

**HANDBOOK
AND
GUIDE
FOR
STUDENTS
IN GRADES
6-8**

**NICE Community School District
Aspen Ridge School**

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GENERAL CONDUCT:

The staff at Aspen Ridge School wishes to create a safe and orderly environment for all children. Attending the school should be a positive experience for everyone. In order to achieve this goal, we encourage students, parents, and staff members to see themselves as partners in this process, and work cooperatively for the common good. As a community, it should be everyone's desire to preserve the integrity of Aspen Ridge School.

It is necessary for students to focus every day on acceptable behavior, especially respecting our beautiful school building, and the treatment of all persons with the courtesy and dignity they deserve. In order to prevent disciplinary sanctions, it is important for all students to make good choices and accept responsibility for their actions. If students stay mindful of these goals, and obey the specific rules of the handbook, their experience at Aspen Ridge School will be positive and productive.

The following rules are guidelines for acceptable behavior in our school with violations subject to disciplinary consequences outlined on Page 14.

1. School property shall be treated with care and respect. In the case of damage to school property or equipment, students are expected to pay for repair or replacement of the items and will be subject to disciplinary action.
2. Each student is expected to obey the directions of teachers and staff the first time they are instructed, to be courteous and respectful of all people, and to observe good manners and order in all school-sponsored activities.
3. Students are expected to be in class on time. Three unexcused tardies in any class will result in after-school detention.
4. When passing between classes, assembly programs, or at dismissal, there is to be ***no horseplay, pushing, shoving, running, or loud boisterous behavior.***
5. Electronic games, walkmen, mp3 players, iPods, or **cellular telephones** are not permitted in school, at school functions, or on the school bus at any time.
6. Students are permitted to be in classrooms only with the permission and supervision of the teacher. This includes the noon recess, before, and after school.

Attention Parents: There is no supervision available until 7:45 a.m. on school days. Students must NOT be dropped off prior to that time.

7. To prevent injury or property damage, snowballing is forbidden on the school grounds.
8. For safety reasons, motor bikes, snow machines, skateboards, and **roller shoes** are not permitted at the school or on school grounds. Bicycles may be ridden to and from school and kept in the bike racks provided by the school.
9. The use of, or possession of, playing cards or pokemon cards is prohibited.
10. **Gum chewing is not permitted on school property or on the school bus.**
11. Students are required to keep their lockers cleaned, closed, and locked at all times. Students are not to place stickers or items attached with tape to the inside or outside of their locker as this creates a problem for custodial cleaning. Items may be attached to the inside using a magnetic device. Students should be sure that no items are sticking out when closing lockers—this jams the locker. Each student is assigned a locker.

To prevent loss of property/or damage to personal or school property kept in lockers, ***it is highly recommended that students keep their locker combination confidential.*** EXTRA locks are not available.

12. Students are permitted to use backpacks and duffel bags to transport books to & from school. However, they must be stored in the student's locker and not brought to classes.

ATTENDANCE PROCEDURES:

Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever. Absences are excusable for illness, recovery from an accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday and such other good cause as may be acceptable to the Principal. Absence for such reasons as camping, vacations, non-school activities, or visiting is discouraged; late night activities that cause a student to be tardy or absent the following day are also discouraged. We also discourage scheduling of dentist or doctor appointments during school hours.

Call-In Procedures for Absences

Parents are requested to call the school by 9:00 AM on each day a student is absent from school. In the event that phone contact was not made, parents are requested to send a signed and dated note on the day the child returns to school explaining the reason for the absence.

Recording Attendance

Elementary Attendance is recorded twice each day: once in the morning and then again in the afternoon. Teachers mark students as either present, absent, or tardy. Students are expected to be in their seats ready to begin work five minutes after the morning bell and five minutes after the noon-recess bell. Students are marked tardy if they are not in the classroom within the time specified. Middle School Attendance is taken every class period. If students are not in their seats by the time the tardy bell sounds, they are marked tardy.

Excessive Absences

Excessive absence from school is defined as ten or more days absent (excused or unexcused) and/or ten or more tardies.

- At ten days absent and/or ten tardies, parents will receive a letter indicating the total days absent and the total number of tardies recorded. The Principal will then confer with the parents to determine the circumstances surrounding the absences and/or tardies and to determine if further action is necessary.
- At 15 days absent and/or 15 tardies, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.
- At 20 days absent and/or 20 tardies, the Principal will determine whether to submit a petition to the Court for resolution or seek an alternate remedy.

DISCIPLINARY PROCEDURES: (Board of Education Policy)

The primary objective of student discipline and control in the NICE Community School District is to provide a school environment in which the major emphasis is directed toward teaching-learning activities. Discipline is defined as "the control of conduct by the individual or by external authority." It includes the entire program of adapting the individual student to life in society and involves two major emphases:

1. To guide the pupil so as to enhance the immediate efforts of teachers and other pupils in the learning situation, and therefore, does not threaten the classroom or the instructional process.
2. To assist the pupil in becoming a responsible, productive, and self-disciplined citizen.

Note: A Rubric for Aggressive and Defiant Behavior offenses and consequences has been included on Page 14 of this packet. Board policy may supersede the consequences of this rubric.

DISCIPLINE POLICY

All of our students have the right to be in school. Included in this right is the student's responsibility to accept and respect the rights of others and become actively and productively involved in their own academic learning.

OFFENSES THAT WILL NOT BE TOLERATED

1. Defiance of rightful authority.
2. Hitting or fighting.
3. Sexual harassment.
4. Disruptive behavior on the school bus.
5. Throwing rocks, snowballs, books, etc.
6. Abusive or obscene language, gestures, or drawings.
7. Disruptive behavior in the classroom.
8. Bullying

STEPS OF DISCIPLINE:

- Step 1: Minor problems such as running in the hallway or gum chewing, are handled on the spot in class, hallways, cafeteria, or playground. If a minor problem persists, a student could receive detention as outlined on Page 14.
NOTE: Rude, disrespectful, or defiant remarks directed at an adult employee or staff member are never considered minor and will result in suspension.
- Step 2: For the 1st offense of the school year, a student will spend time in detention, which will be supervised by an adult.

A detention assignment is served after school from 3:15 p.m. until 4:10 p.m.

If second offenses occur, the same detention is repeated.
- *Step 3: After the 3rd disciplinary detention, a parent conference will be scheduled to outline a behavior plan to include Saturday School for future offenses.

Step 4: Out-of-school suspension will be used after Saturday School has proven ineffective or if a major offense as outlined by School Board Policy has been committed.

Willful destruction or vandalism to our school property and equipment will be handled in the following manner:

- 1st Offense: Suspension and reimbursement by the student for damages.
- 2nd Offense: A longer suspension and reimbursement by the student for damages.
- 3rd Offense: A hearing before the NICE Community School Board of Education and reimbursement by the student for damages.

SUSPENSION:

The Principal or the Assistant Principal has the authority to suspend a student from his regular class routine for violating school rules or having habits or bodily conditions considered detrimental to the school. During the period of suspension the student's absence is ***unexcused*** and only tests and major projects can be made up. **A suspended student cannot participate in, or attend, any school-sponsored activity during the regular school day or after school.**

Minimum due process must be afforded the student before the suspension is imposed. This includes oral or written notice of the charges, an explanation of the evidence, and an opportunity for the student to present his/her side of the story. All of these requirements will be met at the time the suspension is imposed.

If possible, the parents or legal guardian shall be immediately notified by phone or in writing if the student is to be suspended from school. Written notation of such contact shall be made in the Principal's file. The Principal may require a parent conference prior to the reinstatement of the student.

Parents may request a conference with the Principal to appeal the suspension. The Principal shall affirm or modify the terms of his action within two school days from the date of the conference.

Within three school days from the date of the conference the parent may appeal the Principal's decision to the Superintendent of Schools or his designee. The Superintendent shall affirm or modify the decision of the Principal within two school days from hearing the appeal.

The parent may appeal the Superintendent's decision to the Board of Education at a subsequent meeting.

SUSPENDABLE OFFENSES:

ANY VANDALISM TO OUR SCHOOL WILL BE HANDLED IN THE FOLLOWING MANNER:

First offense—Suspension and reimbursement for damages

Second offense—A longer suspension and reimbursement for damages

Third offense—A hearing before the School Board and reimbursement for damages

1. **CHEWING TOBACCO:** The act violating the chewing regulation for pupils in any form.
2. **DEFIANCE OF AUTHORITY:** The failure to respond or carry out a reasonable request by a staff member. Verbal challenges to persons in authority will not be tolerated.

3. **DRUGS, ALCOHOLIC BEVERAGES, ETC:** Possession, use, or transfer of drugs (illegal and prescription), alcoholic beverages, or other substances which will produce abnormal behavior. (Prescription drugs must be stored in the nurse's office in the original bottle and transported to school by parents.)
4. **EXTORTION:** The act of borrowing or attempting to borrow any money or things of value from a student unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.
5. **FIGHTING:** The act of quarreling involving bodily contact in or on school property, or going to or from school, including any activity under school sponsorship—dances, athletic events, etc.
6. **FORGERY:** The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
7. **GAMBLING:** The act of playing games of chance for money or some other stake.
8. **GROSS MISBEHAVIOR:** The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship or the act of physical or verbal threats to the staff members or to other pupils. Spitting on other individuals is considered gross misbehavior.
9. **HAZING:** The act of harassing by ridicule or criticism or the playing of abusive tricks on fellow students.
10. **INDECENCY:** The act of offending against commonly recognized standards of good taste, including the use of vulgar language and comments or questions regarding a persons sexual behavior or sexual orientation.
11. **OBSCENITY:** The act of using obscene language by pupils in verbal or written form or in pictures or caricatures in or on school property.
12. **POSSESSING OR USING WEAPONS:** The act of possessing, using, or threatening to use, any weapons or instrument capable of bodily injury. (See Page 7)
13. **PUBLIC DISPLAY OF AFFECTION:** Any display of affection in a physical way.
14. **SMOKING:** The act of violating the smoking regulation for pupils including the possession of tobacco in any form.
15. **STEALING:** The act of dishonestly acquiring the property of another or others under any terms, even pranks that result in waste of teacher/administration time.
16. **TRUANCY:** The act of unauthorized absence from school for any period of time. Chronic tardiness will be considered truancy.
17. **UNAUTHORIZED PERSONS:** Any person (including one who has been suspended or expelled) who cannot or will not prove a right to be in the building.
18. **VANDALISM:** The act of willful destruction of property belonging to another or others.
19. **POSSESSING OR USING FIRECRACKERS:** The use of, possession, or sale of firecrackers and other related fireworks and incendiary devices.

20. **LASER POINTERS AND STUN PENS** are banned from our school, as they are dangerous and can cause permanent injury. Other devices such as hand buzzers capable of shocking another individual are also banned.
21. **VERBAL AND WRITTEN THREATS / ACTS OF BULLYING (verbal as well as physical):** Any threats or excessive teasing made to another student, teacher, or other person will result in disciplinary action. Please see Page 14.
22. **THE USE OR SALE OF ILLEGAL DRUGS (or drugs prescribed for someone else)** could result in disciplinary action up to and including expulsion.
23. **SEXUAL HARRASSMENT:** The act of physically touching another individual in an appropriate or unwanted manner. Also, written or verbal remarks of an inappropriate or unwanted nature. "Pantsing" is considered sexual harassment.

EXPULSION:

A recommendation for the expulsion of a student from school is made to the Board by the Superintendent. Such action is generally taken by the Superintendent upon recommendation by the Principal. The Principal's recommendation shall be communicated to the Superintendent in writing. The procedures are as follows:

The student shall be under suspension pending the recommendation of the Superintendent to the Board and pending the Board's decision.

The Superintendent's recommendation to the Board shall be in writing. It shall include the essential elements that form the basis of the charge. The charge shall be transmitted to the parent or guardian of the student being considered for expulsion.

The Board of Education shall set the date, time and place of the hearing and shall transmit written notice of same to the parents or guardian at least five days before the date of the hearing.

If a hearing is desired, the parent shall notify the Superintendent at least one day prior to the date of the hearing.

The hearing procedures shall be conducted under the following rules and procedures:

The Board will be provided with written materials from the Superintendent detailing the recommendation. The same materials will be available to the student and/or parent.

The student and/or parent will be provided an opportunity to give statements to the Board.

The student or parent may be represented by an attorney.

The appeal hearing is not a court procedure and court rules of evidence shall not be enforced at such hearing.

The Board of Education shall render a written opinion of its determination within five school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

Efforts will be made by the school, but not guaranteed, to provide alternative means by which a student under an extended suspension or expulsion may continue with an educational program. Such opportunities may include late afternoon classes, evening classes, correspondence course, other special programs, or transfer to another school or school district.

A student who has been expelled shall not be on school property for any reason during the duration of the expulsion.

ASPEN RIDGE SCHOOL
PROGRESSIVE DISCIPLINE RUBRIC
GRADES 6 - 8

Level	Example Behaviors	First Offense	Second Offense	Third Offense
1	<i>Teasing, Mild Harassment, Mild Defiance</i> (Examples: Name calling, insulting, defiant behavior toward an adult, refusal to work or other behavior that would hurt others' feelings or make them feel bad about themselves)	<ul style="list-style-type: none"> ▪ Warning by person who witnessed behavior 	<ul style="list-style-type: none"> ▪ Sent to office ▪ 1-2 detention(s) ▪ Student calls parent from office 	<ul style="list-style-type: none"> ▪ Sent to office ▪ 2-3 detentions ▪ Student calls parent from office ▪ Parent conference (optional)
2	<i>Intentional Defiance</i> (Examples: cheating, swearing, stealing, lying, disrespect, defiance, classroom disruption)	<ul style="list-style-type: none"> ▪ Sent to office ▪ 1-3 detention(s) ▪ Student calls parent from office ▪ Restitution 	<ul style="list-style-type: none"> ▪ Sent to office ▪ 1-2 day(s) ISS ▪ Principal calls parent ▪ Restitution ▪ Parent conference (optional) 	<ul style="list-style-type: none"> ▪ Sent to office ▪ 1-2 day(s) OSS ▪ Principal calls parent from office ▪ Restitution ▪ Parent conference (optional)
3	<i>Mild Physical Contact, Disruptive Defiance</i> (Examples: hitting, pushing, grabbing, defiant behavior towards an adult, creating disturbances through disruptive sounds or actions even after a verbal correction was given)	<ul style="list-style-type: none"> ▪ Sent to office ▪ 2-3 detentions ▪ Student calls parent from office 	<ul style="list-style-type: none"> ▪ Sent to office ▪ 1-3 day(s) ISS ▪ Principal calls parent ▪ Parent conference (optional) 	<ul style="list-style-type: none"> ▪ Sent to office ▪ 1-3 day(s) OSS ▪ Principal calls parent ▪ Parent conference
4	<i>Assaultive Physical Contact or Severe Harassment, Extremely Defiant Behavior</i> (Examples: punching, kicking or any behavior that may injure others; racial, ethnic, sexual or other forms of harassing behaviors that create a hostile environment, talking back directly to an adult or getting removed from the area for defiant behavior)	<ul style="list-style-type: none"> ▪ Sent to office ▪ 1-2 day(s) OSS ▪ Principal calls parent ▪ Parent conference (optional) 	<ul style="list-style-type: none"> ▪ Sent to office ▪ 2-5 days OSS ▪ Principal calls parent ▪ Parent conference 	<ul style="list-style-type: none"> ▪ Sent to office ▪ 3-10 days OSS ▪ Principal calls parent ▪ Parent conference

ISS = In-School Suspension (Student will be isolated from peers and expected to complete daily assignments)

OSS = Out-Of-School Suspension (Student will be picked up immediately by guardian and will stay at home. Student is expected to complete daily assignments)

Additional Information:

- Consequences may be based upon the severity of the infraction and relevant board policy and law enforcement.
- Consequences may include after school community service with transportation provided by the guardian.
- Students who are sent to the office will complete a student reflection form.
- Phone calls home and disciplinary action will be logged in Skyward.

- Students who accumulate multiple infractions regardless of the level on the rubric may be subject to a behavior plan or other remedial action.
- Behaviors which represent illegal activity may be referred to the Superintendent for expulsion review.

***IMPORTANT INFORMATION**

LASER POINTERS/STUN GUNS ARE BANNED

All laser pointers/stun guns are banned from any school property. There have been numerous publications on the damage/injury that they can cause. Students in possession of such items will have them confiscated and will be subject to suspension, detention, or other disciplinary actions.

WEAPONS LAW

EXPULSION: Forfeiture of a student's right to attend school in this district.

REASON FOR EXPULSION: Misconduct beyond the district's resources for correction.

POSSESSION OF WEAPONS WAS DEFINED BY STATE AND FEDERAL LAW.

Students in possession of a dangerous weapon/firearm, who commit arson or rape on district grounds, in district buildings or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or students shall also be notified of the referral.

The board reserves to itself the authority to expel students. Each student subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis.

This statement is the board's assurance that the district is in compliance with both PL 103.382 AND MCL 380.1311.

PLEASE BE ADVISED OF THIS IMPORTANT LAW

Effective January 1, 1995, Michigan law provides for the expulsion of any student found carrying a dangerous weapon (firearm, kirk, dagger, stiletto, knife with a blade over three inches long, pocket knife opened by a mechanical device, iron bar, or brass knuckles) in a school building or on school grounds.

This law requires that children carrying dangerous weapons in school who are in fifth grade or lower, be expelled for at least 90 school days; students in sixth grade or above who are possession of a dangerous weapon are to be expelled for at least 180 school days.

HOMEWORK POLICY

It is recognized that all learning cannot be accomplished within the limited amount of time allocated for classroom instruction. Therefore, work assigned but not completed during the school day is homework and is expected to be completed at home and returned when the assignment is due. Homework is given to provide reinforcement of newly learned skills, in preparation for advanced work or tests, as supplemental work, which expands regular class work or for individual student research.

The majority of our students are responsible and do complete their assigned work on time. However, some students regularly report to class with incomplete assignments or misplaced or forgotten papers and books. This causes a problem for the students and teacher. The students' grades suffer and so does their self-esteem. The teacher must spend extra time in preparing copies of assignments, correcting them, and maintaining grade records.

Therefore, the Aspen Ridge School staff believes that handing homework in completed and on time is the student's responsibility and is an essential part of the learning process. If we expect students to be responsible for something, it should then be non-negotiable. On this basis, late assignments are not negotiable items. This is an accepted expectation when there is fairness and consistency with all students.

In cases where students do not understand an assignment or how to do the work, it is their responsibility to bring it to the immediate attention of the teacher so additional help can be given. Teachers want to help students succeed and willingly offer assistance.

Students who miss assignments because of excused absences will be given a reasonable amount of time to make up their work. Failure to make up work in a reasonable length of time could result in academic detention.

The following policy will be implemented during the present school year:

- 1) Each student will be allowed two (2) missed assignments in each class.
- 2) When a third assignment has been missed in a class, a 60-minute academic detention will be served in an adult supervised setting from school dismissal until 4:10 p.m.
- *3) Since it is the intent of the policy to encourage students to be responsible for their own work and not miss assignments, upon the scheduling of a third academic detention a meeting will be scheduled with parents to outline an academic plan for student success which will include a provision for Saturday School for any future academic offenses. If a student reaches the point where a third Saturday School is required, future occurrences may result in in-school suspension with the number of days mutually agreed upon between the principal or Assistant Principal and the parents.

Parents will be notified by phone of the detention and it will be assigned for the following day. If this isn't possible, a day will be selected that is mutually agreeable between parents and the school. TRANSPORTATION HOME FOR THE STUDENT IS THE RESPONSIBILITY OF THE PARENT.

DRESS GUIDELINES:

Clothing worn by students shall be neat and clean and in good repair for the personal health and safety of the student. Immodest clothing of such types that detract from the educational process shall not be worn.

Clothing bearing printing, slogans, mottoes, advertisements, and suggestive references that are not in good taste shall not be worn, such as those referring to alcohol, tobacco, and sexual connotations.

Underwear tops or jackets shall not be worn as a dress shirt.

Students are prohibited from wearing jackets to their regularly scheduled classes and assemblies.

Sweatshirts containing hoods may not be worn with the hood up while indoors.

"Jelly Bracelets" may not be worn or taken to school due to the inappropriate sexual connotations associated with them.

Clothing or footwear which could create a health or safety hazard or mar or damage school property shall not be worn. **Chains or symbols signifying gang affiliation or satanic worship will not be permitted at school.**

- **Short shorts or skirts not reaching the middle of the thigh in length are not acceptable clothing for school.**
- **Shorty tops, crop tops, spandex, halter tops, tank tops, tops without sleeves, and revealing necklines displaying cleavage are not acceptable school clothing.**
- **STUDENTS WILL REMOVE CAPS OR HATS UPON ENTERING THE SCHOOL BUILDING.**

Hair is to be well groomed so that it is not a health or safety problem.

When any matters relative to the dress guidelines negatively affect the atmosphere for learning in the classroom, or the safety of the students, the teacher shall refer the student to the Principal or Assistant Principal for appropriate action. This action may include simply asking the student to turn the shirt inside out or retaining the student in the office until appropriate clothing can be secured.

MEDICATION:

School personnel will not give any type of medication, including Tylenol, without a written note from the parents. The note should include the name of the medication, amount to be given, and when to give it. ***All medication must be stored in the nurse's office in its original container and should be delivered to school by an adult.*** Students who make frequent requests for Tylenol (6 or more times per quarter) will be referred to the school nurse for parent notification. The school is not responsible for supplying cough drops. Students requiring cough drops should bring their own with a permission slip from home and not distribute them to classmates.

SCHEDULE CHANGES:

Only unique circumstances will warrant class schedule changes.

1. Failures
2. Scheduling conflicts
3. Teacher recommendation

Any student who has enrolled in band or chorus has a trial period of one week to decide if he/she wishes to remain in the class or drop it. Following this week, ***all students are expected to remain in the class for the remainder of the year.***

LOST AND FOUND:

Articles found should be brought to the Principal's office, where they will be kept until claimed by the owner. Items not claimed within a reasonable time will be turned over to a charitable organization.

TELEPHONE USE:

Students may not use the office or classroom phones unless it is for school business or in an emergency. Students will be called to the telephone only in an emergency; otherwise a message will be delivered to the students. The school cannot guarantee the prompt delivery of messages received after 2:45 p.m. as the office tends to become clogged with messages regarding student logistics. Please make these arrangements at home in the morning.

OFFICE ENTRANCE:

All students entering or exiting the office must use the front entrance and check in with the middle school secretary. The door by the nurse's office is for staff use only.

TRESPASSERS:

All visitors must report to the principal's office when entering the building.

Visitors who have no official business or valid reason for being in the building or school grounds between 8:19 a.m. — 3:11 p.m. will be considered trespassers and will be asked to leave.

SCHOOL LUNCH and BREAKFAST PROGRAM:

Effective the 2008-2009 school year, students will be charged for lunch and breakfast using an electronic student identification system. The student's account must be prepaid using one of the following methods:

- Paying in cash or by check in the school office before homeroom in the morning
- Parents paying online by credit/debit card or electronic check via the Payschools link on the district web page. (www.nice.k12.mi.us) **Online payments require your child's 4 digit pin code.*

Note: Provisions will still be available to apply for free and reduced breakfasts & lunches

Rude conduct, unnecessary noise, and abuse of the lunchroom facilities or furnishings will not be tolerated.

There is no "cutting" in the lunch line.

Students who repeatedly misbehave in the cafeteria during lunch or breakfast will be assigned to an alternate area for closer supervision.

On completion of lunch, and before each table is dismissed, each pupil shall bring his/her tray, silverware and dishes to the area provided in the lunchroom and take responsibility for picking up trash in the area where they ate.

*** *Only students with a prepaid account balance will be permitted to eat school lunch or ala carte.***

All students must eat in the cafeteria and "Seconds" will be served when available.

CLOSED CAMPUS:

During the regular school day (8:19 a.m. — 3:11 p.m.) including the lunch hour, Aspen Ridge School is a "closed campus." Students are not permitted to leave the school building.

REPORT CARDS:

In order to keep the student and parents informed of the student's progress, report cards are issued four times a year at the end of each marking period. The report cards are to be taken home and need not be returned.

PROGRESS REPORT:

Parents may access their child's school performance in each class via the internet using the Family Access option on the school records program called Skyward. Instructions and access codes are mailed to parents of new students and incoming 6th graders. For parents without internet access, quarterly reports will be mailed to parents of those students who are doing unsatisfactory work, or doing good work that the teacher would like the parent to know about. If a parent desires, a conference will be held including the parent, teacher(s) and student.

PROMOTION AND RETENTION:

Sixth through eighth grade students will have the opportunity to earn eight (8) credits per year. Credits may be earned in the following categories:

- Core classes including mathematics or algebra, language arts, science, social studies or American history, and reading renaissance: **5 credits**
- Activity classes called specials including art, computers, life skills, and physical education: **2 credits**
- Elective classes including band, chorus, band and chorus, or explorations: **1 credit**

Students earning seven (7) or eight (8) credits are eligible for promotion to the next grade level. Students earning fewer than seven (7) credits must earn an additional credit by attending summer school. Students would need to earn a minimum of twenty-one (21) credits to participate in eighth grade graduation. In addition to summer school, students will have the opportunity to prevent the loss of credit due to failure through any combination of the following interventions arranged through the school:

- Academic detention after school
- Tutoring
- After school homework club

While this system is no more rigorous than any system that has been used for grades six through eight in the past, this credit system has been designed and implemented to afford middle school students the opportunity to gain experience with credits in preparation for high school as well as to motivate students to complete assigned work on time and to experience the success and satisfaction of earning a credit for doing passing work.

ATHLETIC EVENTS:

1. Students will be permitted to enter the school one half hour before the game time.
2. Misbehavior at school may result in not being permitted to attend an athletic event. If a student has been suspended from school for disciplinary reasons, he/she will not participate or practice in sports until reinstated. Attendance at extracurricular activities is not permitted until the suspension is finished.
3. Once a student leaves the school during a game, the student may not re-enter.
4. Students are expected to leave the school grounds ***immediately*** following the game and should make transportation arrangements prior to the game.

5. Students who come to school on the evening of an event such as a basketball game are expected to pay admission and attend the game. Students playing outside with bikes, roller-blades, skateboards, etc. are considered to be loitering and will be told to leave the school grounds. Students who are suspended or expelled may not attend school functions during the day or evening for the period of suspension or expulsion.

ATHLETIC ELIGIBILITY

Athletes and their parents should refer to the Athletic Handbook for our school district's eligibility requirements.

PERSONAL OR RELIGIOUS BELIEFS (INCLUDING CLUBS)

Students have a right to express their personal or religious beliefs at school so long as the expression does not impede or denigrate the beliefs of others or the educational process. For more information regarding the district's policies contact the school office or access the district policy manual online from the district web page.

FOOD ALLERGY AWARENESS

Like all school districts, the NICE Community School District is home to students with food allergies. Some of the more common food allergies are the nuts/peanut and milk/dairy. Our goal is to keep NICE students safe and healthy while they are in our care.

Students with food allergies must avoid exposure to the food that they are allergic to. If exposed, some students experience mild reactions such as hives and itching. Other students can experience severe reactions called anaphylaxis. An anaphylactic reaction can occur very quickly, and can be life threatening. An anaphylactic reaction can cause difficulty breathing, a sudden drop in blood pressure, loss of consciousness and in some cases a person can die in a matter of minutes.

Because this is such a serious matter, please decrease the amount of nut/peanut products that you are sending to school. When sending a snack for the entire class to enjoy i.e. birthday treats, please send foods that are safe for students with allergies. You may wish to contact your child's teacher for information on specific food allergies present in your child's classroom.

Students are also asked to wash their hands with soap and water after eating any nut/peanut products. This will decrease the possibility of accidentally carrying peanut residue onto the playground, computer keyboards, library, etc.

A peanut free zone has also been established in the cafeteria. Students with allergies can sit at this table and enjoy their lunch in safety. They are welcome to invite their friends to sit with them at the peanut free table. The only requirement is that their friends must not have anything in their lunch bag that contains nut/peanut products.

NONDISCRIMINATION

The Aspen Ridge School does not discriminate against any individual due to race, color, religion, or disability.

COMPLAINT PROCEDURE

Parents may contact the building principal in the event of a complaint and can obtain further information regarding registration of a formal complaint according to the Policy of the NICE Community School District.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

All Students are responsible for performing within the guidelines of the district's acceptable use policy. Those in violation will incur a loss of computer privileges as outlined in this policy. Please review this policy on pages 16-20.

NOTIFICATION OF RIGHTS UNDER FERPA AND PPRA

Aspen Ridge School as part of the NICE Community Schools is in compliance with The Family Educational Rights and Privacy Act (FERPA) and The Protection of Pupil Rights Amendment (PPRA) as outlined on pages 21-22.

SPECIAL EDUCATION (NICE COMMUNITY SCHOOLS)

Many far-reaching changes have taken place in our schools recently, including the area of special education. Current state and federal laws, including IDEA 2004, now support our long-standing belief that all children can learn and are entitled to the full benefit of a free and appropriate public education. These laws recognize that every individual is unique and different; that is, our ability to learn and the rate at which we learn varies from one person to another.

When these differences impact the ability to participate and progress in the general curriculum, some students require specialized instructions. In addition, assistive technology and specialized teaching methods may be required. Those in the field of special education recognize this and work to meet these needs through various programs and services.

These special education programs and services are designed to help each child with disabilities reach his or her potential. Through these programs and services, special education staff members work with students to overcome and compensate for the disabling condition. As students learn to apply their individual skills and abilities, they are more effective in transitioning to life beyond high school.

The special education program and services, in the State of Michigan are available to all children with disabilities from birth through age 25.

504 POLICY

It is the intent of the Board of Education that no otherwise qualified student with a disability shall be excluded from participation in, denied the benefits of, or be subjected to discrimination solely on the basis of his/her disability in any program or activity conducted by the district. The nondiscrimination protection applies to any student who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

It is further the intent of the Board of Education that any student within its jurisdiction who has a physical or mental impairment that substantially limits a major life activity shall be identified, evaluated and provided with appropriate educational services regardless of the nature or severity of the impairment. A student may be disabled under this policy even if they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of students with disabilities and their parents under Section 504 will be enforced.

The special education coordinator for the district shall serve as the district's Section 504 coordinator. For more information, please see your building principal.

Ref: School District Policies for Special Education 7173 & 504 Policy 8016

**ACCEPTABLE USE POLICY
FOR INTERNET / TECHNOLOGY USE**

General Information

Students using a piece of equipment owned by or operated within the district, to access any part of the district's computer network or the internet shall be provided a network user name and password by NICE Community School District (hereafter referred to as the District). The District system administrators reserve the right to monitor all network and/or internet activity generated within or through access to the NICE Community School District computer network.

Because of the complex association between the school and other agencies and networks, the end user of any of these networks must adhere to strict guidelines. These guidelines are provided here so that the students and the parents of students under 18 years of age are aware of the responsibilities they are about to acquire. The superintendent may modify these rules at any time by publishing the modified rule(s) on the system. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) carefully read, and agreed to, the terms and conditions stated.

Children's Internet Protection Act

The District shall review and update as necessary the Internet policies and procedures addressing the following:

1. Operation of a "technology protection measure" that "blocks or filters internet access to visual depictions" that are:
 - a. Obscene;
 - b. Child pornography;
 - c. Harmful to minors; and
 - d. Any other Internet content a local educational agency, elementary or secondary school, or library determines is "inappropriate".
2. Safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications (e.g., "instant message" services);
3. "Hacking" and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
5. Measures designed to restrict minors' access to materials considered to be harmful to minors.

Information Content & Use of the NICE Community Schools systems

Users agree not to publish on or over the NICE Community Schools' systems any information which violates or infringes upon the rights of any other person, any information which would be abusive, profane or sexually offensive, or which, without the approval of the system administrators, contains any advertising or solicitations of other users to use goods or services. Users agree not to use the facilities and capabilities of the system to conduct any business, activity, or solicit performance of any activity which is prohibited by law.

Because this system, through connections to other networks, accesses other computer networks and computers around the world, users understand that the system administrators and the NICE Community school district do not have control of the information residing on other systems. Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Users, the district and the system administrators, do not condone the use of such materials and do not permit usage of such materials in the school environment. Students knowingly bringing such materials into the school environment will be dealt with according to the district discipline policies. Such activities may result in termination of users' access to the district computer systems, detention, suspension and/or expulsion from school. The school district reserves the right to cooperate fully with district, local, state, or federal officials in any investigation concerning or relating to any sites accessed on its computer systems.

The district does not make any warranties, express or implied, including without limitation, those of merchantability and fitness for a particular purpose, with respect to any services provided by same and any information or software contained therein. The system administrators and the school board do not warrant that the functions or services performed by, or that the information or software contained on the system will meet all user's requirements, or that the operation of the computer systems will be uninterrupted or error-free, or that defects in the system will be corrected. The district's computer systems are provided on an "as is, as available" basis.

Third Party Supplied Information

Opinions, advice, services, and all other information expressed by users, information providers, service providers, or other third party personnel on the system are those of the provider and not the district. Users are urged to seek professional advice for specific individual situations.

Students may not order services or merchandise from other agencies and users of the system, not affiliated with the system (sellers), through the system. The system, board, and system administrators shall not be a party to such transactions or be liable for any costs or damages arising out of, either directly or indirectly, the actions or in-actions of any "sellers."

The district administrators and board of education have the right to limit users' access to any and all resources available on or through the district systems (including internet resources).

Updating User Account Information

The system administrators or the district may occasionally require new registration and account information from users to continue the service. Users must notify the district of any changes in account information (address, phone, name, etc.)

Online Conduct and Courses

Any action by a user that is determined by the system administrators to constitute an inappropriate use of the district systems or to improperly restrict or inhibit other users' access to electronic resources is strictly prohibited and may result in termination of an offending user's account. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, information, or software or any thing that would violate any local, state or federal law is prohibited and is a breach of these Terms and Conditions. The user specifically agrees to indemnify the system, district, and system administrators for any loss, costs, damages, including reasonable attorney's fees incurred by the system, the district, and the system administrators relating to, or arising out of any breach of this section by the user. The district computer systems are to be used for school related use only - commercial uses of the system are strictly prohibited unless prior written consent from the system administrators and the board of education has been granted.

NICE Community School district offers some online courses. Any action by a student enrolled in an online course that is determined by the teacher of the course or by the system administrators to constitute an inappropriate use of the system is strictly prohibited and may result in termination of an offending user's account and/or automatic failure of the course.

Software

Software and files which the user has created or has been given written approval from the system administrators may be uploaded to the system by that user. Any software having the purpose of damaging and or gaining unauthorized access to other user's systems/data or this system is specifically prohibited. The system administrators, at their discretion, reserve the right to refuse posting and/or remove files, with or without notice to the user. The system administrators, at their discretion, reserve the right to terminate accounts of users who misuse any part of the system. System administrators do not necessarily inspect software uploaded by users and thus NICE does not guarantee the suitability of performance of any software downloaded from or accessed through the system.

The district has anti-virus software on its computer systems. All users are required to use and are prohibited from tampering with or turning off the anti-virus software.

Copyrighted Material

Only the owner(s) or persons they specifically authorize may upload copyrighted material to this system. Copyrighted material may not be placed anywhere on the system without the author's permission. Users who download copyrighted material for their own use do so at their own risk. Users with the expressed permission of the owner or authorized person (as well as the system administrators) may non-commercially redistribute a copyrighted program on the system. Permission must be specified in the document, on his system, or must be obtained directly from the author.

Equipment

Hardware or software may be removed from district property only when permission has been given by the building principal and/or the system administrator. Equipment theft (including something as simple as a ball from inside a computer mouse) may be prosecuted to the fullest extent of the law. Equipment damage deemed intentional may be punished by financial responsibility for replacing items and/or suspension. Persons causing accidental equipment damage may still be held responsible for replacement of the item.

Public Posting Areas (*Chat Rooms, Web Logs, etc*)

Messages can be posted from systems all around the world and NICE system administrators have no control on the content of the messages posted on other systems linked to NICE via internet connectivity. To best utilize system resources, the system administrators will determine which groups are most applicable to the curricular needs of the school district and will allow access to these groups on the NICE systems. Students are allowed to use chat rooms only with the permission of their teacher and the system administrators.

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a user whom they deem is misusing any technology of these features (blogs/talk/chat/internet relay chat).

Electronic Mail

Electronic mail (email) is a private electronic message sent by or to a user in correspondence with another person having electronic mail access – usually via the internet. Messages received by the system are retained on the system until deleted by the recipient. All student e-mail accounts must be moderated by a staff user. A canceled system account will not retain its e-mail. Users are expected to remove old messages in a timely fashion; system administrators may remove such messages if not attended to regularly by the user. The system administrators will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to other than the sender except in the case of misuse of these systems. System administrators may investigate complaints regarding e-mail alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or material not allowed on the system. The system administrators may investigate complaints regarding the misuse and abuse of the e-mail system. Misuse of the e-mail system may result in termination of users e-mail accounts, termination of access to the system, detention, suspension and or expulsion from school. The district reserves the right to cooperate fully with district, local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on its systems

Users are advised to be polite, keep messages brief, limit personal communication and delete old mail on a regular basis. E-mail transactions have no guaranteed privacy. Do not write or send anything you wouldn't want repeated.

Disk Usage

System administrators reserve the right to set quotas for disk usage on this system. A user who exceeds their quota will be advised to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request via electronic mail to the system administrator, stating the need for the quota increase. A user who remains in non-compliance of disk space quotas after seven days of notification may have their files removed by the system administrator.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a user feels that they can identify a security problem on this system, the user must notify a system administrator. The user should not demonstrate the problem to others. Users may not let others use their account and password. Passwords to the system should not be easily determined by others, nor should they be words which could be found in a dictionary. All passwords should contain letters, numbers and other characters. Attempts to log-in to the system using another user's account or as a system administrator will result in termination of the account. Users should immediately change their password and notify a system administrator and/or teacher if their password is stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the system.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary actions as outlined in school and district policies. Vandalism is defined as any malicious attempt to harm or destroy district hardware, software or data of another user, the system, or any of the agencies or other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses or malware of any kind.

Termination of Account

A user's access to, and use of the system may be terminated by the user sending notification to a system administrator. Terminations by a user will be effective on the day that the system administrator

receives the notification or on a future date if so specified in the notification. Accounts which are inactive for more than 30 days may be removed along with that user's files and/or e-mail without notice given to the user.

The system administrator reserves the right, at their discretion, to suspend or terminate a user's access to any use of the system upon any breach of the Terms and Conditions by that user. Prior to a suspension or termination (or as soon after as is practicable), the system administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation. A user may request a review hearing with a building administrator if a user feels that such action was unjust. After review, access may be restored if the building administrator upholds a user's appeal.

Log Files

Log files are created when users access or attempt to access any site on the Internet or any file on the network (system). Log files are also created when a user sends or receives e-mail. Log files are maintained by system administrators for at least 28 days (4 weeks).

Other Provisions

The Terms and Conditions shall be interpreted, construed, and enforced in all respects in accordance with the Laws of the State of Michigan and the federal courts situated in the State of Michigan, in connection with any action to enforce the provisions of the Terms and Conditions, or otherwise arising under or by reason of the Terms and Conditions.

Additional Provisions

Accessing multi-user talk/chat sessions or games is not allowed unless written permission is permitted by the system administrators. System administrators reserve the right to monitor all activity on the district's machines and networks.

The sending out of "chain-letters" or spam is considered a misuse of the system and may result in the loss of a user's account. Misuse of any part of the system operated by the district is defined as any violation of these Terms and Conditions.

Length of Suspension of Users' Privileges

First offense - 30 school day suspension of privileges

Second offense - 60 school day suspension of privileges

Third offense - 90 school day suspension of privileges

Fourth offense - Permanent suspension of privileges

Interim System Acceptable Use

The purpose of the system is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. This statement represents a guide to the acceptable use of the internet backbone. It is expected that the various middle level networks will formulate their own use policies for traffic that will not traverse the backbone.

1. All use must be consistent with the purpose of the system.
2. The intent of the acceptable use policy is to make clear certain cases which are consistent with the purposes of the system, not to exhaustively enumerate all such possible uses.
3. The system administrator may, at any time, make determination that particular uses are or are not consistent with the purposes of the system. Such determinations may be reported to the system Technology Committee and to the user community.
4. If a use is consistent with the purposes of the system, activities in direct support of that use will be considered consistent with the purposes of the system. For example, administrative communication for the support infrastructure needed for research and instruction are acceptable.
5. Use in support of research or instruction at not-for-profit institutions of research or instruction in the United States is acceptable.
6. Use for a project which is part of or supports a research or instruction activity for a not-for-profit institution of research or instruction in the United States is acceptable, even if any or all parties to the use are located or employed elsewhere. For example, communications directly between industrial affiliates engaged in support of a project for such an institution is acceptable.
7. Use for commercial activities by for-profit institutions is not acceptable unless it can be justified under (4) above. These should be reviewed on a case-by-case basis by the system administrators and the district school board.

8. Use for research or instruction at for-profit institutions may or may not be consistent with the purposes of the system, and will be reviewed by the system administrators on a case-by-case basis.

Notification of Rights under FERPA For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School Principal (Assistant Principal or Superintendent) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write School Principal (Assistant Principal or Superintendent), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or students of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Notification of Right Under The Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect; upon request and before administration or use –*
 1. Protected information survey of students;
 2. Instruments used to collect personal information from students or for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to/from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents 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
Washington, D. C. 20202-5901