

# WELCOME TO THE GLADSTONE AREA ELEMENTARY SCHOOLS

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Dear Parents/Guardians,

We welcome you to our schools and are very happy to be working with you and your child/children. We offer a strong curriculum and a safe, comfortable school environment. We provide a well-balanced program to create the most productive students and future adults that we can. Working together, We Can Make a Difference! The skills of our staff will help your child/children develop to his/her fullest capacity. If you are interested in your child's teacher's certification, please contact your principal. All of our staff members meet the requirements of the Every Student Succeeds Act (ESSA).

This student handbook was developed to answer many of the commonly asked questions that you and your child may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your children. This handbook will serve you for your children's entire elementary education. Yearly, you will receive inserts giving you the information that changes like staff, schedules, lunch prices, etc. Please remember to insert these sheets each year at the back of your handbook. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Gladstone Area Schools' Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook reflects the current status of the Board's policies and the School's rules as of August 2019. If any of the policies or administrative guidelines referenced herein are revised after August 2019, the language in the most current policy or administrative guideline prevails. This handbook was approved by the Board of Education at their August 2019 meeting.

## NOTIFICATIONS AND AUTHORIZATIONS

This section includes several notifications and authorizations that must be done on a yearly basis. **Please complete the following items and return them to school:**

- Emergency Contact Information
- Field Trip Permission Form
- Free/Reduced Lunch Form
- Parent/Teacher/Student Compact
- Webpage/Photo Authorization
- Home Language Survey
- Parent-Teacher-Student Compact
- Volunteer Form

## **Gladstone Area Schools**

### **VOLUNTEER RELEASE**

Parents/guardians are welcomed partners in the education of their children. There may be opportunities for parents to volunteer in the classroom/school. Any person volunteering in school will complete a Volunteer Release Form (4120.09F1) indicating their understanding of the district's policy related to volunteers (4120.09).

For the protection of the children in the school, the District is required by law to inquire of its staff members and volunteers whether or not they have ever been convicted of a crime related to children.

### **FIELD TRIP PERMISSION**

At the beginning of each school year, a parent/legal guardian can permit their child to participate in school sponsored field trips during the current school year by indicating their consent on the appropriate form. It is understood that all field trips will be supervised and chaperoned by school personnel and/or authorized adult volunteers. Only school transportation is authorized by this permission slip. Any field trips using private or alternative transportation will require separate parent permission forms. Parents will be notified about field trips.

It is understood that field trips are a part of the Gladstone Area School District's educational program and provide learning experiences of educational value to the students.

### **WEB PAGE PHOTO AUTHORIZATION**

Pictures of school activities will be available on our district's webpage and social media sites for viewing. This helps parents, families, and members of the community be informed about school events. However, no recognizable pictures of students can be used unless permission has been granted. If you would like to give permission for pictures of your child participating in general school activities to be included on the Gladstone Area School webpage and social media sites, please circle "YES" on the proper form available at the beginning of each year. Our school web site is <http://www.gladstoneschools.com>.

By indicating "YES" on the appropriate form at the beginning of each school year, you give permission for your child to be photographed during school activities and to appear on the Gladstone Area School's webpage and social media sites.

### **PESTICIDE NOTIFICATION**

The Gladstone Area School District has adopted an integrated Pest Management Program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort.

You have the right to be informed prior to any pesticide application that might be needed in your child's school. In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. To receive notification, please complete the form available at the beginning of each school year. Should you have any questions or concerns about pest management within your child's school, please contact the District's Director of Maintenance.

## MISSION OF THE SCHOOL

\*The **W.C. Cameron School** will educate all students by providing a positive learning environment and a sound curriculum. Students, teachers, staff and parents will work together in this environment to meet the challenges of today and tomorrow.

\*The **James T. Jones Elementary School** community will provide a healthy, safe environment in which all individuals may reach their fullest potential and become responsible, caring, life-long learners.

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer. The Superintendent of the Gladstone Area Schools serves as the District's Compliance Officer and can be reached at 428-2417.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, be prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from their teacher or principal.

## STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

**State law requires that all students must have an emergency contact form completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Please keep the information on the emergency contact form up-to-date throughout the year including all names and phone numbers of people who we can contact if the parents are not at home and unavailable.**

Students with specific health care needs should deliver written notice about such needs, along with proper

documentation by a physician, to the School Office.

### **INJURY AND ILLNESS**

Schools bring children into close physical contact, thus giving communicable diseases an opportunity to spread quickly. Your child's health is important to us. We attempt to maintain good health conditions while your child is in school. Please keep your child home if he or she has any of the following symptoms:

- Fever (99.6° or higher)
- Sore throat
- Cough, if persistent or productive
- Nausea and vomiting
- Diarrhea and/or persistent abdominal pain
- Rash
- Any skin eruption (particularly if red, swollen, and draining)
- Lice or nits

If symptoms occur while in school, parents will be contacted and asked to arrange for the child to be taken home. Parents are expected to have their child picked up as soon as possible. A child may not return to school until fever/vomit/symptom-free for 24 hours.

All injuries that occur at school must be reported to a teacher or the office. The elementary student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

### **OUTDOOR PLAY**

Outdoor play is an important part of the school day. All students are to take advantage of the fresh air and exercise during recess and physical education periods unless excluded in writing by parents for a valid reason. We feel that when a child is well enough to come to school, s/he should spend some time in the fresh air. Play periods are shortened or held indoors on extremely cold or rainy days. Students who are too sick to go outdoors are, for the most part, too sick to come to school. The Playground rules are designed to keep students safe. A list of playground rules is available at each elementary building.

Indoor recess will occur under the following conditions:

- Rain
- Actual temperatures below 0° F and/or wind chill factor below 0° F
- Extreme conditions on the playground (ex: mud, ice)

The decision on having outdoor recesses will be based on daily weather conditions. In the event that conditions warrant students remain inside for recess, a team procedure among teachers and recess supervisors will be followed.

## SECTION I -GENERAL INFORMATION

### ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling during the open schools of choice window or getting a release from their superintendent and an acceptance from our superintendent. This would include some form of tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### SCHOOL SAFETY PROGRAMS

- Bicycle regulations will be distributed by each school as necessary.
- Please do not allow your child to come to school or to the playground earlier than twenty (20) minutes before starting time. Before-school supervision begins at 7:50 A.M. at Jones and 8:15 A.M. at Cameron.
- Children should leave the school playground immediately after school.
- Throwing of snowballs, ice chunks, wood chips, etc. is not permitted.
- Safety Drills
  - A total of five (5) fire drills, two (2) severe weather drills, and three (3) lockdown drills are conducted each year. This is state law.
- Stray dogs will be reported to Gladstone Public Safety for pick-up. Please be sure children do not bring pets to school.

- Students should wear footgear during school hours. Usually, winter boots are not appropriate for inside wear for long periods of time.
- Each school has a **Medical Alert Team** of staff members trained and a plan to deal with medical emergencies.
- In addition, we have an Emergency Response Plan established to address dangerous situations should they occur. The role of the Emergency Response Team is to:
  1. Provide, with the help of outside agencies, for the safety of the children.
  2. Have an evacuation plan set in place.
  3. Set a procedure for the pick-up of students, if necessary.
  4. Work with outside agencies to help with the aftermath of the crises for children, parents and staff.

### **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. Teacher request forms for the following year must be filled out prior to June 1.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. The child will only be excused through the office and must be picked up in the office. Parents who pick up their children are requested to park only in the parking zones. At Cameron School, early pick-ups from school will be marked as a tardy.

### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the Cameron or Jones Schools, the parent must notify the principal. CA60's will be forwarded to the receiving school once the record request is received from that school. Please make sure that all school materials are returned to us.

**School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.**

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse. The school is responsible for keeping updated health records for all students. We urge parents to notify the school of any major or significant change of health that occurs in the child.



## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

- The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the principal's office.
- Medication must be brought to the office by the parent or guardian in the original prescription bottle. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- Acetaminophen (generic Tylenol) will be administered with parent approval. Aspirin products are not used in school due to the association with Reye's Syndrome.

### **Asthma Inhalers**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

## **Non-prescribed (Over-the-Counter) Medications**

Parents may authorize the school to administer a non-prescribed medication using a form that is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Non-prescribed Medications will also apply to non-prescribed medications. If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. The school nurse is required to report certain communicable diseases to Local and State Health Departments. Reportable diseases are: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A,B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal at your child's school to inquire about evaluation procedures and programs. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that 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 program offered by the District. Parents should contact the building principal to inquire about evaluation procedures and programs offered by the District.

## **STUDENT RECORDS/FERPA**

The School District maintains many student records including both directory information and confidential information.

Directory information includes student's name, address, listed telephone number, date and place of birth, dates of attendance, awards and telephone numbers received only for inclusion in school or PTO (Cameron)/PTC (Jones) directories.

Once the parent opts out, directory information cannot be disclosed without the affirmative consent of the parent. If they do not opt out, a school may provide only the student's name, address and listed phone numbers. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the district policy handbook.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of his/her parents, to submit to or participate in any survey, analysis, or evaluation.

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

**The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.**

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland  
Avenue, SW 20202-4605 Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

**Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:**

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FUND-RAISING**

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials, and instructional activities are subject to reasonable restrictions and limits.

## **BREAKFAST AND LUNCH PROGRAM**

The school participates in the National School Lunch Program and makes breakfast and lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Menus are sent home monthly. Our hot lunch program operates a debit card system. Money is sent to school by the parents to cover cost of lunches. When the card account is almost empty, a note goes home notifying the parent that it is time to put more money on the debit card with the student. Money should be sent to the child's classroom in an envelope labeled with the child's name and classroom teacher. It will be sent to the office by the teacher and the kitchen staff will credit the account.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school secretary.

Cafeteria rules are:

1. Show respect for all lunch personnel.
2. Talk quietly in the cafeteria.
3. Clean up your lunch area and dispose of trash.
4. Walk in the lunch room.
5. When finished with lunch, wait to be dismissed to recess.

\*Individual schools may have additional rules related to cafeteria procedures.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, parents/guardians who have opted into the PowerSchool alerts will receive their preferred form of communication. Cancellations and delays will also be posted on Facebook and TV6.

Parents and students are responsible for knowing about emergency closings and delays. Please do not call school personnel or the transportation director as announcements will be made immediately when a decision is made to close school. **Be certain your child knows where to go if he arrives home early due to an emergency closing (or if you become detained on your way home to meet your child.)**

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. However, everyone is required to sign in at the front office. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. Please expect to be questioned by the staff while you are in the hallway. This is expected of the staff for the safety of our students. If the visitor wants to go onto the playground, they must obtain a pass. Any visitor found on the playground without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Each class visits the library at least once a week for book checkout. Some classes have extra visits scheduled. Individual students are welcome to come in and exchange books as needed. If the student returns his/her books, more may be checked out. Books are due the day that is listed on the date due slip. Parents are requested to help children return books by the due date. When a library book is lost, damaged or destroyed, the parents/guardians are responsible to pay for the replacement costs.

## **PRIVATE PARTIES**

Please be sensitive to all children's feelings and do not distribute invitations at school unless all children in the class are invited.

## **PARENT TEACHER ORGANIZATION**

We urge all parents and teachers to become active participants in our PTO (Cameron)/PTC (Jones). The success of the PTO/PTC is dependent on an active and large membership.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

The lost and found area is near the office at Cameron and near the office in the hallway at Jones. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity periodically during the school year. It will help a great deal if all boots, hats, coats, snow pants, etc. are plainly marked with your child's name.

## **STUDENT SALES**

No student is permitted to sell any item or service in school unless permitted by the principal. Violation of this may lead to disciplinary action.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

## SECTION II -ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

### GRADES

The Jones School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Cameron School uses letter grades in first and second grades only. The Readiness and Kindergarten classes use a standards-based report card. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

- 100 to 90 = A = Excellent achievement
- 89 to 80 = B = Good achievement
- 79 to 70 = C = Satisfactory achievement
- 69 to 60 = D = Minimum-Acceptable achievement
- Below 59 = F = Failure
- I = Incomplete

### Grading Periods

Students shall receive a report card at the end of each marking period (approximately nine weeks) indicating their grades for each course of study for that portion of the academic term. The elementary schools have have four marking periods. Parent Teacher Conferences will be held at the end of the first marking period. In addition to the regularly scheduled conference, the parent or teacher may initiate a conference at any time. Participation at conferences is encouraged as they provide both the teacher and parent with a greater insight into the development of the child.

**Progress Reports** will be sent at mid-marking period.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity
4. daily attendance record



## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal. These include Caught Being Good at Cameron School and PRIDE winners at Jones School.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the M-STEP test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be found at the back of this handbook.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be participate in the M-STEP assessments. They will be given once a year. Attendance and proper rest will help your student do their best.

District assessments, such as DIBELS and NWEA/MAP will be given at least three times per year to assess students' progress and to determine the level of needed academic support. Classroom tests will be used to assess student progress. These are selected or prepared by teachers and administrators to assess how well the students have achieved specific objectives.

## **SECTION III -STUDENT CONDUCT**

### **ATTENDANCE**

5 or fewer absences (regardless of the reason) equals good attendance

9 or fewer absences (regardless of the reason) equals satisfactory attendance

#### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Much important learning results from active participation in classroom and other school activities which cannot be replaced by individual study. Any absence represents lost learning time.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

#### **Educational Neglect**

Unexcused absence from school is not acceptable. Students who are unexcused will receive no credit for school work that is missed. Parents of a student with 10 or more absences may have a report made to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child or a hearing before a judge in a court of law.

#### **Excused Absences**

Students may be excused from school and will be provided an opportunity to make-up missed school work and/or tests.

Possible reasons for an unexcused absence include, but are not limited to:

1. illness
2. recovery from accident
3. required court attendance
4. professional appointments
5. death in the immediate family
6. a religious holiday
7. such other good cause as may be acceptable to the principal

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician. Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

Parents must provide an explanation for their child's absence. They are to call the school office and explain the reason for the absence or send a note on the day the student returns to school. When no excuse is provided, the absence will be unexcused and the school truancy officer may be notified. If the absences of a student appear to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

Students who are absent for more than ten (10) days, regardless of the reasons, will be considered "frequently absent". A letter will be sent home making the parent aware of the number of days absent. At fifteen (15) days, a letter will be sent home requiring the parent to meet with the teacher, principal, and other school staff to see if there is a pattern for frequent absences. The parent(s) may be required to provide a statement from a physician describing any health condition that may be causing the frequent absences.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. If a student is absent from school because of suspension, s/he may be given the opportunity to make up the school work that is missed. It is the **responsibility of the student** to obtain missed assignments. It is possible that certain kinds of school work cannot be made up and, as a result, may negatively impact a student's grade.

### **Tardiness**

A student who is not in his/her assigned location by the start of the school day shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Students who leave school prior to the end of the day will also be marked tardy designating that they missed the end of the day. Teachers will report chronic cases of tardiness to the principal for further possible action.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s). All make-up work will be provided to the student upon his/her return as teachers' instructional plans frequently change and is based on student/classroom needs.

### **Make-up of Tests and Other School Work**

If the student has an absence, the parent is to call the school (Jones: 428-3660, Cameron: 428-2314), or send a written explanation, signed by the student's parent/guardian, to the office within twenty-four (24) hour. Full credit will be given for make-up work resulting from an excused absence. A student will have one day per excused absence to make up work. Failure to make up work within the allotted time may result in a zero grade earned for the missing assignments/tests. It is the student's responsibility to take the initiative to arrange for make-up work.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that elementary students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## **CODE OF CONDUCT**

Our goal is to help children become responsible citizens. However, it is common for children to make poor behavior choices. These incidents are wonderful learning opportunities. We will work with your child to rectify the situation and choose appropriate consequences, if needed. If the situation warrants, parents will be contacted. Below are the behavioral expectations we have shared with our students:

Each student shall be expected to:

1. abide by national, State, and local laws as well as the rules of the school
2. respect the civil rights of others
3. act courteously to adults and fellow students
4. be prompt to school and attentive in class
5. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
6. complete assigned tasks on time and as directed
7. help maintain a school environment that is safe, friendly, and productive
8. act at all times in a manner that reflects pride in self, family, and in the school.

\*Each school has a specific behavior matrix that outlines expected behaviors in common school areas.

### **Dress and Grooming**

Students will dress in a manner that meets reasonable standards of health, cleanliness, and safety. Clothing will be worn in a manner that will convey self-respect and will not disrupt the education process.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. When elementary students bring money to school, it is wise to:

1. Place money in an envelope.
2. Include a note in the envelope stating the reason for the money.
3. Place child's name and teacher's name on the outside of the envelope.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Recognizing exclusionary discipline's negative impact, we reserve exclusion for only the most serious offenses. We will also employ social and emotional learning, positive behavioral expectations, restorative practices and constructive discipline measures and early intervention/diversion strategies that focus on screening and treatment to minimize a suspended student's time away from school and potential court involvement. To foster each student's academic success and pro-social development, the school will consider research-based social and emotional learning strategies and options designed to promote positive behavior and modify negative behavior while holding students accountable and minimizing exclusion time.

Cameron and Jones utilize practices like: Positive Behavioral Interventions and Supports (PBIS), Michigan Model for Health, focused instruction to avert academic failure, restorative practices, and early interventions.

While the ten-day limit for short-term suspension may be widely accepted, the evidence exists that excluding a student from two weeks of instruction can have a devastating effect on the student, school performance, and long-term success. Therefore, as part of its commitment to graduating well-educated students, MDE recommends the maximum length of short-term suspensions be five days. Administered well and appropriately, positive discipline can become a powerful tool for teaching students to succeed. When considering intervention options, we will strive to address disciplinary matters as opportunities for learning and reserve exclusion for only the most serious offenses.

Before suspending or expelling a pupil, the board of a school district, or a superintendent, school principal, or other designee, shall consider each of the following factors:

- Age of the student
- Disciplinary history of the student
- Whether the student has a disability
- Seriousness of the violation or behavior;
- Whether the violation threatened the safety of students or staff
- Whether restorative practices will be used to address the violation
- Whether lesser intervention would properly address the violation [MCL 380.1310d(1).]

## **1. Use of drugs**

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, **possession**, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. **Attempted sale or distribution is also prohibited.** If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

## **2. Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

## **3. Use of tobacco**

Smoking, other tobacco uses, and vaping are a danger to a student’s health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, vaping device, or vaping liquid during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

## **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## **5. Possession of a weapon or using an object as a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

## **6. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## **7. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

## **8. Aggressive Behavior (verbal, written, or psychological)**

Physical assault at school against a District employee, volunteer, contractor, or student which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

## **9. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## **10. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

## **11. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.’s are forms of lying and are not acceptable.

## **12. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

## **13. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small fire-crackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

## **14. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

## **15. Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. **Students are encouraged not to bring anything of value to school that is not needed for learning** without prior authorization from their teacher or the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

## **16. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience may result in suspension or expulsion.

## **17. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

## **18. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

## **19. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

## **20. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

## **21. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

## **22. Possession of electronic equipment/Using Camera Cell Phones**

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring electronic toys, cellular telephones, and the like without the permission of the teacher or principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.



**The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.**

**Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and may be suspended. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.**

### **23. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

### **24. Violation of bus rules**

Please refer to Section IV on transportation for bus rules.

### **25. Disruption of the educational process**

Any actions—or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

### **26. Harassment/Bullying/Hazing**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher or the principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Making intentionally false harassment reports in order to get someone in trouble is also prohibited. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

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

**Harassment**

- A. submission to such un-welcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the un-welcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the un-welcomed conduct or communication interferes with the student’s education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student’s educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined in State law. M. C. L. A. 722.621 et. seq.

**Bullying** – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. un-welcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement.

**Hazing** – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

### **Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Notification**

Notice of this policy will be **annually**, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

### **27. Possession of a firearm, arson, and criminal sexual conduct**

School districts are required to permanently expel (subject to possible reinstatement) students who possess a dangerous weapon, commit arson, or engage in criminal sexual conduct in a school building or on school grounds. The law allows for possible reinstatement [MCL 380.1311].

The term “criminal sexual conduct” is defined as sexual penetration, sexual conduct, and assault with intent to commit criminal sexual conduct.

The term “dangerous weapon” means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles.

The definition of “firearm” is any weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, any destructive device.

### **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but

not limited to theft and vandalism, occurring in the school as well as in the community.

### **Safety Concerns**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- change of seating or location;
- lunch-time or after-school detention;
- in-school restriction;

### After School Support

A student may be detained after school by a teacher or principal, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

Support Hour rules are available on the Support Hour Assignment Form.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit. If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. In accordance with state law, the principal **MUST** consider these seven factors in all cases **EXCEPT FIREARMS**:

- Student's age
- Student's disciplinary history
- Seriousness of offense
- Whether the student has a disability
- Whether the violation threatened health/safety
- Whether to use restorative practices
- Whether lesser intervention is appropriate.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, he/she may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any other learning that the student

chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than 10 days) or expulsion, the student will receive a formal letter or notification addressed to the parent(s) which will contain:

- The charge and related evidence
- The time and place of the Board meeting
- The length of the recommended suspension or expulsion
- A brief description of the hearing procedure
- A statement that the student may bring parents/guardians and counsel
- A statement that the student may give testimony, present evidence, and provide a defense
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT 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 must meet the following school guidelines:

- A. Materials cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION IV –TRANSPORTATION**

### **Bus Transportation to School**

The school provides transportation for all students who live farther than one mile from school. The transportation schedule and routes are available by contacting the transportation director at 428-4323.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

#### Previous to loading (on the road and at school)

Each student shall:

1. be on time at the designated loading zone five minutes prior to scheduled stop;
2. stay off the road at all times while walking to and waiting for the school transportation;
3. line up single file off the roadway to enter;
4. wait until the school transportation is completely stopped before moving forward to enter;
5. refrain from crossing a highway until the driver signals it is safe to cross;
6. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### During the trip

Each student shall:

1. remain seated while the school transportation is in motion;
2. keep head, hands, arms, and legs inside the school vehicle at all times;
3. not litter in the school vehicle or throw anything from the vehicle;
4. keep books, packages, coats, and all other objects out of the aisle;
5. be courteous to the driver and to other riders;
6. not eat or play games, cards, etc.;
7. not tamper with the school vehicle or any of its equipment.

#### Leaving the bus

Each student shall:

1. remain seated until the vehicle has stopped;
2. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
3. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.



## SECTION V –TECHNOLOGY

### **Gladstone Area Schools Computer Network and Internet Access Administrative Guidelines for Students/Staff**

The intent of this document is to insure that students/staff comply with all Network and Internet Acceptable Use Guidelines approved by the Gladstone School District, herein known as the District. Unless amended by the District, the provisions contained within this document will be in effect for the duration that the student attends the Gladstone Area School District.

In exchange for the use of the District computers and network resources, I understand and agree to the following conditions:

- A. The use of the Internet/Network use at school is a privilege which may be revoked by the district at any time and for any appropriate reason. Reasons for revoking privileges include but are not limited to, altering of system software, placing unauthorized information, computer viruses, or other harmful on or through the computer system. The District reserves the right to monitor files, remove files, limit or deny access, and refer students/staff for other appropriate disciplinary actions.
- B. The District reserves all rights to any and all data stored in files contained on the District File Servers and will remove any and all material which the district, at its sole discretion, believe may be unlawful, obscene, pornographic, offensive, or otherwise objectionable. Students/staff will not use the District network resources to obtain, view, download, print, or otherwise gain access to such materials.
- C. The District has implemented filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials can control users access to all such materials, or that users will not have access to such materials while using the District's network resources. This filtering software operates only within the District wide area network (WAN) or local area network (LAN).

It shall be the responsibility of all members of the district staff to supervise and monitor usage of District network resources and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

- D. All information services and features contained on District File Servers are intended for the educational use of its registered users and any use of these resources for commercial, for profit, or any other unauthorized purposes (ie. advertisements, political lobbying, marketing), in any form, is expressly forbidden.
- E. The District and/or Network resources are intended for the exclusive use by their registered users. Students/staff are responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a student's/staff's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of Network/Internet privileges.
- F. Any misuse of a student/staff account will result in suspension of the account privileges and/or discipline action as determined by the District. Misuse shall include, but not be limited to:
  - 1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
  - 2. Disrupting the operation of the Network through abuse of the hardware or software of any component of the network, including personal computers.
  - 3. Malicious use of the network through harassment, profanity, vulgar statements or discriminatory remarks.

4. Interfering with others using the network
  5. Extensive use of the network resources for non-curriculum purposes.
  6. Downloading or installing unauthorized software.
  7. Unauthorized modification, copying, or use of licensed or copyrighted software.
  8. The use of District Internet/Network Resources are for curriculum related purposes only.
- G. The District does not warrant that the functions of the network will meet any specific requirements that the user might have, or that it will be error free or un-interrupted; nor shall it be liable for any indirect, incidental, or consequential damages (including lost data, information or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H. The student/staff will diligently delete old, no longer needed files or images on a timely basis from their personal home folder and/or Common Drive to avoid excess use of server file space.
- I. The District may periodically make determinations on whether specific uses of the network are consistent with the Acceptable Use Policy. The District reserves the right to monitor and log Internet use, user activity, and file server space utilization by the user. When deemed necessary, the District also reserves the right to remove a user account from the network to prevent further unauthorized activity.
- J. Students/staff may not download files, shareware, or software from any source including the Internet without permission from the District Technology Director. Students/staff agree to check, or have checked, any file with a virus detection program before opening the file on any district computers. Should students/staff transfer/download a file or software which infects the network and cause damage, the student will be liable for any and all costs to repair the network. Additionally, the student/staff may be subject to other disciplinary measures as determined by the District. Students/staff will be liable to pay the cost or fee of any file, shareware or software transferred to the network, whether intentional or accidental, without such permission.
- K. Violations of this Acceptably Usage Policy will result in, but not be limited to the following sanctions:
- 1) Loss of Computer/Network privileges for one week.
  - 2) Loss of Computer/Network privileges for one month.
  - 3) Loss of Computer/Network privileges indefinitely.

The District reserves the right to impose these listed sanctions in any order or the district may impose immediately a higher sanction if the situation warrants.

In consideration for the privileges of using district network resources, and in consideration for having access to the information contained on or by the district network resources, the student/staff hereby releases the District, network and their operators and administration from any and all claims of any nature arising from use, or inability to use district network resources.

### **Opt-Out Policy for Non-emergency Texts and Calls**

The school communicates by various means including sending emails, text messages, and phone calls for emergency purpose using the information you provide to us. Unless otherwise noted, you agree that this information can be used for other important and relevant notifications pertaining to your student(s) including but not limited to: attendance, grades, school news, events, and lunch balances. Your contact numbers and notification preferences can be updated any time by logging in to the "Parent Portal" of Powerschool at <http://gaspowerschool.dsisd.k12.mi.us/public/>