below 70% will be required to attend a minimum of 2 sessions per week until grades improve. Virtual meetings can be arranged with approval from administration.
5. Students will not be allowed in other parts of the school building.
6. Students will not be permitted to remain on campus outside of the daily session hours posted.
7. Transportation may be provided for resident students.
8. Session Times:
  - a. 1st session: 9:30 AM-11:15 AM (Monday through Friday)
  - b. 2nd session: 12:15 PM-2:00 PM (Monday through Thursday) (Friday by appointment only)

#### Academic Help and Support:

1. If your student is struggling academically or socially they are able to receive extra help and intervention through attending in person academic help sessions (Friday afternoons are available for scheduled extra support). Mentors will be available to assist your students in these sessions. Counseling services will also be available as needed.

## General Information

**Announcements** - Announcements concerning various school activities and opportunities will be available on KVS virtual office as well as given to students during PRIDE meetings daily.

**Appearance/Dress Code** - When students are present on campus they are expected to follow the building's dress code as stated in this paragraph. Students are expected to dress in a manner that is **not disruptive to the educational environment**. Student dress is expected to be modest, and inappropriate clothing must be changed. Disciplinary action may also result. **The final decision concerning dress code violations rests with the administration.**

**Athletics/Extra Curricular Activities**- Students enrolled in KVS are not permitted to participate in these activities at this time but this may change in the future and all students would be notified electronically and through PRIDE announcements.

**Closed Campus** - Kelloggsville Schools have closed campus for all students. Virtual students will only be allowed on campus during their Academic Help Sessions. Students must enter and exit through the assigned door. Students are expected to stay in the virtual school area when in the buildings. **Any student who refuses to comply with these expectations will be subject to disciplinary action.**

**Conferences** - Parent-teacher conferences will be held virtually in the fall and spring of each year. An email will be sent to parents/guardians to sign up for a virtual time to meet with their child's teachers. In addition, parents/guardians are encouraged to consult with teachers at any time during the year. Parents/guardians wishing to meet with a teacher at a time other than the scheduled parent-teacher conferences should email the teacher directly to schedule an appointment.

**Counseling Services** - Services of the school counselors are available to all students needing assistance in personal matters, selection of courses, completion of college admission forms, career and military information, testing services, as well as help in other matters. Students are encouraged to make virtual appointments through the KVS website or email the specific counselor to set up a time to meet while in the buildings during help sessions.

### **Count Day Policy-**

Each school year we have two State of Michigan mandated student count days. Virtual students are required to show up in virtual sessions for every class on that specific day. They don't have to stay long, but they **must** login to all of their courses and complete the assignment in **each class** for that day. In addition to showing up on count day, all virtual students **must** login 10 days after count day during an allotted time period. Count days are state regulated and failure to abide by the above guidelines could mean dismissal from the program. Count days are always the **first** Wednesday of October and the **second** Wednesday of February.

**Discipline** - Kelloggsville Public Schools believe that every student should have an equal opportunity to gain an education which is beneficial to the student and society, and that an atmosphere conducive to instruction must exist if learning is to occur. The parent-teacher team must work cooperatively and use all possible means to direct students toward acquiring behavior and attitudes compatible with community norms. Therefore, guidelines and rules have been established which are fair and reasonable. Those who violate the rules and guidelines, thus

compromising the educational atmosphere, may receive discipline per the Continuum of Expectations located at the end of this document. For the purpose of the Kelloggsville Virtual School the following terms are defined below:

1. **Student Responsibility Room**-Students will meet with their mentor or a counselor to complete a virtual meeting and participate together in a restorative justice process.
2. **Account Suspension**- Is the separation of a student from school for a period not to exceed ten (10) school days. The authority to suspend rests with administration. Students serving an "Account Suspension" may not attend or participate in any school activities on the day suspensions are served. Suspensions end at 12:00 midnight, on the last day of suspension. **ONLINE LEARNING ACCOUNTS MAY BE DISABLED DURING THIS PERIOD.**
3. **Physical Suspension**-Is the separation of a student from school for a period not to exceed ten (10) school days. The authority to suspend rests with administration. Students serving a "Physical Suspension" may not attend or participate in any school activities on the day suspensions are served but may continue to complete work virtually. Suspensions end at 12:00 midnight, on the last day of the suspension.
4. **Expulsion**-Expulsion is the permanent separation of a student from school. The administration shall recommend cases for expulsion to the Board of Education for action. Expulsion Section 1310d, among other things, requires school officials to consider seven factors before suspending or expelling a student under sections 1310, 1311(1), 1311(2), OR 1311a (except for students in possession of a firearm in a weapon-free school zone).

**Educational Development Plan (EDP) & Mentors**- It is a requirement that every virtual student enrolled in a Michigan virtual option be assigned a mentor and complete an EDP. Many of these requirements will be completed as students attend their daily PRIDE meetings. The building counselors and the mentors will meet with the students to ensure all requirements are met throughout the year.

**Food Service**- Students are encouraged to use the school breakfast and lunch program. **All students enrolled at Kelloggsville Public Schools are entitled to a free breakfast and lunch. Virtual students may sign up weekly for their specified "grab and go" meals. All orders must be placed using the virtual lunch form located on our website each by Tuesday at 9 p.m. for the following week. Each student is allowed a maximum of 5 breakfasts and 5 lunches. All meals will be distributed through Kelloggsville High School's west parking lot on Monday's between 8am-11am.** Students or guardians must present their school I.D.'s to receive the meals. Replacement I.D.'s may be purchased for \$3.00 through the Academic Help Room located in each secondary building.

**Grading Scale**- Kelloggsville Public Schools use the following uniform academic grading scale for all classes:

<u>Percent = Grade</u>	<u>Percent = Grade</u>	<u>Percent = Grade</u>
93-100 = A	80-82 = B-	67-69 = D+
90-92 = A-	77-79 = C+	63-66 = D
87-89 = B +	73-76 = C	60-62 = D-
83-86 = B	70-72 = C-	Below 60= E or Fail

**Health Services** - Students who become ill once they have arrived at school, must let the in virtual supervisor or mentor know immediately. They are NOT to leave the building without permission. We will contact a parent/guardian to inform him/her of the illness. Arrangements will be made from there. ***It is illegal for the school to provide aspirin or other medication without proper authorization.*** When possible take all medications at home prior to coming in for academic sessions. Accidents and injuries to students, no matter how slight, should be reported as soon as possible. Depending on the severity of the incident, parental notification will always be made in the event

that medical attention needs to be obtained. If immediate care is needed, and parents/guardians cannot be reached, the school will make the necessary arrangements for the medical attention needed. This action will not transfer the financial responsibility for treatment from the parent to the school. ***Student accident insurance is made available at the beginning of each year.***

**Honor Roll-** To qualify for the academic honor roll a student must:

1. Students must be enrolled in a minimum of 6 courses per semester.
2. Students must achieve an overall 3.0 GPA.
3. Students must receive grades of A, B, or C to qualify for the Honor Roll. Receiving a D, E, or I would disqualify the student.

**Immunizations** -Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements to receive in person academic services. If a student does not have the necessary shots or waivers, the administration may remove the student or require compliance with a set deadline. Any student who does not comply can still receive virtual instruction but may not be allowed to attend in person. This is for the safety of all students according to State law.

**Instructional Materials and Supplies** - KVS will provide academic materials for all enrolled students. Students are responsible for the proper care and return of all books, supplies, and furnishings belonging to the school. Students will be expected to replace and/or repair all lost or damaged equipment, non consumable materials, supplies, and furnishings for which they are responsible.

**Internet Services** - Students enrolled in KVS will be given a school chromebook to use for educational purposes only. Every student will need access to internet services to be able to participate and complete their academics. If a family is in need of internet services, they may contact the Kent District Library to check out a hot spot. These are available on a first come - first serve basis and are subject to the rules and regulations of the Kent District Library.

**Law Enforcement Officials** - It is the policy of Kelloggsville Public Schools to maintain a cooperative relationship between the school administration and law enforcement agencies. Law enforcement officials will be summoned if their presence is needed to investigate criminal conduct or to help maintain a safe and orderly environment. Students are expected to cooperate with both law enforcement agencies and the administration.

**Library Services** – Kelloggsville Public Schools has a partnership with Kent District Libraries (KDL), Kent District Libraries, Kelloggsville Branch. It is located in the high school media center. The library is open to all students that attend Kelloggsville Public Schools in addition to the general public. All Kelloggsville students can obtain a library card regardless of residency. General public access is from 3:00PM to 6:30PM, Monday-Thursday. Please contact the branch at 616-784-2007 or <https://www.kdl.org/locations/kelloggsville>. The Middle and High school libraries are open to students during Academic Help sessions unless otherwise noted. A student must have a signed pass from the academic help room supervisor to go to the library during school hours.

**Lockers:** Virtual Students will not be issued a locker.

**Off-Campus Events** - Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school officials.

### **Personal Communication Devices (Cell phones, MP3 players, etc.)**

***All PCD's must be given to the Virtual School Supervisor when checking in during in person academic time.***

PCD's may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change or be in any stage or degree of disrobing or changing clothes. The administration has the authority to make determinations as to other specific locations and situations where possession of a PCD is prohibited.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person the impression of being harassed, threatened, humiliated, or intimidated. PCD's are also not to be used to gain an advantage in the classroom, including but not limited to taking pictures of test items, using online reference sources to find answers, or cheating in any other way. Misconduct occurring outside of the school may also be disciplined if it interferes with the school environment.

Violations of this policy will result in confiscation of the PCD and school discipline which could include suspension or expulsion. ***Students who refuse to surrender their PCD will not be able to participate in Academic help sessions and may face disciplinary consequences up to and including suspension.***

The district is not responsible for the theft, loss, or damage to any PCD brought on to school property. Parent/Guardian pick up of the confiscated PCD is required.

**Safety Procedures** - Staff will go over all safety procedures at the beginning of the year during their expectation lessons. Technology, Fire, Severe Weather, Tornado Alerts, and Lockdowns safety procedure are all posted in the classroom.

**School Attendance Information-** To benefit from the primary purpose of the school experience, it is essential that each student maintain regular attendance. Attendance in an online program looks much different than a traditional school. For the purpose of virtual school, an attendance week's definition is Wednesday until the following Tuesday of each week. Rather than counting hours, attendance in KVS is measured by productivity. Over 180 school days, students must complete 100% of each assigned course. Therefore, students are expected to complete and demonstrate proficiency (60% or higher) as well as respond to and/or participate in weekly communication.

**Students who do not meet these goals will be marked absent based on course completion data.**

**Attendance at KVS for off-site students is measured in two ways:**

1. Active logins which results in a completed assignment daily.
2. Two-way communication with the mentor teacher and/or content teacher

A successful online student will need to log in daily to complete assignments in their classes. If your child is not going to be able to log into a class (for whatever reason ex. Doctor's appointments, illness, court,etc.) a parent must call the Attendance line and give the reason for the absence. In the event you forget to call, a secretary may attempt to contact you. If the school does not know the reason for absence, then the attendance is marked as unexcused. At the end of the year a student is considered to have perfect attendance if they have no OU or OE codes attached to their name.



## **Attendance Codes**

The definition of “absent” for a virtual student is a student that does not attend an academic session, lab, complete an assignment, or communicate with their mentor or teacher for the specified class.

**Online Unexcused (OU) Absence-** When a student is absent without a call or email from parent/guardian.

**Online Excused (OE) Absence-** When a parent/guardian calls the school to explain why the student is absent within 48 hours of the absence. Important Note: After 5 excused absences, a truancy referral may be made if the student has missed more than 10% of possible school days.

**Online Verified (OV) Absence-** When some type of document explains the absence. This would include a note from a medical provider like a doctor or dentist. This type of absence will not be counted towards an initial truancy referral to the Kent Intermediate School District.

**Truancy Referral Process-** Kelloggsville Public School believes that the school and parents should work together to address attendance issues. The parent will be notified by school personnel before a truancy referral is made to the Kent Intermediate School District. Attempts will be made to help parents resolve any issues that may be affecting a student’s attendance at school. However, please see the following bullet points that define the truancy process:

- After a student has reached 6 online excused or online unexcused absences and the student has missed more than 10% of the possible school days, a truancy referral will be sent to the Kent Intermediate School District. The parent/guardian will be required to meet with school personnel to develop a plan to improve attendance in the future. Once the plan is created, school personnel will monitor attendance on a weekly basis and will have regular contact with parents to ensure the student’s attendance pattern improves.
- If attendance continues to be an issue, a 2<sup>nd</sup> truancy referral will be made to the Kent ISD. This will result in a certified letter being sent to the home which will contain very specific information concerning attendance as well as a notice of pending legal action.
- If attendance continues to be an issue, a 3<sup>rd</sup> truancy referral will be made to the Kent ISD. In most cases, this will result in a referral to the prosecutor’s office.

Extended absences may require a doctor’s note. Absences due to family vacations are discouraged, however, if the student continues to participate virtually for the appropriate amount of scheduled time along with completing any assignments on those days will continue to count as present. Days where work is not completed and/or the student does not attend virtual classes will be considered absent.

**School Cancellation** - If the traditional school setting is cancelled for any reason, announcements will be made on the local television and radio stations as early as possible. Virtual lessons can still be completed regardless of the district buildings being closed. In person academic help would not be available on the days of teacher professional development or school cancellations.

**School Wide Acknowledgement Plan-** KVS does its best to reward all students that follow the school behavior, attendance, and academic expectations. The staff have adopted and continue to participate in the research-based program to promote a positive school climate (PSC) for all students. Below are some of the ways that we reward our students for their choices.

<u>BEHAVIOR</u>	<u>ATTENDANCE</u>	<u>ACADEMICS</u>
Positive Postcards	Positive Postcards	Positive Postcards
Student of the Month	Student of the Month	Student of the Month
PRIDE Tickets	PRIDE Tickets	PRIDE Tickets
On Track Community Awards	On Track Community Awards	On Track Community Awards
No discipline referrals	Perfect Attendance	NWEA Fall and Spring Rewards

\*An end of the year picnic celebration will be offered to all students who demonstrate positive behavior, good attendance, and have completed their academic courses.

**Staff** - The school staff is here to help you with day-to-day matters. It is expected that you treat them with courtesy at all times. Students who demonstrate a disregard for school procedures or staff requests will be subject to disciplinary action. A refusal of a reasonable staff member request will result in discipline up to and including suspension.

**Student Handbook** - Every student will be emailed a student handbook and have it made available on the KVS website and the KPS website. It is the student's responsibility to review the entire handbook. Students who miss orientation or enroll after orientation will be given a questionnaire covering building/district policies within their first two weeks of enrollment.

**Student IDs** - An ID card is issued to each student on picture day at the beginning of the year. Students should carry their cards with them while attending in person academic help sessions and at school-sponsored events. School authorities have the right to ask students for their IDs. School ID's are required for taking assessments in person. Replacement ID's cost \$3.00

### **Testing Requirements-**

**Tests and Exams-** Kelloggsville tests and exams must be taken on-site in the specified academic room at each assigned building, **unless other arrangements are agreed upon by the administration.**

- Students may choose to take quizzes from home or onsite.
- Students must take all tests and exams on campus.
- Students who earn a score of 60% or below on their first attempt may choose to retake the assessment one more time, the following school day.

**Standardized Testing-** Students are expected to give a good faith effort on all standardized tests administered by the school. If a student fails to give this effort or does not follow proper testing protocols, they may be subject to exclusion from school activities, including graduation. It is expected that all students will complete standardized testing in person at their assigned buildings. KVS will post the mandatory dates and times at the beginning of each school year. Exceptions to testing locations may be considered by administration. An example of a standardized test that KVS will use is NWEA.

**State Tests and Incentives-** All students must be present to take all state mandated tests. Virtual students will be able to complete these exams in the Academic room assigned in each building. **Exceptions to testing locations**

**may be considered by administration.** State tests include but are not limited to WIDA,SAT,ACT Workeys, MSTEP, MI ACCESS, PSAT 8-9-10.

**Incentive:** A senior may opt out of end-of-the-semester exams in any given class if the following criteria are met:

- All portions of the ACT WorkKeys/ SAT/ MStep are passed at a distinguished level.
- The student has senior status.
- The student has maintained a B- (80%) or better grade in the class for which he/she is choosing to opt out of the exam.

**Transportation** - Bus transportation is provided for a selected number of students who qualify under school district policy. Students who use busses for travel to and from school and/or to off-campus events shall be governed by general district rules and regulations and by the rules for bus conduct. Violation of the rules may result in the suspension of bus riding privileges.

Students electing to drive automobiles or other motor vehicles to and from school are expected to observe safe-driving rules. Students wishing to park on campus need to obtain a vehicle permit from the main office. Students who drive to school for the purpose of attending an in-person academic session must enter and exit through the assigned door and immediately check in with the virtual supervisor.

**Virtual Graduation Requirements (Grades 9-12)** – To graduate from Kelloggsville Virtual School, a student must earn a total of 18 credits from grades 9-12. In addition, each student must earn a minimum number of credits in the four core content areas (math, language arts, science, and social studies), physical education and health, courses under the arts umbrella, elective courses and world language. Failure to meet annual deadlines and all requirements may result in a delay in graduation. A high school counselor will meet with each virtual 9-12 student each semester to review graduation requirements. Please make an appointment to meet a counselor if there are questions. All KVS students who qualify will receive a Kelloggsville Public School Diploma and will have the option to participate in a commencement ceremony that is specific to only KVS graduate candidates.

**Early graduation from High School** - Any student who has completed all graduation requirements by a date earlier than his/her designated class must submit a request in writing (signed by a parent if the student is under the age of 18) to KVS administration to graduate at the earlier date. The request must be completed by/on the last Friday of September during Junior/Senior year. The Administrator will review the request to ensure all conditions for graduation are met. A letter will be issued in lieu of the regular diploma attesting to the student's early completion of graduation requirements. A diploma will be available to the student after the scheduled commencement date. The student may opt to return and participate in the KVS graduation ceremony with his/her designated class or completion year class in late spring. In addition, once all requirements are deemed to be complete, it is recognized that the student has completed high school and will no longer attend.

**Visitors** - All visitors need to report to the building office where they will be issued a visitor's badge. In most cases, visits need to be pre-arranged with administration.

**Work Permits** - Students who will be working may obtain a work permit from the High School counseling office. Information and assistance is available upon request. Students must be in good academic standings to receive approval for a work permit.

## **Students' Rights, Responsibilities, and Limitations**

Kelloggsville Virtual School students are given a large measure of freedom for the purpose of encouraging learning. Students are expected to display the following positive characteristics:

**P = Prepared**

**R = Respectful**

**I = Involved**

**D = Dependable**

**E = Empathetic**

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions, physical harassment, or comments of a derogatory nature concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the administration as soon as possible. All reports shall be kept confidential and shall be investigated as soon as possible. Corrective action may include: parent notification, school disciplinary measures; police referral; possible suspension or expulsion from school. Harassment may also occur through various websites or through email. School administration will handle these infractions on an individual basis with consequences up to and including suspension and/or expulsion.

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

**Board Authority** - The board of education has the authority to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline.

**Misconduct** - Disciplinary action by the school authorities may result when student behavior takes any of the following forms of misconduct. These categories are general in nature and are not all-inclusive. There are minor and major infractions in each category, resulting in different, progressive, disciplinary action. Unique situations may call for unique consequences. Corrective action may include but is not limited to, the following: parent notification, school disciplinary measures, police referral, and/or possible suspension or expulsion from school.

### **Infractions with Mandatory Consequences**

**Bullying-** It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including participating virtually with district owned technology or sites, activities on school property, in a school vehicle, and those occurring off school property if the student or employer is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are

under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of the school may also be disciplined if it interferes with the school environment. **For a full explanation of this policy, please see Kelloggsville Board of Education Policy Number 5517.01**

**Cyber Bullying** – Any threats, slanderous comments, or other bullying behavior occurring online or through other electronic means and having a negative effect on the school environment will be subject to school discipline. See Bullying Behavior for further explanation.

#### **Other Infractions-**

**Insubordination** - The failure to respond or carry out a reasonable request by any staff member.

**Obscenity** - Using coarse gestures or obscene language in verbal, written, or illustrated form.

**Forgery** - Using the names of other persons in writing or falsifying times, dates, grades, addresses, or other data on school forms.

**Cheating/Plagiarism**-Cheating/Plagiarism is against school rules. Students caught cheating or plagiarism will have both academic and behavioral consequences for their actions. Each case will be handled independently and on an individual basis. Multiple offenses could result in loss of credit for the class.

**Extortion, Blackmail, or Coercion** - Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.

**Disruptive Conduct** - Conduct which interferes with the educational process or the safety of others.

**Trespassing** - Being present in an unauthorized place or refusing to leave an area when ordered to do so.

**Bomb Threats** - Issuing, by word or writing, the intention to do damage or harm by bombing.

**False Alarms** - Issuing, by word or act, a false or misleading report of fire.

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

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

**Gang Activity** - The NO TOLERANCE POLICY prohibits the displaying of gang-related clothing, hand signals, graffiti, behavior, or any other indication of gang membership or activity.

**Harassment** - It is a violation of the law and of school rules for any student or staff member to harass or intimidate another student, a staff member, or any other person in the school environment. If a student is the victim of any unwanted sexual actions or comments, physical harassment (including having one's pants pulled down), derogatory statements, or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office or any staff member. All reports shall be kept confidential and shall be investigated promptly.

**Video Surveillance on District Property** - The Board of Education has installed video cameras on District Property (Buildings, Buses, etc . . . ). If a student misbehaves and his/her actions are recorded, the recording may be used as evidence. Recordings are considered part of the student's record and can be viewed in accordance with federal law.

**Disciplinary Sanctions-** The commission of or participation in any of the previously listed activities in school buildings, on school property, during virtual school sessions, or at school-sponsored events is prohibited. Disciplinary action will be taken by school officials, regardless of whether or not criminal charges result. The following is a guideline for administrative use when corrective action in the form of suspension is necessary. **Minor infractions of the above mentioned categories** of misconduct may result in short suspensions from participating in person sessions.

## Due Process

The Constitutional rights of individuals assure the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

- The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
- Every effort shall be made by school personnel to resolve problems in cooperation with the student and her or his parents or guardian.
- A student must be given the opportunity for a hearing with the appropriate school administrator if the student's parent or guardian indicates the desire for such a hearing. The purpose of this hearing will be to allow the student and/or parent or guardian to contest the facts which may lead to disciplinary action or contest the appropriateness of the sanction imposed by a disciplinary authority if the student and the parent or guardian alleges prejudice or unfairness.
- Suspension from Co-curricular and extra-curricular activities may not be appealed.
- A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## Student Concerns, Suggestions, and Grievances

When concerns or grievances arise, the best way to resolve the issue is through communication. Students will not be harassed by any staff or need to fear reprisal for proper expression of a legitimate concern. Written suggestions of school improvement may be presented to the program administrator.

## Suspension Procedures

Teachers may remove students from their classes (in person or virtual meetings) for the balance of any class period if the student behavior appears to be inappropriate. Suspensions from any one class for a longer period of time will be made only after approval has been obtained from an administrator. In cases involving suspensions from a single class for more than one day, the parent or guardian of the suspended student will be notified of this action. The decision to suspend a student from all school activities for a stipulated period of time or pending a conference with the student's parent or guardian is made by the administrator, or his/her designee. The student shall be informed of the specific charges which could be the basis for disciplinary action (Notice). The student has the right to present to the school administrator any relevant information that will support his/her defense (**HEARING**).

A. If the student is suspended by the school administrator, the administrator will:

- 1) Notify the parent or guardian as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return; **and**
- 2) Meet with the parent or guardian and the student to plan the satisfactory return of the student to the school setting.

B. If the parent or guardian is dissatisfied with the action taken, she or he may appeal to the superintendent or his/her designee to review the decision.

C. The maximum length of any one student suspension shall be ten school days. **While suspended from school, a student is not allowed to participate in or attend any school-sponsored activities, or to be present on school property.**

## **Expulsion Procedures**

The act of permanent expulsion from school will only be made by the Board of Education. The following procedural guidelines will govern the expulsion process:

- Written notice of charges against a student will be supplied to the student and the parent(s) or guardian by registered mail. Included within this notice will be a statement of the time and place for a hearing, which time will be reasonable for the parties involved.
- Parent(s) or guardian may be present at this hearing.
- The student, parent(s), or guardian may be represented by legal counsel.
- The student will be given an opportunity to give his or her version of the facts and their implications. The testimony of other witnesses is allowed, and other evidence may be presented.
- The student, parent(s), guardian, or legal agent shall be allowed to observe all evidence offered.
- The hearing will be conducted by the Board of Education who will make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding, and court rules of evidence will not be enforced.
- A record will be kept of the hearing.
- The Board of Education, by a majority vote, will state, within a reasonable amount of time, after the hearing, its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion. A majority vote of the board must be obtained from those present at the hearing.
- The findings of the hearing authority shall be placed in writing and sent to the student and the parent(s) or guardian.
- The student and the parent(s) or guardian will be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.

## **Search and Seizure**

The following rules apply to the search of school property (lockers, books, equipment) assigned to a specific student and automobiles (vehicles under Michigan Vehicle Code) parked on school-owned property.

- Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of the law or school rules. All searches may be conducted with or without a student's consent.
- There should be reasonable cause for authorities to believe that the possession constitutes a crime, rule violation, and/or to protect the health and safety of others.
- A search of an area assigned to a student should be for a specific item and be in the student's presence (in most situations).
- Anything that is found in the course of a search that may be evidence of a violation may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.
- Illegal items (i.e. firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety and/or security of the student or others may be seized by school authorities.
- Items used to disrupt or interfere with the educational process may be removed from students' possession.
- Items removed from lockers during locker inspection will be held in the office and the student will be notified of items removed as soon as it is practical. At no time will items be removed without notifying the student.
- While on school property, students' vehicles are subject to search and seizure. Students are subject to obedience of Michigan Vehicle Code and municipal laws governing possession of illegal items in a vehicle.

- All district owned computers are district 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 District technology. Students should have no expectation that any information contained on such systems is private. A review of such information may be done with or without the student's knowledge or permission.
- Passwords do not guarantee confidentiality, and the district retains the right access information in spite of passwords. All security codes and passwords must be registered with the instructor. Refusal to permit access may be grounds for discipline.

### **Freedom of Speech and Assembly**

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. Personal attacks and the use of profanity or obscenities are prohibited.

#### **Freedom to Publish**

- Students are entitled to express in writing their personal opinions. The duplication of such materials on school equipment should not be done without permission from school officials. Neither should its distribution interfere with or disrupt the regularly scheduled activities of the school.
- Students who edit, publish, and/or distribute handwritten, printed, or duplicated materials among their fellow students within the school must assume responsibility for the content of such publications.
- All posters or signs displayed in the school must be approved by the principal and receive the signature of the principal to indicate approval.





# Kelloggsville Virtual School

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## Student Technology Acceptable Use Policy

### Educational Technology- Terms and Conditions

The administration or designated representatives will provide age-appropriate training for students who use Kelloggsville Public Schools educational technology. The training provided will be designed to promote Kelloggsville Public Schools commitment to:

- The standards and acceptable use of Internet services as set forth in the Kelloggsville Public Schools Internet Safety Policy;
- Student safety with regard to: safety on the Internet; appropriate behavior while on online, on social networking Web sites, and in chat rooms; and cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Acceptable Use - The use of educational technology must be in support of education and research and consistent with the educational objectives of Kelloggsville Public Schools. The use of Kelloggsville Schools educational technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The following prohibitions apply to all users:

#### 1) Major Offenses-

##### **No user shall:**

- a) Access, transmit, or retransmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like;
- b) Commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school district or any network connected to the Internet including the use or attempted use or possession of computer viruses.
- c) Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment. Such actions will be reported to local law enforcement and child services as required by law.
- d) Use of Education Technology to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the District's computers/network (e.g., viruses) are also prohibited.
- e) Access, transmit, or retransmit material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another;
- f) Harass, intimidate, threaten, bully, or abuse any person or entity, by any means, including the use of vulgar, hateful, racially or ethnically offensive, sexually harassing, or otherwise objectionable content. Use of the educational technology to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and

communication technologies (such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." Cyberbullying includes, but is not limited to the following:

- 1) posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
  - 2) sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
  - 3) using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
  - 4) posting misleading or fake photographs of students on websites.
- g) Access, transmit, or retransmit material which violates state or federal law;
  - h) Use or possess "bootleg software" ("bootleg software" means any software which has been downloaded or is otherwise in the user's possession without the appropriate and lawful registration of the software including the payment of any fees owing to the owner of the software);
  - i) Attempt to log on to educational technology as a system administrator, or any access level other than granted
  - j) Vandalize networks, hardware or software through alterations, damage, denial of service, port scanning, or other means.
  - k) Use or possess any software used to illegally access computers, servers or networks, perform scanning of computers, servers or networks, or circumvent the Internet content filters. This includes, but is not limited to, any software or scripts commonly accepted as "hacking software."
  - l) Use or possess any device that provides wireless Internet access other than those devices provided by Kelloggsville Public Schools.
  - m) Use of another person's account/email address/password is prohibited. Students may not allow other users to utilize their account/email address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended;
  - n) Attempt to hide the origin of network communications through software or hardware anonymous or pseudonymous connections.
  - o) Attempt to subvert content filters designed to prevent access to undesirable content. (e.g. online proxies)

**Consequences: Are clearly defined in the Kelloggsville Virtual School Continuum of Expectations (Secondary version) located at the end of this document.**

## **2) Minor Offenses-**

### **No user shall:**

- a) Use encryption software from any access point from within the school district;
- b) Transmit credit card information or other personal information from an access point from within the school district;
- c) Download and/or install any programs including, but not limited to, games or instant messaging programs except for specific files essential to educational instruction.

- d) Download copyrighted files including, but not limited to, audio or video except for specific files essential to educational instruction.
- e) Post personal or private student information using District educational technology without consent.
- f) Use vulgarities or other inappropriate language.
- g) Accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher, administrator, or the Director of Technology. All such authorized communications must comply with these guidelines. Students may only use their school-assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes
- h) Modify or remove the KPS asset tab, vendor asset tab, or the manufacturer serial number and model number tag.

**Consequences: Are clearly defined in the Kelloggsville Virtual Continuum of Expectations (Secondary Version) located at the end of this document.**

### **3) Chromebook Guidelines-**

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided chromebook. In order to keep devices secure and damage free, please follow these additional guidelines.

- a) You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- b) While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- c) Do not eat or drink while using the chromebook or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- d) Keep your chromebook away from precarious locations like table edges, floors, seats or around pets.
- e) Do not stack objects on top of your chromebook; leave outside or use near water such as a pool.
- f) Devices should not be left in vehicles. Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- g) Do not store or transport papers or other objects between the screen and keyboard.

### **4) Computer Damages-**

If a computer is damaged, the school must be notified immediately. If a student damages a chromebook due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by KPS up to the full cost of a replacement device. KPS reserves the right to charge the student and guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence include, but are not limited to:

- a) Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- b) Lending equipment to others other than one's parents/guardians.
- c) Using equipment in an unsafe manner or environment.

- d) Ignoring common sense guidelines delineated above.
- e) A student who does not have a chromebook due to it being damaged may be allowed to use a chromebook while attending the academic help room at school depending on availability and reason for loss. Students whose chromebook has been damaged due to negligence may not be allowed to take the loaner chromebook home for the remainder of the year or until such time that they demonstrate the ability to properly care for the device as determined by administration.
- f) If the device charger is damaged or lost, the student is responsible for the cost of replacing it.
- g) Access to a KPS provided chromebook and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the KPS technology agreements outlined in this document.

**5) Theft or Loss of Equipment-**

- a) Incidents of theft must be reported to the police by the parent/guardian and a copy of the police report must be given to the principal or the building administrator within 48 hours. Students who fail to do so are responsible for the replacement cost of the device. Any theft occurring on school grounds must be reported immediately to a building administrator. The principal will then file a police report.
- b) If there is no evidence of theft, or if the chromebook has been lost due to a student's negligence, the student will be responsible for the chromebooks replacement cost.

**6) Online Etiquette-**

- a) Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the district's education technology. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.;
- b) Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the district's education technology;
- c) Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher;
- d) Never agree to get together with someone you "meet" on-line without prior parent approval.
- e) Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.

**7) Preservation of Resources and Priorities of Use:**

Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the District's Ed-Tech (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Director of Technology. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space.

The following hierarchy will prevail in governing access to the Ed-Tech:

- a) Class work, assigned and supervised by a staff member;
- b) Personal correspondence (e-mail-checking, composing, and sending);

- c) Training (use of such programs as typing tutors, etc.);
- d) Personal discovery (“surfing the Internet”);
- e) Other uses – access to resources for “other uses” may be further limited during the school day at the discretion of administration.

Privacy in communication over the Internet and through the district's education technology is not guaranteed. To ensure compliance with these guidelines, the district reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the district's education technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Users have no right or expectation to privacy when using the education technology. The district reserves the right to access and inspect any facet of the education technology, including, but not limited to, computers, chromebooks, tablets, personal communication devices, networks or Internet connections, online educational services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A student's use of the education technology constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the education technology and related storage medium and equipment.

Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents or legal guardians have the right to request to see the contents of their children's files, e-mails and records.

The Kelloggsville Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Kelloggsville Public School District will not be responsible for any damages you suffer. All communications and information accessible via the network should be assumed to be property of Kelloggsville Public Schools.

Use of any information obtained via the Internet is at your own risk. The Kelloggsville Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services



## ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO ABIDE BY THE KVS Student Handbook and Student Technology Acceptable Use Policy

Each student will be required to sign this form to acknowledge that they have received their handbook. This form must be completed prior to starting the students learning experience with Kelloggsville Virtual School. It is the student's responsibility to be familiar with the contents of this handbook. Students are encouraged to share this handbook with their parents and/or guardians.

By signing this form I acknowledge the following:

1. I have read this **handbook** and understand its contents.
2. I also understand and will abide by the **Internet/Network Acceptable Use Policy**.

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**Student Name (print)**

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**Grade**

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**Student Signature**

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**Date**

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**Parent Signature**

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**Date**

**Continuum of Expectations – KVS (6-12)**

	<b>Behavior</b>	<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>
	<b>1. Cell Phone Infraction:</b> Cell phones must be given to the academic supervisor upon arrival for academic help sessions. Possession of a cell phone in a classroom without permission, or on any student in the hallway or common areas of building is not permitted.	-Parent contact by the Academic Room Supervisor -Warning given to student -Disc. Intervention Report	-Parent contact by the Academic Supervisor for pick up at the end of the day. -1 Virtual SRR session -Disc. Intervention Report	-Administrator Referral -Parent contact by Admin. for pick up on Friday P.M. -1 Virtual SRR session -Disc. Intervention Report	-Administrator Referral -Parent contact by Admin. for pick up on Friday P.M. -Up to loss of phone on campus -Disc. Intervention Report
<b>M I</b>	<b>2A. Moderate Insubordination:</b> Failure to or carry out a reasonable request by a staff member, cheating or minor plagiarism, failure to comply with school dress code/school rules, or other.	-Teacher Interventions -Parent contact by Teacher -Teacher Consequences -Disc. Intervention Report	-Mentor Referral -Parent contact by Mentor -Mentor Interventions -Disc. Intervention Report	-Administrator Referral -Parent contact by Admin. -1 Virtual SRR session -Disc. Intervention Report	-Administrator Referral -Parent contact by Admin. -P.R.I.D.E. Matrix Re-Teach by Mentor -Possible Behavior Contract
	<b>2B. Moderate Disrespect:</b> Name calling, eye rolling, inappropriate attitude, rude gestures, swearing, throwing objects, or other.				
<b>N O R</b>	<b>3A. Moderate Physical Contact:</b> Hitting, pushing, shoving, grabbing, tripping, slapping, poking, kicking, play fighting or any physical contact.	-Interventions by the Academic Room Supervisor or Teacher -Parent contact by the Academic Room Supervisor or Teacher.	-Administrator Referral -Parent contact by Admin. -1 Virtual SRR session and/or Restorative Justice -P.R.I.D.E. Matrix Re-Teach -Disc. Intervention Report	-Administrator Referral -Parent contact by Admin. -1 Virtual SRR session and/or Restorative Justice -Up to 1 Day Suspension (Account/Physical) -Disc. Intervention Report	-Administrator Referral -Parent contact by Admin. -1 Virtual SRR session and/or Restorative Justice -1 Day Suspension (Account/Physical) -Behavior Contract warning
	<b>3B. Moderate Intimidation and Mean Behavior:</b> Threats of emotional or physical violence, intimidation, social alienation, shunning, exclusion, emotional blackmail, directed profanity or any other harmful behavior.	-Academic Room Supervisor or Teacher Consequences -Disc. Intervention Report			
<b>M A</b>	<b>4A. Severe Insubordination:</b> Directed profanity, blatant disregard of reasonable request, leaving classroom or building without permission, blatant cheating or plagiarism, or any failure to comply with an adult.	-Administrator Referral -Parent contact by Admin. -1 Virtual SRR session and/or Restorative Justice -Disc. Intervention Report	-Administrator Referral -Parent contact by Admin. -P.R.I.D.E. Matrix Re-Teach -Possible Restorative Justice -Disc. Intervention Report	-Administrator Referral -Parent contact by Admin. -Up to 1 Day Suspension (Account/Physical) -Possible Restorative Justice -Disc. Intervention Report	-Administrator Referral -Parent contact by Admin. -Up to 3 Days Suspension (Account/Physical) -Behavior Contract Warning -Possible Restorative Justice -Disc. Intervention Report
	<b>4B. Severe Disrespect:</b> Blatant inappropriate attitude, talking back to staff, being disrespectful despite multiple teacher interventions				
<b>J O R</b>	<b>5A. Severe Physical Contact:</b> Physical fighting, spitting, or behaviors that might injure others.	-Administrator Referral -Parent contact by Admin. -Restorative Justice Session	-Administrator Referral -Parent contact by Admin. -Parent Meeting Required	-Administrator Referral -Parent contact by Admin. -Parent Meeting Required	-Administrator Referral -Parent contact by Admin. -Parent Meeting Required
	<b>5B. Severe Intimidation and Harassment/Bullying:</b> Racial, ethnic, sexual, religious, extortion, or other forms of severe harassment or intimidation (includes gossip/rumors of a more serious nature).	-Possible Police Referral -1-10 Day Suspension (Account/Physical) -Disc. Intervention Report	-Possible Police Referral -3-10 Day Suspension (Account/Physical) -Restorative Justice Session -Disc. Intervention Report	-Possible Police Referral -5-10 Day Suspension (Account/Physical) -Restorative Justice Session -Disc. Intervention Report	-Possible Police Referral -Possible Program Removal or Expulsion Referral -Restorative Justice Session -Disc. Intervention Report
	<b>6. Severe Offenses:</b> Vandalism, possession of weapons, stealing, gang activity, fireworks, illegal substances (tobacco and/or tobacco like), or other behaviors that violate State statutes.	-Administrator Referral -Parent contact by Admin. -Up to 10 Day Suspension (Account/Physical) -Possible Program Removal or Expulsion Referral -Disc. Intervention Report			

**Disclaimer: The behaviors listed below may pertain to a virtual or in person setting. Each behavior infraction will be investigated and a consequence will be determined to comply with the appropriate responses.**

\* The Major consequences move up after each offense and are tracked all year. Minor Infractions 1-3 will reset each semester.

2021/2022