

**ORCHARD VIEW MIDDLE SCHOOL  
STUDENT HANDBOOK  
2023-2024**

**ORCHARD VIEW MIDDLE SCHOOL**  
**35 S. Sheridan Drive**  
Muskegon, Michigan 49442  
(231) 760-1500

**CARDINAL FIGHT SONG**

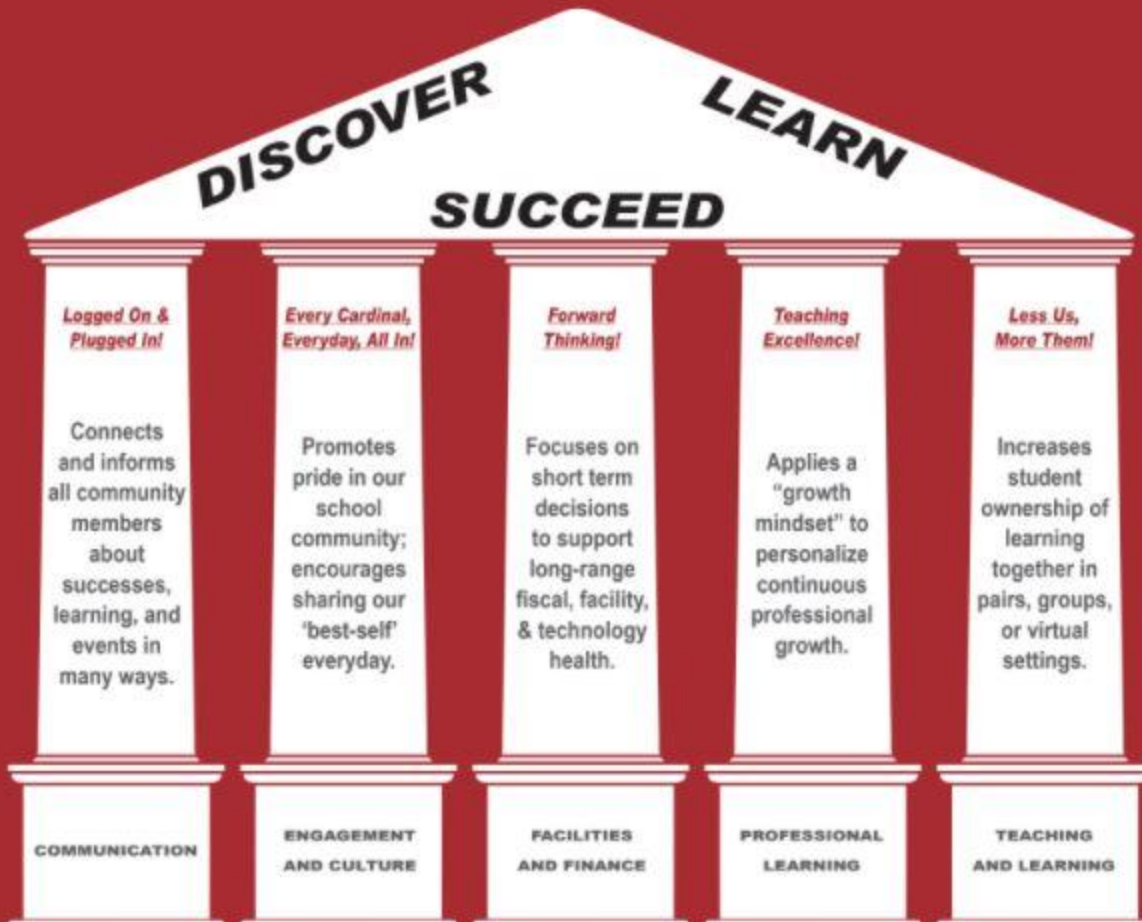
Fight! Fight! Fight!  
Come on and go team fight  
We'll win tonight.  
The thrill of victory shall come.  
We'll stand the test, we'll do the best  
That any school has ever done.  
So give a CHEER!! RAH!! FIGHT!!  
Go ORCHARD VIEW!!  
Another CHEER!! RAH!! FIGHT!!  
We are all for you.  
The CARDINALS is our name  
And we will fight to win this game.

**THE CARDINAL AND GRAY**

The morning light breaks fair  
and bright.  
And golden is the day,  
When thoughts return to  
Orchard View-  
The Cardinal and Gray.  
  
The friendships true and  
memories gay,  
Come back in glad array.  
As grateful hearts lift up  
the song.  
And give our pledge today.  
Our honor, pride, and loyalty to-  
The Cardinal and Gray

**Mascot: Cardinal**  
**Colors: Cardinal Red & Gray**

# ORCHARD VIEW SCHOOLS STRATEGIC PLAN



**VISION**

*To prepare all students to meet the demands of an ever changing world.*

**MISSION**

*Provide a safe, supportive environment that encourages academic growth, responsible citizenship and lifelong learning for all students.*

**FOUNDATIONAL BELIEF**

*EVERY child and adult can learn and grow.*



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**DISCLAIMER: The specific disciplinary actions in this handbook are guidelines and are subject to change from the administration. The administration has the right to implement new rules and regulations that are not stated in the handbook and which are necessary to maintain and promote an appropriate environment for learning.**

## **ATTENDANCE POLICY**

Orchard View Schools believes that regular attendance is essential and a major factor in the academic success of each student. Therefore, students enrolled at the Middle school are expected and required to attend school everyday. The active participation and interaction by students in the classroom is an essential part of the instructional process and may only be experienced through regular school attendance. Through the cooperative efforts of parents and the middle school, it is hoped that each student will develop and maintain attendance habits and attitudes, which will be essential to his/her present and future success. Assignments and Homework are updated on Google Classroom, but homework can be requested when students are absent two or more consecutive days and need physical copies.

**Perfect Attendance – The only absences that do not count against perfect attendance are school related absences.**

## **ATHLETICS**

Participation in athletics is a privilege offered to the students of Orchard View. To be an Orchard View athlete you must do more than make a team or participate in a contest. A middle school athlete has to be dedicated, enjoy being challenged, and give 100% every day on and off the field. An athlete must strive to do well in the classroom and must maintain the academic requirements prescribed by the Michigan High School Athletic Association. The teachers, coaches, and administrators of Orchard View are committed to helping each athlete to be the best they can be. Each athlete must make the same commitment.

Athletic Message: As an athlete at Orchard View, you will be held in high esteem by your peers and community. You will be expected to be a leader, to exhibit self-control, and self-discipline in all situations. You will need to develop a strong sense of character, and let this guide you as you face decisions in and out of athletic competition. When you wear the Red and Gray of Orchard View, we expect you to assume the responsibilities that go with them. Keep in mind that many times during your years at Orchard View, our school will be judged by your actions and attitudes.

Athletic eligibility is done by the week and is based on Marking Period Grades. A student that is failing more than 2 classes when grades are pulled will be ineligible for the following week.

## **BULLYING**

Bullying of a student by other students or any member of the staff is a violation of policy. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, bullying shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. Bullying of any kind will result in disciplinary proceedings. A student who believes that he/she has been subjected to bullying should promptly notify the building principal, guidance counselor, teacher, or staff person. **Bullying can include cyber-bullying.**

## **BREAKFAST, LUNCH, & DINNER**

All Orchard View Middle School Students will receive free breakfast and free lunch. When after school activities are offered, a free dinner will also be available after school.

## **Communication Devices**

Devices and phones must be put away once the school day starts. It is highly recommended that students keep their devices in their locker. If a student has an electronic device out during school hours without the permission of their teacher or an administrator, the device will be confiscated and turned into the office.

If a phone is confiscated, a disciplinary referral will be recorded. Referrals to the office will result in:

- 1<sup>st</sup> offense – confiscation of the device for the remainder of the school day and a phone call home. Students can collect their device at the end of the school day from the office.
- 2<sup>nd</sup> offense – confiscation of device until a parent retrieves the device from the office and an after school detention will be assigned.

## **DRESS CODE & GROOMING**

Orchard View Middle School is a learning environment where clothing and attire must not cause a disruption, distraction, or safety hazard to that environment. This includes the following but may not be limited to:

- No strapless, spaghetti strap, or one-strap shirts.
- No shirts that expose the midriff (belly), or bare back.
- No clothing that exposes undergarments (bras or under shorts). This includes pants that hang below the waist (no sagging of pants).
- No clothing that displays inappropriate language, pictures, sexual innuendos, or tobacco, marijuana, or alcohol products.
- Skirts/shorts need to be NO SHORTER than the tips of fingers when arms are extended straight down by your sides.
- No sunglasses to be worn or brought to class.
- Footwear must be worn at all times.
- No bulky coats to be worn during school hours or brought to class.
- No blankets to be worn during school hours or brought to class.
- No hats to be worn during school hours or brought to class.
- Wearing of bandanas is not permitted.
- Hair accessories/headbands must be less than 2 inches in width.
- Hoods that do not obstruct the face and are not a distraction are acceptable in the hall, but it is teacher discretion on whether or not they are permitted in their classroom.

## **DUE PROCESS PROCEDURE**

In situations involving violations of the student code of conduct (expectations), when a suspension is warranted, the student and the parent will be notified of the specific violation. The student shall receive a hearing in which he/she is informed of the charges against him/her and shall be given the opportunity to reply to those charges. An administrator or his/her designee shall keep disciplinary records and reach a determination based upon this information what type of disciplinary action, if any, will be taken. The following seven factors will be considered before determining a consequence; age, disciplinary history, disability, seriousness of behavior, whether behavior posed safety risk, restorative practices, and/or whether lesser intervention would address behavior. The student and parent/guardian will be notified of the administrator's decision. The notification will describe the violation and the resulting consequences. The student and the parent/guardian have the right to appeal the decision to the principal (if not involved in the original decision) or the superintendent. An appeal should be lodged in a timely manner. The student is subject to the disciplinary action during the appeal process. The administrator who receives the appeal, will review the evidence, reach a decision in a timely manner, and inform the parent/guardian of the decision.

## **EXPULSION AND SUSPENSION**

Any student who is to be expelled from school, or suspended, shall have the right to request a hearing. The school board will be represented by the building administrator, the school attorney, if requested, as well as those of his/her professional staff that he/she may ask to be present. The student will have the right to counsel, to call witnesses, to cross-examine, to remain silent, and the right to appeal any decision. Any student who is suspended may not attend any school function during that time or be on school property.

Any student suspended from school for more than 2 consecutive days must have a parent or guardian re-entry meeting with administration before returning to school.

## **FINES AND FEES**

It is essential to resolve fines and fees in a timely manner at Orchard View Middle School. Fines and fees must be paid in full to the main office before a student will be allowed to participate in sporting events, all dances, and paid field trips.

## **GANG LANGUAGE**

### **RULES OF CONDUCT REGARDING GANG BEHAVIOR**

Students, parents, and staff value learning and success for all students. It is because of this commitment that students shall not be permitted to engage in behaviors at school, while on school property, or at school related activities that promote gang, or gang-like, behaviors. Gang activity is defined as, “organized individual or group behaviors associated with belonging to a band of youths that promotes juvenile delinquency, and which has an adverse effect on the school and learning environment”.

#### **This “no tolerance” regulation includes behaviors such as:**

1. Making gestures such as hand signals leading to violent behaviors (i.e. fighting, shouting confrontations, individual or group conflicts, standoffs, etc.)
2. Possession of weapons (as described in State law regarding prohibitions of “weapons” in schools.)
3. Displaying gang symbols on one’s body, clothes, possessions, vehicle, locker, or other school property.
4. Any other activities deemed to be gang related (discretion of administration).

Because gang activity by its nature is often subtle or covert, the administration reserves the right to determine which behaviors, dress, or activities are gang related.

### **Gang Related Disciplinary Procedures**

When a student is observed doing gang related behaviors, the following will occur:

#### ***First Offense:***

The incident will be discussed with the student, a record will be maintained by the administration, information will be shared with the police, and a parent-administrator conference will be held. **\*In cooperation with area Police**, students may receive the “First Offense” consequences for gang related behavior for their actions in the community. In this event, the first incident of gang related behavior in the school will result in “Second Offense” consequences.

**Second Offense:**

The student will be suspended out of school for ten (10) school days, information will be shared with the police, and normal re-entry procedures will be implemented.

**Third Offense:**

The student will be suspended for a period of ten (10) school days, information will be shared with the police, and a recommendation for expulsion may be made to the Superintendent.

**GRADING**

Grades are an evaluation of what you have learned. They become part of a permanent record that lasts as long as you live. We only record them - you earn them.

**Recommended Grading Scale:**

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-85%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	Below a 60%

**GUIDANCE & COUNSELING PROGRAM**

The OVMS Guidance & Counseling Program works to assure that all students will acquire and demonstrate competencies/outcomes in the areas of 1) career planning & exploration 2) knowledge of self & others, and 3) educational/career-technical development. Counselors work with students in large groups, small groups and on a one-to-one basis as they help students increase their academic, social and career planning abilities and achievements.

**HONOR ROLL**

A student Honor Roll will be posted at the conclusion of each marking period (or semester). Any student who has A's and B's will qualify.

**LOCKERS**

Orchard View Middle School is a learning environment where only the materials needed for class need to be brought each day. Thus, all unnecessary material must remain in your locker. If a student brings an unnecessary item to class, they will be sent back to their locker to place the item in their locker and given a tardy (each time the event occurs). This includes the following:

No backpacks, fanny packs, book-bags, purses, bulky coats, blankets, hats or roller bags in the classroom. Please keep lockers free of graffiti, **stickers** and objectionable materials. Combinations should not be given to other students; do not share lockers. If your locker combination needs changing or your locker is in need of repair talk to personnel in the main office. If you are taking a physical education class, you will be assigned a locker. Do not leave money or valuables in your locker and be sure your locker is locked when you leave it. **Lockers are the property of the school and may be entered by school personnel. All personal items in the locker are also subject to search.**

### **LOITERING ANNOUNCEMENT**

Students must clear all hallways fifteen (15) minutes after dismissal. When waiting for a school sponsored activity, students must be in the Commons area, or designated area communicated by the sponsored advisor/coach. After fifteen minutes from the end of the school day all other students must leave the building. At no time will the congregation of students be tolerated in front of the entrances to the building. Disciplinary action by the administration may take place if chronic loitering takes place.

### **MEDICATION (USE OF)**

“Medication” includes all medicines prescribed by a physician. Before any medication may be administered by school personnel to any student during school hours, a medical authorization form must be on file.

Only medication in its original container; labeled with the date, the student’s name; and exact dosage will be administered. Parents, or students authorized in writing by their physicians and parents, may administer medication or treatment.

Prior to bringing any medication to school, parents/students should obtain the proper procedures from the main office secretary. Failure to follow the guidelines can result in discipline for possession of a controlled substance.

### **NOTICE OF NON-DISCRIMINATION POLICY**

It is the policy of the Orchard View School District that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

All students shall have an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities, and services.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Title VI, which prohibits discrimination on the basis or race, color, or national origin, or Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to the individual below:

If any person believes that Orchard View School District has inadequately applied the principles and/or regulations of Title IX, Title VI or Section 504, he/she may bring forward a complaint to the individual stated below:

All vocational education programs follow the district’s policies of non-discrimination on the basis of race, color, national origin, sex, or handicap in all activities and in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. For more information, you may contact the individual below:

Greg Bodrie  
Fruitport Community Schools  
3255 Pontaluna Road



### **RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items that students wish to display must be presented to the administration 24 hours prior to the display.

### **RULE HIGHLIGHTS**

Parents may not excuse students who fail to sign-out in the office before leaving school or sign in when arriving late.

Writing and stickers are not permitted on lockers.

Electronic delivery devices are prohibited (e-cigarettes, e-hookahs, hookah pens, vape pipes, vape pens).

Students may bring unopened food or drink to their lockers.

Consumption of food or drink in the hallways is not permitted.

Consumption of food or drink in the classroom is at teacher discretion.

Hallways are off limits during lunch hour.

Vending machines may be used only after school.

Students are not to be in the building after school unless assigned or have an organized activity.

No students are allowed in the gyms without proper supervision.

Unauthorized photography and recording of staff and students is prohibited and subject to discipline.

No backpacks, fanny packs, book-bags, purses, bulky coats, blankets, hats or roller bags in the classroom.

### **SALES**

No student is permitted to sell any item or service in school without the approval of the administration. Violations of this may lead to disciplinary action.

### **SEARCH AND SEIZURE**

Lockers are the property of the school and are subject to search by school staff at any time.

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property of a student or other persons on school property with or without the student's or other person's consent, whenever they have individualized, reasonable suspicion that the student has violated a law or school rules.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Search of a student's person shall be conducted by a person of the student's gender, in the presence of another staff member. Searches of pockets, book bags, purses, backpacks, or similar items do not require a person of the student's gender to be present.

Orchard View Schools reserve the right to use any means available to search including drug-sniffing dogs.

### **STUDENT COUNCIL**

The Middle School Student Council is composed of any member of the student body who desires to help make Orchard View a better place to go to school. The Council promotes the best interest of the school and attempts to develop a feeling of cooperation between students, faculty and administration. The Student Council provides an avenue for students to develop leadership, initiative and responsibility through its various activities. Problems, questions or concerns of a school wide nature should be brought to the student council.

### **SCHOOL ISSUED SUPPLIES AND ITEMS BOOKS**

Textbooks and Chromebooks will be issued in your classes. You are responsible for these books. All books and computers must be accounted for at the end of each class period. If a student has lost, destroyed, or damaged a book or computer he/she will be charged accordingly. Chromebook insurance is available for purchase at the beginning of the school year to help cover the cost of non-malicious actions that cause damage to the device.

### **TRANSPORTATION**

“The School Code” does not intend transportation to be an absolute right available under all circumstances that could not be forfeited by some act on the part of the student. Students are to be aware of the transportation “policy and consequences of misconduct”, and the possible forfeit of their right to transportation.

### **VENDING MACHINES**

The following rules apply to the use of the machines:  
Products may be purchased only after school.  
Products must be consumed in the cafeteria.

### **RECORDING**

Unauthorized recording and/or photographing of student(s) and/or staff will not be permitted. Violation of this will result in confiscation of the device and possible suspension or expulsion. Sharing of unauthorized recordings/photos will result in discipline.

### **VISITORS**

Parents, community residents, and interested educators are welcome and encouraged to visit Orchard View Middle School. In order to protect the educational programs from undue disturbance, *it is required that persons wishing to visit the school make arrangements in advance through the school office.*

Visitations are not approved during the last week of each semester. Student visitors from Muskegon County schools are not allowed. All visitors are required to check in at the office and receive a pass.

A student visitor must secure permission from the administration prior to the visit.

If a problem arises caused by a visitor, both the classroom teacher and administration reserve the right to ask the visitor to leave the school property.

### **DELIVERIES**

Deliveries – Birthday balloons, flowers, etc. will be kept in the office.  
Food deliveries are prohibited (Unless it is a parent/guardian dropping off a student’s lunch).

### **WEAPONS, ARSON AND CRIMINAL SEXUAL CONDUCT**

Any Orchard View student who is in possession of a dangerous weapon/firearm, who commits arson, or criminal sexual conduct on district grounds, in district buildings or at district or school sponsored events, under the jurisdiction of the Board of Education shall be subject to expulsion proceedings from Orchard View Schools.

### **WORK PERMITS**

Minors under 18 years of age may not be employed without work permits issued by school authorities in the locality in which the minor resides. Work permits cannot be issued until there is an offer of employment and the occupation at which the minor is to be employed has been approved by the State Department of Labor and Industry. Work permits can be picked up in the High School office.

## **STUDENT CONDUCT SECTION**

### **EXPECTATIONS (RULES) FOR STUDENTS**

**It is very difficult, if not impossible, to list or state what is “acceptable” behavior, good conduct, proper citizenship characteristics, and the like. However, in an effort to give the student a general idea of what is expected of him/her, we offer the following as guidelines. These guidelines will be followed by the staff and administration, but may be modified at the discretion of the administration.**

#### **I. ATTENDANCE AND PUNCTUALITY**

Students are expected to attend school and classes regularly and on time. Parents are legally responsible to have their children in school.

#### **II. APPROPRIATE LEARNING ENVIRONMENT**

Students are expected to behave in a manner that permits teachers to teach and students to learn without interference or disruption.

#### **III. PROHIBITED SUBSTANCES CONTROLLED SUBSTANCES (DRUGS/MARIJUANA/ALCOHOL/TOBACCO)**

Students are expected to bring to school only those materials necessary for instructional programs, athletic and other extra-curricular activities.

Students will not possess controlled substances or medication while at school or at school events. This includes marijuana, alcohol, tobacco, vape pen/products, and any other narcotics. Possession or use of any prohibited substance in the building, or at school sponsored events, will result in discipline.

Possession or use of tobacco products by any age student on or about school premises or at any school activity, including club meetings without regard to their location, is prohibited.

#### **IV. PROTECTION OF PROPERTY**

Students are expected to recognize the property rights of other students, staff members and the public by: 1) using property (equipment) only for its intended purposes without damage to the property; 2) using property belonging to others only with permission of the owner or person in charge of the property; and 3) reporting to school officials situations which may result in damage to loss of, or misuse of property.

#### **V. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING**

Students are expected to behave with respect for the educational climate and to promote respect for the physical safety and emotional well being of other students and staff. Students are expected to resolve conflicts by discussion, problem-solving techniques, and to seek assistance from staff members as needed.

### **APPLICATION OF SCHOOL RULES**

District rules apply to students whenever they are:

- Present in any school or on property of the school district
- At any school-sponsored activity, regardless of its location
- Traveling directly to and from school.

Destruction of school employee property, whether at school or away from school is considered a violation of the student code of conduct.

Physical assault against any school employee, whether at school or away from school property is considered a violation of the student code of conduct.

It is our duty to see that the school environment is one which is conducive to learning; it is our duty to protect the rights and privileges of all members of the school community; it is our duty to help each student grow to become a responsible, self-disciplined person, able and willing to assume his/her role as a law abiding citizen in a democratic society. In order to carry out our duties, it is at times necessary to discipline those individuals who are destructive of our goals. This is why we have "Discipline Policies."

Discipline policies should be viewed positively rather than negatively. The school does not wish to punish a student; the school does not wish to deprive a student of an education. Our goal is to help each student become a contributing member of the school community, to help each student grow toward self-discipline, to help each student achieve acceptable behavior, and to learn to respect the rights of others and the worth and dignity of each individual. We have sufficient supportive personnel to help each student who seeks and needs assistance. For the student who does not desire such assistance or refuses to adhere to school policies, it may be necessary to sever his/her relationship with the school in order to protect the individual or other members of the school community. We will not hesitate to do this, if we deem it necessary.

### **POLICIES AND PROCEDURES REGARDING STUDENT EXPECTATIONS (INCLUDING DISCIPLINE)**

The following information describes procedures and/or policies pertaining to each Student Expectation. With the intent of establishing consistency and improving communication between students, parents, faculty, and administration, examples of conduct that violate each student expectation have been included.

## **ATTENDANCE AND PUNCTUALITY**

### **ATTENDANCE POLICY**

Orchard View Schools believes that regular attendance is essential and a major factor in the academic success of each student. Each student will develop and maintain attendance habits and attitudes, which will be essential to his/her present and future success. Therefore, students enrolled at the middle school are expected and required to attend all classes everyday.

### **ATHLETIC ATTENDANCE**

A student-athlete must be present the entire school day to participate in a competition or practice. The Principal, Assistant Principal, or Athletic Director may grant exceptions to this rule. Examples of possible exceptions include Doctor Appointments, Funerals, Family Emergencies, etc.

### **TYPES OF ABSENCES**

The Middle school will accept documentation for absences such as illness, professional appointments, required court attendance, funerals, and any other such good cause as may be acceptable to the Principal or the Principal's designee.

**EXCUSED ABSENCE (EA)**: An absence that is excused by a parent within a 24-hour period.

**SCHOOL RELATED (SR)**: An absence that occurs as the result of a school sponsored activity. Any student who is absent from school due to a school related activity must contact the teacher(s) to clarify/obtain/submit any assignment expectations.

**UNEXCUSED ABSENCE (UA)** (TRUANCY): Any absence or situation where neither the home and/or the school can verify the absence.

### **PROCEDURE FOR REPORTING ABSENCES**

Parents/Guardians must call or provide a written excuse no later than to 3:30 p.m. on the day following the absence. This is the responsibility of the Parent/Guardian. Messages may be left 24 hours a day at 760-1500.

### **ILLNESS AT SCHOOL**

When an illness at school occurs, the student must report to the office immediately where appropriate assistance will be taken on the student's behalf.

### **SIGNING IN/OUT OF SCHOOL**

Students who must leave school during the regular school day must sign out in the office before leaving. A note from a parent/guardian or a phone conversation between parent/guardian and school official or secretary is mandatory before the student leaves the building. This is the only process, which will excuse the absence. Students who arrive after school has started must sign in in the main office.

Signing in/out when a student has reached the age of majority is a privilege. If students sign in/out for reasons not deemed legitimate by administration, the privilege can be revoked.

**TARDIES (T)**: A tardy is defined as failing to be in a place of instruction within the first ten minutes of the assigned time. Failure to report in excess of the ten minutes will be considered an unexcused absence. Students purposely missing the entire class will be considered truant.

It is the student's responsibility to secure the proper pass for late admittance to class. Tardies can be excused if the student is legitimately detained by a staff member and a pass is secured in advance of reporting to the next class.

Per Marking Period:

**Three (3) unexcused tardies** to any class will result in the teacher calling home to notify the parent  
**Four-Five (4-5) unexcused tardies** to any class will result in a lunch detention assigned by teacher.  
**Six or more (6+) unexcused tardies** to any class will result in after school detention assigned by the teacher.

**Chronic unexcused tardiness** will result in referral to the middle school office for further disciplinary action by the administration that could result in additional detentions, removal of passing time privileges, and even suspension.

### **TARDY SWEEPS**

Occasional "Tardy Sweeps" may be conducted. When tardy sweeps occur, all students caught in the hallways will be swept into a designated space and talked to about tardiness.

***Students caught in tardy sweeps will receive a lunch detention.***

### **GRADING PROCEDURES**

Work missed is the responsibility of the student. Students who are absent shall consult their subject teachers upon their return to school concerning make-up work. The student will be given one (1) day to make up work the student was previously unaware of for each day's absence. A teacher shall have the option to allow additional time if deemed necessary. If the student fails to comply with this rule, the result shall be a zero (0) for the work missed. The following information describes the relationship between various types of absence and credit:

**EXCUSED/VERIFIED/SUSPENSION ABSENCES**: 100% credit can be earned upon the successful completion of the make-up work.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

It is vital that communication between the school and the parent/guardian remain timely and informative. Parent(s)/Guardian(s) who call the school as prescribed by the attendance policy save time and ensure that their son's/daughter's re-admittance to class the next day is smooth and efficient. Also, becoming familiar with school district policies and procedures by attending parent meetings and reading the materials sent home for your information will also promote good communication.

Students and parents at Orchard View Middle School can also expect the following communication procedures:

The "autodial system" will attempt to automatically call home in the evening to inform parents of any absences, which are undocumented.

Personal office contact by telephone, letters, or a face-to-face conference may be warranted.

Any pattern of excessive absences may result in a parent/guardian conference with the administration to review the circumstances.

Parents/Guardians should access PowerSchool to access up to date attendance information.

Occasionally, a parent or community member may wish to express an interest or register a complaint regarding a school matter. The following procedure provides an avenue for two-way communication and to deal with the request as expeditiously as possible.

- Step 1: Communicate with the employee involved.
- Step 2: If the issue is not resolved, communicate directly with the immediate supervisor. In most cases, this will be the Principal.
- Step 3: If satisfaction has still not been met, the issue should then be brought to the Superintendent.
- Step 4: If the situation is not satisfactorily resolved by the Superintendent, the complaint should be reduced to writing and communicated to the Board of Education.



## **PROHIBITED SUBSTANCES**

### **USE/POSSESSION AND/OR DISTRIBUTION OF TOBACCO AND/OR VAPE PRODUCTS**

Smoking/vaping is not permitted by students on school property at any time or at any school function. This ruling is in effect for all athletic contests, field trips, tours, nature trails, other school sponsored activities, and students taking classes outside our building. The use of tobacco/nicotine is defined as smoking, vaping, and/or chewing. Possession is defined as “being in physical possession” and is indicative of its intended use. Any products or related products found in the possession of a student will be confiscated by school personnel and turned over to law enforcement.

A violation of any one or more of the tobacco/vape-policies over the course of a student’s middle school career will result in the following:

- First Offense:** 1 day out-of-school suspension and completion of an online class during after school detention.
- Second Offense:** 3 days out-of-school suspension and a citation from Muskegon Township Police.
- Third Offense:** 5 days out-of-school suspension and a citation from Muskegon Township Police.
- Fourth Offense:** 7 days out-of-school suspension and a citation from Muskegon Township Police.
- Fifth Offense:** 10 days out-of-school suspension, pending a board expulsion hearing.

### **USE/POSSESSION AND/OR DISTRIBUTION OF CONTROLLED SUBSTANCES/MARIJUANA/ ALCOHOL/OTHER NARCOTICS**

Student possession, use, or sale/distribution of controlled substances/marijuana/alcohol/other narcotics is prohibited by state law. In the eyes of the school it is a most serious offense for any student to jeopardize himself/herself by participating in these activities either internally or externally, on to the school property or at any school function.

The use, possession, or sale/distribution of controlled substances/marijuana/alcohol/other narcotics or being under the influence while on school property or at a school sponsored activity will result in the following:

#### **First Offense**

- Minimum 10 day out of school suspension.
- Meeting with building level administrator(s) and/or superintendent.
- Enrollment into the STAY program. (must be enrolled before returning to school activities)

If a student decides to not enroll in the STAY program or fails the requirements set up by the STAY program, they will be recommended for expulsion by the Board of Education.

#### **Second Offense/ First offense sale/distribution**

Student will be recommended for expulsion by the Board of Education.

Malt beverages labeled as “non-alcoholic” (including but not limited to Sharp’s, O’Doul’s, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct.

The Michigan Public Health Code prohibits the manufacture, distribution or possession of an “imitation controlled substance: (Look-alike drug) and includes criminal penalties for violation. MCL 333.73

Students are prohibited from engaging in any type of “drug-related activity” including the possession, use, transfer, or sale of drug paraphernalia and “look-alike” drugs.

Students manufacturing, distributing or possessing look-alike substances will be subject to disciplinary measures under the student code of conduct as well as criminal proceedings. \*\* May be referred to law enforcement

## Positive Behavior Matrix

	<b>Hallways/Passing Time</b>	<b>Cafeteria</b>	<b>Bathrooms</b>	<b>Office</b>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Keep walking in hallways</li> <li>• Stay on the right side of the hallway</li> <li>• Report concerns to an adult</li> <li>• Maintain drug/tobacco free zone</li> </ul>	<ul style="list-style-type: none"> <li>• Be in your assigned area</li> <li>• Report Concerns to an adult</li> <li>• Maintain drug/tobacco free zone</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands</li> <li>• Reports concerns to an adult</li> <li>• Maintain technology free zones</li> <li>• Maintain drug/tobacco free zone</li> </ul>	<ul style="list-style-type: none"> <li>• Be in assigned area</li> <li>• Honor privacy</li> <li>• Report concerns to an adult</li> <li>• Maintian drug/tobacco free zone</li> </ul>
<b>Ownership</b>	<ul style="list-style-type: none"> <li>• Use positive tone and language</li> <li>• Ensure you have the appropriate supplies for class.</li> <li>• Pick up trash</li> <li>• Be prompt</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive tone and language</li> <li>• Clean up after yourself</li> <li>• Keep food and drinks in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive tone and language</li> <li>• Clean up after yourself</li> <li>• Be mindful of time</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive tone and language</li> <li>• Have an appropriate purpose</li> </ul>
<b>Acceptance</b>	<ul style="list-style-type: none"> <li>• Engage kindly by saying hi to someone new</li> <li>• Offer to help a struggling student</li> </ul>	<ul style="list-style-type: none"> <li>• Engage kindly by inviting someone to sit with you</li> </ul>	<ul style="list-style-type: none"> <li>• Engage kindly by considering others</li> </ul>	<ul style="list-style-type: none"> <li>• Engage kindly by holding door for others</li> <li>• Offer a smile</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Use Positive tone and Language</li> <li>• Maintain personal space</li> <li>• Follow adult directions</li> <li>• Get to class on time</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain personal space</li> <li>• Say please and thank you to cafeteria workers</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain personal space</li> <li>• Use for intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain personal space</li> <li>• Be patient/wait your turn</li> <li>• Please and thank you</li> </ul>
<b>Staff Role</b>	<ul style="list-style-type: none"> <li>• Greet students</li> <li>• Stand in hall</li> <li>• Have empathy</li> <li>• Give specific praise</li> </ul>	<ul style="list-style-type: none"> <li>• Greet students</li> <li>• Use active supervision (move, scan, interact)</li> <li>• Have empathy</li> <li>• Give specific praise</li> </ul>	<ul style="list-style-type: none"> <li>• Limit use during class</li> <li>• Periodically check</li> <li>• Have empathy</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with students as necessary</li> <li>• Have empathy</li> <li>• Give specific praise</li> </ul>

	Technology/Online	Community Events	Classroom
Safety	<ul style="list-style-type: none"> <li>Honor school/student/staff privacy</li> <li>Report Concerns to an adult</li> <li>Maintain drug/tobacco free zone</li> </ul>	<ul style="list-style-type: none"> <li>Report concerns</li> <li>Be in appropriate areas</li> <li>Maintain drug/tobacco free zone</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher procedures</li> <li>Report concerns to an adult</li> <li>Maintain drug/tobacco free zone</li> </ul>
Ownership	<ul style="list-style-type: none"> <li>Use for intended purpose</li> <li>Fully charged device</li> <li>Check personal feelings before posting</li> <li>Use only school provided technology</li> </ul>	<ul style="list-style-type: none"> <li>Use positive tone and language</li> <li>Represent OV in a positive manner</li> </ul>	<ul style="list-style-type: none"> <li>Use positive tone and language</li> <li>Be engaged</li> <li>Persevere</li> </ul>
Acceptance	<ul style="list-style-type: none"> <li>Engage kindly by considering others feelings before you post</li> </ul>	<ul style="list-style-type: none"> <li>Limit technology use</li> <li>Engage kindly with peers and adults</li> </ul>	<ul style="list-style-type: none"> <li>Engage kindly by helping others when appropriate</li> <li>Positive attitude</li> </ul>
Respect	<ul style="list-style-type: none"> <li>Use your own device</li> <li>Take care of devices</li> <li>Follow adult direction</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Patience/wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Value other voices</li> <li>Follow adult direction</li> </ul>
Staff Role	<ul style="list-style-type: none"> <li>Monitor students</li> </ul>	<ul style="list-style-type: none"> <li>Communicate expectations</li> <li>Be present</li> </ul>	<ul style="list-style-type: none"> <li>Provide safe learning environment</li> <li>Communicate expectations</li> <li>Be consistent</li> <li>Have Empathy</li> </ul>

**Orchard View Middle School  
Student Behavior Definitions and Management Chart**

Link to detailed Matrix is below or use the QR code below

<https://docs.google.com/document/d/1BFACH5LUfeQmHWEX-KL99KjZz-5V-5Yh/edit?usp=sharing&oid=103043137567212626526&rtpof=true&sd=true>



**PARENT/STUDENT  
ACKNOWLEDGEMENT OF STUDENT HANDBOOK**

We \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name Printed

And \_\_\_\_\_  
\_\_\_\_\_

Student

have received and read the Orchard View Middle School Student Handbook. I/we understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. I/we also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Dear Parents,

*During the course of the school year, there are times when pictures or videos of your child may be taken or when he or she may be interviewed while at school to showcase an event or detail a project of his or her grade. These pictures, videos, and interviews may be displayed in the school, shown during a school event, printed or broadcast in the media or district publications, or used for staff training purposes.*

*We are proud of your child's educational growth and feel it is important to share your child's hard work and progress with our community. Please complete the form below and return it to your child's teacher. We appreciate your cooperation.*

Sincerely,

Joshua Smith, Principal  
Orchard View Middle School

Michael Dodge, Assistant Principal  
Orchard View Middle School

- I give permission for my child to be photographed, videotaped, or interviewed, for all purposes, including school publications, staff training purposes, and general media broadcast.
- I do not give permission for any photographs, videotapes, or interviews of my child to be published or used for any purpose.

CHILD'S NAME (First and Last): \_\_\_\_\_

Mentorship TEACHER: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

Please return to your child's PRIDE teacher.