

Memo to the Okemos Public Schools Board of Education: Proposed Changes to the Kinawa 5/6 Student and Parent Handbook 2022-2023

Deletions to language in the handbook are indicated using strikethrough. Updates and additions indicated in bold, italicized and underlined.

#1: DISRUPTIVE CONDUCT (p. 22):

14. Disruptive Conduct (ie. chanting, inappropriate verbal or physical actions, etc.) that interferes with the educational process, the normal operation and functioning of the school, and/or school or school-related activities. This includes, but is not limited to classroom behavior, hallway behavior, cafeteria behavior, behavior at recess, **and conduct such as recording fights, unauthorized tampering with school property and equipment, unacceptable public displays of affection, food fights and inappropriate unsportsmanlike behavior or misconduct, at sporting and school events, whether at home or away** ~~unsportsmanlike behavior at any athletic event, whether home or away.~~

#2: PROPERTY DAMAGE (p. 20):

8. Students are required to respect the property of others. Theft and damage to property will not be tolerated. **Property damage includes school property or property of school personnel, or other students; vandalism. Damaging or hacking into computer systems. This includes, but is not limited to, replacing the device's operating system (re-imaging), or installing any of the following: hacking tools such as network scanners, spyware, chat groups, advanced port scanner, unauthorized software or games/gaming websites, Virtual Private Networks (VPNs). (See Acceptable Use Policy).**

#3: INSUBORDINATION (p. 23):

20. Insubordination. Refusal to obey established and well-defined rules and regulations; refusal to obey reasonable directions or instructions of school personnel; refusal to identify self to school personnel; refusal to leave school property at the request of authorized personnel; **refusal to store backpacks and containers larger than 8x4x3 inches in assigned locker**; and/or any failure to cooperate with school personnel in the reasonable exercise of their duties.

#4. SKIPPING (p. 53):

SKIPPING CLASS

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

- arrive to a scheduled class;
- arrive after 10 minutes of class has passed; or
- leave class before the end of class without permission.

Response to Skipping Class:

- **Administration and/or counselor will meet with the student to address the cause for the student skipping.**
- **A restorative reflection sheet will be completed and presented to the classroom teacher by the student.**

Disciplinary actions for skipping class are as follows:

- ~~1st class skip – one detention~~
- ~~2nd class skip – two detentions~~
- ~~3rd class skip – all day in-school suspension.~~

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

#5: ATTENDANCE POLICY (p.14):

ATTENDANCE

Regular school attendance is an important component of learning for students. Good attendance benefits students academically as well as socially. Group learning assists students to communicate, to gain perspectives and to accept responsibility – all important components of adulthood. Class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline. Days missed from school cannot be completely recovered as the classroom experience is unique and cannot be fully replicated. We must work as a team - parents, students, teachers, and administrators - to ensure that absences are limited to necessities such as illness, family emergencies, funerals, or school-related absences.

Absences – Call 706-4706

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

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

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

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

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

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

Arriving Late (Sign In Procedure)

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

Leaving Early (Sign Out Procedures)

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

Missed Assignments/Work

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

Extended Absence Policy

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

Planned Absences, Personal Convenience Absences, Trips/Vacations

Students are expected to be in classes while school is in session. There are generous vacation periods built into the school calendar, so absences of this type taken during school time are discouraged.

Parents must notify the main office at least two days in advance for the absence to be excused.

Students and families will be responsible for making necessary arrangements for missed coursework with their teachers and must notify teachers in advance of the absence.

#6: TARDY POLICY (p.55):

Consequences for tardies are: STEPS TO IMPROVE REPORTING TO CLASS ON TIME:

We will work closely with the student and parent/guardians to identify reasons why the student is struggling to report to class on time. Parents/guardians will be notified of tardies via our auto call system. Below are steps we will follow when the tardies become excessive:

- **Third Tardy** - Students notified with a warning note. Parents notified via email by the student supervisor that ~~the next tardy will result in a~~ **lunch** detention may be assigned at the 5th tardy. Will explain policy, highlighting:
 - Opportunity to teach to help—can brainstorm strategies with students
 - Instruction is delayed for all when students enter late
 - Policy encourages kids to develop patterns then resets them to zero as a reward
 - Any special circumstances must be documented (medical need, etc.)
- **Fourth and Fifth Tardy** – Parents notified via email. Student serves a lunch detention and tardies “reset” back to zero. ~~If the student can attend with no tardies for five consecutive days, tardies reset and the student will be considered as having zero for purposes of the policy.~~
- **Sixth Tardy**— Parents are notified. Two detentions served at lunch or before or after school.
- **All tardies will “reset” at the end of each six-week period.**

Additional consequences will be implemented that may include:

- Hall restrictions (no hall passes, limited passing time)
- Lunch detentions
- A behavior plan developed by the counselor, behavior contract
- Storage of materials in class
- Loss of locker until tardiness is fixed
- Parent meeting
- Others to be determined by administration

Again, ~~if a student can attend for 5 consecutive days without a tardy, they will be~~ **at the end of each six-week period, tardies will** reset to zero for purposes of the policy. Administrative discretion will be utilized if a student is abusing the policy.

#7. ADDITION - DEPARTURE FROM SCHOOL (p.15):

Departure from School:

For safety purposes, students who remain on school grounds after 3:45 p.m. must be in areas supervised by school personnel. Areas where supervision may take place include, but are not limited to: participation in athletics, conferencing with a teacher in the teacher’s room, or being pre-registered to participate in an adult-supervised after-school program. Additionally, students are expected to leave school premises after any school-sponsored event (After-School Learning Program, clubs, etc) in a timely manner.

#8. PERSONAL ELECTRONIC DEVICES (p. 42):

Use of Personal Electronic Devices

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

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

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

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

If a staff member hears the phone or a student is seen using the phone, the staff member will confiscate the device and turn it into the office.

Texting, videotaping, recording or taking pictures with cell phones or other electronic devices is prohibited, however they may be used after school for purposes of contacting parents for pick up. ***Laser pointers are not permitted on school property.***

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

Additional Notes: The handbook was reviewed for gender-neutral language and corrections were made as necessary. Changes to personnel, event dates, and grammar (without altering context) were also updated.