

Bronson Community Schools Elementary Handbook



2023-2024 School Year

Student/Parent Handbook

Welcome to Bronson Community Schools. We are pleased to have you as part of our elementary family and will do our best to help make your experience as productive and successful as possible.

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Bronson Community Schools

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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 references by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teacher or the building principal.

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 the irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of Spring 2022. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2022 the language in the most current policy or administrative guideline prevails.

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EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

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

Bronson Community Schools Mission Statement

In a safe and caring environment, the mission of Bronson Community Schools is to educate the whole child and help create a world class education that competes and operates consistently with core values in mind.

Integral to those core values is that everyone profoundly understands and appreciates that each and every member of the school community is critical to our success.

At Bronson Community Schools, we set high expectations for wanting to create an educational system in which our students, staff, and community will take great pride, and one that is admired throughout the educational community.

In order to accomplish this mission, it is essential that we have people of good character and high integrity, who aspire to be the best in their unique roles, and will inspire our students to succeed now as well as in the future.

Vision Statement

It is the vision of the Bronson Community Schools district, in partnership with all stakeholders to provide a safe and nurturing environment where students learn effectively. We will maintain a place of excellence where students can achieve full potential in their academic, creative, personal, physical, and moral development. We will develop lifelong learners who will positively impact the 21st century. We will utilize our "Viking Laws" to serve as the cornerstone and to provide guidance for successfully carrying out our school vision.

Declaration Statement

Every student, Every day

Beliefs

We are Leader In Me schools!

Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand then to be Understood, Synergize, Sharpen the Saw, Find Your Voice

Parent Involvement

Good teaching originates in the home because the parent is the first teacher of the student. It is the parent's obligation by teaching and by example to develop the student's good habits of behavior, as well as proper attitudes toward the school. To help your student's progress in school, you should:

1. Recognize that the teacher takes the place of the parent while your child is in school.
2. Teach and require of your child respect for law, authority, for the rights of others and for private and public property.
3. Talk with your child about school activities; share with him/her and with the teacher an active interest in report cards and in the progress of the student.
4. Encourage and demand prompt and regular school attendance and comply with attendance rules and procedures.
5. Safeguard the physical and mental health of your child and be responsible for a periodic health examination.
6. Attend individual or group parent conferences. Request such conference if you see a need for one,
7. Attend special school programs, if possible.
8. Arrange for a time and place at home for homework assignments and supervise them.
9. Work with the school in carrying out our recommendations made in the best interest of your child.
10. Encourage and guide wholesome friendships, interest, and activities.
11. Understand and comply with rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action taken by the school.

The parent must be aware of school policies, such as seeing that the child is in school on time; going through proper channels when the student is absent; and in general, aiding the school in every way possible. School policies are formulated for the purpose of benefiting the child and must be followed if the child is to receive the best possible education.

Parental cooperation is essential. The parent must be honest with both the school and the child. If they honestly feel that a policy is unfair or that the student has been treated unjustly, they should withhold their criticism until they have contacted the school and tried to resolve the problem in discussion with all those involved.

Students also have definite responsibility to the school, to their parents, and to themselves. There are several concepts that young persons should acquire through their relationships with teachers and other authority figures. They must learn to be sensitive to the needs of others, willing to accept responsibility for both social and household duties. Older children should be developing mature sensitive ways of dealing with people. With the proper guidance from the school, it is the responsibility of the students and their parents to see that these mature concepts are developed.

Title I School-Wide Parent Involvement Plan

Part 1: Plan Involvement

Bronson Community Schools Elementary Title I School-Wide Parent Involvement Plan was created with input from parents and staff. Parent's needs played a key consideration in the development of this policy and we will continue to utilize their feedback and suggestions in order to update and improve our School-Wide Title I Program: 1118(b)

Convene an annual meeting: 1118 (c) (1)

Our Elementary Schools will:

- Hold an annual school-wide Title I Meeting in the fall.
 - The purpose of the meeting will be to share the School-Wide Plan, review the School Parent Involvement Policy, and to explain our Title I program and how parents can be involved to help their child to be successful.
 - Parents will be notified of the meeting through Seesaw, social media, and/or physical note from the school informing them of the time to come for the Title Parent Orientation meeting.

Other flexible meeting times and varied activities designed to support and encourage the involvement of all parents: 1118 (c) (2)

Our Elementary Schools will ensure the involvement of all parents by offering a variety of activities. These activities could include the following:

- Open House
- Parent Teacher Conferences
- PTO (Parent Teacher Organization)
- Flexible IEP times
- Grandparents Lunch
- Parent Breakfast
- Kindergarten Registration
- Math Night
- Literacy Night

Involve parents in planning, reviewing, and improving the School-Wide Title I program, including the School and District Parent Involvement Policy: 1118 (c) (3)

Our Elementary Schools will ensure the involvement of parents in the planning and reviewing the School-Wide Title I program by:

- Reviewing the School Parent Involvement Plan at the fall Combined Parent Meeting.
- After the fall meeting, we send home informational packets at the October Parent Teacher conferences that encourage additional learning and practice based on individualized scores and/ or extend blended learning via the internet.
- Reviewing and distributing Partnership Compacts at Open House, called Partnership Compacts.
- Conducting a Parent Survey with all parents.
- Reviewing and revising the Parent Involvement Plan to incorporate suggestions based on the Parent Survey results.
- Holding a district Title I meeting in the spring to review the Title I program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback in verbal format. These suggestions will be used to revise the parent school compact and parent involvement plans.

- Expanding all avenues of communication with parents (school newsletter, classroom newsletters, phone contacts, meetings, emails, phone blasts, texting apps, District publications, and website) to increase parent involvement in the Title I program.

Provide timely information about the School-Wide Title I Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c) (4) (A) (B)

Our Elementary Schools will provide timely information through:

- Annual Title I Meeting
- Individual meetings with performance folders and practice activities
- Parent conferences (additional conferences upon parent request)
- School/Classroom Newsletters/ District Newsletters
- Progress Reports and Report Cards
- District Website and/ or District Facebook Page
- Transition to Kindergarten meeting
- Telephone Calls/ E-mail correspondence
- Parent-Student Handbook

Provide parents the opportunity to interact with teachers regarding the education of their children. Include parents in the decision making process and utilize their suggestions for improvement. Revise the School-Wide plan to meet student and parent need to share revisions with the LEA: 1118 (c) (4) (c) and 1118 (c) (5)

Our Elementary Schools will provide parents an opportunity to interact with their children's school by:

- Invite all parents in the fall to actively participate in school functions. On the volunteer sheet is an opportunity for all parents to be a part of the Continuous Improvement Team that meets monthly and provides input and feedback related to school improvement.
- Parent communications, to the greatest extent possible, are sent home in the parent's native language, as identified in Skyward. In addition, translators are provided for conferences and most parent activities and events.
- Conduct a Parent Survey with all parents.
- Holding a district Title I meeting in the spring to review the Title I program, parents involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback in the verbal format. These suggestions will be used to revise the parent school compact and parent involvement plans.
- Parent conferences
- Telephone calls and/or digital correspondence between parents, teachers, and school.

Part II: Share Responsibilities for High Student Academic Achievement

Develop jointly with parents and teachers a School/Parent/Student Compact. The compact will outline ways in which the parents, school staff, and students will work together to ensure high student achievement. The compact will be reviewed and discussed during fall parent-teacher conferences: 1118 (d) (1) and 1118 (d) (2) (A)

Our Elementary Schools will develop a School/Parent/Student Compact:

- The Parent/Teacher/Student Compact was developed by the PTO. Revisions are made based on parent input and additional suggestions provided by parents.
- The compact is reviewed and given to all parents at Open House/ Parent Teacher Conferences. Teachers discuss how the compact relates to the success of each individual child. This ensures a strong home/school connection and allows all stakeholders to have a voice.

Provide frequent reports to parents on their children's progress: 1118 (d) (2) (B)

Our Elementary Schools will provide various academic reports to parents:

- Report Cards/ NWEA Longitudinal Growth Graphs
- Progress reports available on an as-needed basis
- Parent Teacher Conferences (minimum of twice a year)

Afford parents reasonable access to staff. Provide opportunities for parents to volunteer, participate, and observe in their child's classroom: 1118 (d) (2)

At our Elementary Schools, parents are encouraged to participate in the following activities:

- PTO (Parent Teacher Organization)
- Room Parents
- Chaperones for field trips
- Party Helpers
- Fundraisers, translations, and playground help
- Classroom instructional volunteers
- Leader In Me program and events

Part III: Building Capacity for Involvement**Provide information and assistance to parents regarding the state and local academic standards and assessments: 1118 (e) (1)**

To ensure that parents are informed about academic standards and assessments, our elementary schools will provide the following:

- Parent Teacher Conferences/ Some grades are student led conferences
- Parent copy of Grade Level Academic Standards provided at Open House
- WIDA results for ELL students sent to parents
- Local assessment information (such as NWEA, district common assessments, and F & P Reading Assessment) shared with parents at conferences
- Students receiving additional assistance will be progress monitored on a monthly or bi-weekly basis depending on student need. Information will be shared with parents when appropriate. Individual Reading Improvement Plans (IRIP) are provided to parents of students who qualify in grades K-3.
- Title I teachers are available at conferences to provide information and answer questions about assessments and progress.

Provide materials and training to parents: 1118 (e) (2)

Our Elementary Schools offer training and materials to parents through the following events and activities:

- Incoming Kindergarten transition, Kindergarten Orientation/ Learning Fair
- Grade 2 to Grade 3 and Grade 5 and Grade 6 building transition information and visitations
- Math Night
- Literacy Night/ Development of At-Home Reading Plan with IRIPs
- District Website provides parents with materials and resources to help their child achieve success

Educate teachers, Title I staff and principals regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs: 1118 (e) (3)

Our Elementary Schools value and respect parent involvement in the school community. Parent involvement will be part of the professional development plan.

- Staff will attend workshops and implement new ideas for effective parent communication. The district will provide teachers professional development on how to utilize the district student management system (Seesaw) to post classroom newsletters and add materials and resources, as needed.

Coordinate parent involvement activities with other programs: 1118 (e) (4)

Our Elementary Schools will work to coordinate programs to ensure success for all:

- Transition to Kindergarten: activities to educate preschool parents, daycare and community stakeholders on Kindergarten expectations.
- Great Start Readiness Program (GSRP): Preschool program located at Chicago Street School that prepares students for Kindergarten expectations offers meetings throughout the year in a partnership with kindergarten staff and families to bridge the communication gap between preschool and kindergarten readiness.
- PTO offers several events that incoming families may participate in.
- Bronson Area Youth Program offers after school support at the Bronson Youth Center.
- Summer Learning and Caring Support offers Summer School, Free Breakfast and lunch, Bronson Youth Center Summer Programs, Bronson Area Parks Program.

Inform parents of school and parent programs in a timely and practical format in a language they can understand: 1118 (e) (5)

To ensure that all parents are informed in a timely and user-friendly manner, our elementary schools will provide:

- Newsletters/ District Newsletters/ ADA compliant website
- Bilingual interpreter, as needed, an effort to send most communication home in the parent's first language.
- School Messenger with messages in English and in Spanish.

Provide support for parental involvement at their request: 1118 (e) (14)

Our Elementary Schools will make every effort to support our parents and make sure their needs are met:

- Make every effort to accommodate parent requests to ensure that students and parents' individual needs are met for more positive parent involvement.

Part IV: Accessibility

Parent involvement activities accessible to all parents, including those with disabilities, parents of migratory children and parents who use English as their second language: 1118 (f)

Our Elementary Schools will provide:

- Flexible meeting times
- Handicapped Accessible Facilities
- Home Visits, as appropriate
- Counselor/ School Social Worker support
- Phone conferences (bilingual interpreter as needed)
- School Newsletter/ Classroom Newsletters/ District Newsletters written in a language parents can understand
- Accommodations for deaf parents, as needed
- Collaboration with community agencies; i.e., Community Mental Health
- Transportation Assistance, through the county transit authority, if available and needed
- School Messenger calls in English and/ or Spanish
- Translation services

SCHOOL DAY

Universal Breakfast: All students may receive a free breakfast.

Anderson Elementary

7:30 Adult supervision available

7:45 Students may enter the building

7:50 School day begins

3:05 School day ends / All children picked up by 3:15

Ryan Elementary

7:20 Adult supervision available/ breakfast served

7:40 Students may enter the building

7:45 School day begins

3:00 School day ends / All children picked up by 3:15

Student Well-Being and Recess

In the best interest of your child, the following guidelines have been established to address health issues. These guidelines have been drawn up as a result of consulting with the Health Department, researching medical resources, and through previous experiences. Please consider them when determining whether to send your child to school or pick up early from school.

- Children need to stay home at the beginning of an illness.
- Children who are ill may pass the infection to others.
- Children who stay home on the **first** day of an illness may decrease the risk of a lengthy illness. Your child will learn more if he/ she feels well. A sick child is often uncomfortable and irritable making it difficult for her/ him, and others around them to learn.
- The law requires that the school send home a child who is ill.
- When your child shows signs of an illness, it is important for you to cooperate with your school and local public health officials by keeping your child home.

Watch for these signs of illness: chills, cough, headache, rise in temperature, runny nose, skin eruption, sore throat, unusual flush, vomiting, excessive drainage from eyes, pink eyes with “matter” on the eyelashes, or the eyes stuck shut.

Children with the following illnesses should be kept home- and will be sent home until treated: scabies, ringworm, impetigo, and pink eye. These diseases are highly contagious and can be spread from student to student. It is highly recommended that other members of the family be examined and treated as well when these illnesses are present in the child.

Please be aware that when your child is sent home from school, these guidelines have been considered and that the well-being of your child (as well as the other children) has been considered. Fevers of 100.0 and over will be sent home immediately; fevers below that level may be sent home as well, if the child is showing other signs of illness.

Before allowing your child to return to school please be sure to use the following guidelines in addition to any specific instructions given by your doctor.

- Your child must be symptom free for **at least 24 hours** from any fever, vomiting, or diarrhea without the use of any fever reducing medication before they return to school.

Keeping Students in from Recess

Just as our children are getting over illnesses, such as colds, we are often presented with the difficult decision of just when a child should return to school. Parents are sometimes torn between a child's need to be in school every day and the need to recuperate from an illness. In our efforts to ensure a child misses as little school as possible, we sometimes send children with notes requesting they be kept in from recess. This can often create a very difficult situation for us here at school. During recess periods the teachers may have special assignments, meetings, lessons to prepare, etc., which would cause them to be away from their rooms. The principal is in transit and the office secretary is busy conducting office business. Also, students that come to school ill can spread the germs they carry.

We have several pressing responsibilities to you as parents regarding this issue. One, we need to make every effort to ensure the wellness of your child. We need to limit exposure to illness. We need to deliver our School Board adopted school day to your child every day that they are in attendance (this includes gym, music, and recess). Finally, we need to ensure proper supervision of your child at all times. If your child is in the final stages of an illness, perhaps keeping him/her home until their "sniffles" are gone would be in the best interest of all of our students. If you have a specific need where a doctor's directions need to be supported, please let us know.

Recess Guidelines

Students will be allowed outside for recess on the determination of the Principal.

In winter it is important to keep the elementary children dressed appropriately. Our policy for recess is that if the wind chill is 10 degrees Fahrenheit (according to AccuWeather website) or above, recess will be outside. Please be sure your child is dressed properly for the weather.

What students are encouraged to wear when:

Below 60 degrees: Jacket or Long Sleeves

Below 50 degrees: Coat and Long Pants

Below 32 degrees: Winter Coat, Gloves, Hats, and Boots (when it is snowing/wet)

At or Below 10 degrees (wind chill or actual temperature): Indoor Recess

Injury or Illness

All injuries must be reported to a staff member. If minor, the students will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures and accident reporting procedures. Should a student be aware of any dangerous situations or accidents, he/she must notify any staff member immediately.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain at school or go home. No student will be released from school without proper parental permission. Students with specific healthcare needs should deliver written notice about such needs, along with proper documentation by a physician, to the school office.

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 school administration regarding procedures for such instruction. Applications must be approved by the superintendent. The District will provide homebound instruction only for those confinements expected to last at least five days.

Applications 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 the educational program.

Section 1- General Information

Enrolling in School

State law requires students to enroll in the school district in which their parent or legal guardian resides. If enrolling under the District's School of Choice policy, please contact the superintendent's office.

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

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

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison of 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 expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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. This card is included on the student enrollment form. A student may be excluded from school until this requirement has been fulfilled.

Scheduling and Assignment

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Transfer Out of District

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Bronson Community Schools, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school office for specific details.

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

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school office.

Emergency Medical Authorization

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

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

Use of Medications

In those circumstances where a student must take prescription 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. The medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours,
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
 - a. 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 the 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 instructions and the parent's written permission 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 medication administration plan developed by the school principal and updated annually. Schools in Michigan now have standing orders from a medical doctor to administer an Epi-pen medication when a student is suffering from a severe allergic reaction that is life threatening. Staff members are trained to administer this medication.

Non-Prescribed Medication (Grades K-5)

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parents to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Control of Casual-Contact Communicable Disease 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. 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 Non-Casual-Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

Individuals with Disabilities

The Americans 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 school principal to inquire about evaluation procedures and programs.

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 programs offered by the district. Parents should contact the school principal to inquire about evaluation procedures and programs offered by the district. Additionally, translation services are available

Student Records

The school district maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individuals 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.

Each year the Superintendent shall provide public notice to students and their parents of the district's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information"; a student's name, address, participation in officially recognized activities, dates of attendance, date of graduation, awards received, honor rolls, scholarships, school photographs or videos of students participating in school activities, events or programs. Parents and eligible students may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the district within ten days after receipt of the District's public notice.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without written consent of a parent. Parents may refuse to allow the Board to disclose any or all 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 which can be found on your school website. Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requests to the school office.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent 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, as part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her family
- 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 close 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
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

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

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

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

- 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 20202-4605
Washington, D.C.
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

Student Fees, Fines, and Supplies

Our elementary schools may charge specific fees for field trips and other special activities. Such fees or charges are determined by the cost of materials, freight/ handling fees, and add-on 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 great 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.

Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined by excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades.

Student Fundraising

The Bronson elementary schools have traditionally operated one or more fundraising projects during the year. Participation in these projects is optional and complete instructions will be distributed at the onset of any fundraising drive. Students are not to bring outside fundraising items to school for sale.

Student Valuables

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

All personal items which are brought to school such as pencil boxes, books, backpacks, hats, boots, etc., should be clearly marked with the student's name. Toys and other personal belongings should remain at home unless the teacher specifically grants permission for such items to be brought to school.

Glass containers and bottles are not permitted in the building, on school buses, or on school grounds because they are a health/ safety issue.

In a case in which a student must bring extra money to school, the homeroom teacher will secure the money in a locked cabinet if requested. The school does not accept liability for lost, stolen, or damaged items brought to school. Students are not allowed to sell, lend, trade, give away, or purchase items brought to school from home.

Wireless Communication Devices/ Cell Phone Policy

Cell phones, or other electronic transmitting devices, are prohibited and they must be powered completely off and concealed and secured in the child's backpack or be left in the office. Cell phones may not be used by the child during the school day. Students may use school phones to contact parents/guardians during the school day. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/ or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/ or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/ or use a WCD to violate the privacy rights of another person shall have their WCD confiscated.

"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.

The use of WCDs in locker rooms, classrooms, and bathrooms is prohibited. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Violations of this policy may result in disciplinary action and/or confiscation of the device. Penalties for Communication/Electronic Devices Violations

Offense 1: Phone is confiscated, returned to the student after school, and a parent contact.

Offense 2: Phone is confiscated, returned to the student after school, and a think sheet is assigned at recess.

Offense 3: Phone is confiscated, returned to the student after school, and loss of 2 recesses with think sheets assigned.

Offense 4: Phone is confiscated, returned to the parent after school, and phone is checked in to the office for the next ten school days.

Offense 5: Phone is confiscated, returned to the parent after school, and phone is checked in to the office for the next thirty school days.

Offense 6: Phone is confiscated, returned to the parent after school, and phone is checked in to the office for the next thirty school days, and a week of In School Suspension is assigned.

Each additional referral past the 6th offense will repeat offense 6.

Refer to our website for specific language regarding the Board Policy, policy number 5136, referring to Wireless Communication Devices.

Review of Instructional Materials and Activities

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

Meal Service

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the district alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact Barb Yearling at 517-369-3349 or yearlinb@bronsonschools.org.

The school participates in the National School Breakfast and Lunch Programs and makes breakfasts and lunches available to students. Students may also bring their own lunch to school to be eaten in the school's cafeteria and may purchase a carton of milk to go with their lunch for 50 cents. School lunch cost will be consistent with the National School Breakfast and Lunch Program guidelines, additional information will be provided by food service.

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

Early Dismissal

We will send students home from school in the "normal" way **UNLESS** we have written notice from a parent or a phone call stating different arrangements. This includes the changes in transportation arrangements to and from school. Notes or phone calls to the office about changes in how students are to go home **must be received by 2:30**. This gives us time to inform children of the changes and assure that the bus garage is aware of the changes.

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Fire, Lockdown, and Tornado Drills

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

Emergency Closing and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the automated school messenger system and notify the following radio and television stations: Channel 3, WTVB, 1590/WNWN, 98.5 Coldwater, WBCL 94.7 Bronson, WMSH 99.3 Sturgis, WTHD 105.5. WLKI 100.3, WOTV 41, WOODTV 8, WXSP TV, WVGU TV 35, WWMT TV, WXMI TV 17, WZZM TV 13, CW7, WILX TV 10, WKFR 101.3, WRKR 107.7, WKMI 1360, WZZM TV 13

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 office upon request.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must gain entrance to the school by pressing the iPhone Entrance Chrome Button located near the locked front door of each school. Visitors should face the camera and state their name and reason for visiting and then report to the office upon entering the school to obtain final clearance. Any visitor found in the building without clearance shall be reported to the principal and/or authorities. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.

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

Use of the Library

The library is available to students through the school day. Books on the shelves may be checked out for a period of two weeks. To check out other materials, contact Robin Kehoe at 517-369-3282 at Ryan or 517-369-3286 at Anderson.

Lost and Found

The lost and found area is in the office area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year,

SECTION II- ACADEMICS

Educational 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 extracurricular program. No student may participate in any school sponsored trip without parent consent. Permission slips for walking field trips are included in the enrollment form that are signed at the beginning of each school year. Attendance rules apply to all field trips.

Chaperones

Educational Field Trips will often require a chaperone. All chaperones must pass a background check. Additionally, chaperones are limited to one adult per child. Chaperones will be expected to provide their own transportation as well as purchase their own tickets. Additionally, chaperones may be expected to supervise small groups of children as well as their own. It is expected that chaperones will comply with all rules when serving in a chaperone capacity.

Academic Reporting

Bronson elementary schools have 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.

Ryan Elementary will be moving towards the following standards based reporting system for the 2023-2024 school year:

- 4.0 I can do this! I can teach this! I can apply what I learned! (Application)
- 3.0 I can do this by myself! I mastered this! (Target)
- 2.0 I can do the easy stuff! The hard stuff is still too hard for me! (Prerequisite and vocabulary)
- 1.0 When I have help I can do some of the easy and hard stuff. (With help)
- 0.0 Even when someone helps me, I can't do it yet. (Not yet)

Anderson Elementary uses the following standards based system:

- 1= Does not meet standard
- 2= Progressing towards standard
- 3= Meets the standard

Marking Periods

There are four marking periods during the school year. At the end of each marking period students will receive a standards based report card or progress report. 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 progress.

Promotion, Placement, and Retention

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

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/ or social maturity

Homework

Teachers will assign homework at each grade level appropriate to the student's development and academic need. Parent support is essential to a student's success in completing these important tasks. Students are expected to complete assignments on time, prepare for scheduled tests and quizzes, and to make up missed work due to absences. All parents can help by providing a quiet, well-lighted work area, supporting work by clarifying directions or giving examples, reading with the child each day, and limiting TV viewing and video games. Parents of fifth grade students should ask to see and discuss their child's assignment notebook with their child and then sign or initial the book daily.

Computer Technology and Networks

Students will be assigned a Chromebook and may use the school's computer network and internet once he/she and his/her parents sign an agreement which defines the conditions under which students may participate. Failure to abide by all of the terms of the agreement may lead to termination of the students' computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed at the beginning of each school year. Please refer to the Student Network and Internet Acceptable Use and Safety Policy for additional information.

Technology Equipment Charges

Students may be expected to pay for Chromebook/Chromebook charger damages or replacement costs. See computer user agreement for more details.

SECTION III- STUDENT CONDUCT

School Attendance Policy

It is important that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from activity participation in the classroom and other school activities which cannot be replaced by individual study.

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

Attendance Policy

All absences will be recorded as Contacted (parent phone call/note, medical/court note) or Not Contacted (no parent phone call or note). The first 5 Contacted Absences will be considered as excused (see below). Failure to report an absence by telephone or provide a note on the day the student returns to school will result in the absence being recorded as Not Contacted and Unexcused.

EXCESSIVE ABSENCES FROM SCHOOL

Any student who is absent from school for more than 5 days between the first day of school and January 31st or between February 1st and the last day of school (please note: the 5 day limit will be “reset” on February 1st each year) is required to present a **current** medical excuse/formal documentation for each absence thereafter in order for the absence to be recorded as excused. The administration will follow Branch County Truancy guidelines regarding chronic absences/extensive history of absenteeism for students with excessive absences. This process may include working with a truancy officer and/or a referral to the County Prosecutor.

Notification of Absences/ Tardies

Students are expected to be in their classrooms on time at the beginning of each school day. A student arriving after school begins but not more than 15 minutes after the start of the school day will be marked as tardy. Students arriving 15 minutes after the beginning of the school day will be marked absent for the first half of the day. Students arriving at school after lunch (within the second half of the school day) have similar 0-15 minutes to be marked tardy and after 15 minutes will be marked absent for the second half of the day. Therefore, students will be considered absent for each half day after 15 minutes from the beginning of that half day section. Students being picked up early will be marked absent for that half day section if they are picked up from school 15 minutes before the end of the section. For example, if the school day ends at 3:10 and a student is picked up before 2:55 he/she will be marked a half day absent for the afternoon. In the event of a truancy issue, three tardies will count as one day absent.

Any documentation to support an absence must be turned in no later than two days from the absence date or upon the student returning to school if it is longer. We cannot enter notes months after the absence date or once you have received a truancy letter.

If a student is going to be absent, the parent must contact the school office by 7:45 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse 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 parents improve their child's attendance.

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

Tardiness

A student who is not in his/her assigned location by the designated starting time shall be considered tardy. Any student arriving late to school is to be signed in by a parent or guardian at the office before proceeding to class.

Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

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 their classroom teacher as soon as possible to obtain assignments. If students are missing multiple days, please call the school to request any work your child may need to complete.

If a student misses a teacher's test due to excused absences he/she may make arrangements with the teacher to take the test. If he/she misses a state mandated test or other standardized test, the student should consult with the classroom teacher to arrange for taking the test.

Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities.

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

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

Anderson Elementary Code of Conduct/ Stakeholder Responsibilities

Anderson Elementary Stakeholder Responsibilities

School Administrator Responsibilities

School administrators have the responsibility to:

- Cultivate ongoing, positive relationships with all students.
- Embrace parents/guardians as valued partners in their child's learning. This includes collaborative communication and active participation at problem-solving meetings by accommodating schedules and meeting language needs.
- Implement, monitor, assess and sustain a school-wide behavior plan consistent with the district's mission and vision to create and sustain a safe, secure, proactive, and positive school climate that maximizes all students' learning.
- Lead building teams in using and reviewing school-wide behavior data and evaluating the effectiveness of behavioral interventions.
- Support all school staff in meeting the expectations outlined in the section entitled "Teacher/Staff Responsibilities."
- Support staff in implementing a progressive system of behavior support.
- Add Always Do Your Best

Teacher/Staff Responsibilities

Teachers/Staff have the responsibility to:

- Cultivate positive relationships with all students and families. This includes consistent positive communication regarding the student's progress.
- Create a proactive and positive classroom/school climate for all students using effective classroom management strategies.
- Explicitly teach, acknowledge, reinforce, and monitor behavior expectations and establish routines.
- Provide social and emotional instruction.
- Work collaboratively with students and parents/guardians to create, implement, and monitor a multi-level system of support that effectively guides student behavior.
- Accurately document student behavior incidents.
- Add Always Do Your Best.

Parent/Guardian Responsibilities

Parents/Guardians have the responsibility to:

- Discuss the behavior education, intervention, and discipline expectations with your child.
- Understand and follow the school's behavior expectations, rules, and procedures.
- Collaborate with staff to maximize children's strengths and support them to make changes in behavior as needed.
- Communicate concerns to staff in a timely manner.
- Encourage your child to practice nonviolent conflict resolutions, and thus contribute to a safe and positive school climate.
- Ensure that their students are in school every day and make an effort to emphasize the importance of attendance
- Add Always do your best

Student Responsibilities

Students have the responsibility to:

- Attend school every day that you are not physically ill, and be prepared to positively engage in all classroom activities.
- Understand and follow all school expectations, instructions, rules, and procedures.
- Positively manage your own behavior and solve problems without hurting others or yourself, contributing to a safe and positive school climate.
- Always do your best.

Anderson Elementary School Learner Expectations

Arrival And Departure

At Anderson Elementary School we encourage students to strive to meet the following expectations while arriving and departing from school:

1. Follow all directions of school staff, wait for their directions for safe pick up and drop off
2. Enter and exit the building and classroom safely
3. Keep an appropriate space between you and others in line
4. Walk when lining up to enter or exit the building or classroom
5. Stay within the playground boundaries
6. When the whistle or bell is heard, line up promptly and follow all directions
7. Arrive on time so you don't miss important classroom instruction
8. When coming to school in the morning, eat breakfast and then report to the playground
9. Use quiet voices
10. Keep hands, feet, and objects to yourself
11. Be patient while you wait in line or travel to the classroom or buses

Classroom Expectations

At Anderson Elementary School, we encourage students to strive to meet the following expectations while inside the classroom

1. Be helpful to others
2. Be patient and cooperative
3. Follow all classroom rules and procedures
4. Be on time
5. Do your own work
6. Return your homework promptly
7. Do your personal best
8. Give your best effort, everytime
9. Keep hands, feet, and objects to yourself
10. Remember to ask before using or taking things that do not belong to you
11. Use good manners
12. Respect others personal space
13. Listen carefully
14. Be your own person and be accountable for your actions

HALLWAY EXPECTATIONS

At Anderson Elementary School we encourage students to strive to meet the following expectations while traveling in the hallways:

1. Walk, never run
2. Stay on the right side of the hallway
3. Students should not stop and talk to others in the hallway
4. Voice levels should be kept to a low level
5. Keep your hands to yourself and off other and/or their property
6. Go to and from your destination only and do so promptly

Lunchroom Expectations

At Anderson Elementary School we encourage students to strive to meet the following expectations while in the lunchroom:

1. Follow the directions of lunchroom supervisors.
2. Speak quietly and use polite table manners.
3. Walk and move carefully in the lunchroom without distracting others.
4. Keep all food in the lunchroom.

5. Sit at assigned tables
6. Keep the eating area clean and throw away all trash.
7. Remain in designated areas during the lunch period.

Bathroom Expectations

At Anderson Elementary School we encourage students to strive to meet the following expectations while using the bathroom:

1. Pick up after yourself
2. Use an inside voice and talk only if needed
3. Give others privacy
4. Be patient as you wait your turn
5. Go to and from your destination only and do so promptly
6. Report problems to an adult
7. Be considerate of others
8. Keep hands, feet, and objects to yourself
9. Knock on the stall door to see if it is vacant
10. Flush the toilet
11. Wash your hands
12. Do not write/draw or scratch on walls or stalls

Playground/ Recess Expectation

At Anderson Elementary School we encourage students to strive to meet the following expectations while using the playground or gym:

1. All students must remain in the playground area.
2. All students must obtain permission from a playground supervisor to reenter the building.
3. All students will avoid rough games including: contact games, tackle football, fake fighting, wrestling, pushing from snow banks, etc.
4. All students will be respectful of playground supervisors, staff, guests, and other children.
5. All students will use appropriate language, manners, and behavior.
6. All students will use equipment such as swings and slides appropriately.
7. Students will not throw rocks, mulch, sticks, snowballs or any other potentially dangerous objects.

Elementary students may go outside for recess unless it is raining (more than a mist) or below 10 degrees (with wind chill accounted for). Adult supervision is provided for the safety and enjoyment of the children.

IT IS VERY IMPORTANT THAT STUDENTS COME TO SCHOOL DRESSED FOR THE WEATHER AS STUDENTS MAY BE GOING OUTSIDE EVERY DAY.

Dress and Grooming

While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, deathly, or inflammatory messages on my clothing?
(no)

Am I dressed appropriately for the weather? (yes)

Is my clothing suggestive or provocative? (no)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be asked to change or be removed from the educational setting.

The following styles or manner of dress are prohibited:

Short shorts (shorts should be mid-thigh or longer), bare midriffs, gang related clothing, wallet chains, clothing with symbols noting alcohol, tobacco, vulgar, or sexual content, or clothing deemed inappropriate will not be accepted. It is recommended that shorts are not worn during the months of November, December, January, February, and March. Hats may not be worn in the building. Footwear must be worn at all times.

Undergarments should not be visible. Clothing that is obviously oversized or too long can be dangerous and will be allowed. Parents of students who are not in compliance with the dress code may be contacted to help in solving the problem.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to ban and other special programs.

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/ or participating inactivity which are designed to intimidate another school will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

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 Bronson 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

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 school has a "Drug Free" zone that extends 1,000 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 medications to another student.

2. 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 or electronic cigarettes or similar devices 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, vapes, or any other matter or substance that contains tobacco. In addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, or other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

3. 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 to any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, he/ she is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

4. 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 makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if he/she 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 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.)

5. 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, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/ or cause for civil action. This violation may subject a student to expulsion.

6. Knowledge of dangerous weapons or threats of violence

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

7. Purposely setting a fire

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

8. 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 force or violence."

9. 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 a 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 comminuted intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

10. 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.

11. Gambling

Gambling included 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.

12. Falsification of schoolwork, identification, forgery

Forgery of hall/ bus passes and excuses as well as false IDs 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.

13. 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. Violation of this rule could result in suspension or expulsion.

14. 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.

15. Trespassing

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

16. Theft

When a student is caught stealing school or someone's property, he/she 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 classroom teacher. The school is not responsible for personal property. Theft may result in suspension or expulsion.

17. 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 suspension or expulsion.

18. Damaging property

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

19. 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. Please see the Attendance section starting on page 24 for additional information on attendance guidelines.

20. 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, it may result in a sterner action such as suspension or expulsion.

21. 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.

22. 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.

23. Possession of Wireless Communication Devices

Please refer to the complete policy on cell phones and other wireless devices beginning on page 19.

24. Violation of individual school/ classroom rules

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

25. Violation of bus rules

Please refer to Section IV on transportation for bus rules.

26. 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 preventions of lessons, assemblies, field trips, athletic, or performing arts events.

27. 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 wellbeing. 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 electronic transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld 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 he/she has been/ or is the victim of harassment should immediately report the situation first to the teacher, secondly to the principal or assistant principal, and may report it directly to the superintendent at Bronson Community Schools, phone 517-369-3260. Complaints will be investigated in accordance with AG 5517.

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

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/ or 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, he/she should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the service, 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, or safety
- 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

28. Bullying or other aggressive behavior

It is the policy of the district to provide a safe and nurturing educational environment for all of its students.

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

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

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

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

Notification

Notice of this policy will be annually circulated to and posed in conspicuous locations in all school buildings and departments with 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 will be required to review and sign off on this policy and the related complaint procedure.

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

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

Implementation

The superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the district reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school programs.

Procedure on bullying, hazing, or other aggressive behaviors

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

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

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

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

Non-Retaliation/ False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise) or is the target of the bullying or aggressive behavior being investigated, is prohibited and will be tolerated. Such retaliation shall be considered a serious violation of board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/ aggressive behavior.

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

Definitions

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

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

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

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

- A. Substantially interfering with educational opportunities, benefits, or programs of one or more students
- B. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by planning the student in reasonable fear of physical harm or by causing substantial emotional distress
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- 1. Physical- hitting, kicking, spitting, pushing, pulling, taking and/ or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
- 2. Verbal- taunting, malicious teasing, insulting, name calling, making threats
- 3. Psychological- spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/ shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti

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

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

“Staff” includes all school employees and board members.

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

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 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other device to or likely to inflict bodily harm, including, but not limited to, air guns and explosives 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 the 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 other forms 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 member or administration, is considered to be obscene, disrespectful, vulgar, profane, and/ or violates community held standards of good taste will be subjected to disciplinary action.

Discipline

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

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

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes: restorative practice processes. This could include an opportunity for students to discuss behavior issues with a caring staff member and establish a plan of action for what to do/ not do in the future. Our behavior includes a sharing time of positives that the student has established has accomplished and / or displayed in the classroom.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one days' notice. The student or his/her parents are responsible for transportation..

Formal Discipline

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

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

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

Suspension from co-curricular and extracurricular 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 Hearing Officer 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 the 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, he/she may be subject to school disciplinary action as well action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Discipline of Students with Disabilities

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

Due Process Rights

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

Suspension from School

When a student is being considered for a suspension for ten days or less, the administrator in charge will notify the student of the charge. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within two school days after receipt of the suspension notice, to the appointed Hearing Officer. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

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

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

Any learning that cannot be made up, such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

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

Long-term suspension or expulsion from school

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

1. The charge and related evidence; the time and place of the board meeting
2. The length of the recommended suspension or a recommendation for expulsion
3. A brief description of the hearing procedure

4. A statement that the student may bring parents, guardians, and counsel
5. A statement that the student and/ or parent may bring a translator or request one
6. A translator for hearing impaired students or parents
7. A statement that the student may give testimony, present evidence, and provide a defense
8. A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction
9. The ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, of 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 Hearing Officer during which the student may be represented by his/her parents, legal counsel, and/ or by a person of his/her choice.

Within five days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Hearing Officer. 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.

Bronson's elementary schools make a sincere effort to have disciplinary actions take place that will allow students 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 school principal.

Discipline of Students with Disabilities

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

Search and Seizure

Search of a student and his/her possessions 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 the 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 prevent searches.

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, student's 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 to disciplinary action.

Student Rights of Expression

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non commercial written materials and petitions, buttons, badges, or other insignia, clothing, banners, and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - a. Is obscene to minors, libelous, indecent, and pervasively or vulgar
 - b. Advertises any product or service not permitted to minors by law
 - c. Intends to be insulting or harassing
 - d. Intends to incite fighting or presents a likelihood of disrupting school or a school event
 - e. 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 distributed 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 school principal twenty-four hours prior to displaying.

Student Concerns, Suggestions, and Grievances

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal or the student government. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear of reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

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

Ryan Elementary Code of Conduct/Stakeholder Responsibilities

Ryan Elementary Stakeholder Responsibilities

School Administrator Responsibilities

School administrators have the responsibility to:

- Cultivate ongoing, positive relationships with all students.
- Embrace parents/guardians as valued partners in their child's learning. This includes collaborative communication and active participation at problem-solving meetings by accommodating schedules and meeting language needs.
- Implement, monitor, assess and sustain a school-wide behavior plan consistent with the district's mission and vision to create and sustain a safe, secure, proactive, and positive school climate that maximizes all students' learning.
- Lead building teams in using and reviewing school-wide behavior data and evaluating the effectiveness of behavioral interventions.
- Support all school staff in meeting the expectations outlined in the section entitled "Teacher/Staff Responsibilities."
- Support staff in implementing a progressive system of behavior support.

Teacher/Staff Responsibilities

Teachers/Staff have the responsibility to:

- Cultivate positive relationships with all students and families. This includes consistent positive communication regarding the student's progress.
- Create a proactive and positive classroom/school climate for all students using effective classroom management strategies.
- Explicitly teach, acknowledge, reinforce, and monitor behavior expectations and establish routines.
- Provide social and emotional instruction.
- Work collaboratively with students and parents/guardians to create, implement, and monitor a multi-level system of support that effectively guides student behavior.
- Accurately document student behavior incidents.

Parent/Guardian Responsibilities

Parents/Guardians have the responsibility to:

- Discuss the behavior education, intervention, and discipline expectations with your child.
- Understand and follow the school's behavior expectations, rules, and procedures.
- Collaborate with staff to maximize children's strengths and support them to make changes in behavior as needed.
- Communicate concerns to staff in a timely manner.
- Encourage your child to practice nonviolent conflict resolutions, and thus contribute to a safe and positive school climate.
- Ensure that their students are in school every day and make an effort to emphasize the importance of attendance

Student Responsibilities

Students have the responsibility to:

- Attend school every day that you are not physically ill, and be prepared to positively engage in all classroom activities.
- Understand and follow all school expectations, instructions, rules, and procedures.
- Positively manage your own behavior and solve problems without hurting others or yourself, contributing to a safe and positive school climate.
- Always try your best.

Ryan Elementary School Learner Expectations

Arrival And Departure

At Ryan Elementary School we encourage students to strive to meet the following expectations while arriving and departing from school:

1. Follow all directions of school staff, wait for their directions for safe pick up and drop off
2. Enter and exit the building and classroom safely
3. Keep an appropriate space between you and others in line
4. Walk when lining up to enter or exit the building or classroom
5. Stay within the playground boundaries
6. When the whistle or bell is heard, line up promptly and follow all directions
7. Arrive on time so you don't miss important classroom instruction
8. When coming to school in the morning, eat breakfast and then report to the playground
9. Use quiet voices
10. Keep hands, feet, and objects to yourself
11. Be patient while you wait in line or travel to the classroom or buses

Classroom Expectations

At Ryan Elementary School, we encourage students to strive to meet the following expectations while inside the classroom

1. Be helpful to others
2. Be patient and cooperative
3. Follow all classroom rules and procedures
4. Be on time
5. Do your own work
6. Return your homework promptly
7. Do your personal best
8. Give your best effort, everytime
9. Keep hands, feet, and objects to yourself
10. Remember to ask before using or taking things that do not belong to you
11. Use good manners
12. Respect others personal space
13. Listen carefully
14. Be your own person and be accountable for your actions

HALLWAY EXPECTATIONS

At Ryan Elementary School we encourage students to strive to meet the following expectations while traveling in the hallways:

1. Walk, never run
2. Stay on the right side of the hallway
3. Students should not stop and talk to others in the hallway
4. Voice levels should be kept to a low level
5. Keep your hands to yourself and off other and/or their property
6. Go to and from your destination only and do so promptly

Lunchroom Expectations

At Ryan Elementary School we encourage students to strive to meet the following expectations while in the lunchroom:

1. Follow the directions of lunchroom supervisors.
2. Speak quietly and use polite table manners.
3. Walk and move carefully in the lunchroom without distracting others.
4. Keep all food in the lunchroom.
5. Sit at assigned tables
6. Keep the eating area clean and throw away all trash.

7. Remain in designated areas during the lunch period.

Bathroom Expectations

At Ryan Elementary School we encourage students to strive to meet the following expectations while using the bathroom:

1. Pick up after yourself
2. Use an inside voice and talk only if needed
3. Give others privacy
4. Be patient as you wait your turn
5. Go to and from your destination only and do so promptly
6. Report problems to an adult
7. Be considerate of others
8. Keep hands, feet, and objects to yourself
9. Knock on the stall door to see if it is vacant
10. Flush the toilet
11. Wash your hands
12. Do not write/draw or scratch on walls or stalls

Playground/ Recess Expectation

At Ryan Elementary School we encourage students to strive to meet the following expectations while using the playground or gym:

1. All students must remain in the playground area.
2. All students must obtain permission from a playground supervisor to reenter the building.
3. All students will avoid rough games including: contact games, tackle football, fake fighting, wrestling, pushing from snow banks, etc.
4. All students will be respectful of playground supervisors, staff, guests, and other children.
5. All students will use appropriate language, manners, and behavior.
6. All students will use equipment such as swings and slides appropriately.
7. Students will not throw rocks, mulch, sticks, snowballs or any other potentially dangerous objects.

Elementary students may go outside for recess unless it is raining (more than a mist) or below 10 degrees (with wind chill accounted for). Adult supervision is provided for the safety and enjoyment of the children.

IT IS VERY IMPORTANT THAT STUDENTS COME TO SCHOOL DRESSED FOR THE WEATHER AS STUDENTS MAY BE GOING OUTSIDE EVERY DAY.

Cell Phone and WCD Expectations

At Ryan Elementary School we encourage students to strive to meet the following expectations regarding cell phones and WCD's (wireless communication device)

1. Students should leave their cell phones in their bags or give it to the classroom teacher upon arrival
2. Students will not be allowed to use cell phones/headphones/smart watches during class time unless permission has been granted by an adult and only under emergency situations.
3. The building administrator will directly handle any circumstances where devices or technology have been used to cheat, cyberbully, take unwanted photos or videos and/or post inappropriate messages.

Dress Code Expectations

At Ryan Elementary School we encourage students to strive to meet the following expectations with clothing that they wear to school.

1. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, hoods, coats, bandanas, and sunglasses should not be worn in the building during the school day.
4. The length of shorts or skirts must be appropriate for the school environment.
5. Appropriate footwear must be worn at all times.
6. If there is any doubt about dress and appearance, the building administrator will make the final decision.
7. Student dress, which causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Assemblies/Field Trips

At Ryan Elementary School we encourage students to strive to meet the following expectations regarding assemblies and field trips

1. Walk appropriately and in a line
2. Enter and exit all facilities appropriately
3. Follow directions
4. Raise your hand if you want to talk and have a question
5. Ask appropriate questions
6. Set a good example for others
7. Keep hands, feet, and objects to yourself
8. Respect others personal space
9. Respond appropriately to the speaker/presenter
10. Listen attentively to the speaker
11. Keep voices and feet quiet
12. Be your own person and be accountable for your actions

Transportation

At Ryan Elementary School we encourage students to strive to meet the following expectations regarding busses and all district transportation

1. Follow directions for safety
2. Stay seated, face forward, and stay out of the aisles
3. Take care of any trash to keep the bus clean
4. Keep hands, feet, and objects to yourself
5. Respect others' personal space
6. Follow the directions of the bus driver and keep your voice low
7. Follow all bus rules and instructions of the bus driver
8. Be considerate of others
9. Talk out any problems with others
10. Be your own person and be accountable for your actions
11. Use appropriate language

12. Get adult help when a conflict occurs that gets out of control

STUDENT CODE OF CONDUCT & DISCIPLINE

INTRODUCTION TO STUDENT CODE OF CONDUCT

Bronson Community Schools and Ryan Elementary are dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors.

The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

When and Where the Code of STUDENT Conduct Applies:

The Code of Student Conduct applies before, during, and after school:

1. When a student is at school.
"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
2. When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
3. When a student is using school telecommunications networks, accounts, or other district services.

STUDENT RIGHTS AND RESPONSIBILITIES:

Individual rights relate to individual responsibilities and must be seen in relation to the safety, health and welfare of all students in each school.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

A person who believes they have a valid basis for a complaint against their personal rights may:

1. Discuss the matter informally with the teacher, counselor/social worker, or administrator. The teacher or administrator will then investigate the complaint, document the findings, and respond to the complaint.
2. If the informal procedures do not resolve the matter to the complainant's satisfaction or they skip the informal process, they may initiate formal procedures according to the following steps.

Step 1. Investigation by Principal. A person may initiate a formal investigation by filing a written complaint. The complaint must contain the name of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant and describe the alleged action in sufficient detail to inform the principal of the nature and date of the alleged violation, and propose a resolution. As part of the investigation, the principal shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be complete within thirty calendar days of written complaint filed. The principal will notify the complainant in writing of his/her decision and will maintain the district's files and records relating to the complaint.

Step 2. If the complainant is not satisfied with Step 1 decision, They may submit, in writing, a signed statement of appeal to the Superintendent of Schools within ten calendar days after receipt of the principal's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within fourteen calendar days of receiving the written appeal.

Step 3. If the complainant remains unsatisfied, They may appeal through a signed written statement to the Board of Education, submitted to the Superintendent, within ten calendar days of his/her receipt of the Superintendent's Step 2 response. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative at its next regular scheduled meeting after the Superintendent's receipt of the appeal notice. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten calendar days of this meeting.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT:

Student misconduct is classified into three levels. **The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless still subject to disciplinary action.**

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrators, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

The building administrator may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsions.

SHORT-TERM SUSPENSION:

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

LONG-TERM SUSPENSION:

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

EXPULSION:

An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law.

LEVELS I, II, AND III VIOLATIONS

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

LEVEL I VIOLATIONS:

1. Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. These consequences cover all classes for the entire school year and are cumulative from one course to another. Discipline under this section will result in academic sanctions in addition to other discipline:

2. Defacement of Property

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

3. Disorderly Conduct

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

4. Inappropriate Displays of Affection

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

5. Insubordination/Unruly Conduct/Failure to comply with a reasonable request

A student will not ignore or refuse to comply with directions, requests or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

6. Leaving School/building Without Permission

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel. Parent permission is required to leave the building.

7. Negligent or Improper Operation of a Motor Vehicle

A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others.

8. Possession of Inappropriate Personal Property

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, radios, TV, CD players, telephones, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal.

9. Profanity and/or Obscenity Toward Students

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student.

10. Sexual Harassment (Level I)

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

11. Technology Abuse

A student will not violate the district's "Technology Use Guidelines"

12. Tobacco/E-Cigarettes/Vapes

Use and possession are both forbidden. Possession of tobacco or tobacco products is defined as products on one's person whether lighted or not, exhalation of smoke or the obvious evidence of tobacco use or possession and/or the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. Students found smoking or in possession of tobacco or vaping products on or off school grounds will be subject to discipline. Additional tobacco, vaping offenses during the same school year will result in more progressive discipline. Possession of lighters is also forbidden and lighters will be confiscated.

13. Trespassing

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

SCHOOL RESPONSES TO LEVEL I VIOLATIONS:

School administrators and staff may use appropriate intervention strategies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- Change in student's class schedule;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before and/or after-school detention;
- Missed recesses
- Denial of participation in class and/or school activities;
- In-school Restriction or responsibility room
- Other intervention strategies, as needed;
- Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days;
- Law enforcement agency notification.

- An opportunity to participate in an educational and rehabilitation program regarding the dangers of addiction through Pines Behavioral Health.

LEVEL II VIOLATIONS:

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

1. Bullying/Harassment/Intimidation

“Bullying, cyber-bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying, cyber bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

2. Destruction of Property

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

3. Failure to Serve Assigned Detention

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

4. False Identification

A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

5. Fighting

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

6. Forgery

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

7. Fraud

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

8. Gambling

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

9. Gang Activity

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district’s education mission.

• Gang activity includes:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

10. Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

A student will not haze or conspire to engage in hazing of another. As used in this section, “hazing” includes any method of initiation or pre-initiation into a student organization/athletic team or any pastime, or amusement

engaged in with respect to such an organization/athletic team which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace.

11. Improper, Negligent, or Reckless Operation of a Motor Vehicle

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of others on school property.

12. Loitering

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

13. Profanity and/or Obscenity Toward Staff A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

14. Sexual Harassment (Level II)

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

15. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student.

16. Threat/Coercion

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

SCHOOL RESPONSES TO LEVEL II VIOLATIONS:

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.
- Recommendation to the school district board of education or its designees for long-term suspension or expulsion;
- Law enforcement agency notification;
- Denial of driving privileges.

LEVEL III VIOLATIONS:

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.

1. Alcohol and Drugs

A student will not possess, use, offer to buy or sell, or purport to buy or sell, or be under the influence of a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

First Offense: The student is subject to a 10 day suspension up to expulsion.

Second Offense: The student is subject to a 10+day suspension – up to expulsion

2. Arson (Starting a Fire)

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

3. Extortion

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL 380.1311a [2]).

5. Felony

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

6. Fireworks

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

7. Interference with School Authorities

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

8. Physical Assault

A student will not physically assault another person.

If a student enrolled in grade 6 or above commits a physical assault against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]). If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a [1]).

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3] [b], MCL 380.1311a [12] [b]).

9. Robbery

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

10. Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, a school bus, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

11. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than \$100.00 that does not belong to the student.

12. Verbal Assault Against an Employee

Any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

The Board shall permanently expel a student in grade 6 or above if the student commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis. (MCL 380.1311a [2]).

13. Weapons: Dangerous Instruments

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person.

A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection.

Dangerous instruments include, but are not limited to, Chemical Mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

14. Weapons: Dangerous Weapons

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air

and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings.

A "firearm," as defined in section 921, title 18 of the United States Code (18 U.S.C. §21) means:

Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel

- a projectile by action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

The term "firearm" does not include an antique firearm (18 U.S.C. §921).

State law requires the school board or its designee to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

"Weapon-free school zone" means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is in route to or from school on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

15. Weapons: Use of Legitimate Tools as Weapons

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

SCHOOL RESPONSES TO LEVEL III VIOLATIONS:

Any or all of the following intervention strategies or disciplinary actions may be used:

- Any school response to a Levels I or II violation, listed above;
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion; [NOTE: Drug-related behaviors pose an immediate threat to student safety. In all Level III drug-related cases, out-of-school suspension is imposed even for the first offense.]
- Placement in an alternative education program or transfer to another building;
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the family independence agency or county community mental health agency, and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral. (MCL 380.1311[4]).
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

DISCIPLINE MEASURES

Detention – Assigned by Principal

Parents will be notified of all detentions by referral form or phone.

1. Students serving detention shall be prepared with books, paper, pencil, etc. to engage in school related study. Students may also be assigned to do school related tasks.
2. Detention assignments will provide at least 24 hours notice and be at the prerogative of the assignor. After school jobs, athletic practices, driver's education, meetings, etc. are not valid reasons to miss detention.
3. If a student cannot stay for a detention because of a family/home situation, the parent must notify the school office prior to the detention time.
4. If a student fails to appear for detention, parents will be called that day. The student will make-up their missed detention on the next available day plus, serve a lunch detention.
5. Walking students and bus students will be treated alike. Transportation arrangements are the responsibility of the student and parent(s).

In-School Restriction or ISR – assigned by Building Administrator

1. Parents of students placed on ISR will be notified, preferably by phone.
2. Plans for positive behavior may be made using a Behavior Improvement Contract.
3. ISR students must adhere to the ISR room rules: No socialization with other students, one restroom break per 1/2 day with supervisor's permission only, further discipline problems will result in additional ISR or suspension out-of-school.
4. Students will be provided with class assignments, expected to complete them satisfactorily and hand in those completed assignments to the ISR supervisor prior to being dismissed from ISR at the end of their time. This also includes maintaining a clean area and obeying the supervisor.
5. Full credit will be given to students for all work completed during time spent in ISR.

Out of School Suspension or OSS

1. Students placed on OSS are to be separated from all school activities, including extra-curricular events. They are not to be on the school grounds during OSS, nor are they entitled to use school transportation.
2. Tests and homework missed during OSS must be made up within the appropriate time restraints (1-day per day suspended) plus one day. Work not completed within these restrictions may be subject to no greater than 50% reduction in credit, based on teacher discretion.)

Suspension of a Student by a Teacher

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn. Any student suspended pursuant to this policy shall not be allowed to return to class, subject, or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process used in the school building. The teacher may also elect to not exercise the teacher suspension rights provided in this policy, and handle the matter in accordance with the standard disciplinary process used in the school building.

If the teacher suspends the student, the teacher shall immediately report the suspension and the reason for the suspension to the school principal, or the principal's designee, for appropriate action consistent with the Code of Student Conduct. If the student remains in school, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject, or activity from which he or she was suspended without the concurrence of the suspending teacher and school principal.

As soon as possible after the teacher-imposed suspension, the teacher shall contact the student's parent/guardian and schedule a parent-teacher conference to discuss the suspension. If possible, the parent-teacher conference should be scheduled during the teacher's non-instructional time, or before or after school. The teacher must report the outcome of the parent-teacher conference to the principal in writing. Whenever practicable, a school counselor, school psychologist, or school social worker should attend the conference. A school administrator will attend the conference if the teacher or the parent or guardian so requests. (MCL 380.1309).

Failure to Follow Prescribed Intervention Strategy: Separate Violation

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

Staff Authority

The authority of any member of the school staff extends to all school district students while the students are on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

School Activities

A student who is suspended from school for any reason will not be allowed to practice, participate in, attend any school activity, or be present on school grounds, regardless of location, during the suspension (including weekends and/or holidays).

DUE PROCESS PROCEDURES

Short-Term Suspension

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal or district administrator shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical.

The student and parent/guardian shall be notified of the circumstances and action taken.

Long-Term Suspension or Expulsion

If recommended by the principal or assistant principal, the school's board of education or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion.

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student’s parents, the board of education may meet in a closed session to “consider the dismissal, suspension, or disciplining of a student.” (MCL 15.268[b]).

The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student. After the hearing, the board of education or its designee shall issue a decision, including a determination of disciplinary action.

Appeal to Board of Education for Reconsideration

A student aggrieved by the decision of the board of education may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee’s decision should be reviewed or reconsidered. The board of education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.

Interviews of Students by Police, Child Protective Services, or Other Public Agencies

The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident;(3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during a police interview. An attempt will be made to contact the parent/guardian prior to the interview unless immediate attention is necessary. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by an administrator that an interview has taken place.

The Child Protective Services Agency will not allow school personnel to sit in on an interview and the school will not notify parents.

Notification to Law Enforcement Agencies

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed student or Hostage	Explosion	Illegal Drug Use or Overdose
Suspected Armed Student	Arson	Drug Possession or Drug Sale
Weapons on School Property	Unauthorized Removal of Student	Vandalism or Destruction of Property
Death or Homicide	Threat of Suicide	Robbery or Extortion
Drive-By Shooting	Suicide Attempt	Sexual Assault
Physical Assault (Fights)	Larceny (Theft)	(Criminal Sexual Conduct)
Bomb Threat/Pull	Intruders (Trespassing)	Minor in Possession of Alcoholic or Tobacco Products
Fire Alarm		Bus Incident or Bus Accident

SECTION IV- TRANSPORTATION

Bus Transportation to School

The school provides transportation for all students outside of city limits. Those inside city limits need to be at designated stops within the city if they wish to ride. The transportation schedule and routes are available by contacting the Administration office at 517-369-3260. Drivers will be contacting you after this date as well. There is a separate bus transportation handbook that is sent home with students.