

# Church School Student/Parent Handbook



**2927 Crockard Road**

**Bad Axe, MI 48413**

**989-269-7772**

**church@hcrschools.com**

**[www.hcrschools.com](http://www.hcrschools.com)**

“While the COVID-19 Preparedness and Response Plan is active, it will supersede corresponding items in the handbook. You may find the COVID-19 plan on the school website.”

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents 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 parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers.

This handbook summarizes many of the official policies and administrative guidelines of the 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 does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of September 1<sup>st</sup> of the current school year. If any of the policies or administrative guidelines referenced herein are revised after September 1<sup>st</sup> of the current school year, the language in the most current policy or administrative guideline prevails. In the event of an incident, the board policies will be followed.

## MISSION OF THE SCHOOL

Church School will serve all children in the community by providing opportunities for learning and skills necessary for a productive life.

Each student's highest potential will be enhanced by a unique learning situation involving individualized attention/programs, and multi-level support in a close-knit setting.

## EQUAL EDUCATIONAL 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 District's Compliance Officer:

Dr. Nancy Lubeski  
Huron Intermediate School District Superintendent  
989-269-6406

Complaints will be investigated in accordance with the procedure 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.

## PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

### A. Relationships with Families

- cultivating school environments that are welcoming, supportive, and student-centered;
- providing professional development for school staff that helps build partnerships between families and schools;
- providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
- providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

### B. Effective Communication

- providing information to families to support the proper health, safety, and well-being of their children;
- providing information to families about school policies, procedures, programs, and activities;
- promoting regular and open communication between school personnel and students' family members;
- communicating with families in a format and language that is understandable, to the extent practicable;
- providing information and involving families in monitoring student progress;
- providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;

- preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

- providing volunteer opportunities for families to support their children's school activities;
- supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

D. Learning at Home

- offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
- working with families to establish learning goals and help their children accomplish these goals;
- helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Involving Families in Decision Making and Advocacy

- involving families as partners in the process of school review and continuous improvement planning;
- involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.

F. Collaborating with the Community

- building constructive partnerships and connecting families with community-based programs and other community resources;
- coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

Implementation

The plan listed above is to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

## PARENT INVOLVEMENT

Parent support is a key ingredient in the successful education of students at Church School. Parents are expected to participate in the education of their child/ren. In order for a teacher and student to do his/her job well, parents must support the efforts of the teacher and student by helping students with their homework, listening to both sides of any problem, and maintaining a good teacher/parent/student relationship. A teacher must also provide parents with adequate information to help that process. There are several things parents must do in order for their child to have a good educational experience.

Parents must send students to school with their teeth brushed, hair combed, clean clothes that fit properly, and a good breakfast. Students may have snack prior to exiting for each recess, and must bring a nutritious lunch (sandwich, fruit, vegetable, etc.). For example, a small bag of chips is not a proper lunch, but can be a snack. All students will have the opportunity to participate in free milk during the school year. If a student chooses not to participate, they are responsible for bringing their own drink to school or they may drink water. No student may drink pop, energy drinks, or any caffeinated beverage at school at any time. Pop will be allowed at school parties and special events only.

Parents must sign students' assignment books every night. Parents must be sure homework is completed and brought back to school the next day. Students are required to participate in the Christmas Program, Book Reports, Spring Concert, and any other activity assigned by the teacher. Parents are also asked to help provide transportation to and from Field Trips and other events. Parents are also responsible for bringing students to school on time and picking them up on time.

Parents should contact the teacher if there are any concerns regarding something that has happened at school. If the parents and teacher cannot reach an agreement on a proper solution to any problem, then the parents must write a letter to the school board explaining their concerns. The school board will then make any necessary decisions at a school board meeting regarding the situation.

## STUDENT-PARENT-SCHOOL RIGHTS AND RESPONSIBILITIES

Church School is committed to the belief that all children can learn and acknowledge that all of us-teachers, administrators, and parents-working together can make a positive difference in student achievement. Church School will provide an optimum learning environment in which students will experience success and achieve excellence in learning. The purpose of this compact is to establish guidelines for providing the highest quality of education at Church School.

**Student** – As a student at Church School, I pledge to:

- Attend school regularly/arrive to school on time
- Do my personal best in school and at home
- Have self-discipline
- Respect and cooperate with other students and adults.
- Have high expectations and establish goals.
- Follow teachers' direction and obey all school rules.

**Teacher** – As the teacher at Church School, I pledge to:

- Respect the uniqueness of each child and adapt instruction to meet each child's needs.
- Influence change in behavior through positive forces rather than negative.
- Communicate to students what is expected of them and why.
- Be knowledgeable about the curriculum and the strategies for teaching it.
- Have high expectations for my students and myself.
- Monitor students' understanding by offering regular appropriate feedback.
- Provide a classroom environment conducive to learning.

**Parent/Guardian** – As a parent/guardian of a student at Church School, I pledge to:

- Schedule a time for homework and discuss what my child has learned each school day.
- Read with my child and let younger children see older children actively reading at home.
- Use TV, radio, music and other media effectively through careful selection of programs, sensible watching/listening hours and discussion of programs watched or listened to.
- Communicate with the school through phone calls, written correspondence, attendance at parent/teacher conferences, and parent meetings.
- Make sure my child attends regularly and arrives on time.
- Have high expectations for my child and set realistic goals for attaining personal and academic success.

## DROP OFF/PICK UP POLICY

The School day begins at 8:30 am and ends at 3:30 pm for all students Kindergarten through 8<sup>th</sup> grade.

Please do not bring your child/ren to school if s/he is ill. You must provide a note or call the school if your child must remain inside for the day. A note from a doctor must be submitted to the teacher if a child needs to remain inside for more than 3 consecutive

days.

To ensure students' safety, school doors will remain locked. Students will be welcomed into the building at 8:15am. All students must be ready to learn at 8:30am and parents/guardians and other family members must vacate the building at 8:30am unless they have had a volunteer background check and setup the visit to the classroom ahead of time with the teacher. **Students who arrive before 8:15 must be supervised by an adult. The school is not responsible for any students before 8:15 and after 3:45. Students must be picked up by 3:45 pm. The students will wait outside for their ride. IF YOU WILL BE LATE, PLEASE CALL! After 3:45 students become the parents' responsibility. School personnel is not responsible for arranging transportation. Should student transportation arrive later than 3:45, there is a possibility that your child/ren may be waiting for you ALONE. A parent may be reported to the Children's Protective Services for abandonment, if your child/ren are not picked up by 3:45 pm. To ensure regular communication regarding a student's academic progress and behavior, it is preferred that students are transported by a parent/guardian. Contact school personnel if someone other than a parent/guardian will be transporting your child/ren.**

#### STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown, 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 medical card 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.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School.

#### INJURY AND ILLNESS

All injuries must be reported to the teacher. If minor, the student will be treated. If medical attention is required, the teacher will contact the primary contact person listed on the student's emergency medical card.

A student who becomes ill during the school day should request permission to go home. No student will be released from school without proper parental permission.

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. To provide for the safety of students the district complies with the concussion protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Dept. of Community Health guidelines regarding concussion awareness information and protection for young students. Public Acts 342 and 343 of 2012 ask that all parents and students are given educational materials

on concussions.

## HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the teacher regarding procedures for such instruction. Requests must be approved by the School Board. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Notification for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## 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 under the District's open enrollment policy.

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 birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- 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.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The teacher will assist in obtaining the transcript, if not presented at the time of 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 School Board shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the School Board determines to be relevant.

#### EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without prior notification from a parent or guardian.

#### 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 teacher 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 teacher or the Huron County Health Department. An official or unofficial immunization report can be obtained from your doctor or the Health Department. An unofficial copy from MCIR as obtained by the teacher will also be accepted.

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. 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.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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 noncasual-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.

Noncasual-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.

## CONTAGIOUS CONDITIONS POLICY

**There are five common contagious conditions that are dealt with every year in schools. They are scabies, head lice, impetigo, ringworm, and pink eye. Any member of the family can bring these conditions home from any place where people congregate in close association. This, of course, includes the school and your children.**

All of these conditions can be cleared up quickly by using the medication and/or treatments prescribed by your doctor. These conditions will not go away if left untreated. Along with the medication and/or treatment, careful attention needs to be given to shampoos, baths, showers, and laundering of bedding, towels, clothes, hats, underwear. Cleaning of such items as combs, brushes, carpeting, and fabric-upholstered furniture is also important.

We ask that you be aware of some of the common signs and/or symptoms of these above mentioned contagious conditions and that you tell the teacher immediately if your child has any of these symptoms or conditions, so that he/she can take the appropriate steps needed.

- Scabies: Caused by the "itch mite"; intense itching – usually of the hands between the fingers, at the belt or waistline, inner wrists and elbows, under the arms, behind the knees, around the buttocks.
- Head Lice: Caused by a louse (which can be seen without a magnifying glass): itching of the scalp, especially around the hairline in back, behind the ears. The eggs or nits are tiny, smooth, light-colored, and attached to the hair close to the scalp. The nits are not easily removed or combed out. (See attached information sheets for more information and treatment)
- Impetigo: Often mistaken for cold sores or fever blisters, usually starts near the mouth or nose and spread to face, hands, arms, or body.
- Ringworm: Caused by a fungus. Starts as a tiny red spot, which slowly grows in a circular fashion, clearing in the center as it enlarges. No scabs, pus or crusts are formed as in impetigo.
- Pink Eye (Conjunctivitis): Inflammation and swelling of the eyelids with itching and usually a thick discharge; sometimes eyelids stick together in the morning. Because all these conditions are contagious, students are not allowed to attend school until the following conditions are met.
- Head Lice – Your child may return to school the morning after he/she has been treated with a head louse shampoo, removal of all lice and nits, and an inspection by the teacher, aide, or cosmetologist has determined that there are no more lice or nits.

- Scabies, Impetigo, Ringworm, Pink Eye: Your child may return to school with a note from your doctor stating it is okay to do so and if medication was ordered, it has been taken for 24 hours.

If you have any questions, please contact your family doctor, the Huron County Health Department, or the teacher.

#### USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. A Medication Form must be filed with the teacher before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the teacher.
- D. Medication that is brought to the school will be properly secured.
  - Medication may be conveyed to school directly by the parent.
  - 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.
- E. 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.
- F. 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.
- G. 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 request and the parent's written release.

#### ASTHMA INHALERS AND EPI-PENS

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. Epinephrine (Epi-pen) is administered only in accordance with a written physician's notice.

## 5330.01 - EPINEPHRINE AUTO-INJECTORS

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

Commencing with the 2014-15 school year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the building teacher to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The building superintendent shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

### INDIVIDUALS QUALIFIED TO ADMINISTER

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the teacher, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

### STUDENTS TO WHOM INJECTIONS MAY BE ADMINISTERED

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

### REPORTING OF INJECTIONS

Any person who administers an Epi-Pen injection to a student shall promptly notify the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the Teacher. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The teacher shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

M.C.L. 380.1178, 380.1179, 380.1179A

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

#### NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

Parents may authorize the teacher to administer a nonprescribed medication. A physician does not have to authorize such medication.

If a student is found using or possessing a nonprescribed medication without parent authorization, the parents will be contacted for authorization. The medication will be confiscated until parent authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the Schools Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

#### INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) 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 teacher to inquire about evaluation procedures and programs.

#### STUDENT RECORDS

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

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- a student's name;

- address;
- telephone number;
- date and place of birth;
- major field of study;
- participation in officially recognized activities and sports;
- height and weight, if member of an athletic team;
- height if member of an athletic team;
- weight, if member of an athletic team which requires disclosure to participate;
- date of attendance;
- date of graduation;
- awards received;
- honor rolls;
- scholarships;
- telephone numbers for inclusion in school or PTO directories;
- school photographs or videos of students participating in school activities, events or programs;

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. 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.

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

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 teacher.

Parents 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 must request the amendment of a student record in writing and if the request is denied, the parent 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 to participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;

- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have those family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for
- I. participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the School Board 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 School Board 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. In addition, the School Board is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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 Washington, D.C. 20202-  
4605 [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: and PPRA@,ED.Gov.

#### MCKINNEY-VENTO ASSISTANCE ACT

Under the McKinney-Vento Assistance Act, the following rights apply to youth/families in

transition:

- Youth in transition are those who lack a fixed, regular, and adequate nighttime residence.
- Youth in transition have the right to attend either the local school or the school of origin, if this is in the best interest of the student.
- Youth in transition have the right to receive transportation to and from the school of origin
- Youth in transition have the right to enroll in school immediately, even if missing records and documents normally required for enrollment (birth certificate, immunizations).
- Youth in transition have the right to have access to the same programs and services that are available to all other students including transportation and supplemental educational services.
- Youth in transition have the right to attend school with children not experiencing transitional housing difficulties; segregation based on a student's status as "youth in transition" is prohibited.

#### STUDENT FEES, FINES, AND SUPPLIES

The school charges fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

#### 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 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 teacher prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.



## FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

## EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following news media:

WLEW  
TV5  
thumbnet.net

Parents and students are responsible for knowing about emergency closings and delays.

## 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.

## PESTICIDE APPLICATION

Michigan law requires schools to inform parents at least 48 hours before each application occurs. This information must be provided to parents in writing.

## VISITORS

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

## USE OF THE 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 teacher 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.

## USE OF TELEPHONES

School telephones are not to be used for personal calls; except in an emergency. A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours and in a private parent vehicle the cell phone or other ECD is powered off, including ring, vibrate, and text message functions and is kept in the student's book bag. Telephone calls may not be made or answered, and electronic communications or exchanges of information may not occur.

Possession of a cellular telephone or other ECD by a student is a privilege, which shall be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cell phone or ECD.

**First Offense:** The cellular phone or electronic communication device will be confiscated. The cell phone will only be returned to the parent/guardian.

**Second Offense:** The cellular phone or electronic communication device will be confiscated. The cell phone will only be returned to the parent/guardian after a meeting with the teacher.

**Third and subsequent Offense:** A day out of school suspension will be given to the student. The cell phone will be confiscated and returned to the parent/guardian after a meeting with the teacher.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the school district be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

## 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.

-Attendance rules apply to all field trips.

-Participation in field trips is a privilege; therefore, students must meet academic and behavioral standards determined by the teacher.

### GRADES

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. 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:

94% to 100%	= A
90% to 93%	= A-
87% to 89%	= B+
84% to 86%	= B
80% to 83%	= B-
77% to 79%	= C+
74% to 76%	= C
70% to 73%	= C-
67% to 69%	= D+
64% to 66%	= D
60% to 63%	= D-
59% & below	= E

#### GRADING PERIODS

Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

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

Grade Level placement shall be the responsibility of the teacher.

Grade Level placement will be based upon the following criteria:

1. Academic achievement (grades below a C- are not considered to be satisfactory) and ability as measured and observed by the teacher.
2. Chronological age of the student

Notification should be given to parents/guardians as soon as the teacher feels that retention may be recommended, and not later than the end of the third marking period. A conference should be held with the parents in order to prepare them for the possible retention and enlist their help in preparing the youngster. Nothing should be said at these conferences that would indicate to the parent/guardian that a decision has been made.

Final recommendation of retention must be made to the parents/guardians (in writing) by the end of the school year. At that time a conference should be scheduled with the parents/guardians and teacher. A Lights Retention Scale and a Retention worksheet will be completed at this meeting as a form of assessment.

If the parents and teacher do not agree, the final decision of retention placement is ultimately the school board with teacher input. This form will be placed in the students CA 60 file.

### HONOR ROLL

Any student in third through eighth grade will be on the Honor Roll if they have A's and B's in all academic areas. This does not include penmanship, music, or art.

### 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 State mandated tests and graduation. Any incomplete homework will be completed the following day and will be considered late. Late work is reduced by 10%.

**Any assignment (with the exception of tests and quizzes) that receives a preliminary grade of less than 70% may be redone for an improved grade. The assignment must be redone within two days of being returned to the student. The grade received once redone will be averaged with the original grade. A student will receive no better than a 70% for a redo paper. No assignment may be redone more than once.**

### COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, he/she and his/her parents must sign an Acceptable Use Policy, this is an agreement which defines the conditions under which the student may use the school's technology equipment. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer access and possible disciplinary action.

### ACCEPTABLE USE POLICY FOR TECHNOLOGY

#### Student

- Use of school computers and Internet connections is only for schoolwork with a teacher or teacher aide present.
- Using the Internet in school is a privilege for the following purposes:
  - To help me gather information
  - To help me learn about technology
  - To help me learn how to find information and communicate with others
  - To help me learn more in school
- My use of school computers and the Internet may be taken away at any time. I might also have to face disciplinary action including loss of all computer privileges if I misuse either computers or the Internet at school.

#### **I agree to follow these rules:**

1. The following actions are NOT ALLOWED, and I may lose all technology privileges, and/or face disciplinary actions if I do them.
  - a) Getting into someone else's file

- b) Copying or deleting files or software
- c) Using or sharing ID's or passwords
- d) Breaking into files or systems
- e) Keeping another student or a teacher from doing work
- f) Making, reading, or sending inappropriate files
- g) Using school technology to buy, sell, trade, or advertise
- h) Using technology to damage the school's equipment.

This includes but is not limited to:

- Doing anything that brings a virus into school equipment
- Purposely destroying hardware, software, or information
- Trying to learn or use other people's passwords or identification
- Sharing my own password

2. I will only use technology my teachers have approved (that is school appropriate).
3. I will have to pay for any damages I have caused.
4. The school's technology is only for people who are registered to use it, and I am responsible for my own account and password and/or privileges.
5. The school's technology may not always meet my needs, and it may not always work.
6. The school will not be responsible for lost data or time or harm caused by me or to me because I did not follow directions or because I did not know how to use the system.
7. The school has the right to check anything I do on school equipment.
8. I have received training in acceptable uses of technology and the Internet.

### Parent

As the student's parent or legal guardian, I agree to the terms and conditions of this agreement. I understand that my student will not be able to use District technology resources and the District's Internet until both my student and I have signed this agreement. I also understand that my student has been taught proper use of the District technology resources and the District's Internet. I agree to reimburse the District for any fees, expense, or damages incurred as a result of my student's use or misuse of these tools.

## STUDENT ASSESSMENT

Group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Students may receive credit toward high school graduation if they successfully complete, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent.

Students who do not pass their M-step tests or maintain benchmark on are required to attend summer school if provided. If a student is required to attend summer school, but does not attend, then a letter will be placed in their CA-60 stating that they did not attend and that information may be used for retention purposes if needed.

## 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 extracurricular program offered by the District. Parents should contact the teacher to inquire about evaluation procedures and programs offered by the District.

## SECTION III - STUDENT CONDUCT

### ATTENDANCE

It is imperative that students be in attendance each School day in order not to miss a significant portion of their education. Many important learning's result from active participation in classroom and other School activities which cannot be replaced by individual study.

The State of Michigan requires attendance from age six to sixteen. Regular attendance is important in the development of a high quality work ethic and to achieve success in school. Students are expected to attend school daily and on a timely basis. **Any student who is late (8:45am) will be marked tardy. Students who accumulate four (4) tardies within a single marking period will have one (1) unexcused absence counted against him/her. Upon the fifth tardy within a single marking period, a parent/guardian-teacher conference will be scheduled to discuss a plan to eliminate the problem.**

**When a student is tardy, s/he will be required to spend the amount of time tardy inside the school during recess period(s).**

**A student may not miss more than ten (10) days absence, per semester, except in cases of extended illness or hospitalization documented with a doctor's note or with two (2) weeks prior notice of scheduled vacation time. Days absent beyond the ten (10) may be subject to contact by the Huron Intermediate School District Truant Officer. The teacher reserves the right to disallow a prearranged absence from school when a student is underachieving academically, has too many absences, is habitually tardy or any other justifiable reason. Students must complete one-half of any assigned schoolwork prior to going on vacation. All work not completed will be considered late.**

**ALL absences require written authorization for admittance back to school indicting the student's name, date of absence, reason for absence and signature of the parent/guardian or other appropriate person (doctor, dentist). The note must be given to the teacher upon the student's return to school. Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.**

#### EXCUSED ABSENCES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- A. illness or medical appointments
- B. family emergencies
- C. recovery from accident
- D. required subpoena attendance
- E. professional appointments
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the attendance review committee

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 must provide an explanation for their child's absence by no later than 10:00 a.m. on the day of the absence or by the following day. If the absence can be foreseen and the "good cause" must be approved, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, a notation will be made on his/her grading record concerning his/her frequent absence from school.

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

The Board must report to the Intermediate School District infractions of the law regarding the attendance of students below the age of sixteen (16). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

All absences, with the exception of:

1. in-school or out-of-school suspension
2. authorized school activities which have been approved by administration
3. subpoena court dates,

will be counted as absences on a student's attendance record. These include illness, appointments, parent need, personal business, skipping, and others not specifically noted. Documentation is needed for the exempted absences.

The Teacher shall develop procedures for the attendance of students which:

- A. ensure a school session that is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absences is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act(IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

## **TRUANCY**

**Unexcused absence from school (truancy) is not acceptable. Truancy is defined as absence, without notification to the school, and possibly without permission or**



**knowledge of the parent/guardian, as documented by the teacher attendance record.**

**First Truancy or Extended Absence of Undetermined Cause:**

**0-5 unexcused absences/tardies:**

- 1. Student-Teacher conference**
- 2. Parent contact by telephone**
- 3. Withdrawal of recess periods**

**Second Truancy or Extended Absence of Undetermined Cause: 6-10 unexcused absences/tardies:**

- 1. Teacher-School Attendance Officers conference**
- 2. Certified letter mailed to parent or guardian by our district indicating a second offense, and copies of the attendance policy and the compulsory attendance law of the State of Michigan**
- 3. Parent/Guardian and student contact by school Attendance Officer**
- 4. Parent/Guardian-student-teacher-school Attendance Officer conference**
- 5. School Attendance Officer will be involved in any suspension or further disciplinary action.**
- 6. Failure of parent/guardian to respond to second truancy procedures will result in going automatically to Third Truancy provisions**

**Third Truancy or Extended Absence of Undetermined Cause: 11 or more unexcused absences/tardies:**

- 1. The school district will notify the Huron Intermediate School District Truant Officer, by letter**
- 2. Certified letter outlining needed action will be mailed to parent/guardian by the Huron Intermediate School District**
- 3. A referral of case background information will be filed with the appropriate Probate Court Juvenile Office**

**Fourth Truancy or Extended Absence of Undetermined Cause:**

**Failure of the above steps will result in the following:**

- 1. The Huron Intermediate School District will refer the case to the juvenile authorities.**

**Excessive excused absences that total more than ten per semester will be reviewed and may possibly fall under the truancy policy listed above. A letter will be sent home informing parents when a student has reached six absences in a marking period.**

## **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is required that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be

scheduled when the student returns to school. The student not receive credit but must do the work assigned.

## UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any school work not completed as a result of truancy.

## NOTIFICATION OF ABSENCE

**If a student is going to be absent, the parents must contact the school.** If prior contact is not possible, **the parents must provide an excuse (written or verbal) as soon as possible.** When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the School staff will try to help the student improve attendance. **Notice from parents must be received within 3 days of absence.**

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments.

If the absence is unexcused or unauthorized by the teacher, a student will be required to complete the missed work.

## TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. Any student who is late up to 15 minutes shall be marked tardy and shall remain in at recess for the number of minutes they were late. Students will be marked a half day absent if they are absent for a majority of the morning or afternoon instruction.

Students who are tardy more than 4 times during a semester shall be given one unexcused absence. Truancy rules will apply.

## MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from School shall be given the opportunity to make-up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments.

Students will be given the number of days of excused absence within which to make-up work.

During a long absence, three day or more, one day's worth of work should be turned in each day upon return to school each day until all work is turned in. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the teacher to arrange for taking the test.

## CODE OF CONDUCT

A major component of the educational program is to prepare students to become

responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the School;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- 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;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### DRESS CODE

All students are requested to wear clothing appropriate for school. It should be neat and clean in appearance. It should be kept in mind that **THIS IS A PLACE OF WORK, NOT A VACATION**. Students improperly dressed for school may be sent home to change into proper attire or asked to wear a school shirt.

Inappropriate dress for school is, but is not limited to:

- bathing suits
- sunglasses
- halter or spaghetti strap tank tops
- garments that show the waist when hands are raised
- tube tops
- mini or micro-mini skirts
- extremely baggy pants that fall off the hips and allow undergarments or boxer shorts to be visible
- hats
- makeup including lipstick (may be worn at Halloween and Christmas only)
- yoga pants (tight clothing)
- any other clothing items that display, depict or condone illegal, profane, activities or substances, or create a disruption to the educational environment as determined by the Teacher(s), Aide(s), or School Board members.

As a general rule of thumb, we suggest that shorts should be as long as the student's fingertips with the arm fully extended at the side, but no less than a 4" inseam. Shirts should be long enough to cover the entire body torso, meaning that they should be long enough to be tucked in. Students are required to wear shoes in and out of school, but may be asked to remove their shoes or boots and leave them in the school entry when inclement weather arises. (i.e. snow, rain, muddy conditions) Children may wear slippers or a clean pair of shoes in school. **BARE FEET ARE NOT PERMITTED. Please make sure that**

**each student has an extra pair of socks, slippers, and shoes on hand at school if they are needed.**

## 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.

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

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### **1. *Use of drugs***

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

## ***2. Use of breath-test instruments***

The teacher 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 area on school property with at least one 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, the student may be suspended and/or expelled from school for an indefinite period of time as decided by the school board in consultation with the Huron Intermediate School District. 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 and other tobacco uses 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 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. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

## ***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 teacher 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***

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 will make 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 school property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

**6. *Use of an object as a weapon***

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, rulers, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

**7. *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 teacher. Failure to report such knowledge may subject the student to discipline.

**8. *Purposely setting a fire***

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

**9. *Physically assaulting a staff member/student/person associated with the District***

Physical assault at school against a district employee, volunteer, or contractor 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."

**10. *Verbally threatening a staff member/student/person associated with the District***

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on

another person, with a present intent and ability to act on the threat.

### ***11. 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.

### ***12. 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.

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

Forgery of excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

### ***14. 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.

### ***15. Explosives***

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

### ***16. 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 School Board. 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.

### ***17. 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 the teacher. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### ***18. 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 can result in expulsion.

**19. *Damaging property***

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

**20. *Persistent absence or tardiness***

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

**21. *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.

**22. *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 further action such as suspension or expulsion.

**23. *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.

**24. *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.

**25. *Possession of Wireless Communication Devices (WCDs)***

A student may possess a (WCD) wireless communication device other electronic communication device (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions, provided that the WCD or other ECD/ESD remains off and is kept in the student's book bag.

Except as authorized under Board policy, use of WCD and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, coat 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 as



determined by the School Board.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

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 face possible suspension. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

### *26. Individual school/classroom rules*

**We at Church School are primarily interested in the educational progress of the student. We are also very much interested in every child's physical, social, and emotional growth. Standards of proper behavior will be expected from all children.**

**These standards of proper behavior are:**

- 1. Respect will be displayed toward all adults. Defiance (refusal to do what you're asked to do) is not acceptable.**
- 2. Profane or suggestive language or behavior will not be used.**
- 3. Disruptive behavior (yelling, fighting, causing a disturbance, threatening others, inappropriate touch/not respecting others personal space, and harassment) is not acceptable.**
- 4. Students should be in control of their temper and anger.**

**If there is a violation of these standards of proper behavior, the following procedure will be followed.**

- 1. FIRST VIOLATION – Loss of recesses as determined by teacher. A Behavioral Referral Form may be filled out and sent home to be signed and returned.**
- 2. SECOND VIOLATION – Loss of recesses or other consequences will be determined by the teacher. A Behavioral Referral Form may be filled out and sent home to be signed and returned.**
- 3. THIRD VIOLATION – One day suspension. Parents will be called and must remove the student from school. If parents cannot be reached, the school will contact people listed on the emergency card to remove the student. Homework must be completed at home and returned when the student returns.**  
**1<sup>st</sup> suspension – 1 day**  
**2<sup>nd</sup> suspension – 2 days**  
**3<sup>rd</sup> suspension – 3 days**
- 4. The teacher, student, parents, and disciplinary committee will meet before the student returns to school.**

**5. A student that is suspended from school is not to enter the school building or be on the school property.**

**6. Persistent violation of the rules could result in expulsion.**

### ***27. Transportation conduct***

Students who are riding to and from school events in transportation provided by the school are required to follow all basic safety rules.

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:

Prior to loading at school, each student shall:

- be ready to go when it is time to load into vehicles;
- line up single file in the driveway to enter vehicles;
- wait until the vehicle is completely stopped before moving toward it to enter;
- get seated and fasten seat belt.

During the trip, each student shall:

- remain seated while the vehicle is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- keep hands out of pockets and compartments that are part of the vehicle;
- be courteous to the driver;
- be courteous, do not touch other riders;
- not eat or play games, cards, etc;
- not tamper with the vehicle or any of its equipment
- not use inappropriate language or gestures.

Leaving the vehicle, each student shall:

- remain seated until the vehicle has stopped;
- take all personal items and trash out of the vehicle.

The driver will not drop a student off at a place other than the school unless s/he has proper authorization from the teacher.

Students using Thumb Area Transit(TAT) must also follow the transportation code.

### ***Violation of transportation conduct***

If there is a violation of these standards of transportation conduct, the following procedure will be followed.

1. FIRST VIOLATION – Loss of recesses as determined by teacher. A Behavioral Referral Form may be filled out and sent home to be signed and returned.

2. SECOND VIOLATION –Loss of recesses or other consequences will be determined by the teacher. A Behavioral Referral Form may be filled out and sent home to be signed and returned.
3. THIRD VIOLATION – One day suspension. Parents will be called and must remove the student from school. If parents cannot be reached, the school will contact people listed on the emergency card to remove the student. Homework must be completed at home and returned when the student returns.
  - 1<sup>st</sup> suspension – 1 day
  - 2<sup>nd</sup> suspension – 2 days
  - 3<sup>rd</sup> suspension – 3 days
4. The teacher, student, parents, and disciplinary committee will meet before the student returns to school.
5. A student that is suspended from school is not to enter the school building or be on the school property.
6. Persistent violation of the rules could result in expulsion.

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

Any action 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. Violations of this rule could result in suspension or expulsion.

### ***29. Harassment***

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.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher or the Huron Intermediate School District Superintendent. 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 improper 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. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and 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 unwelcomed 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 unwelcomed 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 unwelcomed 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.
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating

- discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, 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.

### ***29a. Hazing***

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

### ***29b. Bullying***

The Board will not tolerate any gestures, comments, threats or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Bullying is identified in our district as a one-way intentional repeated action.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-

sponsored, school approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

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

- A. Threatened or actual physical harm;
- B. Unwelcomed 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
- G. Electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability.

It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Students will be trained in the Stop-Walk-Talk intervention plan. If the situation is unresolved the victim or a bystander should report the situation to the adult in charge. Consequences will be determined by the teacher and may include; loss of recess, referral form, action plan, parent phone call and/ or meeting, as well as possible suspension.

#### **Notification**

Notice of the 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.

### ***30. Possession of a Firearm, Arson, and Criminal Sexual Conduct***

In compliance with State law, the Board shall permanently expel any student who possesses

a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

### 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 for infractions of school transportation conduct rules.

Ultimately, it is the teacher'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.

Two types of discipline are possible, informal and formal.

### *Informal Discipline*

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- loss of recess;
- loss of special privileges
- in-school restriction;
- after school detention
- Saturday detention with parent present

### *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. 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 School Board 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 teacher 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).

## DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### *Suspension from School*



When a student is being considered for a suspension of ten (10) days or less, the teacher will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the teacher will then provide the student the evidence supporting the charges. After that informal hearing, the teacher 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 and the type of suspension (in school or out of school). The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Huron Intermediate School District 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, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parent request that the meeting be conducted in a closed session.

When a student is suspended, work must be completed but no credit will be given.

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 ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- 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;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the School Board during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 14 days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the School Board. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the teacher.

## 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.).

## 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 director.

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 which 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, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or 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 teacher twenty-four (24) hours prior to display.

## INTERNET

Students in grades K-8th will be allowed to use the Internet. Specific sites will be designated for students to explore. If the student wants to explore a site other than those designated they must ask for permission from the teacher. If they are on a site not approved by the teacher, they will lose their internet privileges for a period of time that the teacher feels is appropriate. They may lose all internet privileges if the site is found to be inappropriate for children.

## RECESS

ALL students are expected to go outside for every recess everyday (weather permitting i.e. rain, extremely cold weather). Students must be prepared to go outside everyday with the proper clothing for the weather conditions. An example of proper clothing for winter conditions would be a winter coat, snow pants, boots, gloves, and a hat. All clothing should be labeled with the student's name or initials. If a student cannot go outside because of

an illness, **the parent (not the child)** must tell the teacher verbally or in writing. If a parent wants a child to stay in for more than three days, then the teacher must have a doctor's note stating that the student must stay inside and for what reason.

#### MUSIC AND ART

Music and Art are part of the curriculum at Church School. Therefore, each student must participate in each area. Students are graded based on their behavior, effort, and attitude.

#### PLAYGROUND RULES

Students are expected to play fairly outside. If a student cannot play appropriately with all classmates, that student will not have a recess for a determined amount of time given by the teacher or teacher's aide. Please see Student Behavior page for more details about obeying school rules.

#### SOCIAL MEDIA

Facebook and other forms of social media are not the proper place to discuss complaints and concerns about school happenings. If you have something that needs to be addressed, please contact the teacher immediately. Facebook and other forms of social media are a great place to discuss positive events at school only.

LET'S HAVE A GREAT SCHOOL YEAR!

## ACKNOWLEDGEMENT AND RECEIPT OF THE HANDBOOK

I acknowledge that I have received a copy of the Church School Handbook. I understand that it contains important information on policies and procedures. I realize the handbook is not intended to cover every situation which may arise, but simply a general guide to refer to. I understand that it is my responsibility to familiarize myself with the materials and that I agree to follow the provisions and other policies/rules of the school.

I further understand and acknowledge that the school may change, add, or delete any policies or provisions in this handbook as it sees fit in its sole judgement and discretion. I acknowledge and understand that this handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

You are required to read the handbook in its entirety. By initialing next to each of the bulleted points below, you signify that you have specifically paid close attention to the following sections of the handbook that are of particular importance.

	Parent's Initials	Student's Initials	Student's Initials	Student's Initials
• Contagious Conditions Policy				
• Drop off/Pick up Policy				
• Student-Parent-School Rights and Responsibilities				
• Attendance, Tardiness, & Truancy Policies				
• Acceptable Use Policy for Technology				

Child(ren)'s name(s): \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Signature