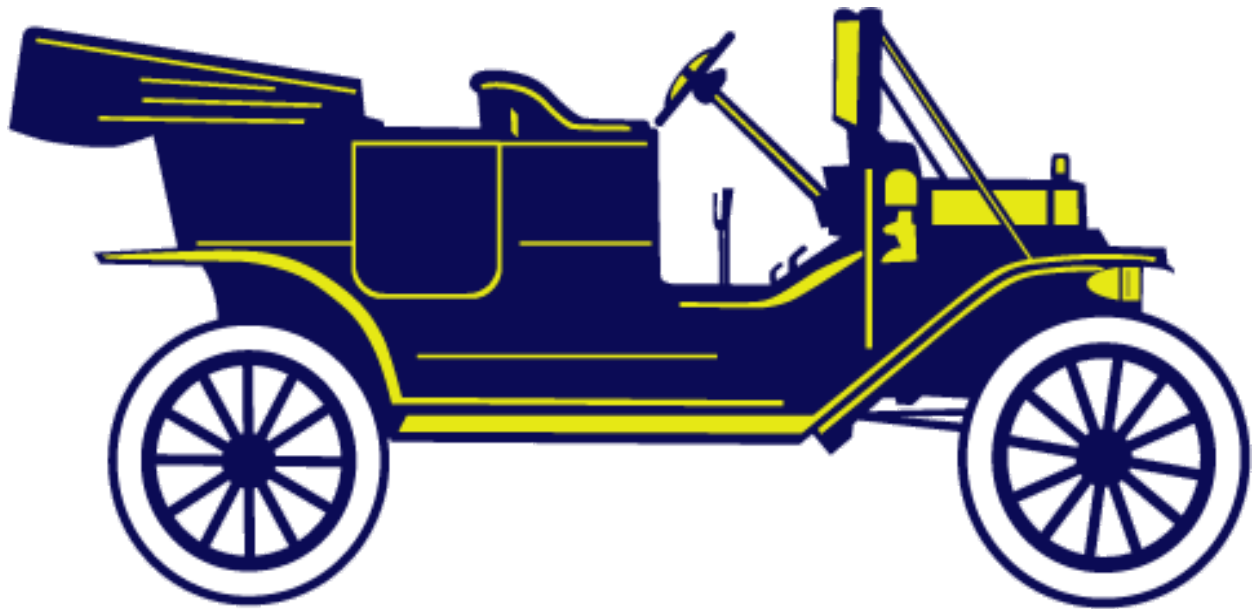


# **WOODLAND ELEMENTARY SCHOOL**

## **STUDENT/PARENT HANDBOOK**

### **2025-2026**



**2000 Pyle Drive  
Kingsford, Michigan 49802**

**Telephone (906) 779-2685  
Attendance (906) 779-2685 (press option 1)  
Fax (906) 779-7701**

**[www.kingsford.org/1/home](http://www.kingsford.org/1/home)**

**BREITUNG TOWNSHIP SCHOOL DISTRICT****SCHOOL CALENDAR 2025 - 2026**

Monday and Tuesday, August 25-26	Teacher PD - No School
Wednesday, August 27	First Day of School
Friday, August 29	No School (Friday before Labor Day)
Monday, September 1	No School - Labor Day
Friday, October 10	No School - Teacher PD
Wednesday, October 22	1/2 day of school - Students Dismissed at 12:00 p.m. for Woodland Woodland PD 1:00 p.m. - 3:00 p.m. Parent/Teacher Conferences at KHS/KMS 2:00-7:00 p.m.
Thursday, November 6	1/2 day of school - Students Dismissed at 12:00 p.m. for Woodland Staff PD 1:00-3:00 p.m. KHS/KMS Parent/Teacher Conferences at Woodland Elem. 2:00-7:00 p.m.
Monday, November 17	No School - Deer Day
Friday, November 21	End of Trimester 1 - WES
Wednesday, November 26	1/2 day of school - Early Dismissal - 12:00 p.m. for Woodland
Thursday and Friday November 27-28	No School - Thanksgiving Day
Monday, Dec 22 - Friday, Jan 4	No School - Winter Break
Monday, January 5	Return from Winter Break
Friday, January 16	1/2 day of school for students - Students Dismissed at 12:00 p.m. for Woodland Staff PD 1:00-3:00 p.m.
Monday, February 9	No School - Mid-winter Break Day
Monday, February 16	No School - Teacher PD
Friday, March 6	End of Trimester 2 - WES
Friday, March 13	No School All Buildings - Teacher PD
Friday, March 27	1/2 day of school Students Dismissed at 12:00 p.m. for Woodland; Staff PD 1:00-3:00 p.m.
Monday, March 30 - Monday , April 6	No School - Spring Break
Tuesday, April 7	Return from Spring Break
Friday, May 1	No School - Staff Professional Development
Saturday, May 23	Graduation Ceremony
Monday, May 25	No School - Memorial Day
Thursday, June 4	Last Day - Students Dismissed at 12:00 p.m.; Teacher PD 1 - 3:00 p.m.

## **Student/Parent Handbook**

for

Woodland Elementary School

Welcome to Woodland Elementary School. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

### **WOODLAND ELEMENTARY SCHOOL**

Telephone (906) 779-2685

Ms. Kristina Brazeau	Principal
Mr. Bryan Johnson	Assistant Principal
Mr. Chris Hartman	Athletic/Com. Schools Director
Mrs. Tara Hartman	Director of Instruction and Assessment
Mrs. Kimberly Rowell	Executive Secretary Woodland Office
Mrs. Elizabeth Early	Secretary Woodland Office
Mrs. Jessica Clarke	School Social Worker
Mrs. Marci Veale	Student Success Worker
Mrs. Kyllie Wickman	Behavior Specialist
Mrs. Chris Tramontine	Director of Food Services
Mrs. Rebecca Steinbrecher	School Nurse
Mrs. Jessica Zawada	School Nurse
Ms. Kristin St.Vincent	Schilleman Bus Service

## **SUPERINTENDENT'S OFFICE**

Telephone (906) 779-2650

Mr. Aaron Yonke

Superintendent of Schools

Ms. Richelle Barker

Director of Finance

Mrs. Michelle Kleikamp

Secretary to Superintendent

**Approved by the Board of Education on August 11, 2025.**

**Discipline Code adopted by the Board on August 11, 2025.**

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

## **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. This handbook summarizes and references 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 student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook.

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. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2024, the language in the most current policy or administrative guideline prevails.

## **OUR MISSION**

<p>The mission of Breitung Township Schools, in cooperation with families and our community, is to provide a quality educational experience to assist all students in developing the knowledge, skills, and attitudes necessary to become successful citizens.</p>
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## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background. ([See Board Policy 2260](#) - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes), while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Richelle Barker  
Director of Finance  
906.779.2650  
810 Pyle Drive  
Kingsford, MI 49802  
rbarker@diisd.org

Justin Cowen  
Director of Learning Technology  
906.779.2650  
810 Pyle Drive  
Kingsford, MI 49802  
jcowen@kingsford.org

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.

## **PARENT INVOLVEMENT**

Breitung Township Schools uses a web-based student management system called PowerSchool. Parents can log in to the system to check attendance, school bulletins and lunch menus.

If you had a Web ID and Password last year, your Web ID and Password will be the same in the current school year. Parents who need their Web ID's and/or password may request at the Woodland school office at 779-2685.



## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal.

If a person wishes to confer with a member of the staff, that person 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.

(See also [Board Policy 7440](#) – Facility Security, [Board Policy 9150](#) – School Visitors, and [Board Policy 2112](#) - Parent and Family Engagement)

**SCHOOL DAY**

**WOODLAND ELEMENTARY SCHOOL**

**SCHEDULE**

**DAILY SCHEDULE**

<b>7:50 a.m.</b>	<b>Staff at Assigned Posts</b>
<b>7:55 a.m.</b>	<b>Entry Bell rings</b>
<b>8:00 a.m.</b>	<b>Tardy Bell rings</b>
<b>2:55 p.m.</b>	<b>First run bus students dismissed</b>
<b>3:00 p.m.</b>	<b>Dismissal</b>

**Recess / Lunch periods:**

10:35 a.m. -- 10:50 a.m.	(lunch 10:55 -- 11:15) Third Grade
10:50 a.m. -- 11:05 a.m.	(lunch 11:15 -- 11:35) Kindergarten
11:05 a.m. -- 11:20 a.m.	(lunch 11:30 -- 11:50) Second Grade
11:20 a.m. -- 11:35 a.m.	(lunch 11:45 -- 12:05) Early 5
11:35 a.m. -- 11:50 a.m.	(lunch 12:00 -- 12:20) First Grade
11:50 a.m. -- 12:05 p.m.	(lunch 12:15 -- 12:35) Fourth Grade

**Afternoon Recess:**

1:30 p.m. – 1:45 p.m.	Early 5, First Grade, Second Grade, & Fourth Grade
1:45 p.m. – 2:00 p.m.	Third Grade
2:10 p.m. – 2:25 p.m.	Kindergarten

**Theme Classes:**

8:15 a.m. -- 8:57 a.m.	Second Grade
9:03 a.m. -- 9:45 a.m.	Fourth Grade
9:48 a.m. -- 10:30 a.m.	Early 5
10:33 a.m. – 11:15 a.m.	First Grade
11:15 a.m. -- 11:55 a.m.	Lunch for Theme Teachers
11:55 a.m. -- 12:37 p.m.	Third Grade
12:40 p.m. -- 1:22 p.m.	Kindergarten
2:15 p.m.-- 3:05 p.m.	KMS-Fifth Grade

**ARRIVING AT SCHOOL**

**Students who do not ride a bus to school should not arrive before 7:30 a.m.** All students, either bus or dropped off, will proceed to the classroom as they arrive.

([See also Board Policy 8220](#) – School Day and associated Administrative Guidelines.)

## **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.

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. 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 the child's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school success worker, Mrs. Marci Veale.

([See also Board Policy 5780](#) – Student/Parent Rights and associated Administrative Guidelines.)

## **STUDENT WELL-BEING**

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, the student must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

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

([See also Board Policy 5330](#) – Use of Medications, et seq.; [Board Policy 5341](#) – [See also Board Policy 5531](#) - Student Assistant Programs; Emergency Medical Authorization; [Board Policy 8400](#) – School Safety Information; and associated Administrative Guidelines.)

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher, nurse, or the office. If a minor injury occurs, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

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.

([See also Board Policy 5340](#) – Student Accidents, et seq.; [Board Policy 8442](#) – Reporting Accidents; and associated Administrative Guidelines.)

### **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. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

([See also Board Policy 2412](#) – Homebound Instruction Program and associated Administrative Guidelines.)

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

unless enrolling under the District's open enrollment policy.

unless enrolling and paying tuition.

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

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Executive Secretary will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. ([See Board Policy 5111.01](#) – Homeless Students.)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. ([Board Policy 5111.03](#) – Children and Youth in Foster Care.)

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.

([See also Board Policy 5111](#) – Eligibility of Resident/Nonresident Students, et seq.; [Board Policy 5113](#) – Schools of Choice Program, et seq.; and associated Administrative Guidelines.)

## **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and program. Schedules are provided to each student at the beginning of the school year or upon enrollment. Any questions or concerns about the assignment should be discussed with the Principal.

## **EARLY DISMISSAL FROM SCHOOL**

No student will be allowed to leave school prior to dismissal time without prior consent by the parent and/or 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.

(See also [Board Policy 5200](#) – Attendance, [Board Policy 5230](#) – Late Arrival and Early Dismissal, [Board Policy 5223](#) – Absences for Religious Instruction, and associated Administrative Guidelines.)

## **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 Woodland Elementary, the parent must notify the office. 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 Woodland Office for specific details.

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

(See also [Board Policy 5113](#) – Schools of Choice Program (Inter-District), et seq.; [Board Policy 6152](#) – Student Fees, Fines, and Supplies; [Board Policy 8330](#) Student Records; and associated Administrative Guidelines.)

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents. (See also [Board Policy 5130](#) – Withdrawal from School.)

## **IMMUNIZATIONS**

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

(See also [Board Policy 5320](#) – Immunization, [Board Policy 5111.01](#) – Homeless Students, [Board Policy 5113.03](#) - Children and Youth in Foster Care, and associated Administrative Guidelines.)

### **EMERGENCY MEDICAL AUTHORIZATION**

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

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

(See also [Board Policy 5340](#) – Student Accidents, et seq.; [Board Policy 5341](#) – Emergency Medical Authorization; [Board Policy 8442](#) – Reporting Accidents; and associated Administrative Guidelines.)

### **USE OF MEDICATIONS**

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

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 5330 F1, F1a, F1b, and F1c 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 be conveyed to school directly by the parent or by approved school personnel. This should be arranged in advance.

- 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 a responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for attending to the nurse's office on time to take the prescribed medication. The nurses in the office will monitor the medication release.

(See also [Board Policy 5330](#) – Use of Medications, et seq.; [Board Policy 5500](#) – Student Conduct; [Board Policy 5520](#) – Disorderly Conduct; [Board Policy 5530](#) – Drug Prevention; and associated Administrative Guidelines.)

### **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.

(See also [Board Policy 5330](#) – Use of Medications, et seq.; [Board Policy 5330.01](#) – Epinephrine Auto-Injectors.)

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

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

(See also [Board Policy 5330](#) – Use of Medications and associated Administrative Guidelines; [Board Policy 5500](#) – Student Conduct, [Board Policy 5520](#) – Disorderly Conduct, [Board Policy 5530](#) – Drug Prevention, and associated Administrative Guidelines.)



## **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.

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

([See also Board Policy 8450](#) – Control of Casual-Contact Communicable Diseases, et seq. and associated Administrative Guidelines.)

([See also Board Policy 8453](#) – Direct Contact Communicable Diseases and associated Administrative Guidelines.)

## **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. ([Board Policy 2260.01](#) – Section 504/ADA Prohibition Against Discrimination Based on 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 Woodland Office at 906-779-2685 to inquire about evaluation procedures and programs. ([See Board Policy 2460](#) – Special Education.)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

## **STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Woodland Office at 906-779-2685 to inquire about evaluation procedures and programs offered by the District.

(See also [Board Policy 2225](#) – Students with Limited English Proficiency (LEP) and associated Administrative Guidelines.)

## **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 [Board Policy 8350](#) – Confidentiality and the associated Administrative Guideline.) Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

Each year the Superintendent shall provide a 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. a student's name;
- B. major field of study;
- C. participation in officially recognized activities and sports;
- D. height and weight, if a member of an athletic team;
- E. date of graduation;
- F. awards received;
- G. honor rolls;
- H. scholarships

The Superintendent will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his/her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his/her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within 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 at [www.kingsford.org](http://www.kingsford.org)

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 administration. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's 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 their parents;
- B. mental or psychological problems of the student or their 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 their 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/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email address.

[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **STUDENT FEES, FINES, AND SUPPLIES**

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. Fees may be waived in situations where there is financial hardship.

(See also [Board Policy 6152](#) – Student Fees, Fines, and Supplies; [Board Policy 5111.01](#) - Homeliness Students; [Board Policy 5513](#) - Care of District Property; and associated Administrative Guidelines.)

## **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (See [Board Policy 5830](#) - Student Fund-Raising and associated Administrative Guidelines.) The following general rules will apply to all fundraisers.

- A. Crowdfunding activities are governed by [Board Policy 6605](#) and Associated Guidelines.
- B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- D. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- E. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

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

Parents have the right to review any instructional materials being used in the school. 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.

(See also [Board Policy 2416](#) – Student Privacy and Parental Access to Information, [Board Policy 5780](#) – Student/Parent Rights, [Board Policy 9130](#) – Public Complaints, and associated Administrative Guidelines.)

## **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for no charge. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period.

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 they are eligible, contact Chris Tramontin, Director of Food Service.

(See also [Board Policy 8531](#) – Free and Reduced-Price Meals and associated Administrative Guidelines.)

## **FIRE, LOCK DOWN AND TORNADO DRILLS**

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

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

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

(See also [Board Policy 8420](#) – Emergency Situations at School and associated Administrative Guidelines.)

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, please check our Facebook page, BTS Website, or WLUC-TV 6. Parents will be notified via email, phone call and text message through the Power School notification system and it will also be posted on the BTS Facebook page. Parents and students are responsible for knowing about emergency closings and delays.

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

([See also Board Policy 8220](#) – School Day and associated Administrative Guidelines.)

## **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* ([Board Policy 8405](#)) and asbestos management plan will be made available for inspection at the Board offices upon request.

## **USE OF THE LIBRARY OR MEDIA CENTER**

The library or media center is available to students throughout the school day.

([See also Board Policy 2521](#) – Selection of Instructional Materials and Equipment and associated Administrative Guidelines.)

## **LOST AND FOUND**

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 designated times throughout the year.

## **STUDENT SALES**

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

## **USE OF SCHOOL TELEPHONES**

If a parent/guardian needs to communicate with their student during the school day, please contact the office. Students have the ability to use school telephones located in the main office for the sole purpose of contacting a parent/guardian.



## **USE OF PERSONAL COMMUNICATION DEVICES**

Personal communication devices must be turned off and kept in students' backpacks for the entire school day. At no time should students access their personal communications devices while at school. Any violation of the PCD expectations will result in the following disciplinary action:

1. For a first offense, the device will be confiscated and given back at the end of the school day.
2. In the event of a second offense, the device will be confiscated and brought to the office and a parent/guardian will need to pick it up.
3. If a third offense occurs the student will need to check their device in at the office before school starts and will be responsible for picking it up at the end of the school day.

([See also Board Policy 5136](#) – Personal Communication Devices and associated Administrative Guidelines.)

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

([See also Board Policy 9700](#) – Relations with Special Interest Groups, Board Policy Advertising and Commercial Activities, and associated Administrative Guidelines.)



## **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 extracurricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

(See also [Board Policy 2340](#) – Field and Other District Sponsored Trips, [Board Policy 5500](#) – Student Code, [Board Policy 5771](#) – Search and Seizure, and associated Administrative Guidelines.)

### **GRADES**

Woodland Elementary has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the teacher. Woodland Elementary uses a State Standards based grading system to determine if a student has met benchmark expectations throughout the school year.

The school uses the following grading system:

#### **EARLY 5 and KINDERGARTEN**

Report cards are issued at the end of each semester (about 18 weeks). If the teacher feels it necessary he/she will contact you before the reporting period to discuss your child's progress.

#### **GRADES 1-4**

Report cards are issued at the end of each trimester (12 weeks) grading period. Teachers will call to inform parents of student progress and/or send written notice if they feel it's necessary between regular grading periods. Report card envelopes should be signed and returned promptly to the teacher.

(See also [Board Policy 5421](#) – Grading and associated Administrative Guidelines.)

## **PROMOTION, PLACEMENT, AND RETENTION**

[Board Policy 5410](#) – Promotion, Placement, and Retention and associated Administrative Guidelines provide the framework promotion, placement, and retention decisions.

### **Elementary - Middle School**

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**

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

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

([See also Board Policy 2330](#) – Homework and associated Administrative Guidelines.)

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

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

([See also Board Policy 7540.03](#) – Student Technology Acceptable Use and Safety and associated Administrative Guidelines.)

## STUDENT ASSESSMENT

The Michigan Student Test of Educational Progress (M-STEP) and the MI-Access Alternate Assessments is administered each year in accordance with the schedule established by statute and the State Department of Education.

M-STEP includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades three (3) and (4). NWEA is administered for grades K-4 in Reading and Math areas. Woodland utilizes Acadience assessments in reading in grades K-4.

Kindergarten screening will take place for all incoming Kindergarten students to help determine placement.

In addition to the tests listed above, many individual tests are given to students upon recommendation of parents and teachers. These tests include: testing for possible speech therapy, required testing to be placed in a special help class, and others. **In all of these cases,** parental permission is requested before testing can be started.

([See also Board Policy 2623](#) - Student Assessment)

## SECTION III - STUDENT ACTIVITIES

### SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Woodland Elementary provides students the opportunity to broaden their learning through curricular-related activities. The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include: D.R.I.V.E Student Leadership Team.

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.

([See also Board Policy 2430](#) – District-Sponsored Clubs and Activities and associated Administrative Guidelines.)

## **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

All groups must comply with School rules and must provide equal opportunity to participate.

([See also Board Policy 5730](#) - Equal Access for Nondistrict-Sponsored Student Clubs and Activities.)

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

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

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is the worker's 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**

#### **ATTENDANCE POLICY**

Regular attendance at school is vitally important to each student as it can directly affect his/her progress academically and his/her development of attitudes and habits for later life.

While keeping records of a student's attendance is a school function, the primary responsibility for ensuring regular attendance at school rests with the parent/guardian and the student. At the same time, the school continually tries to teach students the value and importance of regular attendance. Through the cooperative efforts of parents

and the school, it is hoped that each student will develop attendance habits and attitudes which will be helpful to the present and future endeavors of the student.

### **Procedures and Guidelines**

The following procedures are based on the understanding that a maximum of four (4) absences per nine week marking period is adequate to cover the legitimate needs of the majority of students. This limit is not to be considered a grant to be absent. Every effort should be made to schedule doctor, dentist and agency appointments after school.

### **Specific attendance policy procedures are as follows:**

Parents/guardians must call in to verify every absence with a phone call to the WES office 779-2685 (press 1 if calling after hours and leave the necessary information). (Phone calls from the parent/guardian must be received the day of or prior to the absence.) Absences that are not verified will be considered unexcused. An unexcused absence will result in a zero for any assignment, test or quiz given that day. There may also be disciplinary action for the unexcused absence.

### **Excused Absences:**

- Illnesses of the student or family member
- Doctor/Dental appointment or care (verified by doctor's note)
- Religious observations
- Participation in legal proceedings
- Emergency child care situations
- Serious family emergency
- Suspension days
- Exceptional circumstance

### **Unexcused Absences:**

- No call-in from parents or excessive number of absences exceeding 4 per trimester

### **Exempt Absences:** (Do not count toward absence totals)

- School related activities, i.e. field trips, athletic events
- Death in the student's immediate family
- Hospitalization, serious or long term illness verified by a doctor (specific dates required)
- Bereavement of a family member
- Pre-Planned family activities/trips - School is notified in advance (proper form is filled out)

Parents are discouraged from having their children excused from school for vacations or trips. Whenever a proposed pre-planned absence is requested it must be cleared by the principal. **The absence will be approved if the student remains under 4 days of absence for the current quarter, is not truant, and the student is in the company**

**of his/her own parents/ guardian.** Extenuating circumstances will be handled on a case-by-case basis. The student is responsible to make up all the work that can be made up. Some work, particularly which requires class participation, may not be able to be made up. The teacher reserves the right to provide alternative assignments when appropriate or there is a possibility that a grade may be affected by missing direct classroom instruction.

A student may participate in an extracurricular activity, (meeting, practice, or competition after school or during evening, only if the student has been in school for a portion of that day. An exception will be made if there is an approved pre-planned absence, or if the student is ill in the morning and well enough to attend all of his/her classes after lunch. Students that are suspended (OSS) will not participate in extracurricular activities on that day. Students with an overtime obligation will not participate until that obligation is fulfilled.

**Specific attendance policy guidelines are as follows:**

Absences per Quarter or Semester	Action taken:
Up to four excused absences per trimester	<ul style="list-style-type: none"> <li>• No action taken</li> </ul>
Five or more absences per trimester	<ul style="list-style-type: none"> <li>• Administration will be contacted by the School Success worker to investigate patterns or trends for absences. Parents may be contacted.</li> <li>• Copy of attendance record is placed in CA-60 file</li> </ul>
Five unexcused absences in any class in any trimester, AM or PM.	<ul style="list-style-type: none"> <li>• School Success Worker and administration confers with parent to discuss attendance record</li> <li>• Letter is sent to parent including notification of attendance record and attendance policy</li> <li>• A truancy petition will be sent to the DIISD. Each subsequent absence will result in a referral to the Dickinson County Truancy Officer as per the Dickinson County Truancy Ordinance</li> <li>• Copy of attendance record is placed in CA-60 file</li> </ul>

## **TARDINESS**

Students are expected to be in their seats ready to begin work when the tardy bell rings in the morning and after lunch. If students have excessive tardiness (three or more), make-up time may be required. Students are marked tardy if they are at school but loitering in halls or cafeteria past the time the tardy bell rings.

[See Board Policy 5200](#) - Attendance

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 9 a.m. on the day of the absence or by the following day. They are to call the Woodland Attendance Line at 906-779-2685 then press "1" and explain the reason for the absence. 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 excusably absent for more than 4 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. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non curricular school activities and events and a notation made on the student's grading record concerning the student's frequent absence from school. Such a report may be provided postsecondary institutions and/or possible employers.

## **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student's return to school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

## CODE OF CONDUCT

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

Student conduct is governed by the rules and provisions established in the Student Code of Conduct.

### WOODLAND D.R.I.V.E. EXPECTATIONS

<i><b>Dependable</b></i> -Follow through on what is expected
<i><b>Respectful</b></i> -Treating others and property with care
<i><b>Integrity</b></i> -Doing what is right even when no one is looking
<i><b>Value Self</b></i> -Putting forth your best effort and taking care of yourself
<i><b>Empathy</b></i> -Being aware and showing concern for others

(See also [Board Policy 5500](#) – Student Conduct, [Board Policy 5600](#) – Student Discipline, and associated Administrative Guidelines.)

### 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 expose too much? (no)  
Does my clothing advertise something that is prohibited to minors? (no)  
Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)  
Would I interview for a job in this outfit? (yes)  
Am I dressed appropriately for the weather? (yes)  
Do I feel comfortable with my appearance? (yes)

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:

- Clothing suggesting illegal substances (i.e. alcohol, drugs, tobacco, etc.)
- Clothing with profanity, vulgarity or double messages which are suggestive of profanity or vulgarity or drugs and alcohol
- Clothing which exposes bare midriffs
- Pajamas and/or slippers may not be worn at school
- Shoes must be worn at all times

### **Dress Code Consequences**

Failure to comply with above conditions may result in the following consequences:

- Students may be asked to turn clothing inside-out.
- Student may be asked to change into appropriate clothing
- Parents may be called to bring in appropriate clothing.
- Failure to comply may result in disciplinary action.

Students who are representing Woodland Elementary School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

([See also Board Policy 5511](#) – Dress and Grooming and associated Administrative Guidelines.)

### **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. 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. 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 the student's 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.

(See also [Board Policy 5513](#) – Care of District Property; [Board Policy 6152](#) – Student Fees, Fines, and Supplies; and associated Administrative Guidelines.)

## **TITLE IX SEXUAL HARASSMENT**

(See [Board Policy 2266](#) – Nondiscrimination on the Basis of Sex in Education Programs or Activities.)

## **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 and shall consider using restorative practices. 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 discipline and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

(See also [Board Policy 5500](#) – Student Conduct, [Board Policy 5600](#) – Student Discipline, [Board Policy 5610](#) – Emergency Removal, Suspension, and Expulsion of Students, [Board Policy 5610.02](#) – In-School Discipline, [Board Policy 5611](#) – Due Process Rights, and associated Administrative Guidelines.)

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

(Organized by Rule Number)

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

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

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

## **2. Use of 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 to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). 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 a need to organize some form of demonstration, the student 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 the student's 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 the student brings onto or has in their 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. 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 may result in referral to the School Resource Officer, suspension or expulsion.

## **12. 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.

## **13. 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.

## **14. Theft**

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials or the School Resource

Officer. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Woodland office. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### **15. 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.

### **16. Damaging property**

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

### **17. 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.

### **18. 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.

### **19. 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 referral to our school social worker, suspension from school, or possibly expulsion.

### **20. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

### **21. 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.

### **22. Harassment**

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school

environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal, or assistant principal, or may report it directly to the Title IX Coordinators Justin Cowen or Richelle Barker by phone at 906-779-2650. Complaints will be investigated in accordance with AG 5517.

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

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

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

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

### **Harassment**

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

## **22b. 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.

## **ANTI-BULLYING**

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Board of Education opposes bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

Bullying is a form of aggression that occurs when one or more individuals intentionally subject another person (the "target" of the bullying) to unwanted and hurtful action that results in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to, the following types of conduct:

*Verbal:* name-calling, teasing, threatening, taunting, and gossiping.

*Emotional:* shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors, and exerting coercive peer pressure. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

*Physical:* any sort of aggressive physical contact which may include punching, poking, shoving, kicking, choking, pulling hair, beating, biting, and tickling.

**Note:** bullying of a sexual nature will be addressed through the district's policy and procedure for sexual harassment.

### **Prevention**

1. The district shall provide to school employees, students, and parents written information about the identification, prevention, and correction of bullying.
2. The district shall provide to all school employees training about the nature and seriousness of bullying, as well as prevention and intervention strategies.
3. The district shall provide to students learning activities regarding the nature and seriousness of bullying; knowledge, attitudes, and skills necessary to discourage bullying; standards of acceptable behavior; and ways in which students can be actively involved in creating a safe school environment.
4. The district shall encourage communication between teachers/administrators and parents shall be encouraged to promote the strong partnerships necessary to most effectively prevent and intervene with bully/target problems.
5. The district shall conduct periodic assessments regarding the types and prevalence of bullying shall be made at each school in order to gauge program effectiveness and needs.
6. Recognizing the importance of positive role modeling, district staff shall not engage

in bullying conduct while involved in school related duties.

### **Intervention**

1. Allegations of bullying shall be promptly investigated by school administration. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the target and/or reporting person.
2. Allegations of bullying can lead to disciplinary consequences, including but not limited to reprimand, suspension, change of schedule or placement, expulsion, denial of participation or privileges, and detention.
3. Individualized interventions to equip students with pro-social and coping skills shall be provided to students who exhibit bullying behaviors and those who are targets of such behaviors.
4. Any person who reports an incident of bullying shall not be subject to retaliation. Appropriate measures shall be taken to discourage and promptly address any retaliation or attempts to “get even” with the target and/or the person who reports the bullying conduct.

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

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

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will 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

[\(See also Board Policy 5517.01](#) – Bullying and Other Aggressive Behavior Toward Students)

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
Policies on Bullying, Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education

## **23. 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 shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

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 (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

writing assignments such as an apology, writing of expectations or completion of a packet on the topic of the information

change of seating or location;

lunch-time or after-school detention;

in-school restriction;

### **Detentions**

A student may be detained after school (3:15-4:15) after giving the student and the student's parents notice. The student or the student's 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, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than five (5) school days 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.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend.

Students involved in co-curricular and extracurricular activities can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, the student 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 (IDEA) and the Americans with Disabilities Act (ADA), 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 the student's 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. 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 a description of the charges and hearing procedures.

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

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

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

([See also Board Policy 5605](#) - Suspension/Expulsion of Students with Disabilities, [Board Policy 5610](#) - Emergency Removal, Suspension, and Expulsion of Students, [Board Policy 5611](#) – Due Process Rights, and associated Administrative Guidelines.)

## **SEARCH AND SEIZURE**

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

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.

([See also Board Policy 5771](#) – Search and Seizure and associated Administrative Guidelines.)

## **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 must obtain approval from administration twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students in the district. The transportation schedule and routes are available by contacting Schilleman Bus Service at 906-828-2456.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, or prior approval through the office.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the Principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

(See also Board Policy 8600 – Transportation and associated Administrative Guidelines.)

## **BUS CONDUCT**

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

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

The following behaviors are expected of all students:

***Prior to loading (on the road and at school ), each student shall:***

1. Be on time at the designated loading zone five (5) minutes prior to scheduled stop;
2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the bus driver signals it is safe;
6. Go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

***During the Trip, each student shall:***

1. Remain seated while the bus is in motion;
2. Keep head, hands, arms, and legs inside the bus at all times;
3. Not litter in the bus or throw anything from the bus;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other bus riders;
6. Not eat, drink or play games, cards, etc;
7. Not tamper with the bus or any of its equipment.
8. Complete silence at railroad crossings is required.

***Leaving the Bus, each student shall:***

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



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

Expectations	Bus
<b><i>Dependable</i></b> -Follow through on what is expected	-Follow directions
<b><i>Respectful</i></b> -Treating others and property with care	-Care for property
<b><i>Integrity</i></b> -Doing what is right even when no one is looking	-Stay in your seat until your stop
<b><i>Value Self</i></b> -Putting forth your best effort and taking care of yourself	-Focus on yourself and your belongings
<b><i>Empathy</i></b> -Being aware and showing concern for others	-Use a calm voice

(See also [Board Policy 8600](#) – Transportation and associated Administrative Guidelines.)

## **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

([See Board Policy 7440.01](#) – Video Surveillance and Electronic Monitoring.)

## **PENALTIES FOR INFRACTIONS**

Riding the bus is a privilege. School districts are NOT required by law to transport regular education children. A student who misbehaves on the bus shall be disciplined and may lose the privilege of riding on the bus at the discretion of administration.

