

TABLE OF CONTENTS

Mission Statement	2
Contacting Brimley Elementary	2
Hours	2
Student Responsibilities	3
Attendance	3
Discipline	7
Athletic Policy	20
General School Rules	21
Transportation	22
Curriculum	23
Breakfast and Hot Lunch Program	24
Recess	24
Security	24
Report Cards	24
School Delays or Closing	24
Compensatory Education	25
Professional Development	25
Policies for Telephone Use and Visitors	25
Health Issues	25
Testing	26
Library Services, School Parties	26
Building Use, Textbooks, Special Services, Weapons	27
Support Organizations.....	27
Sexual Harassment Policy	27
Board Statements and Notifi cations	28
Emergency Phone Numbers	31

Dear Students and Parents:

The faculty and staff of Brimley Elementary School, your “ Neighborhood School. “ welcomes you! The contents of this handbook are intended to give guidance and information throughout the year. If you have questions that remain unanswered after reading the handbook, please call the school office. I feel that open and clear communication between school and home is important to the success of our educational program.

Our professional and supportive staff strive to make education interesting and stimulating. We welcome your participation and support and ask that parents take an active role as partners in the important job of educating the children of this community.

Know that my door is open anytime and I am usually as close as your telephone. I want to work with you to help you obtain your goals while you are a part of the Brimley family.

Hugh Clarke
Principal

MISSION STATEMENT

The mission of Brimley Elementary School is, in working together with parents, to provide the best education possible for all of our students. We believe that in order to be successful in life, children need a good academic background. This will allow them to compete in the world of work with the tools of the mind they need to be successful. We also believe that equally important is that students be persons of good character. This means treating people in authority as well as other classmates with dignity and respect. This means doing what is necessary to be successful, not what we want to do.

The teachers and staff at Brimley Elementary School are committed to working together with parents in an equal partnership. We believe that all of us want the best for the children of Brimley Schools. In supporting each other our children will obtain what each of them has a right to: the best education and the best parenting we can give them.

CONTACTING BRIMLEY ELEMENTARY

Parents are encouraged to keep open communications with their child’s teacher and the principal. By calling (906) 248-3217, contact may be made with the school during office hours, 8:00 a.m. - 4:00 p.m. The FAX number is (906) 248-5594.

Regular school board meetings are held on the third Monday of each month with the primary site of the High School Cafeteria. These meetings are open to the public, and begin at 7:00 p.m.

SCHOOL HOURS

8:05 a.m. - 8:20 a.m. Homerooms
8:20 a.m. Classes Begin
3:15 p.m. Classes Dismissed
8:05 a.m. - 11:30 a.m./12:45 p.m. Early Dismissal
10:05 a.m. - 3:15 p.m. Delayed Start

STUDENT RESPONSIBILITIES

1. Attend school daily and to be on time
2. Be prepared for each class with the appropriate materials and assignments
3. Be properly attired and groomed
4. Exhibit respect toward others
5. Conduct him/herself in a responsible manner
6. Be aware of all school rules

ATTENDANCE

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent absences or tardiness.

According to state law, it is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education and training, and if compulsory attendance age, attends school.

TARDY

During each semester, 5 tardies (excused or unexcused) will equal 1 day absent. The Building Principal will have the authority to consider extenuating circumstances for tardies beyond 5.

For subsequent tardies, absences would only be recorded after each time 5 additional tardies have accumulated and so on. The school attendance policy addresses consequences after the 10th absence from school, or from any individual class, in a semester.

ATTENDANCE POLICY

1. Students may be excused by a parent, either by a note or phone call, for any day(s) absent from school.
2. For each day of excused absence, the student will have one day in order to make up the "work" (i.e. assignments, tests, quizzes, projects, etc.) missed on the day(s) absent.
3. For each day of unexcused absence, reduced credit may be earned for any "work" done in class the day of the unexcused absence. Up to 60% credit may be earned for assignments, tests, quizzes, projects, etc. that are due the day of the unexcused absence. This is being done in order to encourage students to make-up work that is missed during absences.
4. All teachers will be expected to follow the procedures in #s 2 and 3
5. During each semester, after 5 days of absence for any reason, excused or unexcused, contact with the parents of the student involved will be done by a letter being sent home.

6. During each semester, after 10 days of absence for any reason, excused or unexcused, contact with the parents of the student involved will be done via a phone call. A mandatory meeting between a teacher or counselor, parents(s), and student, will be held as soon as possible after the 10th absence.
7. Any absence, excused or unexcused, beyond 10 in a semester will be considered unexcused, unless extenuating circumstances are involved. The Principal will be the sole determination of this issue. The decision by the Principal will be final.
8. Pre-arranged family vacation requests forms can be obtained in the elementary or middle school/high school office and must be filled out and signed by a parent/guardian and the grade level administrator prior to the absence. The pre-arranged absences will count toward the total absences, but may apply the extenuating circumstances.

ATTENDANCE PROCEDURE

1. When a parent notifies the school through personal visits, signed note, or a telephone call, the child's absence is considered excused.
2. The length of the student's absence will be equal to the time given to turn in missing assignments due to the absence.
3. When an absence is anticipated, student and/or parents are encouraged to meet with the teacher in advance regarding the assignments that will be missed.
4. The school encourages parents to schedule shopping trips and appointments after school hours, whenever possible.

PARENTAL RESPONSIBILITY

1. Call the school office (248-3217) on or before the day of absence or the following morning no later than 9:30am.
2. If the parent or guardian is unable to call, a signed note will be sent with the student upon his/her return to school. It will include the following:
 - a. Reason for absence
 - b. Date(s) student was absent
 - c. Signature of the parent/guardian

THE LAW

There are ways in which the Prosecutor's Office and 50th Circuit Court Family Division can become involved with your child:

1. The Compulsory Education Law requires that, "Every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday, shall send that child to public schools during the entire school year. The child's attendance shall be continuous and consecutive." Violation of this law is a misdemeanor punishable by up to 90 days in jail, a fine of up to \$50.00, probation for up to 2 years, or some combination of jail, fine, and/or probation. These cases are handled in District Court of the jurisdiction where the offence occurs.

A violation of this law occurs if a child is repeatedly absent from school without a valid excuse or the adult responsible for the child does not make EVERY attempt possible to get the child to school.

2. Chippewa County Ordinance #94-1 (Parental Responsibility) states that parents are responsible “to require the minor to attend regular school sessions and to prevent the minor from being absent from school without parental or school permission.” Violation of this ordinance is a misdemeanor punishable by up to 90 days in jail and/or a fine of up to \$500.00.

A violation of this ordinance occurs when a parent, by any action, or lack of action, encourages, causes, or allows his/her child to be truant, OR when a parent knew or should have known that his/her child was likely to be truant and failed to take timely and appropriate steps to prevent it.

3. The Juvenile Code also gives the Family Division of the Circuit Court jurisdiction over children and their parents when a child willfully and repeatedly absents himself or herself from school or other learning programs intended to meet the child's educational needs. MCL 712a.2(a)(4).

However, to take jurisdiction under this provision we must be able to show the juvenile willfully absents himself or herself from school or other learning programs intended to meet the juvenile's educational needs, or repeatedly violates the rules and regulations of the school or other learning program, and the court finds on the record that the juvenile, the juvenile's parent or guardian, or custodian, and school officials or learning program personnel have met on the juvenile's educational problems and educational counseling and alternative agency help have been sought. AS used in this sub-subdivision only, learning program means an organized educational program, that is appropriate, given the age, intelligence, ability, and psychological limitations of a juvenile, in the subject areas of reading, spelling, mathematics, science, history, civics, writing, and English grammar.

Days absent - Days absent are simply (school defined) absences, ***and do not include behavioral suspensions***. Days counted are cumulative. A count is taken from the beginning of the year to the end of the year, not by semester.

Parents/guardian - Custodial parent or guardian the child currently resides with at the time of the truant behavior.

Truancy - When a child is repeatedly absent from school without a valid excuse and a parent, guardian, or other person in parental reflection fails to send a child under his or her control to the public school or other school listed under section 1561, the child is truant.

Complaint - A criminal petition, filed by school officials, including truant behavior by a child, the child's parent, or guardian. The petition is forwarded to the county prosecutor for review and authorization. If the petition is completed appropriately and the truancy protocol has been followed, the petition will be authorized and forwarded to the 50th Circuit Court Family Division or 91st District Court for disposition.

CHIPPEWA COUNTY TRUANCY PROTOCOL

Lack of school attendance is an ongoing issue in Chippewa County. As everyone knows, it is nearly impossible for a child to succeed in today's world without a good education. Various law enforcement, schools, and court officials have come together, in a collaborative effort, to strengthen the community's commitment to the education of youth.

The attendance and the participation of children in an educational program sets the foundation for their future. School is a setting for children to develop not only academic skills, but also social skills, positive peer relationships, and athletic achievements. It is one of the key opportunities for the development of self-esteem. This opportunity is best served with the combined efforts of parents, school personnel, and community agencies.

The truancy protocol is as follows:

9 absences A school employee in charge of attendance will attempt to make contact with the parent or guardian of the student to discuss the attendance issue. Contact will be attempted by both phone and letter. The parent/guardian of the child must contact the school to set up an attendance planning meeting.

12 absences A school employee in charge of attendance will attempt to make a phone contact with the parent/guardian to discuss the student's ongoing attendance issue. A restricted certified letter will be sent to the adults responsible for the student clearly explaining the attendance issue as well as their responsibilities as parent/guardian of the student. A meeting time will be assigned to meet and discuss student's attendance issue. *At this point, failure of the parent/guardian of the student to contact school officials may result in a complaint being forwarded to the county prosecutor.*

16 absences School officials have made every attempt to contact parent/guardian to address the attendance issue. As required by the Compulsory School Attendance Act and the Chippewa County Truancy Protocol, the school will file a complaint with the Chippewa County Prosecutor's office for review and disposition.

WHAT SCHOOL OFFICIALS MUST DO

To prove a case in court, it will be necessary for school officials to document every action taken in potential truancy cases. That means keeping a record of all contacts with the parent and/or child, including who was involved in the contact, the date, time and location of the contact, and a summary of what was said or done.

PROCEDURE

In order to implement our efforts to deal with the truancy problem, the following procedure must be followed and documented (see attached checklist)

1. FIRST CONTRACT - 6 Absence

A school employee in charge of attendance will attempt to make contact with the parent/guardian of the student to discuss the attendance issue. Contact will be attempted both phone and letter. The parent/guardian of the child must contact the school to set up an attendance planning meeting of school officials will set up meeting when contact is made.

2. SECOND CONTRACT - 9 Absences

A school employee in charge of attendance will attempt to make contact with the parent/ guardian to discuss the students ongoing attendance issue. Contact will be attempted by the phone and letter. A restricted certified letter will be sent to the adult's responsible for the student clearly explaining the attendance issue as well as their responsibility as parent/guardian of the student. The parent/guardian of the child must be contract the school to set up an attendance planning meeting or school officials will set up meeting when contract is made. *At this point, failure of the parent/guardian of student to contact school officials may result in a complaint being forwarded to the county prosecutor.*

3. THIRD CONTACT - 12 absences

School officials have made every attempt to contact parent/guardian to address the attendance issue. As required by Compulsory School Attendance Act and the Chippewa County Truancy Protocol, the school will file a complaint with the Chippewa County Prosecutor's office for review and disposition.

MAKE-UP WORK AND TESTS

When a student is absent, it is critically important that the student complete make-up work assignments. It is the students responsibility to obtain make-up work from the teacher immediately upon returning to school. A student will be allowed one day to make up work for everyday he or she has missed.

If the student is absent due to suspension, he/she has the right to make up work, test or quizzes. Students who are caught skipping will forfeit this right.

SCHOOL WIDE PLAN

In order to grow educationally, socially, and emotionally, children need to be in an environment in which there are concerned authority figures that set firm, consistent, positive limits while providing warmth and support for their appropriate behavior. Knowing what response there will be to their behavior by authority figures, both positive and negative, the child is in a position\

to choose how they will behave. Corporal punishment is not allowed. Physical restraint for intervention is acceptable only in matters of common safety.

Accepted Behavior.

Student will:

1. Follow directions the first time they are given.
2. Show respect for others and their possessions, using acceptable language and gestures at all times.
3. Keep hands, feet, and objects to themselves.
4. Use school property and playground equipment as directed.
5. Play safely in designated areas by:

- a. Not being excessively rough or fighting.
- b. Using an inside voice and walking when indoors.

Intolerable Behaviors: cheating, insubordination, theft, persistent disobedience, skipping school, use or possession of tobacco products, alcohol, non-alcoholic malt beverages, drugs, inhalants, pornographic or sexually explicit materials and possession of weapons or explosives; any behavior that is illegal or threatens the safety of others.

BAY'S WAYS

All schools are required to have a Positive Behavior Intervention Program (PBIS). Five years ago our school developed the Bay's Ways Program, which is based on the 4 B's: Be Respectful, Be Responsible, Be Ready to Learn, and Be Safe.

Several times per school year, we take our children to various environments in our school and we actually teach the Bays' Ways Lesson for that specific area. The Behavior Matrix (next page) helps to explain what our expectations are for each environment. It helps to explain what the "B's" should look like in each area of the school.

There is a positive acknowledgement component to PBIS/Bays' Ways as well. Students who are witnessed making good choices and following the Bays' Ways are rewarded with praise and a ticket that allows them to enter a classroom drawing for special privileges, activities, and rewards.

Voice levels are another component of PBIS. Depending on the situation where a child is in our school, helps determine the voice level that would be appropriate. The following information may be helpful to our families as these are the terms that we use at school:

Level 0 or "zero voice" - No Talking/No Sounds

Level 1 - Whisper

Level 2 - Quiet Conversation Voice

Level 3 - Presentation Voice

Level 4 - Outside Voice

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

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

STUDENT DISCIPLINE CODE

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

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

The following chart provides a list of major areas that may result in disciplinary action. An explanation of each behavior and possible consequence follows. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code.

A SEPARATE SHEET GOES HERE

STUDENT DISCIPLINE CODE

BEHAVIOR	RECOMMENDED ACTIONS		
	EXPEL	SUSPEND	DISCRETIONARY
1. Use of Drugs a. Possession b. Distribution c. Sale d. Use		X X X X	
2. Use of Tobacco a. Possession b. Use		X X	
3. Disorder/Demonstration		X	
4. Possession of a weapon	X		
5. Use of an object as a weapon		X	
6. Purposely setting a fire	X		
7. Physically assaulting a staff person, student, or other person		X	
8. Verbally threatening a		X	

staff person, student, or other person			
9. Extortion		X	
10. Gambling or cheating			X
11. Falsification of schoolwork, identification, and/or forgery			X
12. Setting false alarms/false reports		X	
13. Explosives	X		
14. Trespassing		X	
15. Theft	X		
16. Disobedience			X
17. Damaging Property		X	
18. Persistent absence or tardiness			X
19. Unauthorized use of school private property			X
20. Refusing to accept discipline		X	
21. Aiding and abetting violation of school rules			X
22. Engaging in displays of affection			X
23. Possession of electronic equipment			X
24. Violation of individual school or classroom rules			X
25. Violation of bus rules		X BUS	
26. Disruption or the educational process			X

27. Harassment			X
28. Bullying and Other Aggressive Behaviors		X	
29. Possession of a Firearm	X		
30. Fighting			X

EXPLANATION OF TERMS APPLYING TO THE STU DISCIPLINE CODE

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 - sale, use, distribution, or possession of drugs, alcohol, fake drugs, steroids, inhalants, look-alike drugs, or drug paraphernalia is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

Use of Breath-Test Instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If the student refuses to take a test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

First Offense: 3-day suspension with referral to the Student Assistance Program or
5-day suspension plus possible extra-curricular or athletic sanctions.

Second Offense: 7-day suspension, plus an internal intervention.

Third Offense: 10-day suspension, with mandated referral to an outside agency
(Offenses may accumulate from year to year).

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 or any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

Violations of this rule could result in suspension or expulsion. Extra-curricular and/or athletic sanctions may also be imposed.

First Offense Possession:	1-day suspension
First Offense Usage	2-day suspension
Second Offense Possession or Usage:	3-day suspension, plus referral to Probate Court

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. Disruptions of any school activity will not be allowed. IF a student (or students) feels there is a need to organize some form of demonstration, s/he's 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 conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlock, pens, pencils, chairs, jewelry and so on. It will make no difference whether or not the weapon belonged to a student other than the one who possessed the weapon. Possession of a weapon will subject a student to expulsion.

5. Use of an object as a weapon

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a Felony and/or cause for Civil action. Use of an object as a weapon may subject a student to expulsion.

6. 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.

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

Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury may result in charges be filed and subject the student to expulsion.

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

Any statement or noncontact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed towards a staff member in a threatening tone. Verbal assaults may result in suspension or expulsion.

9. Extortion

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Acts of extortion could result in suspension or expulsion.

10. Gambling

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

11. Falsification of school work, identification, forgery

Forgery of hall, bus passes and excuses as well as fake I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

12. False alarms and false reports

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt. False alarms and reports will result in suspension or expulsion.

13. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Possession of such items will result in suspension or expulsion.

14. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. Violations of this rule could result in additional suspension or expulsion.

15. Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged to not bring anything of value to school

that is not needed for learning without prior authorization from the Principal. The School is not responsible for personal property. Theft may result in suspension or expulsion.

16. Disobedience

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

17. Damaging property

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

18. Persistent absence or tardiness

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

19. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any authorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

20. Refusing to accept discipline

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

21. Aiding or abetting violation of school rules

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

22. Displays of affection

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

23. Possession of electronic equipment

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, CD players, "boom-boxes," portable TV's, pagers, cellular telephones, etc. for use during school hours, without the permission of the Principal. The property will be confiscated and disciplinary action may be taken. Violations of this rule could result in suspension or expulsion.

24. Violation of individual school/classroom rules

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

25. Violation of bus rules

Please refer to Section V on Transportation for bus rules.

26. Disruption of educational process

Any actions or manner of dress interfering with school activities disrupt the education process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violation of this rule could result in suspension or expulsion.

27. Harassment

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. Verbal

The making of written or oral sexual innuendos, suggestive comments, jokes of sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Nonverbal:

Causing the placement of sexually suggestive objects or pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

C. Physical Contract:

Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow staff student, staff member, or other person associated with the District.

Gender/Ethic/Religious/Disability/Harassment

A. Verbal:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. towards a fellow student, staff member, or other person associated with the district.
2. Conducting a "campaign of silence" towards a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

B. Nonverbal:

Placing objects, pictures, or graphic comments in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

C. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, Staff member, or other person associated with the district or their property.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should make contact with one of the persons listed on the bulletin board who are available to students to report any harassment incident.

The student may make contact either by written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, the appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment may be considered a form of child abuse, which will require that the abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

28. Bullying and other aggressive behavior towards students

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 of motivation for such impermissible behavior.

Bullying or other aggressive behavior towards 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 action 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 an school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the schools’ control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent

consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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

Implementation

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

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

Procedure

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

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

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

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

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts-i.e. Internet, telephone, or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school districts educational programs or activities by placing the student in reasonable fear of physical harm by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a student's physical or mental health;and/or
- D. Causing substantial disruption in or substantial interference with, the orderly operation of the school.

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

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

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

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

“Staff” includes all school employees and board members

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

28. Possession of firearm

In compliance with federal and 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 rape 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.

Disables students under IDEA or section 504 shall be expelled only in accordance with the board policy 2461 and federal due process rights appropriate to disabled students.

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.

29. Fighting

When a student is involved in a fight with another student on school grounds the student may be suspended or expelled from school. If necessary, law enforcement will be called.

CRIMINAL ACTS

Any criminal acts committed 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

REFERRALS

Some violations of the Student Discipline Code may result in referrals to outside agencies for student assistance

DISCIPLINE

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

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

Two types of discipline are possible, formal and informal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

- Writing assignments
- Change of seating or location
- Recess/lunch-time and after-school detention

DETENTIONS

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

Detentions take precedence over other school activities.

FORMAL DISCIPLINE

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

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

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

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

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to be present. The Superintendent of Schools then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

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

EXTRA-CURRICULAR ACTIVITIES

At the principals discretion, disciplinary referrals, general school behavior issues and academic progress can all have a direct impact on whether or not students may attend or participate in various extra-curricular activities, including athletics.

ELEMENTARY ATHLETIC POLICY

Elementary students in grades 4-6 have the opportunity to play basketball on our elementary school team. It is important for our students to understand that academics and appropriate conduct have to be their first priority.

School staff and parents are there to support the children, but it is ultimately the student's responsibility to make sure they are doing their schoolwork on a regular basis and in a timely fashion. Having met these requirements, and barring any serious disciplinary issues, the student is free to take part in extra activities that are offered, including athletics.

Please note that any students who is carrying one or more "E's" during the first week of the season (game schedule), will be put on probationary status but may play in the games that week. If the student still has failing grades during the second week, however, the student is considered ineligible to play in that week's games. However, if a student brings those grades up to a "D-" or higher, they are eligible to play/participate.

Students who are declared ineligible during a given time period, are still allowed and expected to attend all practices. Further, they may dress in uniform for the game, but remain on the bench.

Grades will be checked on Friday mornings during the season and those grades will have a direct impact on games played the following week.

Parents, please go over this policy with your student-athletes prior to the season.

PLAYGROUND RULES

1. Stay within the playground area
2. Stay outside unless permission is given to go inside
3. Keep hands, feet, and objects to yourself
4. Inappropriate language or teasing will not be tolerated
5. Use the playground and equipment appropriately
6. When bell rings signaling the end of recess, students are expected to go to the lineup area immediately

TEACHER INITIATED SUSPENSION

Under Public Act 103 of 1999 (MCL 380.1309) Brimley Area Schools' teachers are authorized to immediately remove and suspend a student from class, subject, or activity for up to one (1) full day when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn, and such behavior is prohibited by law, Board of Education policy or the school's Code of Conduct.

The teacher shall immediately send the student to the principal and specify the reason for the suspension as specified in the Student Code of Conduct. Students suspended shall be permitted during the term of the suspension to attend other classes taught by other teachers at the discretion of the principal of the school, and involvement in extra curricular activities by the suspended student shall be at the discretion of the principal, in accordance with School Board policies and the Code of Conduct of the school.

The principal may impose a suspension up to ten (10) days duration, but shall notify the parents or guardians of the suspension by telephone or regular mail and shall send a copy home, of the notification, with the student and shall include the parental rights to appeal by enclosing this policy with the suspension notice.

GENERAL SCHOOL RULES

STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:05 A.M. WITHOUT PERMISSION OF THE PRINCIPAL

Students are expected to leave school promptly at dismissal time, unless they are involved in a supervised after school activity.

DRESS CODE

We should all take pride in the way we dress. Anything worn that interferes with learning is not allowed. Students wearing “inappropriate” clothing will be sent home to change, or parents will be contacted to bring appropriate clothing to their child at school.

“Inappropriate” is defined as clothing with bad language, alcoholic beverage and tobacco product logos, short shorts/skirts, biking shorts, clothing that displays a bare midriff, low-cut tops/sundresses, see-through mesh shirts, hats, and sunglasses are not to be worn in school.

Proper outdoor clothing is imperative during the winter months. Students need to have a pair of indoor shoes to wear. Socks, bare feet, and boots in the classroom are not allowed. Students must be dressed warmly. An appropriate outdoor coat, hat, scarf, mittens, and boots are essential in our climate.

ELECTRONIC ITEMS

In general, electronic items, such as cell phones and laser pointers are not allowed at school. Trading cards, squirt guns, water containers, water balloons, etc. are not to be brought to school or carried on buses at anytime.

Exceptions: MP3 players and/or hand-held video games will be allowed on busses, but are not to be used at any time during school hours. The district is not responsible for lost, stolen, or damaged items.

Current cell phone policy: A student may possess a cellular telephone or other electronic device (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours the cell phone or other ECD remains off. Use of cell phone or ECD on a school vehicle will be at the discretion of the school personnel in attendance. Students are allowed to use them after school. All other times the phone needs to be off and in the students locker. If the student does not have a locker, the cell phone will be “off” and stored in a backpack. Also, during school activities when directed by the administrators or sponsor, cell phones and other ECD’s shall be turned off and stored away out of sight.

The use of cell phones and other ECD’s in locker rooms or restrooms are prohibited.

At no time will cell phones be allowed in the locker rooms or restrooms for any reason. If you are on an athletic team and are at practice the cell phone or ECD must remain in your hallway locker, as is the practice during the regular school day. If you are found using a cell phone in the locker room or restroom you will be disciplined in the same fashion as if you were in school. If you are found taking pictures or video of any sort while in the locker room or restroom you will be suspended immediately pending board action and the police will be called.

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

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD.

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

Consequences:

1st Offense: Phone will be taken from student and given to the office. Parents will be called and a meeting will be set up to review the policy and give the phone back.

2nd Offense: Phone will be taken from the student and given to the office. Parents will be called and the phone will remain in the office for the remainder of the quarter.

3rd Offense: Phone will be taken from student and given to the office. Parents will be called and the phone will remain in the office for the remainder of the school year. You will not be allowed to use any other cell phone or ECD for the remainder of the year. This would include borrowing or purchasing another cell phone and bringing it to school, or borrowing one while at school.

TRANSPORTATION

BUS RULES

Only those students who are enrolled in Brimley Area Schools are permitted to ride the bus. We are strongly urging parents to limit the number of times in which their child(ren) be dropped off at a location different from their regular destination (home, daycare, etc.). On those occasions when it is necessary, proper communication and information is key. **Notification that the elementary office receives for such requests must be communicated to us by 12:00 p.m. of the day the change is being requested.**

The driver has a tremendous responsibility while driving the bus. They must drive safely as well as make sure that the students are behaving in an appropriate manner on the bus. A list of bus rules and bus policy are included with this handbook.

The current bus rules are the result of work by the School Improvement Committee of parents, staff, administration, and bus drivers. Students are expected to obey the bus driver's direction at all times.

1. Students are expected to go directly to their seats and remain seated until the bus stops at school or at home. Bus drivers may assign seats if they feel it becomes necessary.
2. Elementary students are not allowed to ride a different bus unless a written note from the office is given the bus driver or a verbal message is given by an authorized person.
3. Students will not have with them tobacco, drugs, alcoholic drinks, or weapons on the bus.
4. Arms, heads, hands and all parts of the body will remain inside the bus at all times.
5. Students will talk in normal tones. Disruptive behavior, loud or vulgar language and name calling or teasing are forbidden.
6. Students are expected to help in keeping the bus clean and orderly.
7. Students may not damage or vandalize the bus.
8. The students will use the door assigned by the driver in case of emergencies only.

When student behavior on the bus is inappropriate the driver may issue a Bus Conduct Report. The procedure is as follows:

1st Offense: The student will receive a warning from the Principal and the parents will be notified by mail. A copy of the bus rules and consequences will be sent home.

2nd Offense: A report is issued with a 3-day suspension from riding the bus.

3rd Offense: A report is issued with a 6-day suspension.

4th Offense: A report is issued with a 12-day suspension from riding the bus.

5th Offense: The student will go in front of the School Board with the possibility of suspension of bus privileges entirely or possible expulsion from school, depending on the nature of the offense. The bus driver will be in attendance at this meeting.

Parental Responsibility:

1. Parents are expected to know bus rules and procedures, accept the need for safety rules and behavior, and support the school with enforcement procedures.
2. Even though a student has had their bus riding privileges suspended, this does not mean the student has been suspended from school. It is the parent's responsibility to transport their student to and from school.
3. Student bus riders are to arrive at their assigned bus stop on time each morning so that the bus doesn't have to wait. However, parents are to regulate their children's arrival so that it will not result in a long wait, permitting time for mischief or unsafe behavior.
4. Parents must accept responsibility for student's behavior at the bus stop prior to the arrival of the bus or after delivery. Parents are to provide their children written and dated authorization to get off at a stop other than their regular one.
5. Parents/guardians of kindergarteners are asked to be visible at the time their child is dropped off by the bus, and in some way acknowledge that the child is not going into an empty residence.

CURRICULUM

The core curriculum is intended to provide a framework within which schools may examine the adequacy and relevance of their educational programs. It also helps verify that all students obtain broad-based, and desirable education outcomes, as defined in the State Core Curriculum model. Core curriculum has been implemented in the following subject areas: art, health, mathematics, music, physical education, science, language arts, and social studies. In addition to the core curriculum subjects, band is offered as an elective, to fifth and sixth graders.

BREAKFAST AND HOT LUNCH PROGRAM

Breakfast and hot lunch are available to all students. Prices are as follows:

Breakfast \$1.60 elementary & high school

Lunch \$2.60 elementary

\$2.85 middle & high school

\$3.80 adults

Milk 50¢ if separate purchase

Money should be sent in an envelope with the student's name on it.

We are not able to accept Canadian currency. If students are absent from the first day of the week, they may pay for the remainder of the week on the first day they are in attendance. Credit is given for the days school is closed. Credit will be given when students are absent.

NO-CHARGE POLICY

There is a no charge policy in the school lunch program. You will receive notice if your child's account is overdrawn. You will be given a five day grace period to bring the account into balance. If the account is not in good standing at the end of the grace period, your child will receive an alternative meal and be charged for that meal.

RECESS

Students healthy enough to be in school are expected to play outside at recess. Please dress your child(ren) appropriately. An appropriate outdoor coat, hat, boots, and mittens or gloves are essential in our climate. Boots, however, should not be worn all day in school, as they become too warm and uncomfortable. Your child will need shoes to wear in the classroom. A supervisor is on duty during all recess periods. Written verification from a doctor will be required for any student to remain indoors due to health concerns. This should include the length of time students should remain indoors and the reason.

SECURITY

For security reasons, all outside doors will be locked from the outside during school hours. The only exceptions are the door nearest to the respective principal's office. All persons visiting the school are required to come to the office first, properly identify themselves and indicate their business. No child will be released to anyone except a parent or legal guardian without a request by the parent or guardian in writing. Parents or guardians who want to take a child from school prior to dismissal must come to the office and sign an early dismissal form and bring the form to their child's teacher so the teacher can release the student. Without a written early dismissal form, teachers have been instructed not to release students. Pictures of students involved in school activities are taken from time to time. Pictures of students may be used in school newsletters and newspaper articles, unless written notification is given to the office that a student's picture is not to be used.

REPORT CARDS

Four times yearly report cards are issued to students provided all fines and other obligations are paid. Parents may make appointments for conferences with teachers any time by calling the office at 248-3217.

SCHOOL DELAYS OR CLOSINGS

On some occasions due to inclement weather and other situations beyond our control, the start of school may have to be delayed or canceled. When these situations do arise, one of the following announcements will be made on the following TV and radio stations: TV Channels WWTW Channel 9&10, WGTV Channels 29&8, WPBN 4&7; Radio Stations WCBY, WPHN, WSOO, WMKC, WUPQ.

The possible announcements will be:

A. *School is cancelled.* This means there will be no school in Brimley Area Schools during the day.

B. *School is delayed.* This means that all school functions, to include bus runs, classes, etc. will be delayed the length of time stated in the announcement. If your child does not ride a bus, please delay their arrival time accordingly.

C. *Certain bus runs are delayed or cancelled.* This means only students on the bus runs announced will be affected.

D. *School messenger.* We now have an automated system called school messenger that allows us to contact parents via phone call, email, and text messages. This system is used for emergent and non-emergent announcements. If parents/ guardians are not already signed up to receive these notifications, and wish to be included, please call the school at 906-248-3219

In the event school is dismissed early, the announcement will be made on the radio stations. **All after school activities are cancelled when school is closed.**

COMPENSATORY EDUCATION

Compensatory education paraprofessionals provide supplemental assistance to students in academic areas when referred by their classroom teacher.

PROFESSIONAL DEVELOPMENT

Professional development is conducted several times per year. We will not have school on these days. This provides the opportunity for staff to become updated on new techniques and make curriculum improvements.

POLICIES

Telephone Use

The school phone is to be used for school business and limited student use. Permission to call home for emergencies will be granted. A student must have a staff member's approval to use the phone. Any fees associated with calls may be billed to the student's family.

Visitors

Adults are asked to make arrangements with the teacher prior to a visit. Upon arrival please report to the office before going to the classroom.

Students not enrolled in Brimley Area Schools may visit only if they receive permission from the teacher and principal in advance.

Pets may be brought to school when approved by the classroom teacher. The pet must be transported by parent/ guardian. Under no circumstances are they allowed on a bus.

HEALTH ISSUES

A nurse is no longer available at our school. Office staff will be available to children with their medical needs. Please understand that depending on the situation, parents will most likely be called more often to make decisions regarding care and treatment.

Medical cards must be renewed every year and can be obtained in the office. Medication will not be dispensed without parent permission. Tylenol and throat lozenges will not be dispensed to an individual student more than twice in two consecutive days until parents have been notified and appropriate medical

attention has been sought. Communicable diseases such as strep throat, measles, chicken pox, etc. must be reported to the office. State law mandates this data must be reported to the health department weekly. If your child is sick in the morning, please keep him/her home from school.

Students who take medication while in school must use the following procedure.

1. Parents must transport the medication to and from school, including the refill.
2. Written permission of the parent/guardian for the medication to be administered at school by school personnel must be provided. See the school office for a copy of this.
3. 3. The prescription container must be labeled by a pharmacist with the date, name of student taking the medication, name of physician/dentist, name of medication, dosage, and time of administration. (all pharmacies in the area have agreed to give an extra container to the school upon request.)
4. If asthma or other life threatening conditions exist that require an individual to keep a medication in their possession, they must have written recommendation from the physician. See the school office for a copy of this form.

The office staff and administration will take the following action:

1. Administer medication according to directions written by physician and on the prescription container.
2. Require the student to be responsible for taking their medication on time.

If your child is injured at school the following action is taken:

1. The staff member on the scene administers immediate care. The staff and parents are notified of the extent of the injury, treatment given, and treatment required.
2. If the injury is serious or life threatening, an ambulance is called.
3. Minor cuts, bruises, and other simple injuries are treated without parental notification.

HEAD LICE

All schools experience head lice from time to time. It does not have anything to do with poor hygiene or not having a clean scalp or hair.

Our head lice policy is as follows:

If a child is examined in school and no live bugs are found, but nits (eggs) are present, the child may return to class and the parent will be called. The parent will be asked to treat their child that same day/evening. The child will be examined the following morning for live lice.

If school personnel confirm that the child **does** have a case of head lice (live lice), the parent will be called to pick up their child early and have them receive treatment. Other family members will be checked at that time as well. The following day, the parents will accompany their child to school to verify that treatment was done and to be present as the school personnel re-examine the student's hair. The student will be admitted to attend classes if no live lice are found; the student will return home with parent if live lice are found.

TESTING

Our school provides a complete standardized testing program to support the learning of all students as well as instructional improvements. Parents are notified of only standardized testing before it is given.

The Michigan Student Test of Education Progress (MSTEP) is administered annually in reading, math, science, writing, and social studies to measure educational growth. Results are used to determine the educational needs of students in all Michigan Schools.

LIBRARY SERVICES

Brimley Area Schools has an elementary library that is available for our students. Materials include hardbound books, and paperbacks. The library makes these materials readily available to all students.

Penalties are charged for lost or damaged materials. Library time is provided to each class weekly.

SCHOOL PARTIES

Parties are managed by the classroom teachers with help from parents. The parties are traditionally held on the following occasions: Halloween, Christmas, Valentine's Day, and at end of the year. Parties are generally held the last hour of the school day.

Parents who do not want their children to be involved in these activities may inform the office and they will be excused for that hour and considered in attendance.

BUILDING USE

The Board of Education of the Brimley Area Schools shall grant the use of the school building or room to community groups and organizations at times when they do not interfere with school programs or extracurricular activities. Written requests for the use of the school facilities shall be made at the Superintendent's office.

TEXTBOOKS

Textbooks are the property of Brimley Area Schools and are loaned to the pupils. The students are expected to use the books carefully and in case of loss or damage, they will be expected to pay for the loss or damage according to the amount or kind. No student will be penalized or fined if the books show normal usage. Students may take the books home and use them as their own, remembering that they are responsible for any loss or damage.

SPECIAL SERVICES

The Eastern Upper Peninsula Intermediate School District (EUPISD) provides special educational services to area residents. This includes providing evaluation services, classrooms for special needs students, and speech and language assistance. The personnel below provide the tutoring services:

School Psychologist: Evaluates students for learning problems. Referrals are made to the psychologist by the teacher or principle with parental approval.

WEAPONS IN SCHOOL

Public Act 328 of 1994 requires school to expel a student who possesses a dangerous weapon or commits arson or rape in a school building or on school grounds.

SUPPORT ORGANIZING CONSOLIDATED COMMUNITY SCHOOL SERVICES (CCSS)

Consolidated Community School Serves is the community education division of Brimley Area Schools. C.S.S.S. helps meet the varied needs of our students by making resources available. Some of the activities provided are the sixth grade spelling bee, swimming lessons, youth ball, and a full range of recreational programs. Adult education classes are available for high school completion and recreational/enrichment. C.C.S.S. can be reached at 248-3219.

SEXUAL HARASSMENT POLICY

1. Staff members, students, and other authorized personnel have a right to freedom from discrimination, including the opportunity to work and study in an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate and intolerable in a school environment.
2. Sexual harassment can include, but not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical contact of a sexual nature, whenever such conduct has the purpose or effect of unreasonably interfering with one's performance or creating an intimidating, hostile, or offensive learning environment.
3. The sexual harassment of a staff member, student or agent of this district is strictly forbidden. Any student who is found to have sexually harassed any other individual who is lawfully on the school district premises will be subject to discipline, up to and including expulsion as appropriate to the offense. Anyone who has been exposed to sexual harassment by any staff member, student, or agent of this district is encouraged to report the harassment to the appropriate program supervisor or principal.
4. Students who fail to recognize correct speech and behavior patterns that may be sexually offensive with or without the intent to offend, will, at a minimum, be counseled.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, SECTION 504, AGE ACT, AND ADA

Nondiscrimination

The Board of Education declares it to be the policy of the District to provide an equal opportunity for all students regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Complaint Procedure

Section I

If any person believes that the Brimley Area School District or any of the District's staff has inadequately applied the principles and /or regulations of (1) Title II, Title IV, and the Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act

of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Right Coordinator.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Superintendent within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complaint remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the US Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to the Director to the Director, Office of Civil Rights, Department of Education, Washington DC 20201.

The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the District Coordinator's office.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in our community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION

In compliance with Federal regulations, the Brimley Area Schools has established the following guidelines concerning student records.

Mr. Bill Beaune is the Custodian of Records for the Elementary building and is responsible for the supervision of all student records. He can be reached by calling (906) 248-3217.

Each student’s records will be kept in a confidential file located at the student’s school office. The information in a student’s record file will be available for review only by the parents or legal guardian of a student, an adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent, guardian, or adult student has the following rights:

1. Inspect and review the student’s educational records;
2. Request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student’s rights;
3. Consent to disclosures of personally-identifiable information contained in the student's education records, except to disclosures allowed by the law;
4. Challenge District noncompliance with a parent’s request through hearing;
5. File a complaint with the Department of Education
6. Obtain a copy of the District’s policy and administrative guidelines on student records

Each year the District will provide notice to students and their parents of its intent to make available, upon request, certain information known as “ directory information. “ The Board designates as student “ directory information: “ a student’s name; address; telephone number; date of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member

of an athletic team; dates of attendance; date of graduation and awards received; honor rolls; or scholarships.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult/student notifies the District Records Officer in writing within thirty (30) days from the date of this notification he/she will not permit distribution of any or all such information.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENES

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences on containing HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child’s blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have questions or concerns, please contact the school office at (906) 248-3217.

EMERGENCY PHONE NUMBERS

CHIPPEWA COUNTY:

Note: In an emergency, 911 will reach all of the agencies listed in capital letters.

MICHIGAN STATE POLICE.....	906-632-2216
SAULT STE. MARIE CITY POLICE.....	906-632-3344
KINROSS POLICE.....	906-4955889
SAULT TRIBE POLICE.....	906-495-5889
BAY MILLS TRIBAL POLICE.....	906-635-6030
BAY MILLS TRIBAL POLICE.....	906-248-3244
SHERIFF.....	906-635-9111
FIRE/AMBULANCE.....	906-635-9111
Protective Services for Adults & Children.....	906-632-4545
Chippewa County Health Department.....	906-632-1566

War Memorial Hospital.....	906-635-4460
War Memorial Hospital Emergency Room.....	906-635-4402
Poison Control.....	1-800-562-9781
Poison Crisis Line.....	1-800-632-2727
Family Independence Agency (FIA).....	906-632-3377
Hiawatha Behavioral Health - 24 Hours.....	906-632-2805
EUP Domestic Violence Shelter - 24 Hours.....	906-635-0566
Homeless Shelter.....	906-632-1704
Tribal Social Services.....	906-632-5250
Marquette Outpatient Services.....	906-632-0008

MACKINAW COUNTY

Michigan State Police.....	906-643-8383
County Sheriff.....	906-643-1911
St. Ignace City Police.....	906-643-8877
Marquette General Hospital.....	906-562-9753