



# **BRONSON ELEMENTARY STUDENT HANDBOOK**

**School Year 2019-2020**



## **Student/Parent Handbook**

*Welcome to the Bronson Elementary. We are pleased to have you as part of Bronson Elementary and will do our best to help make your experience as productive and successful as you wish to make it.*

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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 reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers 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 an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of Spring 2015. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2015 the language in the most current policy or administrative guideline prevails.

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## **ANDERSON ELEMENTARY MISSION**

*The Anderson Elementary community will share the responsibility for providing an orderly, safe and caring environment, being supportive of the varied learning needs of our students. This will result in an educational experience that creates a learner who is responsible, skilled, enthusiastic, and self-confident.*

### **Vision**

Anderson Elementary will be a progressive teaching/learning institution focused on student achievement. Student engagement will be a priority as learning takes place through high-interest lessons. School will be perceived by students, parents, and staff as a place of fun, safety, and warmth.

### **Beliefs**

1. All students can learn, given appropriate learning conditions and supports.
2. Each student is a unique individual with special talents, strengths, and needs. Unique learning needs that must be considered include rate of learning, experiential base, specific strengths, special needs, and learning styles.
3. All students should be provided with a safe, caring, stable, and engaging environment where they will be academically, socially and emotionally stimulated.
4. Parental involvement is an essential aspect of a quality education that includes opportunities for parents to be involved in the development and evaluation of school programs, policies, and curriculum.
5. Learning is maximized when faculty members employ a wide variety of research-based teaching methods and utilize data related to content areas

## **RYAN ELEMENTARY MISSION**

It is the mission of Ryan Elementary School in partnership with students, parents, staff and community to provide a safe and nurturing learning environment. We will encourage lifelong learners and leaders to reach their full academic, creative, personal, physical and moral potential.

### **Vision**

Dedication to Excellence - Preparation for Life

### **Beliefs**

We are a Leader in Me school!

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

## **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 a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **HELPING YOUR CHILD**

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 in 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 interests 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 the proper channels when the child 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 1 School-Wide Parent Involvement Plan**

### **Part I: Plan Involvement**

**Bronson Elementary Title 1 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 1 Program: 1118 (b)**

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

Our Elementary School will:

- Hold an annual school-wide Title 1 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 1 program and how parents can be involved to help their child to be successful.
  - Parents will be notified of the meeting through U.S. mail, informing them of the time to come for the Title Parent Orientation meeting.

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

Our Elementary School will ensure the involvement of all parents by offering the following activities:

- Open House
- Parent Teacher Conferences
- PTO (Parent Teacher Organization)
- Flexible IEP times
- Muffins with Mom/Donuts with Dad/ or Parent Round Table Discussions
- Kindergarten Orientation and Learning Fair
- Math Night
- Literacy Night

#### **Involve parents in planning, reviewing, and improving the School-Wide Title 1 program, including the School and District Parent Involvement Policy: 1118 (c) (3)**

Our Elementary School will ensure the involvement of parents in planning and reviewing the School-Wide Title 1 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 November Parent Teacher conferences that encouraged 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 1 meeting in the spring to review the Title 1 program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback in a 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 School-Title 1 program

**Provide timely information about the School-Wide Title 1 Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c) (4) (A) (B)**

Bronson Elementary School will provide timely information through:

- Annual Title 1 Meeting
- Individualized 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 Web Site 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 decisionmaking process and utilize their suggestions for improvement. Revise the School-Wide plan to meet student and parent need and share revisions with LEA: 1118 (c) (4) (C) & 1118 (c) (5)**

Our Elementary School 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 part of the School 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 1 meeting in the spring to review the Title 1 program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback in a 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 academic achievement. The compact will be reviewed and discussed during fall parent-teacher conferences: 1118 (d) (1) & 1118 (d) (2) (A)**

Our Elementary School 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 Open House. 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)**

Bronson Elementary School 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 school will provide the following:

- Parent Conferences / Some grades are student led conferences
- Parent copy of Grade Level Content Expectations provided at Open House, as well as Common Core information
- WIDA results for ELL students sent to parents.
- Local assessment information (such as STAR Reading/Math, NWEA, district common assessments or 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. IRIP are provided to parents and students in grades K-3.
- Title 1 Teacher is available at conferences, to provide information and answer questions about assessments and progress.

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

Our Elementary School offers 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 to Grade 6 building transition information and visitations
- Math Night
- Literacy Night / Development of Home Reading Plan with IRIPs
- District Website provides parents with materials and resources to help their child achieve success

**Educate teachers, Title 1 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 School values and respects 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. District will in-service teachers on how to utilize district website to post classroom newsletters and add materials and resources, as needed.

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

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



- Transition to Kindergarten: activities to educate preschool parents, daycares and community stakeholders on Kindergarten expectations
- GSRP-Great Start Readiness Program: Preschool program located across the street from our school that prepares students for Kindergarten expectations offer 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 Bronson Youth Center
- Summer Learning and Caring Support - Summer School, Free Breakfast and Lunch, Bronson Youth Center Summer program, 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 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 school 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 2<sup>nd</sup> language: 1118 (f)**

Our elementary School will provide:

- Flexible meeting times
- Handicapped Accessible Facilities
- Home Visits, as appropriate
- Counselor 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, available, if needed
- School Messenger calls in English and/or Spanish.

## SCHOOL DAY

**Universal Breakfast: All students may receive a free breakfast. Ryan Elementary Universal Breakfast is served 7:20 a.m. until 7:40 a.m. before school starts or students may take a “Grab and Go” breakfast at 7:40-7:50 a.m.**

**Anderson:**                    7:25 Adult supervision available  
7:45 Students may enter building  
7:50 School day begins  
3:10 School day ends / All children picked up by 3:20

**Ryan:**                            7:20 Adult supervision available  
7:40 Students may enter building and classroom  
7:45 School day begins  
3:00 School day ends / All children picked up by 3:15

## STUDENT WELL-BEING & 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 experience. Please consider them when determining whether to send your child to school/or pickup 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 he/she, and others around them to learn.
- The **law** requires the school to 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, head lice/nits 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 guideline 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 exactly 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 the 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 spread the germs they carry.

We have three pressing responsibilities to you as parents regarding this issue: 1.) We need to take every effort to ensure the wellness of your child and that they not be exposed to illnesses. 2.) 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). 3.) We need to ensure proper supervision of your child at all times.

Please support us in this effort by dressing your child for the weather. 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 or below, recess will be inside. Please be sure your child is dressed properly for the weather.

What students must wear when:

**Below 60 degrees** – Jacket or Long Sleeves

**Below 50 degrees** – Coat and Long Pants

**Below 32 degrees** – Winter Coat, Gloves, Hats & Go Outside

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

### **Injury and Illness**

All injuries must be reported to a teacher or the office. If minor, the student 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 such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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 in school or go home. No student will be released from school without proper parental permission. Students with specific health care 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 (5) 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 an educational program.

## **SECTION I - 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 open enrollment policy or by paying tuition, please contact the superintendent's office.

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

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

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the

offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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.

### **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 a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

### **Transfer out of the District**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Bronson Elementary 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 extra-curricular 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 year. Failure to return the completed form to the school will jeopardize a student's educational program.

## **Use of Medications**

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

- 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.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written 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.

### **Elementary (Grades K to 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 parent 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 Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

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

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the 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 extra-curricular program offered by the District. Parents should contact the School principal to inquire about evaluation procedures and programs offered by the District.

### **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 individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

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 (10) 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 the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on our school website. Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to 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 a 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 un-emancipated 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 parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have 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; or
- 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); and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

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

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

### **Student Fees, Fines and Supplies**

Bronson 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 greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. 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.

Cell phones may be left in the office for safekeeping and retrieved by the child at the end of the day or may be turned off and kept in the child's backpack. Cell phones may not be used by the child during the school day, and we are not responsible for cell phones that are not secured in the office. Any non-permitted items such as hand-held electronics or other valuable items will be collected by the teacher or the principal and held in the office to be retrieved by the parent.

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.

### **Review of Instructional Materials and Activities**

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

### **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 @ 517-369-3349 or [yearlinb@bronsonschools.org](mailto:yearlinb@bronsonschools.org).

The school participates in the National School Breakfast and Lunch Programs and makes breakfasts and lunches available to students for a fee of: Breakfast is free for all students and Elementary lunch price is \$2.30. Ala carte items are available. 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. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. Students at Ryan Elementary will use a private student number to record a lunch or breakfast transaction.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact Barb Yearling @ 517-369-3349 or [yearlingb@bronsonschools.org](mailto:yearlingb@bronsonschools.org)

### **Fire, Lock Down and Tornado Drills**

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornado drills is a series of tones from the school public announcement system.

Lock-down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm signal for lock-down drills is a directive from the school public announcement system.

### **Emergency Closings 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 offices 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, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

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

### **Use of the Library**

The library is available to students throughout the school day. Books on the shelves may be checked out for a period of 2 weeks. To check out any other materials, contact the librarian, Robin Kehoe at 517-369-3282 at Ryan or 3286 at Anderson Elementary.

### **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.

### **Use of Telephones**

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

## **SECTION II - ACADEMICS**

### **Field Trips**

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

### **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. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The Ryan School uses the following standards based system:

O=Outstanding Achievement Exceeding the Standard

M=Meets the Standard

P=Progressing towards the Standard Mastery

U=Unsatisfactory Progress towards the Standard

The Anderson School uses the following standards based system:

1=Does not meet Standard

2=Progressing towards Standard

3=Meets the Standard

## **Marking Periods**

There are 4 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 (one day will be given for makeup per day of absence). 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/discuss their child's assignment notebook with their child and then sign/initial the book daily.

## **Computer Technology and Networks**

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

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

## **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communica-

tion skills and tools which will be essential to life and work in the 21<sup>st</sup> century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyber bullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.



The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

### **Student Assessments**

The schools use a variety of assessments to indicate student progress. This information is used to plan instruction and to choose teaching strategies and student interventions or extensions. Examples of assessments include Odyssey/Hybrid benchmark assessments, Bronson Measures of Academic Progress (BMAP), and common grade level assessments. We use the F&P Reading Assessment in grades K-5, WIDA for English Language Learners and Michigan Student Test of Educational Progress (M-STEP). Teachers use other classroom tests and evaluations.

## **SECTION III - STUDENT CONDUCT**

### **Student Rights and Responsibilities**

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program.

### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning result from active participation in 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 every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Excessive truancy may result in: assignment to an alternative placement with loss of participation in school activities and events; a poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools; a hearing

before a judge in a court of law; a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

### **Excused Absences**

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

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 7:45 a.m. on the day of the absence. They are to contact the classroom teacher and explain the reason for the absence. Please leave voicemail when necessary. Voice mail is available 24/7. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are absent for more than 5 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

### **Suspension from School**

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

### **Excusable, Non-approved Absence**

If a student is absent from school because of suspension or an approved vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the schoolwork that is missed.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

### **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 no 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 at least the first half of the day. Students arriving at school after lunch (within the second half of the school day) have a 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 (1/2) day after 15 minutes from the beginning of that half day section. Students being picked up early will be marked absent from school 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 ½ day absent for the afternoon. In the event of a truancy issue, three (3) tardies will count as one day absent.

Any documentation to support an excused absence must be turned in **no later than 2 (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 parents must contact the school 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 work 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 report to the school office before proceeding to class.

Students who are tardy 5 or more times in a marking period, are subject to serve an after-school detention until 4:00 p.m. to make up for lost time. We understand that it is a joint effort between parent and child to get to school on time each day.

### **Vacations during the School Year**

Parents are encouraged **not** to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) 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. Make-up work due to excused absence must be completed after returning to school. One day is allowed for completing work for each day of excused absence. 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 absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the classroom teacher to arrange for taking the test.

Students who have been suspended may make-up work. The work must be completed by the time the student returns to school.

### **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 it 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 a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

### **Code of Conduct**

A major component of the educational program at Bronson Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;

- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### **Dress and Grooming**

While fashion changes, the reason for being in school, does 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, gang-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 removed from the educational setting.

The following styles or manners 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 not 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 band 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 in activities which are designed to intimidate another student 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 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 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

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

### **2. Use of 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 to-

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

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

### **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 s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

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

**12. Falsification of schoolwork, identification, forgery**

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

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

**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. Violations 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, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the 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 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. Excessive absence could lead to suspension from school.

### **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, the refusal can 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 (WCDs)**

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

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

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

“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.

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

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

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation first to the teacher, secondly the principal or assistant principal, and may report it directly to the superintendent at Bronson Community Schools, phone (517)-369-3257. Complaints will be investigated in accordance with AG 5517.

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

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

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

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

**Harassment**

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

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, 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 and 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 posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

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

### **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 program.

### **Procedure on Bullying, Hazing, or other Aggressive Behaviors**

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

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

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.

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

### **Non-Retaliation/False Reports**

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

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

### **Definitions**

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

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

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

"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 hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

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 to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

"Staff" includes all school employees and Board members.

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

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

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

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

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

### **Criminal acts**

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

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved

in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **Safety Concerns**

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

### **Profanity**

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

### **Discipline**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school 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: writing assignments; change of seating or location; Responsibility Room/after-school detention; in-school restriction; Saturday school. The time a student spends in our responsibility room has been an opportunity for each student to discuss behavior issues with a caring staff member and establish a plan of action for what to do/not to do in the future. Our behavior policy now includes a sharing time of positives that the student has accomplished and/or displayed in the classroom. Also after-school sessions were added for those students who have been referred for behavior write-ups three times.

### **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 (1) 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 (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

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

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

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

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The 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 an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

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

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

### **Due Process Rights**

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

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the 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 represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on 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 (10) days will be given due process as described in the expulsion section below.

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

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

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
6. a transfer 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, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the 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 5 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 Elementary Schools make a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the 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.).

### **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 a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

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

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

### **Student Rights of Expression**

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

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

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

### **Student Concerns, Suggestions and Grievances**

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. 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 s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

### **SECTION IV - TRANSPORTATION**

#### **Bus Transportation to School**

The school provides transportation for all students 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.