Kingston
Elementary 26-27
Student Handbook



This handbook is for the 2026-2027 school year.
Please keep this book for further reference, and as a guideline to activities scheduled throughout the school year. There is also a copy available on the Kingston Elementary School website.

Please sign and send pages 60 and 64 of this handbook back to the elementary office as soon as possible

<u>(Please note that a district calendar of important dates is at the back of this handbook.)</u>

Welcome to Kingston Elementary School! Whether you are joining us for the first time or returning for another year, we are excited to have you here. At KES, we learn, grow, and support one another every day. We encourage all students to be respectful, responsible, and ready to learn as we work together to make this a successful school year. Go Cardinals!

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word "Policy" in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school's educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

Mission Statement

We believe in developing creative minds, building leaders, fostering a love for community, and striving for excellence.

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IMPORTANT INFORMATION

District Website
www.kingstonk12.org

Board Policies
Board Policies are available at: https://go.boarddocs.com/mi/king/Board.nsf/Public

Addresses
Kingston Elementary School
3644 Ross Street
Kingston, MI 48741

Contact Information
Main Office: 989-683-2284
Fax: 989-683-2081
Student Services: 989-683-2550 ext. 34305
Special Education: kdemaray@tuscolaisd.org
Transportation: 989-683-2284 ext. 34201
Athletics: 989-683-2284

Administration
Superintendent: Jeffrey Yorke
Special Education Director: Karen Demaray
Athletic Director: Andrew Morrison
Transportation Director: Melissa DeLong
Elementary School Principal: Josh Campbell
504 Coordinator: Raeann Gentner

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2026-2027 DISTRICT CALENDAR
Kingston Community School
Calendar 2026-2027

August (5 Full Days, 3 PD)
18th-Teacher PD
19th-Teacher PD
20th-Teacher PD
25th-First Day for students

September (20 Full Days)
4th-No School for staff or students
7th-No School for staff or students

October (19 Full Days, 2 Half Days, 1 PD)
1st-Half day High School Parent Teacher Conferences
16th-County Wide PD No school for Students
22nd-Half day Elementary Parent Teacher Conferences

November (18 Full Days)
25th-29th-No School Thanksgiving Break

December (13 Full Days, 1 Half Day)
18th-Half Day Christmas break begins

January (20 Full Days)
4th-School Resumes

February (18 Full Days)
12th-No School President's Day Weekend
15th-No School Presidents Day

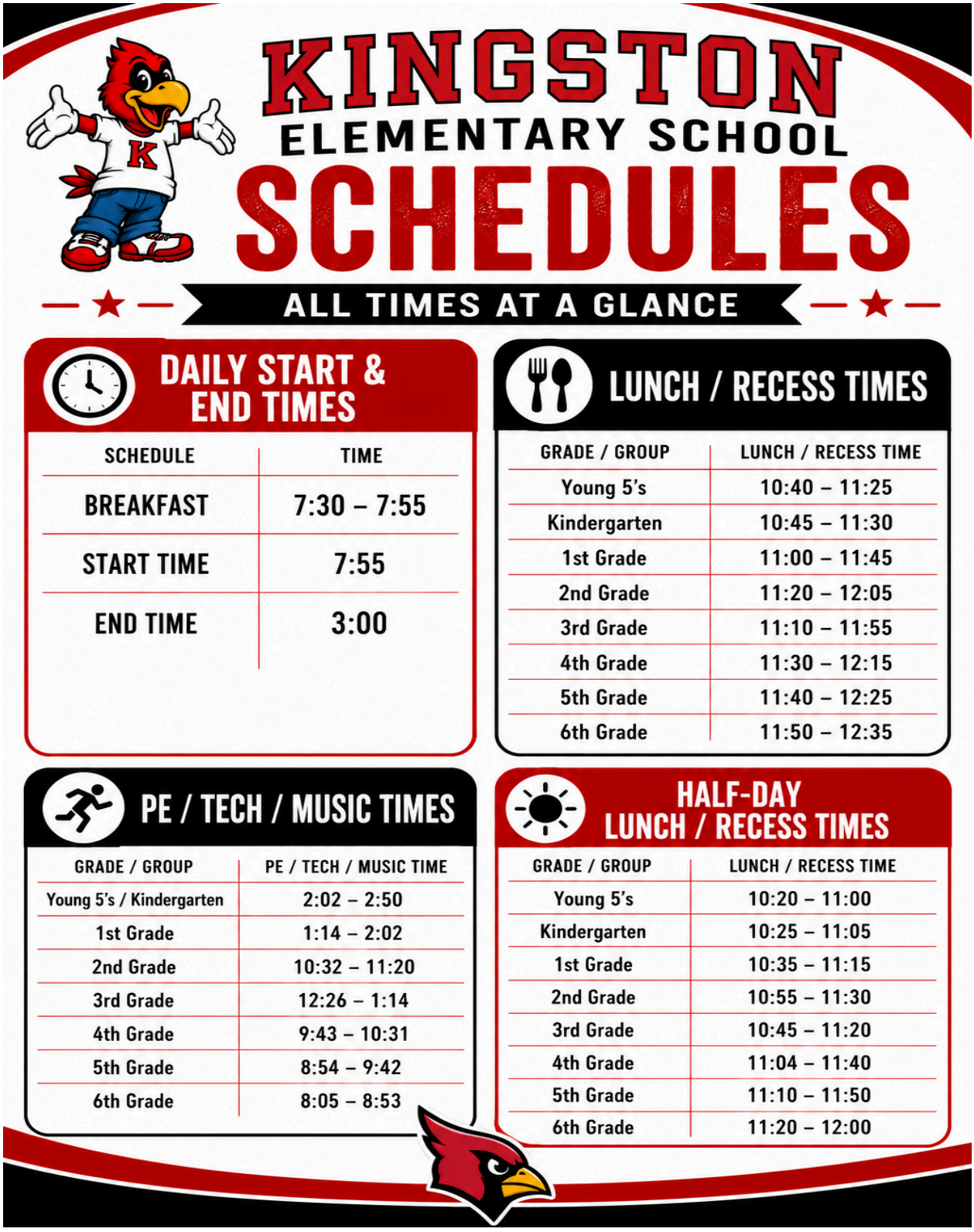
March (17 Full Days,1 Half Day, 1 PD)
12th-County Wide PD
25th-Half Day Students and Staff
26th-NO School Spring break\Good Friday

April (20 Full Days)
5th-School resumes

May (20 Full Days)
31st-Off Memorial Day

June (5 Full Days, 1 Half Day)
8th-Half day Last day
9th-Snow day makeup if needed

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School staff will supervise students on school grounds 30 minutes before the school day begins and 10 minutes after the school day ends. Unless students are participating in a school activity, school staff will not provide supervision before or after these

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times.

Emergency School Closing Procedures

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

Kingston Community Schools Facebook Page
Text Alerts via Thrillshare
WNEM-TV5, Saginaw
WJRT-TV12, Flint
WEYI-TV25, Saginaw

When school is canceled, all evening programs will also be canceled unless otherwise noted.

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Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Jeffrey Yorke
5790 State St. Kingston, MI 48741
989-683-2294
tpemberton@kingstonk12.org

Designated Section 504 Coordinator
Raeann Gentner- Liaison
3644 State St. Kingston, MI 48741
989-683-2284
rgentner@kingstonk12.org

Designated Civil Rights Coordinator/Employment Compliance Officer
Jeffrey Yorke
5790 State St. Kingston, MI 48741
989-683-2294
jyorkekingstonk12.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at www.kingstonk12.org.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

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Examples of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Policy 3115 is attached to this handbook as Appendix A.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Policy 3115 is attached to this handbook as Appendix A.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118, attached to this handbook as Appendix A.

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Section I: District-Wide Policies and Procedures

Enrollment & Emergency Information

At the time of registration, parents were asked to complete enrollment and emergency information. This enrollment and emergency information card provides the school with valuable information. This provides us a way to contact you in the event of an emergency. If any change regarding this information occurs during the school year, please notify the school. We would appreciate your efforts in keeping us up-to-date on current phone numbers, addresses, etc.

Emergency Drills

Fire drills, severe weather drills, safety evacuations will be conducted as required by the county safety director. A specific plan to ensure the safety of all students and staff in the event of a threat to the school or persons in the school is in place.

Student Safety

Safety is an important concern to everyone. Students are asked to exercise good judgment in matters concerning safety at all times. Kingston has taken necessary safety precautions; however, the possibility of accidents still exists. Students who have been injured can receive attention in the office.When an injury occurs, an accident report will be completed by office staff and kept on file.

In the event that a serious injury should occur, the student's parents will be contacted as to the best course of action. In cases where immediate hospital treatment is necessary, transportation will be arranged by the school principal.

Attendance

Students are expected to attend school every day school is in session. Cafeteria doors open at 7:30 a.m.; all students should be in the cafeteria if arriving early. The elementary school day is 7:55 a.m. to 3:00 p.m. Students are to arrive before the first bell (7:50 am) and stay until the scheduled end of their school day (3:00 pm). If a student is unable to attend school, a parent/guardian must report that absence to the front office.

Admittance and Tardiness

Students are expected to be in their classrooms and ready to learn by 8:00 a.m. Any student arriving after 8:00 a.m. or leaving before 3:00 p.m. must be signed in or out through the office by a parent/guardian. If you are asking someone else to pick up the student, please send a note with your signature, or call the office to alert us to this change. Students WILL NOT BE RELEASED TO ANYONE EXCEPT PARENTS AND PERSONS LISTED ON THE CHILD'S EMERGENCY CARD without a note or a phone call from the parent/guardian. These precautions are for the protection of your children.

- Students arriving after 8:00 a.m. (except in the case of a late bus) are considered tardy and must be signed in by a parent/guardian in the front office.
- Students arriving after 8:10 a.m. or leaving before 2:40 p.m. will be charged a half-day absence.
- Students who leave school between 11:25 a.m. and 2:40 p.m. will also be considered absent for one-half day.

Excessive tardiness/absences may result in additional consequences at the discretion of the administration, school liaison, or truancy officer.

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Beginning in October, the school will begin running monthly attendance reports.

- When a student reaches 4 undocumented absences in a semester, a phone call will be made to the family and/or a letter will be sent.
- When a student reaches 7 undocumented absences in a semester, a letter will be sent to the family.
- When a student reaches 10 undocumented absences in a semester, another letter will be sent and the county Truancy Officer will be contacted. The Truancy Officer will contact the family and set up a meeting to review Truancy Laws and create a plan to improve attendance.

Excused and Unexcused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

Excused and Counted	Excused and NOT Counted (Documents must be turned into the office to excuse these absences.)	Unexcused and Counted
● Family Vacations or Trips ● Family emergency	● Court ● Funeral (immediate family only, unless approved by building administrator) ● College Visits ● Military Recruitment appointments ● School Suspensions ● Doctor appointments ● Hospitalization ● Illness ● Counseling	● Absences with no contact to the front office within 48 hours of student's return to school ● Skipping ● Missing the bus ● Personal matters which could be handled outside of school hours

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Make-Up Work

Following an absence, a student will have one (1) day plus the number of days absent to complete all work missed during the absence unless other arrangements are made with the teacher. For example, if a student misses two (2) days of school, he/she will have three (3) days to make up the work missed. Students must make up the work they missed while suspended from school. Work will be given upon return unless a request is made prior to the absence or the morning of the absence.

For more information, see Policy 5301.

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Books, Supplies, and Personal Items

The District provides all materials required for coursework at no cost. Students and parents may purchase additional supplies voluntarily. Students are responsible for the care of District-issued books and materials and may be charged for items that are lost, damaged, stolen, or not returned.

Students should leave toys and other non-school items at home, as they can be distracting and may create ownership disputes. Disruptive items sent to the office must be picked up by a parent/guardian within one week or may be disposed of. Fidgets may be permitted in classrooms at the teacher's discretion when they support student learning and do not disrupt the educational environment.

Students may bring playground equipment, such as basketballs or footballs, at their own risk. The school is not responsible for lost, stolen, or damaged personal items.

Cell phones and other electronic devices may not be used during the school day without staff permission. Students may keep these items in their lockers but are responsible for their safekeeping.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cafeteria Rules

Students must follow the rules during breakfast and lunch that are outlined in the KES Behavior Matrix on page 29.

Beverage Policy

Water is the only drink allowed in any classroom
Energy Drinks are prohibited at KES during school hours.

Cell Phone and Personal Communication Device Use

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

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Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

Cheating, Plagiarism, AI, and Academic Dishonesty

Students may not cheat, plagiarize, misuse AI, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow. For a list of school-wide classroom behavior expectations, please refer to the KES Behavior matrix on page 29.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

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Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

A. Provide the MHSAA or state approved educational materials on concussion awareness to each student and to the student's parent/guardian; and

B. Obtain a statement signed by each student and respective parent/guardian acknowledging receipt of the MHSAA or state-approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Bandannas, beanies with poms, and hoodies will not be allowed to be worn in school. All hats must be taken off during the Pledge of Allegiance.

No coats or backpacks allowed in the classrooms without prior approval from building administrators.

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Shoes must be worn. No footies, house shoes, or slippers are allowed.

Pants may not have holes in them that are above the 4” inseam.

Due to the destructive nature of chains and their potential danger, no chains may be worn as part of regular school attire.

Tops must have thick straps or sleeves and must cover the student’s entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Dress for the Weather

Students will go outside for lunch and afternoon recess unless it is raining or too cold (below 10 degrees real-feel). Please be sure your child is dressed for the weather. Remember, the playground is on a hill and relatively unprotected from the wind; therefore, it may be colder on the playground than at home. Even if it is too cold to go outside, children should be bundled up due to the possibility of bus trouble to or from school.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician’s name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District’s reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity’s coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

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Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Any student placed on Out of School Suspension will not be allowed to attend any field trips for that semester.

Parents who want to take their child(ren) home must fill out a Non-Bus Transportation Form. This form must be turned in and approved at least 24 hours prior to the field trip.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

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A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Raeann Gentner
rgentner@kingstonk12.org

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials, including the SRO (School Resource Officer), at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Lost and Found

All lost and found items are to be taken to the lost and found rack. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

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Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. Students must also pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form (Appendix L) as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parent Involvement in Education

A copy of the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

When you arrive in the building for any reason, you must report to the office first.

In an effort to ensure the overall safety and well-being of our students, KES welcomes volunteers into classrooms for special events and activities on a case-by-case basis. These events and activities are scheduled at the teacher and building principal's discretion. The following are the criteria by which parent volunteers will be permitted in the building during school hours:

- The classroom teacher has identified an activity or event where parent volunteers are needed. The teacher informs the building principal of the date and it is approved.
- Parents are notified of the event and parent volunteers are requested. Parents respond to the teacher's request for volunteers in a timely manner to sign up for the event.

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- Teachers compile a list of all volunteers for the event and share it with the building principal and office staff for ICHAT verification.
- Parents complete an ICHAT form and provide a copy of their driver's license to the front office for a background check to be completed. This process must only be completed once a year, but must be done before the day of the volunteering event to allow adequate time for the background check to be verified.

Kingston Elementary values strong communication between home and school. Parents are encouraged to maintain regular contact with their child's teacher through email, phone, or scheduled conferences. Teachers are available to speak with parents before and after the school day and will respond to messages as soon as possible. To minimize disruptions to instruction, parents should contact the office to leave a message or schedule an appointment with a teacher.

Parent-teacher conferences provide an important opportunity to discuss student progress, curriculum, and any information that may support student success. Parents are encouraged to participate in conferences and communicate with school staff whenever questions or concerns arise.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Outdoor Rules

While outside, students must follow the school-wide playground behavior expectations. For a list of school-wide playground behavior expectations, please refer to the KES Behavior matrix on page 29.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the outdoor area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its equipment or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix D.

Public Display of Affection

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a

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child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

- student names, addresses, and telephone numbers;
- photographs and videos depicting a student's participation in school-related activities and classes;
- date and place of birth;

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- major field of study;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2023-2027);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix E. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Address Confidentiality Program

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix F before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

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Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The Board designates the following individual to serve as the District's Threat Assessment Coordinator:

Cynthia Coleman, Jr/Sr High Principal
989-683-2550
ccoleman@kingstonk12.org

Josh Campbell, Elementary Principal
989-683-2284
jcambell@kingstonk12.org

The District's Threat Assessment and Response is found in Policy 5714.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

- Students must promptly comply with any directive given by the driver.
- Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
- Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
- Students must enter the vehicle without crowding or disturbing others and go directly to their assigned seat, when seat assignments have been established by the driver.
- Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- Students may not throw or pass objects on, from, or into vehicles.
- Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on school vehicles.
- Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- Food and beverages may not be consumed on school vehicles unless authorized by the driver or school personnel.
- Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
- Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
- Students must respect the rights and safety of others at all times.
- Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal belongings and trash upon exiting.

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- Students may not vandalize or intentionally cause damage to the vehicle. Students and/or parents or guardians may be required to make restitution for damage caused by intentional misconduct.
- Students may not board or leave a school vehicle at a location other than their assigned stop unless approved through the District's transportation request procedures by the Superintendent or designee.
- Students must enter and exit the vehicle only after it has come to a complete stop and, except in an emergency, through the designated entrance as directed by the driver.
- Students must not board a school vehicle unless the driver or another authorized adult is present.
- Students crossing the roadway after exiting a school bus must cross at least ten (10) feet in front of the bus and only after receiving the driver's signal to cross.
- In the event of an emergency, students must remain seated and follow all directions given by the driver unless instructed otherwise.

Video cameras may be placed on vehicles and buses to monitor student behavior.

Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the Transportation Director or the building principal for discipline. Disciplinary consequences may include parent notification, restitution for damages, suspension of vehicle or bus riding privileges, exclusion from extracurricular transportation or activities, in-school suspension, suspension, or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law, Board policy, and the severity and circumstances of the misconduct.

Bus misconduct may also result in disciplinary action under the Student Code of Conduct when appropriate.

Records of vehicle misconduct will be forwarded to the appropriate building principal and maintained in the same manner as other student discipline records. Reports of serious misconduct may also be referred to law enforcement when appropriate.

Transportation for School-Sponsored Events

The school vehicle rules and Student Code of Conduct apply to all school-sponsored trips and events.

In addition:

- The bus driver is responsible for the safe operation of the vehicle. Coaches, advisors, sponsors, and chaperones are responsible for assisting with student supervision and maintaining appropriate student conduct.
- Students are expected to ride to and from school-sponsored events on the assigned school vehicle unless released directly to a parent or legal guardian with prior approval from the coach, advisor, or other authorized school personnel.
- Students shall ride to and return from the event on the same vehicle unless otherwise directed by school personnel.
- Students may not return to the bus during a school-sponsored event without permission from the driver or supervising school personnel.
- Students may be denied transportation to future school-sponsored events due to misconduct.

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Different Route Requests

Students who are not regular route riders may request permission to ride a different bus by submitting written permission from a parent or guardian to the school office before the beginning of the school day. The request must include the date, the student's name, the parent or guardian's signature, and the requested drop-off location.

To ensure safe and accurate transportation, requests to change a student's transportation after 1:30 p.m. should be limited to emergency situations. District administration reserves the right to deny any request based on available seating, safety considerations, or operational needs.

Parent Responsibilities

Parents and guardians are expected to:

- Ensure their child arrives at the assigned bus stop on time.
- Provide appropriate supervision while their child travels to and from the bus stop, when appropriate.
- Review and sign the District's transportation riding agreement, when required.
- Review transportation expectations with their child and support the safe operation of the District's transportation program.
- Provide transportation to and from school if bus riding privileges have been suspended.

For students in third grade and younger, or as otherwise required by the District, a responsible adult must be visibly present at the designated afternoon bus stop. If the driver is unable to verify the presence of a responsible adult when required, the student may be returned to school and the parent or guardian will be contacted.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Board policy, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

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Section II: Academics

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via Skyward.

To register for Skyward, contact Mrs. DeLong at mdelong@kingstonk12.org.

Academic Awards

KES Top 10 M-STEP Score Boards

At Kingston Elementary School, the 5th and 6th have students who receive the top 10 M-STEP scores are recognized. The following rules apply when calculating the top 10 M-STEP scores.

1. The M-STEP needs to be taken while the student is enrolled at Kingston Elementary School.
2. The Elementary School Principal or designee must contact students who make the KES Top 10 M-STEP Score Board and give the District permission to display their scores publicly.
3. The board will be updated if need be each fall.

Assessments and Screenings

Acadience - Used three times during each school year in grades kindergarten through sixth. This measurement helps track students' progression in the areas of reading and math. Kingston Elementary uses the data gathered from this assessment to place students in interventions and track overall progress.

MSTEP (Michigan Student Test of Educational Progress) is an assessment given in the spring of each school year to students in third through sixth grades. The MSTEP provides an important snapshot of student progress at a state, district, and building level.

Throughout the year, as the teachers become more and more acquainted with your child, they may develop some concerns. These concerns may involve hearing difficulties, attention difficulties, motor delays, language delays or difficulty producing certain sounds. We would like you to be aware that the teachers may request a screening in one or more of those areas during the school year. These screenings may be conducted without contacting you for consent. If these screenings reveal any significant difficulties, you will be contacted to discuss possible remediation options. If you do not wish your child to be screened in any of these areas without your verbal or written consent, please call the school and someone will contact you prior to any screenings should concerns arise.

Home-Bound Services

Home-Bound Services Students who are absent for more than 5 school days for medical purposes may be eligible for homebound services. Contact the building principal for the procedure. Medical verification will be necessary to start the process.

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

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Grades

Report cards will be issued at least once each semester. Grades are calculated using the following grading scale:

Grading System:

The following percentage scale will be used when grading students in each classroom within Kingston Elementary School:
93 - 100 A
90 - 92 A-
87 - 89 B+
83 - 86 B
80 - 82 B-
77 - 79 C+
73 - 76 C
70 - 72 C-
67 - 69 D+
63 - 66 D
60 - 62 D-
Below 60 F

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Definition of Homework
Homework is any assignment or activity given by a teacher to be completed outside of regular class time. This includes practice exercises, reading, studying, or projects meant to reinforce classroom learning.

Policy

- Students may be assigned no more than 10 minutes of homework per subject each day, provided they use classroom time effectively, with total minutes never exceeding 10 minutes multiplied by their grade-level.
- Assignments are designed so an average student can complete them within the allotted time.
- In addition to daily homework, there may be up to one project or activity assigned for completion at home each month.

Roles and Responsibilities

Teacher's Role:

- Assign meaningful homework that supports classroom learning.
- Ensure homework can be completed by the average student in the set time.
- Clearly explain homework expectations and deadlines.
- Provide feedback on completed homework.

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Student's Role:

- Use classroom time responsibly to reduce homework load.
- Complete homework on time and to the best of their ability.
- Ask questions if they don't understand an assignment.
- Manage time to balance homework, activities, and rest.
- Message teacher the night homework is assigned if you have questions and see the teacher before school begins the following day
- Complete homework honestly

Parent's Role:

- Encourage good homework habits and routines.
- Provide a quiet space and necessary materials for homework.
- Support and motivate, but do not complete assignments for students.
- Communicate with teachers if there are concerns about homework.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact

Special Education: Mrs. Demaray at kdemaray@tuscolaisd.org

504 Accommodations: Mrs. Gentner at rgentner@kingstonk12.org

Summer School

Summer school at Kingston Elementary School is offered by invitation only. Students are identified for participation based on multiple sources of academic data, including district benchmark assessments in reading and mathematics. The purpose of the program is to provide additional support for students whose current skill levels indicate they may benefit from targeted instruction to strengthen foundational academic skills.

Families of selected students will be contacted by a KES staff member during the spring to discuss the program and confirm attendance. Participation opportunities are subject to program availability and district resources.

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Section III: Student Clubs, Activities, and Athletics

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix G) and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

Section IV: Discipline and Code of Conduct

Discipline Generally

At Kingston Elementary, we believe in teaching and reinforcing positive behavior before discipline becomes necessary. Through our PBIS framework, Expectations Day, and schoolwide recognition programs, we proactively teach expectations and celebrate positive choices. While disciplinary action may sometimes be necessary, our goal is always to support students in making responsible decisions and contributing to a positive school environment.

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student’s parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

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The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Kingston Elementary Behavior Matrix

	Classroom	Hallway	Playground	Cafeteria	Bathrooms	Assemblies
Choose Respect	• Wait your turn to speak • Watching eyes • Listening ears • Everyone has a right to learn	• Walking feet • Keep it clean • Go around conversations • Respect other learning environments	• Follow adult directions • Take turns • Use equipment properly	• Follow adult directions • Use manners: chew with mouth closed, talk without food in your mouth	• Patiently wait for your turn • Respect facilities	• Watching eyes • Listening ears • Sit crisscross
Act Responsibiliy	• Voice Level 0-3 • Keep hands, feet, and objects in your own space • Take care of your belongings • Turn in classwork on time	• Voice Level 0-1 • Keep hands, feet, & objects to yourself • Gather materials needed for class	• Voice Level 0-4 • Keep hands, feet, & objects to yourself • Play safely • Listen for signal to go inside	• Voice Level 0-2 • Keep hands, feet, & objects to yourself • Keep your table tidy	• Voice Level 0-2 • Go, flush, wash, return to class • Keep hands and feet to yourself	• Use appropriate voice level • Keep hands and feet to yourself • Come with empty hands
Ready to Learn	• Be on time with materials • Show you know what comes next • Be a positive example	• Have everything with you • Be a positive example • Promptly get to destination	• Dress for the weather • Return to class at your grade's time • Accept help	• Be ready with your lunch choice when it's your turn • Communicate your choice clearly	• Return to class promptly • Schedule bathroom breaks wisely	• Stay in your spot • Be a positive example
Do Your Best	• Follow directions • Try new things • Be engaged and participate	• Face forward • Walk on the right with hands at your side • Pay attention at corners & doorways	• Learn from mistakes • Be a problem solver • Return equipment to shed neatly	• Walk • Always eat and make it healthy • Try new foods • Make eating your food the priority	• Use best behavior • Clean up after yourself • Report problems to an adult	• Participate appropriately- clapping and volunteers • Enter and exit cafe in an orderly fashion
Show Character	• Use kind words • Be responsible for your own actions • Be honest, trustworthy, and do the right thing • Support and encourage others	• Use kind words • Be responsible for your own actions • Be honest, trustworthy, and do the right thing • Choose a wise spot in line	• Use kind words • Be responsible for your own actions • Include others Play fairly • Show sportsmanship •	• Say "Please, Thank You, and No Thank You" • Mix it up • Include others • Make new friends- no one sits alone •	• Respect others' privacy • Be quick, quiet, and clean	• Support peers- clap during awards • Make a wise seating choice

Forms of School Discipline & Applicable Due Process

Student Responsibility Center (SRC)

The Student Responsibility Center (SRC) provides support for students and classroom teachers when behavior interferes with learning or school expectations. Students referred to SRC will reflect on their actions, complete restorative work when appropriate, and develop a plan for a positive return to class. Staff will use restorative practices to help students take responsibility, repair harm, and re-enter the classroom successfully. Parents will be notified of SRC referrals and may be asked to sign and return referral documentation.

Detention

Teachers and administrators may assign a detention when a student violates the rules contained in this handbook or classroom-specific expectations established by individual teachers.

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At Kingston Elementary School, detentions are typically served during a student's recess period, lunch period, or a combination of both. Students may be required to eat lunch in the Student Responsibility Center (SRC) or another designated location while serving a detention.

Parents/guardians will be notified when a detention is assigned. The school will make reasonable efforts to inform families of the reason for the detention and the date it will be served.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- Intentionally disrupted the class, subject, or activity;
- Jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- Was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school liaison, school resource office, SRC coordinator, behavior specialist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

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The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices will be used to address the behavior; and
7. Whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

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Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public

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	schools ● Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion up to 180 school days ● Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion from all Michigan public schools ● Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Plagiarism, Cheating, Forgery, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	● Restorative Practices ● Credit Loss or Grade Reduction ● Parent Notification ● Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion from all Michigan public schools ● Police Referral

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Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

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SRC Policy - Kingston Elementary School

The SRC is a support for classroom teachers and students. If a student disrupts a class more than 3 times, fails to comply with classroom rules, or has violated other school related rules, the student should be sent to SRC and a SWIS referral & SRC form should be completed by the teacher. The administrator will be involved with ALL major behaviors.

In SRC, students will **complete a reflection sheet** (when appropriate) to take accountability for their actions. Students will also complete a Restorative Work Assignment, which may include a written or verbal apology. Staff members use **restorative practices** to guide the student. Before returning to class, the student will meet with the SRC Coordinator (or behavior support staff member) to develop a plan for a **positive and responsible re-entry**. **If that is not possible, they will sit back in the SRC room until they can re-enter in a positive manner, or it can lead to an ISS for the remainder of the day. Every referral will be sent home for parent review and will be signed and returned to the SRC Coordinator.**

- **1st Visit (minor referral) -** Warning- Parent Call
- **2nd Visit (minor referral) -** 1 Lunch Detention - Parent Call
- **3rd Visit (major referral) -** 1 Day ISS- Referral to Principal - Parent Call
- **4th Visit (major referral) -** 1 Day ISS- Referral to Principal - Schedule Parent Meeting
- **5th Visit (major referral) -** 1 Day ISS - Referral to Principal - Parent Call
- **6th Visit and Beyond (major referral) -** Referral to Principal - 1 Day OSS - Plan of return with parent meeting that includes the Principal, Teacher, and Member of Behavior Team

Students can be sent to the SRC room during their LUNCH RECESS ONLY for missing work. It isn't a SWIS referral.

****2nd recess will not be taken from any student unless the student is serving ISS****

Marking Period Celebrations: All Students who have **3 minors or 1 major per marking period** will not be able to participate in the marking period celebration. These referrals will reset after each marking period. Students with IEP's or 504's that have a PBSP that receive any of these referrals may still attend with a parent per, administrative discretion.

End-of-Year Field Trip: It is our goal for all students to attend the end-of-year field trip. Students with **4 or more major referrals during the school year** may still attend the end-of-year field trip based on teacher discretion and supported by administration. Administration reserves the right to withhold field trip privileges for safety concerns, or may ask that a parent/guardian chaperone and provide transportation in order for a student to attend a trip. Students with IEP's or 504's that have a PBSP and receive any of these referrals can still attend with a parent per administrative discretion.

There will be zero tolerance for any threatening behavior or physical behavior to anyone in our building. This will automatically be a major referral in SWIS. This will lead to parent contact, additional disciplinary action such as the district- approved Threat Assessment process, or suspension.

Students with an IEP or a 504 that includes a PBSP will have individual plans that we will comply with. All physical behaviors will be documented in SWIS.

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Appendix A: Non-Discrimination, Anti-Harassment, and Non-Retaliation (including Title IX and Elliott-Larsen Civil Rights Act)

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118 and can be found at www.kingstonk12.org.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) that cannot be reasonably separated into distinct complaints should be investigated under this Policy. Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and Informal Resolution Facilitator cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or Informal Resolution Facilitator must meet the training requirements in Section M of this Policy.

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Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both. This policy can be found at www.kingstonk12.org.

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Appendix B: Anti-Bullying

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. Policy 5207 can be found at www.kingstonk12.org.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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The principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment. www.kingstonk12.org

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

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"Bullying" is defined as any repeated gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
D. causing substantial disruption in, or substantial interference with, the orderly operation of the school. Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
    - Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

    - Verbal – taunting, malicious teasing, insulting, name calling, making threats.

    - Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

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- Parent Involvement

  The District will take the following steps to encourage Parent involvement in their student's education:

  - Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.
    - Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.
    - Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.
  - Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

    Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.

    Parents are not permitted to observe testing.
  - Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.
  - A copy of this Policy must be included in the Student Handbook.
  - See Policy 5405 for Parent and Family Engagement Policy at schools receiving Title I funds.
  - The Superintendent is directed to develop and implement parental involvement contracts with Parents. These contracts must be voluntary and must include the following:
    - The Parent will:
      - review homework and offer assistance when needed;
      - ensure the student arrives at school each day on time and ready to learn;
      - attend school functions and support the student's school activities; and,
      - make every effort to attend parent-teacher conferences.
    - The student will:
      - participate in class discussions;
      - complete assignments in an accurate, neat, and timely manner;
      - come to school each day on time;

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- pay attention in class and complete assigned lessons;
- obey applicable rules and codes of conduct; and
- respect teachers, school administrators, and other students.

▪ The teacher will:

- set high standards for quality instruction that promote grade-appropriate academic skills;
- keep accurate attendance records;
- teach students how to study;
- review basic concepts taught in class;
- maintain a welcoming atmosphere; and
- provide flexible scheduling for Parent visits and participation.

▪ Ways for the Parent to explain any obstacles that prevent compliance with the contract.

If a parental involvement contract identifies obstacles to participation, the Superintendent will consider accessing possible resources to help overcome those obstacles.

- Assessments and Surveys
  - o State assessments

    Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.

  - o National Assessment of Educational Progress

    As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

    The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

  - o Surveys

    Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

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Appendix D: Protection of Pupil Rights

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy. Policy 5308 can be found at www.kingstonk12.org.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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Appendix E: Directory Information and Opt Out Form

The District may collect, retain, use, and disclose student education records consistent with state and federal law. School officials may collect and retain information about the District's students that is reasonably necessary for the District to perform its role as a public school district, including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

> The Superintendent or designee will ensure that all student records are retained consistent with the Records Retention and Disposal Schedule for Michigan Public Schools and Policy 3502 and that reasonable steps (including, without limitation, physical or technological controls) are taken to protect education records, including those stored electronically, from inadvertent or unauthorized disclosure.

Full Policy 3116 is found at www.kingstonk12.org.

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Appendix F: Acceptable Use Agreement

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited. This policy can be found at www.kingstonk12.org. Policy 3116

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Appendix G: Athletic Code of Conduct

Participation in Kingston's athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Andrew Morrison

989-683-2550 ext: 34170

amorrison@kingstonk12.org

Available Sports

- Football
- Cross Country
- Volleyball
- Basketball
- Cheerleading
- Track
- Softball
- Golf

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

Before allowing a student to participate in any athletic activity, the District will annually:

1. Provide the MHSAA or the state approved educational materials on concussion awareness to each student and to the student's Parent; and
2. Obtain a statement signed by each student and respective Parent acknowledging receipt of the MHSAA or state approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712, including information on student removal from activity for possible concussion and return-to-play requirements.

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Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.

2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.

3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.

4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).

5. Not engage in conduct that is unbecoming of student-athletes.

6. Maintain academic eligibility as required by the Michigan High School Athletic Association.

    a. Students are required to pass at least 66% of a full-time course load during the previous semester and maintain this same passing pace in their current semester

    b. Students must be passing 5 out of 7 classes.

    c. If a student fails to pass 5/7 classes at the end of a semester, they are ineligible for 60 scheduled school days.

7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

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Appendix H: Concussion

Here is the link to MHSAA Concussion Information Sheet and Acknowledging Receipt

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Kingston Community Schools Communication Plan

Kingston Community Schools is committed to open communication, collaboration, and maintaining a shared focus on what is best for every student. By following this Communication Plan, we can work together to ensure concerns are addressed respectfully, efficiently, and effectively.

Developed January 2026

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Goal
Engage parents, students, and community members in collaborative efforts to promote a positive, respectful, and supportive environment for all.

Purpose
Clear, timely, and respectful communication is essential to student success and strong school–home partnerships. This Communication Plan is designed to guide families, students, and community members in understanding how and where to communicate questions or concerns, ensuring issues are addressed efficiently and at the appropriate level.
Kingston Community Schools utilizes a Communication Process Flowchart. This sequence helps families know where to begin and how to proceed when a concern arises.

This Communication Plan will be reviewed annually and updated as needed based on feedback from our stakeholders.

Communication Process Flowchart
Most parent and community questions can be answered quickly and completely by communicating directly with the staff member closest to the situation.
- Beginning communication at the correct level often leads to faster resolution.
- As concerns move further along the flowchart, staff members are typically less directly involved and may need additional time to research the situation before responding.

Preferred Methods of Communication
- Email is the most effective and preferred method of communication.
- Phone calls are the next preferred option.

Response Expectations
- If you do not receive a response within two (2) business days, it is appropriate to follow up with the same individual before moving to the next level of the flowchart.
- We do not expect questions or concerns to go unanswered for extended periods of time.

Each situation should first be addressed at the level where the initial action occurred. If the concern is not resolved, appeals should move to the next step on the Communication Process Flowchart.

Guidelines for Parent Communication with Teachers and Staff
The purpose of these guidelines is to promote effective, respectful, and productive communication between parents, teachers, staff, and administrators of Kingston Community Schools.
Communication includes written messages (emails, notes) and verbal interactions (phone calls, conferences, and meetings).

To ensure a successful exchange of information, all parties are expected to follow the principles outlined below.

Maintain Respectful and Open Communication
- Always use a respectful and polite tone.
- Request information or action; do not demand it.
- Be prepared to both share information and listen to the teacher or staff member's observations and perspectives.
- Enter conversations with an open mind and the assumption of a shared best interest for your child.
- Be willing to work collaboratively to solve problems.
- Threats, harassment, and inappropriate language toward staff members will not be tolerated.

Confidentiality
- Please understand that confidentiality laws may limit the information school staff can share.

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- This includes details regarding other students, staff actions, or disciplinary consequences involving individuals other than your child.

Time to Respond

- Teachers and staff will make every effort to respond to communications as promptly as possible.
- The instructional day may limit the ability to respond immediately.
- In some cases, staff may need time to gather information or consult with others before providing a complete response.

Whom to Contact

- Classroom-related questions or concerns should first be directed to your child's teacher.
- If you have a concern involving a specific staff member, begin by addressing it directly with that individual.
- If the concern is not resolved after communication with the teacher or staff member, proceed to the next level outlined on the Communication Process Flowchart.

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Kingston Community School Communication Process Flowchart

	1ST CONTACT	2ND CONTACT	3RD CONTACT	4TH CONTACT	5TH CONTACT
Jr./Sr. High Athletics	Coach	Athletic Director	Superintendent	School Board	
Jr./Sr. High Career/College Planning	School Liaison				
Sr. High TECH Center	School Liaison/Student Support Specialist	TECH Center Counselors	TECH Center Assistant Principal	TECH Center Principal	
Sr. High Dual Enrollment	School Liaison/School Secretary				
3rd Grade-12th Grade Course Performance	Student Check Skyward	Student Communicate w/Classroom Teacher	Parent Communicate w/Classroom Teacher	School Liaison /Student Support Specialist	Principal
Kindergarten-2nd Grade Course Performance	Classroom Teacher	Principal			
Discipline/Student Behavior	Classroom Teacher	SRC Coordinator	Principal	Superintendent	
Teaching/ Curriculum	Classroom Teacher	Principal	Superintendent	School Board	
Special Education	Classroom Teacher	Caseload Teacher	Special Education Director	Principal	Superintendent
504 Accommodations	Classroom Teacher	504 Building Coordinator	Principal	Superintendent	
KES Title/Interventions	Classroom Teacher	Title 1 Teacher	Principal	Superintendent	

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Tutoring/After School Academic Clubs	Classroom Teacher	Principal			
Transportation (Buses)	Bus Driver	Director of Transportation	Principal	Superintendent	
Food Services (menu, special dietary needs, lunch fees)	Head Cook	Principal	Director of Food Services	Superintendent	
Student Absence	School Secretary	Teacher(s)	School Liaison	Principal	
Student Concerns (Social, emotional, wellness)	Classroom Teacher	KES: School Social Worker KHS: School Liaison	31N Social Worker	Principal	Superintendent
Technology	Teacher	Director of Technology	Principal	Superindentent	
Building & Grounds	Principal	Maintenance Director			

Roles as of 2026	Elementary School	High School
Principal	Josh Campbell	Cynthia Coleman
SRC Coordinator	Rochelle Jocham	Lesha Long
School Liaison/School Social Worker	Raeann Gentner	Paige Klupp
School Secretary	Carol Nicol	Tina Bundschuh

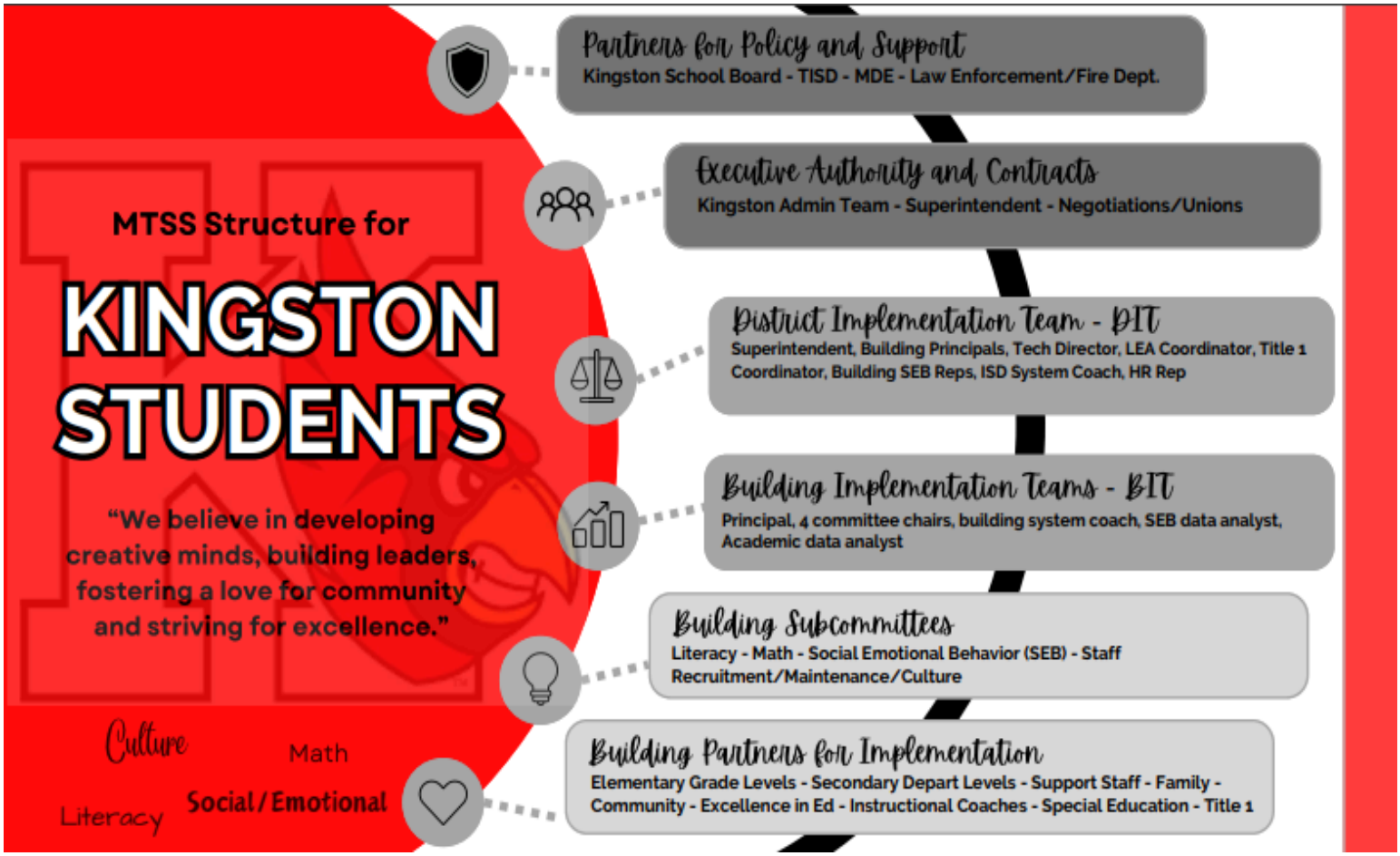
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External Communication Plan

Stakeholders	Level	Format (at least one of the following will occur)	Frequency	Person Responsible
Entire District (Families, community members, staff, business partners)	<u>Level 1-INFORMATIVE</u> • Stories and happenings • Special events • Featured extracurriculars • Featured students and staff	• Electronic Newsletters • Remind • Social Media (Facebook) • School Website	• Weekly or Monthly • As occurs	• Teachers/Staff • Superintendent • Building Principals • Athletic Director
	<u>Level 2-IMPORTANT</u> • Schedule updates • Important deadlines • Administration messages	• Thrillshare (Email and/or Text messages) • School Website • Social Media (Facebook)	• As occurs	• Superintendent • Building Principals
	<u>Level 3-URGENT</u> • Alerts (lockdowns, school closings, crisis/emergencies)	• Thrillshare (Email and/or Text Messages) • Social Media (Facebook)	• As occurs	• Superintendent • Building Principals

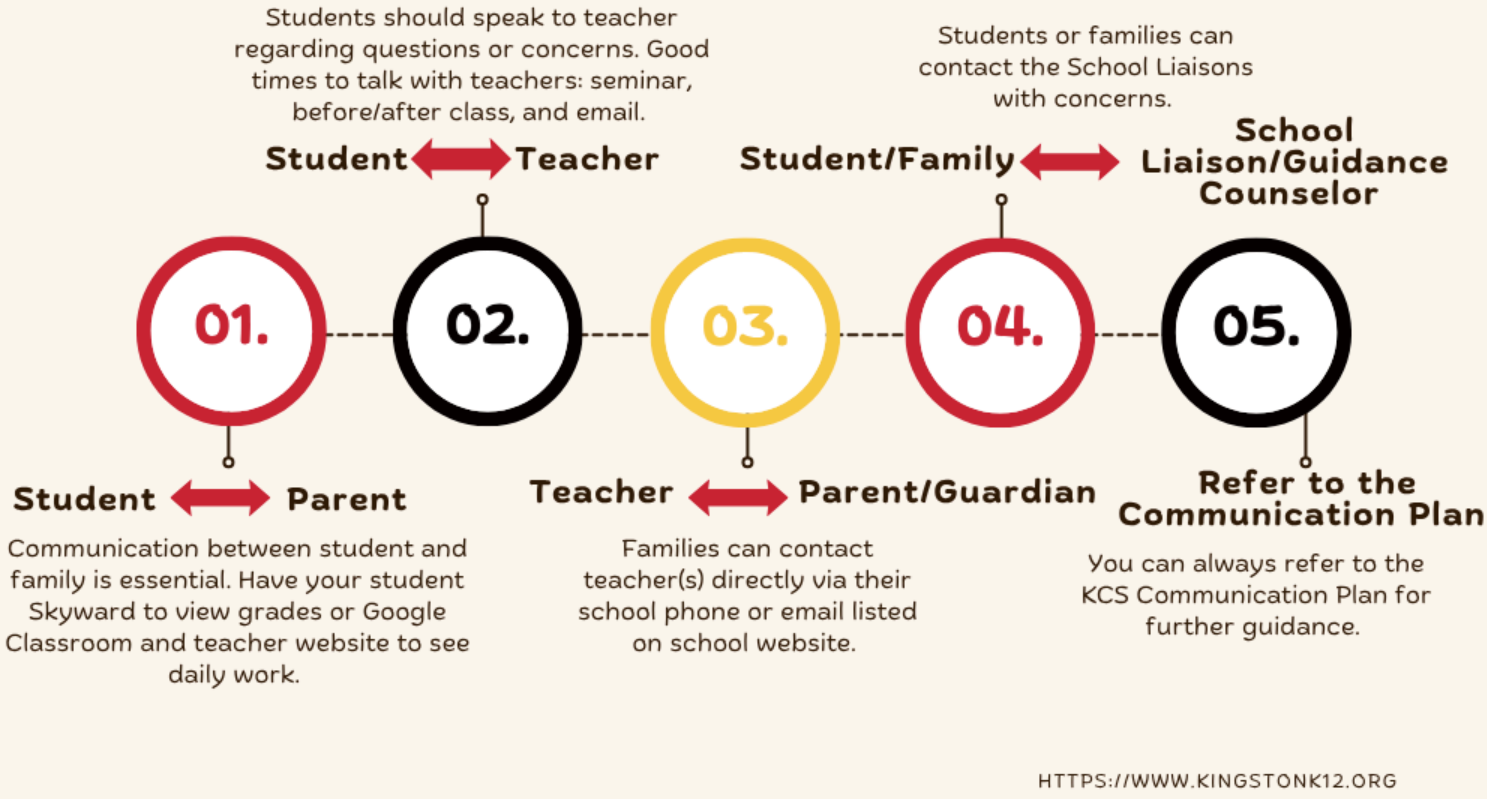
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Kingston Schools MTSS Structure



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COMMUNICATION FLOW CHART



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Appendix J:
REQUEST FOR 2026-2027 TEACHERS

Choosing your child's teacher is a privilege Kingston Elementary School provides in case there has been a personality conflict in the past with a teacher, or in case your child requires a particular teaching style in order to be successful. Please understand all requests cannot be filled due to the need for the administration to balance classes by gender, discipline problems, learning styles and individual personalities.

If you decide to request a particular teacher, your input will be considered along with several sources to provide the best opportunity for your child to learn. Remember, your request is not a guarantee.

I would like to request that my child, _____be

placed in _____room for the following reason(s):

_____

_____

_____

_____

_____

_____ _____
Date Signature of Parent/Guardian

This form will ONLY be accepted until the first Monday in June.

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Appendix K: Handbook/Photo/Local Field Trip Permission Form
PLEASE REMOVE THIS FORM AND RETURN IT WHEN COMPLETED

Student name: _____ Grade/Teacher: _____

Handbook

We have read and discussed the rules in this book. We understand the consequences of making poor choices. We agree to all work together so that the Kingston Elementary Building will be a safe and pleasant place for all to learn.

We have also read the transportation rules in this handbook and understand that failing to follow the rules will result in not being allowed to ride the bus to or from school.

Please have students sign on the appropriate line as well as an adult in the home and return it to school by September 5th, 2025.

Student Signature	Grade	Parent Signature	Date

Photo Permission Slip

We like to document all of the exciting things that happen at Kingston Elementary. Part of this documentation is taking pictures. We would like your permission to use photos of your child in school publications, websites, and school social media pages. Please let us know your preference regarding our use of photos and names of your children.

_____ YES. I grant permission to use photos and the name of my child on school websites, publications, and school social media pages.

OR

_____ NO. Please do not take pictures of my child or use their name on school websites, publications, or school social media pages.

Student name

Parent Name	Parent Signature	Date

20 Mile Radius Field Trips

During the school year, teachers take their students on field trips. Most of these trips are within a twenty-mile radius of Kingston. Children walk to places of interest in the village of Kingston and are transported by school bus to areas outside the village. On all trips they are supervised by teachers and other school personnel.

May we please have permission for your child to participate in these school approved trips? Additional permission will be requested for any trips beyond this area.

_____ has my permission to go on all school approved and teacher supervised trips within a twenty-mile radius of the village of Kingston. _____ _____

Parent Signature Date

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Appendix L: Medication Authorization Form
KINGSTON COMMUNITY SCHOOLS
ELEMENTARY BUILDING

AUTHORIZATION TO ADMINISTER MEDICATION TO A STUDENT BY SCHOOL PERSONNEL.

PHYSICIAN'S STATEMENT – (The following information must be filled out and signed by the attending Physician)

Student's Name _____

Name of Medication _____

Proper Dosage _____

Time(s) to be given _____

Reason for medication _____

Length of time to be given _____

Possible side effects _____

Any additional instructions _____

_____

_____
Physician's Signature

_____
Date

PARENT/GUARDIAN AUTHORIZATION

We the undersigned herewith delegate and authorize, Mr. Josh Campbell, Principal, or other school personnel delegated by him in his absence, to administer the above medication to _____ as prescribed by the above named physician.

_____
Parent/Guardian Signature

_____
Date

THIS FORM MUST BE RENEWED ANNUALLY OR AS PRESCRIPTION OR DOSAGE CHANGES.

MEDICATION MUST BE IN ORIGINAL BOTTLE WITH PRESCRIPTION LABEL ATTACHED.

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Appendix M:
KINGSTON ELEMENTARY SCHOOL
PARENT/STUDENT/TEACHER COMPACT

PLEASE REMOVE THIS FORM AND RETURN IT WHEN COMPLETED

Student name: _____ Grade/Teacher:_____

The Kingston Elementary School staff, parents, and community guide each child in achieving his or her greatest potential. We provide a diversity of experiences which integrates excellence in education with the child's individual abilities and unique talents. We share the responsibility, in a safe and secure environment, for student acquisition of academic, creative, emotional, physical and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at Kingston Elementary School by continually assessing and evaluating our attainment of these goals as measured by descriptive outcomes.

Parent/Guardian Agreement: It is important to have my child reach his/her full academic potential and succeed. Therefore, I will encourage him/her by doing the following items that are checked:

- ☐ See that my child attends school regularly and is punctual.
- ☐ Establish a time and a place for homework.
- ☐ Supervise the completion of homework and home activities with my child.
- ☐ Support the school staff and respect the learning environment of others.
- ☐ Promote an environment at home so my child understands that living in a group, whether it be a family or classroom, requires standards of behavior and cooperation, and that one must accept the consequences of one's actions.
- ☐ Model respect by going to the teacher first about any concerns, trying to keep lines of communication open, and understanding that there are two sides to every issue.
- ☐ Limit and monitor my child's TV and movie watching.
- ☐ Encourage daily reading at home.

_____

Parent Signature

Student Agreement: I believe it is important that I work to the best of my ability. Therefore, I will:

- ☐ Come to school every day and be in class on time.
- ☐ Have quality homework completed and turned in on time.
- ☐ Bring the materials that I need to every class.
- ☐ Always try to work to the best of my ability and ask for help when I need it.
- ☐ Show respect for myself, my school, other students, and belongings.
- ☐ Follow the rules at my home and school.
- ☐ Believe that I can learn and I will learn.

_____

Student Signature

Professional Educator

As a professional educator, I will do the following, along with all other Kingston staff:

- ☐ Have high expectations for my students and myself by using methods and techniques that work for my classroom.
- ☐ Maintain open lines of effective communication with my students and their parents in order to support student learning.
- ☐ Provide enriched and challenging instruction that is aligned with the state core curriculum.
- ☐ Respect the students, their parents, and the learning culture of the school.
- ☐ Seek ways to involve parents in classroom activities.
- ☐ Provide an environment conducive to learning

_____

Teacher Signature

Mr. Campbell

Administrator Signature

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Appendix N:
Kingston Community Schools Food Service Procedures

Kingston Community Schools participates in the Community Eligibility Provision (CEP) under the National School Lunch Program and School Breakfast Program. Through CEP, every enrolled student is eligible to receive one reimbursable breakfast and one reimbursable lunch each school day at no cost.

Education Benefits Form

Although meals are provided at no cost, families are asked to complete the District's annual Education Benefits Form (or other required household information form). Information collected through this form is confidential and is used to determine eligibility for various State and Federal programs that provide additional funding and services to the District and its students.

Breakfast and Lunch Service

All enrolled students are eligible to receive one free reimbursable breakfast and one free reimbursable lunch each school day.

Breakfast is served each morning in the cafeteria and concludes at 8:10 a.m. Students arriving after 8:10 a.m. should plan to eat breakfast before arriving at school, as breakfast service will have ended.

Student Purchases

Students may purchase additional food items that are not included as part of the reimbursable meal, including:

- Snacks
- À la carte items
- Second meals
- Extra entrées
- Milk purchased separately from a reimbursable meal

Students must have sufficient funds available in their food service account before these items may be purchased. Charging of à la carte items or second meals is not permitted.

Staff Purchases

District employees are expected to maintain a positive balance in their food service account when purchasing meals or other food items. Questions regarding staff meal purchases or account balances should be directed to the Food Service Director or Business Office.

Account Balances

Families are encouraged to monitor student meal account balances for optional purchases and to make deposits as needed through the District's approved payment methods.

Unpaid Balances

Any unpaid balance resulting from optional food purchases may be subject to collection procedures established by the District. Delinquent balances may be transferred to the Business Office for collection in accordance with District financial procedures and applicable State and Federal regulations.

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Nondiscrimination Statement

Kingston Community Schools administers its school nutrition programs in accordance with all applicable Federal and State laws and regulations. The District complies with all USDA nondiscrimination requirements. The current USDA nondiscrimination statement is available on the District website and on official Child Nutrition Program publications.

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