

ORCHARD VIEW MIDDLE SCHOOL STUDENT HANDBOOK 2024-2025

A guide for students and parents regarding school policies
and codes of conduct



Mascot: Cardinal
Colors: Cardinal Red & Gray

CARDINAL FIGHT SONG

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

THE CARDINAL AND GRAY

The morning light breaks fair and bright.
And golden is the day,
When thoughts return to Orchard View
The Cardinal and Gray.

The friendships true and memories gay,
Come back in glad array
As grateful hearts lift up the song.
And give our pledge today.
Our honor, pride, and loyalty to
The Cardinal and Gray

ORCHARD VIEW MIDDLE SCHOOL

35 S. Sheridan Drive
Muskegon, Michigan 49442
(231) 760-1500

<https://www.orchardview.org/schools/middle-school/>

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Assistant Principal [Michael Dodge](#)
Administrative Assistant [Jessica Smith](#)
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Guidance Counselor [Ashley Keena](#)
Social Worker [Brittany Ball](#)
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DISCLAIMER: The specific disciplinary actions in this handbook are guidelines and are subject to change from the administration. The administration has the right to implement new rules and regulations that are not stated in the handbook and which are necessary to maintain and promote an appropriate environment for learning.

GENERAL INFORMATION

DAILY SCHEDULES

7th Grade

Regular Schedule - First Lunch

	Start	End	Duration
Mentorship	7:20 AM	7:48 AM	28
1st Hour	7:51 AM	8:46 AM	55
2nd Hour	8:49 AM	9:44 AM	55
3rd Hour	9:47 AM	10:42 AM	55
First Lunch	10:42 AM	11:12 AM	30
4th Hour	11:17 AM	12:14 PM	57
5th Hour	12:17 PM	1:12 PM	55
6th Hour	1:15 PM	2:10 PM	55

8th Grade

Regular Schedule - Third Lunch

	Start	End	Duration
Mentorship	7:20 AM	7:48 AM	28
1st Hour	7:51 AM	8:46 AM	55
2nd Hour	8:49 AM	9:44 AM	55
3rd Hour	9:47 AM	10:42 AM	55
4th Hour	10:45 AM	11:42 AM	57
Third Lunch	11:42 AM	12:12 PM	30
5th Hour	12:17 PM	1:12 PM	55
6th Hour	1:15 PM	2:10 PM	55

6th Grade

Regular Schedule - Second Lunch

	Start	End	Duration
Mentorship	7:20 AM	7:48 AM	28
1st Hour	7:51 AM	8:46 AM	55
2nd Hour	8:49 AM	9:44 AM	55
3rd Hour	9:47 AM	10:42 AM	55
4th A Hour	10:45 AM	11:12 AM	27
Second Lunch	11:12 AM	11:42 AM	30
4th B Hour	11:47 AM	12:14 PM	27
5th Hour	12:17 PM	1:12 PM	55
6th Hour	1:15 PM	2:10 PM	55

7th Grade

Early Release - First Lunch

	Start	End	Duration
Mentorship	7:20 AM	7:45 AM	25
1st Hour	7:48 AM	8:33 AM	45
2nd Hour	8:36 AM	9:21 AM	45
3rd Hour	9:24 AM	10:09 AM	45
First Lunch	10:09 AM	10:39 AM	30
4th Hour	10:44 AM	11:29 AM	45
5th Hour	11:32 AM	12:17 PM	45
6th Hour	12:20 PM	1:05 PM	45

8th Grade

Early Release - Second Lunch

	Start	End	Duration
Mentorship	7:20 AM	7:45 AM	25
1st Hour	7:48 AM	8:33 AM	45
2nd Hour	8:36 AM	9:21 AM	45
3rd Hour	9:24 AM	10:09 AM	45
4th Hour	10:12 AM	10:57 AM	45
Second Lunch	10:57 AM	11:27 AM	30
5th Hour	11:32 AM	12:17 PM	45
6th Hour	12:20 PM	1:05 PM	45

6th Grade

Early Release - Third Lunch

	Start	End	Duration
Mentorship	7:20 AM	7:45 AM	25
1st Hour	7:48 AM	8:33 AM	45
2nd Hour	8:36 AM	9:21 AM	45
3rd Hour	9:24 AM	10:09 AM	45
4th Hour	10:12 AM	11:01 AM	49
5th Hour	11:04 AM	11:27 AM	23
Third Lunch	11:27 AM	11:57 AM	30
5th Hour	12:00 PM	12:17 PM	17
6th Hour	12:20 PM	1:05 PM	45

GRADING

The school year consists of 4 Marking Periods. Parents/Guardians should access PowerSchool to access up to date attendance information. Letter grades A, B, C, and D will be used as passing marks, with A+ as the very best grade and D- as just passing. A failing grade will be designated by an F. Some classes such as Mentorship receive marks of CR/Credit or NC/No Credit.

Students who maintain all A's and B's for the Marking Period will be acknowledged by making the Honor Roll.

Athletic eligibility is checked weekly. It is based on grades for the current Marking Period of the sport. A student that is failing more than 2 classes when grades are pulled will be ineligible for the following week.

GRADING/POWERSCHOOL INFORMATION

COMPUTER GUIDE TO ACCESSING POWERSCHOOL

(*For Smart Phone Access, see bottom of this page)

Step 1: Go to the Orchard View home webpage: www.orchardview.org

Step 2: Click on the **STUDENTS** icon located towards the top

Step 3: Scroll down to the bottom of the page and click on the PowerSchool icon

Step 4: Enter the username and password

Username: Child's School ID (their lunch #)

Password: Child's Birthdate (see example below)


June 15, 2003 - Password is **6152003****

****No extra zeros and the birth year has to have 4 digits**

***Smart Phone:** There is also an app for your phone called PowerSchool Mobile

After downloading it, you need to enter the District Code: **W00MQ**

Then just follow the directions above.



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

PowerSchool Grading Scale:

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

VISITORS

Parents, community residents, and interested educators are welcome and encouraged to visit Orchard View Middle School. All visitors are required to check in at the office and receive a pass.

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

A student from another district interested in visiting OVMS must secure permission from the administration prior to the visit. In order to protect the educational programs from undue disturbance, *it is required that persons wishing to visit the school make arrangements in advance through the school office.* Visitations are not approved during the last week of each semester. Student visitors from Muskegon County schools are not allowed.

DELIVERIES

Deliveries – Birthday balloons, flowers, etc. will be kept in the office.

Food deliveries are prohibited. Students that forget their lunch need to come to the office to communicate needs for a parent/guardian to drop off the lunch.

MEDICATIONS

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

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

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

Students will not possess controlled substances or medication while at school or at school events. This includes marijuana, alcohol, tobacco, vape pen/products, and any other narcotics.

LOCKERS

Orchard View Middle School is a learning environment where only the materials needed for class need to be brought each day. Thus, all unnecessary material must remain in your locker. If a student brings an unnecessary item to class, they will be sent back to their locker to place the item in their locker.

This includes the following: Backpacks, fanny packs, book-bags, purses, bulky coats, blankets, hats or roller bags in the classroom.

Lockers must be kept free of graffiti, stickers and objectionable materials.

Students must use ONLY the locker assigned to them. Staff will only assist in opening a locker assigned to that student. Students must keep their locker combination confidential.

Valuables and money are the student’s responsibility. Students will not be reimbursed for items stolen from their lockers.

If your locker combination needs changing or your locker is in need of repair, talk to personnel in the main office. If you are taking a physical education class, you will be assigned a locker.

SALES

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

VENDING MACHINES

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

SCHOOL ISSUED SUPPLIES, ITEMS, AND BOOKS

Textbooks and Chromebooks will be issued in your classes. You are responsible for these books. All books and computers must be accounted for at the end of each class period.

BREAKFAST, LUNCH, & DINNER

All Orchard View Middle School Students will receive free breakfast and free lunch.

FINES AND FEES

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

ATTENDANCE AND PUNCTUALITY

ATTENDANCE POLICY

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

REPORTING ABSENCES

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

SIGNING IN/OUT OF SCHOOL

Students who must leave school during the regular school day must sign out in the office before leaving. Before the student signs out, a note from a parent/guardian or a phone conversation between parent/guardian and school official or secretary is mandatory.

Students who arrive after the school day has begun must sign in in the main office. Students late to school must enter through the front doors and sign in. Guardian's should call and excuse their student's tardiness, or send their student with a note to excuse the student's tardiness. After signing in, the office will issue the student a pass and the student will be allowed to go to class.

TYPES OF ABSENCES

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

- **EXCUSED ABSENCE (EA)**: An absence that is excused by a parent within a 24-hour period.
- **SCHOOL RELATED (SR)**: An absence that occurs as the result of a school sponsored activity. Any student who is absent from school due to a school related activity must contact the teacher(s) to clarify/obtain/submit any assignment expectations.
- **UNEXCUSED ABSENCE (UA)** (TRUANCY): Any absence or situation where neither the home and/or the school can verify the absence.
- **TARDIES (T)**: A one-minute warning bell will sound to notify students that passing time is almost over. Another bell will ring to signal the start of class. Students that are not in the classroom by the end of this second bell will be considered tardy. See Tardy Policy for additional information.

ILLNESS AT SCHOOL

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

ABSENT WORK and GRADING PROCEDURES

Responsibility for Missed Work

- **Student Responsibility**: It is the student's responsibility to obtain and complete work missed due to any type of absence.
- **Make-Up Time**: Students are given one (1) day to make up work for each day they are absent. Teachers may allow additional time if necessary.
- **Compliance**: Failure to comply with the make-up policy will result in a zero (0) for the missed work.

Procedures for Obtaining and Completing Absent Work

- **Absent Work Policy**: Students should follow their teacher's specific policy for obtaining assignments and scheduling make-ups for tests, quizzes, or extra help.
- **Excused and Suspension Absences**: Students can earn 100% credit upon successful completion of make-up work for excused or suspension absences.

TARDIES

Punctuality is expected of our students, as developing this habit is an important life skill. A Tardy (T) is recorded for students who arrive after the start of class. If a student is detained by office personnel or a staff member, they will be given a pass to exempt the tardiness.

Per Marking Period:

- **Three (3) Unexcused Tardies:** The teacher will call home to notify the parent of the developing pattern of tardiness. Students and guardians will be reminded of the consequences for further tardiness.
- **Four to Five (4-5) Unexcused Tardies:** The student will receive a lunch detention.
- **Six or More (6+) Unexcused Tardies:** The student will receive after-school detention.

Chronic Unexcused Tardiness:

Chronic unexcused tardiness will result in a referral to administration. After investigation, consequences for further tardiness may include one or more of the following interventions:

1. Restorative Circles
2. Guardian/Student meeting with a principal for a Behavior Contract
3. Additional Detentions
4. Removal of passing time privileges
5. Suspension from school

TARDY SWEEPS

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

Students caught in tardy sweeps will receive a lunch detention or they will be scheduled into a Restorative Circle.

LOITERING POLICY

Students are required to clear all hallways within fifteen (15) minutes after dismissal. If waiting for a school-sponsored activity, students must remain in the Commons area or a designated area as communicated by the sponsoring advisor or coach. All other students must leave the building within fifteen minutes of the end of the school day.

At no time is congregating in front of the building entrances permitted. The administration may take disciplinary action if chronic loitering occurs.

TRUANCY

Once a student has missed **ten days of school** for the year (**or 60 total hours**), that child is officially **truant**.

Tardiness and Truancy: a tardy is defined as “failing to be in a place of instruction within the first ten minutes of the assigned time.” Failure to report within this ten minute window will be considered an unexcused absence. Students purposely missing the entire class will be considered “skipping” and this will be recorded as an unexcused absence.

Truancy Process

Orchard View Schools works with the Muskegon County ISD to support Operation Graduation. Operation Graduation is a collaboration with the Muskegon County Prosecutor’s office, the Michigan Department of Health and Human Services, Hackley Community Care, and Healthwest.

A consistent countywide focus is necessary because:

- Students who have good attendance, generally achieve higher grades, enjoy school more, and are most employable after school.
- Students who miss too much school often struggle throughout their academic career and may be less likely to graduate.

This collaborative effort focuses on early intervention and individual family needs. It gives the opportunity for all students to succeed.

Being in school, every day, is critically important.

As absences are accrued, the following guidelines will be used to address truancy:

5 Unexcused Absences (30 Hours of missed instruction): Letter of Importance of school attendance, Consider Tier 2 interventions

10 Unexcused Absences (60 Hours of missed instruction): Truancy Letter #1, Consider Interventions and outside agency involvement.

15 Unexcused Absences (90 Hours of missed instruction): Truancy letter #2, parent meeting, failure to attend parent meeting results in referral to the truancy department.

No Improvement in Attendance: If attendance does not improve, administration will refer the student and family to the MAISD; failure to participate in the attendance improvement plan could result in the Truancy Coordinator making a referral to the Prosecutor's office.

TECHNOLOGY

CHROMEBOOKS

Students are issued a Chromebook in 6th grade or upon transfer to OVMS. This Chromebook is the student's responsibility through all of their years in middle school. If a student has lost, destroyed, or damaged the Chromebook/case/charger, the student will be charged accordingly. Purchasing Chromebook insurance is required at the beginning of the school year and will help cover the cost of non-malicious actions that cause damage to the device.

Student Technology Acceptable Use and Safety Policy

Overview:

Orchard View Middle School provides access to District Information and Technology Resources (IT Resources), including school-assigned email accounts and the Internet, exclusively for educational purposes. Use of these resources is a privilege, not a right. Unauthorized and inappropriate use will result in the loss of this privilege and/or other disciplinary actions.

Rules and Procedures:

1. Acceptable Use:

- Students must use District IT Resources for educational purposes only.
- Any use of IT Resources for illegal, unethical, or harassing purposes is strictly prohibited.
- Accessing online content that is obscene, pornographic, or unsuitable for children is forbidden.

2. Technology Protection Measures:

- The Board has implemented measures to block/filter Internet access to visual displays, depictions, and materials that are obscene, constitute child pornography, or are harmful to minors.
- The Board monitors online activity to restrict access to such materials.

3. Personal Responsibility:

- Students are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of District IT Resources.
- Students must report any misuse of IT Resources to a staff member immediately.

4. Privacy and Monitoring:

- The Board has the right to access, monitor, review, and inspect any directories, files, and/or messages received by, residing on, or sent using District IT Resources at any time.
- Users have no expectation of privacy regarding their use of District IT Resources.
- Messages related to illegal activities will be reported to the appropriate authorities.

Parent/Guardian Guidance:

- **Educational Purpose:** Student access to the Internet is designed for educational purposes. The Board has taken precautions to restrict access to material that is obscene, objectionable, inappropriate, and/or harmful to minors.
- **Limitations:** Despite these measures, it is impossible to restrict access to all objectionable and/or controversial materials that may be found on the Internet.
- **Family Responsibility:** Parents/guardians are encouraged to discuss family values and standards with their children regarding the use of the Internet, including how to select, share, and explore information and resources online.

ELECTRONIC DEVICES

Orchard View Middle School Phone-Free Policy (2024-2025 School Year)

Orchard View Middle School will enforce a strict phone-free policy beginning in the fall of the 2024-2025 school year. This policy aims to create an optimal learning environment by minimizing distractions and promoting student engagement.

Policy Details:

- **Cell Phones Prohibited Areas:**
 - Classrooms
 - Cafeteria
 - Hallways
 - Locker Rooms
 - Bathrooms
- **Phone Storage:** Students are required to keep their phones stored in their lockers throughout the school day (7:20 am - 2:10 pm).

Consequences for Phone Possession in Prohibited Areas:

1. **First Offense:**
 - The phone will be confiscated and securely stored in the office.
 - Students can retrieve their phones at 2:10 pm.
 - A parent/guardian will be contacted.
2. **Second Offense:**
 - The phone will be confiscated and securely stored in the office until the end of the school day.
 - A detention will be issued.
 - A parent/guardian must pick up the device from the middle school office. If not picked up by 3:30 pm that day, it will be stored in the school's safe until a parent can retrieve it the following school day.
3. **Third and Subsequent Offenses:**
 - The phone will be confiscated and securely stored in the office until the end of the school day.
 - A parent/guardian will be contacted to schedule a meeting with the building principal or assistant principal, along with the student.
 - Additional consequences will be discussed and issued as deemed appropriate.

RECORDING

Unauthorized recording and/or photographing of students and/or staff is strictly prohibited. Violations of this policy will result in confiscation of the device and possible suspension or expulsion. Sharing unauthorized recordings or photos will also result in disciplinary action.

Specific instances, such as recording an altercation, will lead to enforcement of the cell phone policy and additional consequences, up to and including suspension from school.

STUDENT CODE OF CONDUCT

I. Attendance and Punctuality

Students are required to attend school and classes regularly and on time. Parents are legally responsible for ensuring their children are in school.

II. Appropriate Learning Environment

Students must behave in a manner that allows teachers to teach and students to learn without interference or disruption.

III. Prohibited Substances

Students should bring only necessary materials for instructional programs, athletics, and other extracurricular activities. Possession or use of controlled substances or medication at school or school events is strictly prohibited. This includes marijuana, alcohol, tobacco, vape products, and any other narcotics. Violations will result in disciplinary action. Tobacco use by any student on school premises or at any school activity is also prohibited.

IV. Protection of Property

Students must respect the property rights of others, including:

1. Using equipment only for its intended purpose without causing damage.
2. Using property belonging to others only with permission.
3. Reporting any situations that may result in damage, loss, or misuse of property.

V. Protection of Physical Safety and Mental Well-Being

Students should behave respectfully to maintain a positive educational environment and promote the safety and well-being of others. Conflicts should be resolved through discussion and problem-solving techniques, with assistance from staff as needed.

Application of School Rules

District rules apply to students when they are:

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

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

DISCIPLINE POLICIES

Our goal is to maintain a school environment conducive to learning and protect the rights and privileges of all school community members. Discipline policies are designed to help students grow into responsible, self-disciplined individuals and contributing members of society. While the school provides supportive personnel to assist students who seek help, disciplinary action may be necessary for those who refuse to adhere to school policies. In such cases, it may be necessary to sever the student's relationship with the school to protect the individual and the school community.

BEHAVIOR MATRIX

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

DRESS CODE/GROOMING/ HYGIENE

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

- No strapless, spaghetti strap, or one-strap shirts.
- No shirts that expose the midriff (belly), or bare back.
- No clothing that exposes undergarments (bras or under shorts). This includes pants that hang below the waist (no sagging of pants).
- No clothing that displays inappropriate language, pictures, sexual innuendos, or tobacco, marijuana, or alcohol products.
- Skirts/shorts need to be NO SHORTER than the tips of fingers when arms are extended straight down by your sides.
- No sunglasses to be worn or brought to class.
- Footwear must be worn at all times.
- No bulky coats to be worn during school hours or brought to class.
- No blankets to be worn during school hours or brought to class.

- No hats to be worn during school hours or brought to class.
- Wearing of bandanas is not permitted.
- Hair accessories/headbands must be less than 2 inches in width.
- Hoods that do not obstruct the face and are not a distraction are acceptable in the hall, but it is teacher discretion on whether or not they are permitted in their classroom.

CHEATING/PLAGIARISM

Cheating and plagiarism, whether on homework, tests, quizzes, or other assignments, are strictly prohibited.

Homework:

- Giving someone your paper to copy.
- Copying from someone else's paper.
- Copying answers from an answer sheet.
- Correcting your own paper when asked to exchange.
- Putting your name on someone else's work or project and turning it in as your own.

Tests and Quizzes:

- Copying from someone else's paper.
- Obtaining or giving answers prior to the test or quiz.
- Using a "cheat sheet" when not permitted.
- Allowing others to see your answers during the test or quiz.

Consequences for Cheating:

- **First Offense:** Credit may be granted or denied at the teacher's discretion; student to write a letter home to parents.
- **Second Offense:** Zero credit; letter home; parents called; discipline referral.
- **Third Offense:** Zero credit; letter home; discipline referral; student/parent/teacher meeting.

Plagiarism:

Plagiarism is the act of copying someone's work and claiming it as your own. This includes copying from other students, copying from the Internet, and using AI to write or create your work. The consequences of plagiarism are almost always "zero credit."

BULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can take many forms, including verbal, physical, social, and cyberbullying.

Types of Bullying:

1. **Verbal Bullying:** This includes teasing, name-calling, inappropriate sexual comments, taunting, and threatening to cause harm.
2. **Physical Bullying:** This involves hurting a person's body or possessions. It includes hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures.
3. **Social Bullying:** Sometimes referred to as relational bullying, this involves hurting someone's reputation or relationships. Examples include leaving someone out on purpose, telling others not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.
4. **Cyberbullying:** This involves bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Examples include sending, posting, or sharing negative, harmful, false, or mean content about someone else.

School Policy on Bullying: Our school is committed to providing a safe, supportive, and respectful environment for all students. Bullying of any kind is unacceptable and will not be tolerated. Students who engage in bullying behavior will face disciplinary action in accordance with school policy, which may include suspension or expulsion.

Reporting Bullying: Students are encouraged to report any incidents of bullying to a trusted adult, such as a teacher, counselor, or administrator. Reports can also be made anonymously through the school's designated reporting system. All reports will be taken seriously and investigated promptly and thoroughly.

Support for Victims: Students who are victims of bullying will receive support from school counselors and staff. The school will provide resources and assistance to help them cope with the effects of bullying and to ensure their safety and well-being.

By working together, we can create a school environment where all students feel safe, valued, and respected.

PROHIBITED SUBSTANCES

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

Prohibited Items:

1. **Controlled Substances:** Students are not allowed to possess or use controlled substances or medication at school or during school events. This includes, but is not limited to:
 - Marijuana
 - Alcohol
 - Tobacco
 - Vape pens/products
 - Any other narcotics

2. **Tobacco Products:** The use or possession of tobacco products by any student, regardless of age, is prohibited on school premises or at any school-related activity, including club meetings, no matter where they are held.
3. **Electronic Delivery Devices:** Electronic delivery devices are also prohibited. This includes:
 - E-cigarettes
 - E-hookahs
 - Hookah pens
 - Vape pipes
 - Vape pens

Consequences: Possession or use of any prohibited substance in the school building or at school-sponsored events will result in disciplinary action. The school is committed to maintaining a safe and healthy environment for all students and staff.

By adhering to these guidelines, we can ensure a productive and safe learning environment for everyone.

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

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

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

First Offense: 1 day out-of-school suspension and completion of an online class during after school detention.

Second Offense: 3 days out-of-school suspension and a citation from Muskegon Township Police.

Third Offense: 5 days out-of-school suspension and a citation from Muskegon Township Police.

Fourth Offense: 7 days out-of-school suspension and a citation from Muskegon Township Police.

Fifth Offense: 10 days out-of-school suspension, pending a board expulsion hearing.

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

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

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

First Offense

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

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

Second Offense/ First offense sale/distribution

- Students will likely be recommended for expulsion by the Board of Education.

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

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

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

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

SUSPENSIONS and DUE PROCESS PROCEDURES

When a student violates the student code of conduct and a suspension is warranted, the following steps will be taken to ensure fairness and due process:

1. **Notification:** The student and their parent/guardian will be notified of the specific violation.
2. **Hearing:** The student will meet with an administrator where they will be informed of the charges against them and given an opportunity to respond to those charges.
3. **Decision-Making:** An administrator or their designee will keep disciplinary records and determine the appropriate disciplinary action, if any, based on the following seven factors:
 - Age of the student
 - Disciplinary history
 - Disability status
 - Seriousness of the behavior
 - Whether the behavior posed a safety risk
 - Consideration of restorative practices
 - Whether a lesser intervention would address the behavior
4. **Notification of Decision:** The student and parent/guardian will be informed of the administrator’s decision. This notification will include a description of the violation and the resulting consequences.

5. **Right to Appeal:** The student and parent/guardian have the right to appeal the decision to the principal (if the principal was not involved in the original decision) or the superintendent. The appeal should be made in a timely manner.
6. **During Appeal Process:** The student will be subject to disciplinary action during the appeal process.
7. **Review of Appeal:** The administrator who receives the appeal will review the evidence, make a decision in a timely manner, and inform the parent/guardian of the decision.

By following these procedures, we aim to ensure that all disciplinary actions are fair and just, respecting the rights of students and maintaining a positive and safe school environment.

EXPULSION AND SUSPENSION

Students facing expulsion or suspension have the right to request a hearing. The school board will be represented by the building administrator, the school attorney (if requested), and any relevant staff members. During the hearing, the student has the right to:

- Counsel
- Call witnesses
- Cross-examine witnesses
- Remain silent
- Appeal the decision

Students suspended for more than two consecutive days will likely be required to have a re-entry meeting with a parent or guardian and administration before returning to school. Suspended students are prohibited from attending school functions or being on school property during their suspension.

SEARCH AND SEIZURE

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

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

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

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

GANG LANGUAGE and POLICY

Rules of Conduct Regarding Gang Behavior

Orchard View Middle School is committed to fostering a positive learning environment where all students can achieve success. To uphold this commitment, students are prohibited from engaging in any behaviors that promote gang or gang-like activities while at school, on school property, or at school-related activities.

Definition of Gang Activity: Gang activity is defined as “organized individual or group behaviors associated with belonging to a band of youths that promote juvenile delinquency and adversely affect the school and learning environment.”

No Tolerance Regulation

The following behaviors are strictly prohibited:

- **Gestures and Hand Signals:** Making gestures or hand signals that lead to violent behaviors (e.g., fighting, shouting confrontations, individual or group conflicts, standoffs).
- **Weapons Possession:** Possessing weapons as defined by state law regarding prohibitions of “weapons” in schools.
- **Displaying Gang Symbols:** Displaying gang symbols on one’s body, clothing, possessions, vehicle, locker, or other school property.
- **Other Gang-Related Activities:** Engaging in any other activities deemed to be gang-related, as determined by the administration.

Administrative Discretion: Due to the often subtle or covert nature of gang activity, the administration reserves the right to determine which behaviors, dress, or activities are gang-related.

Gang-Related Disciplinary Procedures

First Offense:

- The incident will be discussed with the student.
- A record will be maintained by the administration.
- Information will be shared with the police.
- A parent-administrator conference will be held.
- *Note:* In cooperation with area police, students may receive “First Offense” consequences for gang-related behavior occurring in the community. In such cases, the first incident of gang-related behavior in the school will result in “Second Offense” consequences.

Second Offense:

- The student will be suspended from school for ten (10) days.
- Information will be shared with the police.
- Normal re-entry procedures will be implemented.

Third Offense:

- The student will be suspended from school for ten (10) days.
- Information will be shared with the police.
- A recommendation for expulsion may be made to the Superintendent.

Orchard View Middle School is dedicated to ensuring a safe and supportive environment for all students. Adherence to this policy helps maintain a positive atmosphere conducive to learning and personal growth.

WEAPONS, ARSON AND CRIMINAL SEXUAL CONDUCT

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

STUDENT SUPPORTS

COUNSELING/GUIDANCE

The OVMS Guidance & Counseling Program ensures that all students develop skills and competencies in three key areas:

1. **Career Planning and Exploration**
2. **Knowledge of Self and Others**
3. **Educational and Career-Technical Development**

Counselors work with students in various formats, including large groups, small groups, and one-on-one sessions. Their goal is to help students improve their academic performance, social skills, and career planning abilities.

REPORTING CONCERNS

Students can use the “I Need to Talk to an Adult” form on their school Chromebook or in the weekly newsletters emailed most Sunday evenings. This form allows students to choose an adult to connect with about various concerns, such as:

- Bullying
- Anxiety or stress
- Loneliness
- Academic struggles
- Peer conflicts
- Family issues

An adult will respond as soon as possible.

Okay2Say - Additionally, students can use the **Okay2Say** anonymous reporting system via a link on their Chromebook or in the weekly newsletter. This system, managed by the State of Michigan, forwards concerns to the appropriate school personnel or authorities.

RIGHTS OF EXPRESSION

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

ACTIVITIES

NOTICE OF NON-DISCRIMINATION POLICY

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

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

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

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

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

Greg Bodrie
Fruitport Community Schools
3255 Pontaluna Road
Fruitport, MI 49415
Phone: (231) 865-3188

FIELD TRIPS

General Guidelines:

1. Field trips must align with the educational objectives of the curriculum and be approved by the school administration.
2. Parental consent is required for students to participate in field trips. Permission slips must be signed and returned by the specified deadline.
3. The number of chaperones required for each field trip will be determined based on the nature of the trip and the number of students attending.
4. All field trip expenses, including transportation, admission fees, and meals, will be communicated in advance to parents/guardians.
5. Students must adhere to the school's code of conduct and behavioral expectations while on a field trip. Failure to do so may result in disciplinary action.

Safety and Supervision:

1. The safety and well-being of students are our top priorities. Teachers and chaperones are responsible for the supervision of students at all times during the field trip.
2. A designated first-aid kit will be available during the field trip, and chaperones will be trained in basic first aid and emergency procedures.
3. In case of an emergency or incident during the field trip, teachers and chaperones will follow the school's emergency response protocols and procedures.

Transportation:

1. Transportation for field trips will be arranged by the school using approved and licensed transportation providers.
2. Seat belts must be worn by all students and chaperones while in transit, in accordance with state laws and regulations.
3. Students must remain seated and follow the instructions of the bus driver or transportation provider at all times during the journey.

Communication:

1. Parents/guardians will be provided with detailed information about the field trip, including the itinerary, departure and arrival times, and contact information for teachers/chaperones.
2. In case of any changes to the field trip schedule or itinerary, parents/guardians will be notified promptly via email, phone call, or school communication platform.

ASSEMBLIES**General Guidelines:**

1. All students and staff members are expected to attend assemblies unless otherwise excused by the school administration.
2. Students should enter and exit the assembly area quietly and in an orderly manner, following the instructions of staff members.
3. Cell phones, electronic devices, and other distractions should be put away during assemblies to show respect for the speakers and performers.
4. Students are encouraged to participate in assembly activities and discussions with enthusiasm and respect for others' opinions.

Behavior Expectations:

1. Students are expected to demonstrate good behavior during assemblies, including sitting attentively, refraining from talking out of turn, and avoiding disruptive behavior.
2. Respectful behavior towards speakers, performers, and fellow students is required at all times during assemblies.
3. Students should refrain from making loud noises, using inappropriate language, or engaging in any form of bullying or harassment during assemblies.

Participation and Involvement:

1. Students are encouraged to actively participate in assemblies by volunteering for performances, presentations, or other roles as appropriate.
2. Teachers and staff members may nominate students for special participation in assemblies to recognize achievements, contributions, or positive behavior.
3. Students should show support and appreciation for their peers' performances and achievements during assemblies through applause and positive feedback.

AFTER SCHOOL CLUBS

Membership and Participation:

1. Students are encouraged to join after-school clubs based on their interests, talents, and availability.
2. Membership in after-school clubs is voluntary, and students are expected to commit to regular attendance and participation.
3. Students must follow the specific guidelines and requirements set by each club, including meeting schedules, dues, and expectations for behavior and involvement.

Behavior Expectations:

1. Students are expected to demonstrate respect, cooperation, and positive behavior towards club advisors, peers, and guests at all times.
2. Disruptive behavior, bullying, harassment, or any form of misconduct will not be tolerated in after-school clubs.
3. Students should follow directions from club advisors and staff members, as well as adhere to the rules and regulations of the school while participating in club activities.

Attendance and Punctuality:

1. Students should arrive on time for after-school club meetings and activities to maximize participation and learning opportunities.
2. If a student is unable to attend a club meeting, they should notify the club advisor or designated contact in advance.
3. Excessive absences or tardiness may result in consequences determined by the club advisor and school administration.

Safety and Supervision:

1. Club advisors are responsible for ensuring the safety and well-being of students during club meetings and activities.
2. Proper supervision and monitoring of students will be maintained at all times to prevent accidents, injuries, or incidents.
3. Emergency procedures and contact information will be readily available and communicated to students and staff in case of any unforeseen circumstances.

Respect for Club Materials and Facilities:

1. Students should treat club materials, equipment, and facilities with care and respect, avoiding damage or misuse.
2. Any borrowed or shared items must be returned in good condition at the end of each club meeting or activity.
3. Students are responsible for cleaning up after themselves and leaving the club space in an orderly and organized manner.

Consequences for Violations:

1. Violation of after-school club rules may result in consequences such as verbal warnings, probationary periods, suspension from club activities, or other disciplinary actions as deemed appropriate by the club advisor and school administration.
2. Repeat or serious infractions may result in removal from the club and further consequences in accordance with the school's disciplinary policies.

STUDENT COUNCIL

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

ATHLETICS

Participation in Athletics

Participation in athletics at Orchard View is a privilege that comes with responsibilities. To be an Orchard View athlete, you must do more than just make a team or participate in contests. You must be dedicated, enjoy challenges, and give 100% every day, both on and off the field. Athletes are expected to excel in the classroom and must meet the academic requirements set by the Michigan High School Athletic Association. Our teachers, coaches, and administrators are committed to helping each athlete reach their full potential. Each athlete must make the same commitment to themselves and their team.

Athletic Message

As an athlete at Orchard View, you will be held in high regard by your peers and community. You are expected to be a leader, exhibiting self-control and self-discipline in all situations. Develop a strong sense of character to guide you in making decisions, both in and out of athletic competition. When you wear the Red and Gray of Orchard View, remember that you represent our school and community, and your actions and attitudes will often be a reflection of our school.

Eligibility

Athletic eligibility is assessed weekly based on Marking Period Grades. If a student is failing more than two classes when grades are reviewed, they will be ineligible for the following week.

Athletic Attendance

A student-athlete must be present the entire school day to participate in a competition, practice, or after school activity. The Principal, Assistant Principal, or Athletic Director may grant exceptions to this rule for various reasons such as, but not limited to: Doctor Appointments, Funerals, Family Emergencies. If late or absent for a portion of the school day, guardians should seek clarification regarding after-school participation in sports and activities.

Prohibited Substances

- Students are expected to bring only materials necessary for instructional programs, athletics, and other extracurricular activities.
- Students must not possess controlled substances or medication while at school or school events. This includes marijuana, alcohol, tobacco, vape products, and any other narcotics. Possession or use of any prohibited substance in the building or at school-sponsored events will result in disciplinary action.
- Possession or use of tobacco products by any student, regardless of age, on school premises or at any school activity, including club meetings, is prohibited.

PARENT INFORMATION

COMMUNICATION BETWEEN HOME AND SCHOOL

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

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

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

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

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

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

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

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

WORK PERMITS

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

TRANSPORTATION

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

Orchard View Transportation

Eligibility and Pick-Up/Drop-Off Procedures:

- Students eligible for busing are allowed one designated pick-up/drop-off location only.
- This arrangement must follow a regular Monday-Friday schedule.
- Students must board and exit the bus at their assigned bus stop only.
- For transportation to or from a daycare provider or a location other than home, please complete the alternate pick-up/drop-off section on the transportation **registration form**.

Bus Stop Locations and Routes:

- Bus stop locations and routes are reviewed annually for efficiency and fiscal responsibility.
- Changes to bus stop locations and routes may occur based on this review.
- Bus stop locations are established according to State and Federal laws, school board policies, guidelines, and best practices.
- Updated bus routes will be posted at all school buildings and on the district's website approximately one week before the start of school.
- Parents of special needs students will be contacted by the school bus driver before school starts with pick-up and drop-off times.

Parent Responsibilities:

- Ensure your child arrives at the bus stop at least ten minutes before the bus arrives and is ready to board (not waiting in a vehicle or doorway).
- Provide necessary protection for your child when going to and from the bus stop and while at the bus stop.
- Accept responsibility for your child's proper conduct while at the bus stop and on the bus.
- Ensure students are dressed appropriately for the weather while waiting at the bus stop.

Important Notes:

- The district does not issue passes allowing students to ride a bus other than their scheduled bus. This policy ensures the safety of all riders and guarantees each student has a seat on their scheduled bus.

Contact Transportation

If you have questions, please contact the Transportation Department at 231-760-1330

PARENT/GUARDIAN DROP-OFF

Parents should drop students off at the back of the building using the large parking lot. Before school hours, families **MUST** avoid dropping students off at the front of the building in the bus drop-off area.

Orchard View Middle School

Student Behavior Definitions and Management Chart

Link to detailed Matrix [W](#) OVMS Behavior Definitions.docx or use the QR code:



PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We (Parent/Guardian Name Printed) _____

And (Student Name Printed) _____

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

Parent/Guardian Signature

Student Signature

Date

Dear Parents,

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

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

Sincerely,

Joshua Smith, Principal
Orchard View Middle School

Michael Dodge, Assistant Principal
Orchard View Middle School

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

CHILD'S NAME (First and Last): _____

Mentorship TEACHER: _____

PARENT/GUARDIAN SIGNATURE: _____

Please return to your child's MENTORSHIP teacher.