

*Thornapple Kellogg Schools*

# **McFALL ELEMENTARY SCHOOL**

**Y5, KINDERGARTEN and FIRST GRADE**

**Principal, Ben Sleeman**

509 West Main Street  
Middleville, MI 49333

[www.tkschools.org](http://www.tkschools.org)

[mcfall.tkschools.org](http://mcfall.tkschools.org)

## **PARENT/STUDENT HANDBOOK**

### *Important Phone Numbers:*

McFall Elementary Office - 269-795-3637

Administration Office - 269-795-3313

Transportation Office - 269-795-5540

*\*Updated 9/2024*

## **Table of Contents**

Mission Statement .....	3
General Information .....	4
Attendance Policy .....	4
Breakfast and Hot Lunch Program .....	8
Health and Safety .....	9
Closing and Delays Due to Inclement Weather .....	10
Equal Education Opportunity .....	11
Student Rights & Responsibilities .....	11
Student Expectations and Discipline .....	12-14
Acceptable Use of Computers and Technology.....	15
Bullying.....	15

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you 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. The 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 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 school administrator. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the date listed on page 1 of this document. If any of the policies or administrative guidelines referenced herein are revised after June 30th, the language in the most current policy or administrative guideline prevails.

## **MISSION**

Thornapple Kellogg Schools District mission statement: *Encouraging and developing the greatest potential of each student.*

Thornapple Kellogg Schools believes the following are essential to accomplish our mission...

- A safe and secure learning environment
- A viable, aligned, and research-based curriculum
- An environment that supports social and emotional needs to enhance academic growth
- Differentiated instruction to support all individual learning needs
- Collaborative partnerships among students, staff, parents and community
- High expectations paired with data driven practices that lead to increased student achievement
- Dignity, value, and voice for everyone

## GENERAL INFORMATION

**School Hours:** 1<sup>st</sup> Bell/students may enter building: 8:45  
Class begins: 8:55 a.m.  
Dismissal: 3:40 p.m.

### Half Day Arrival and Departure

8:55 a.m.- School Begins  
12:00 p.m.- End of School Day

### 2 Hour Early Release

1:40 p.m.- End of School Day

### Arrival and Departure

1. Students not riding the bus to school should arrive no earlier than 10 minutes before the start of the school day due. Breakfast is served beginning at 8:45 a.m.
2. If a need arises to remove your child from school during the school day, please stop in the office and we will call your student down to the office. Teachers are not to release children until the children have been signed out in the office. We feel this helps safeguard your children and your cooperation is appreciated.
3. In the interest of keeping students safe and getting them home as efficiently as possible, students may only go home on their assigned bus.
4. If your child will be picked up from school by another adult, please contact the McFall office. We cannot release your child to an unauthorized adult without parent/guardian permission.

### Attendance Policy

Good attendance has a positive relationship with academic progress. Many student problems arise because of poor attendance. Effort should be made toward having students in school as much as possible. When a student is ill or unable to attend school, the parent must contact the school by 8:55 a.m. regarding the absence.

TK Schools will align procedures with KISD attendance guidelines to maintain compliance and aid in identifying chronically absent students. Our goal is to develop district consistency so families have a similar experience district wide and create an atmosphere where regular attendance is valued and uniform across the district.

All days away from school will COUNT towards absences

\*see exceptions

- \*Medical (meeting exact criteria (doctor notes, ortho/dentist notes, or similar do not apply); specific dates & physician signed), Bereavement, Suspensions, and Student Court Appearances

### **Kent ISD Common Attendance Coding - Elementary School**

(Attendance recorded twice a day)

All attendance codes are two letters. A lost instruction code (T, L, A, D or Z is always followed by an explanation code (C, N, or U). Thus, an absence not called in and/or confirmed by a parent/guardian is "AN," an Absence Not called in/confirmed. Districts desiring finer detail may add a third letter to the code. (For example, following the countywide standards for chronic absenteeism, Medical, Preplanned, Court, Weather closings, and Suspensions may be reasons for Uncounted absences. Thus, an absence for an uncounted medical (i.e. hospitalization) would be coded AUM – Absent Uncounted for Medical)

First day of class (*for pupil accounting purposes*) = E (Entered class)

**Lost instruction codes** (first letter)

Tardy, up to 35 minutes	= T (Tardy)
Late arrival, 36 up to 90 minutes	= L (Late arrival)
Late arrival, 91 minutes or more	= A (Absent half day)
Early departure, up to 35 minutes	= D (Early Departure)
Extra early departure, 36 up to 90 minutes	= Z (Extra-early departure)
Early departure, 91 minutes or more	= A (Absent, half a day)

**Explanation codes** (second letter)

Confirmed/Called-in	= __C ("excused")
Not confirmed/Not called-in	= __N ("unexcused")
Uncounted (e.g. documented medical)	= __U

**Special codes** (two letters) *Note: These are all Uncounted absences.*

School Related	= SR (Present in the school, but not in the classroom, for school-related reason)
School Exclusion	= SS (e.g. Suspensions)

Excessive absences are required to be reported to the State, the KISD truancy office, and local law enforcement agencies. The Compulsory School Attendance Act states 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 the public schools during the entire school year. A child may be exempted from this requirement provided he/she is regularly attending and being taught in a school that meets the reporting requirements of the Nonpublic School Act or the child is being educated at the child's home by his or her parent or legal guardian in an organized education program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing and English grammar.

Students are to report to the office when returning to school from an appointment. No student is to leave without reporting to the office to be signed out.

Students going home with another student (by another adult) will not be allowed to leave without **written** permission from a parent

## Absences

The Thornapple Kellogg policy is to verify all absences daily. To aid in the verification of absences, parents are requested to notify the school by calling the office as soon as possible. Offices open at 8:00 a.m. or you may call and leave a message before office hours on our voice mail. The offices will attempt to contact the home of any absent student who has not been reported.

Parents should plan vacations in conjunction with the scheduled breaks. In the event that it is not possible to do so, please notify the office in advance and arrange for your child to make up schoolwork that will be missed.

## TRUANCY/CHRONIC ABSENTEEISM

Chronic Absenteeism is when students miss 10% or more of scheduled school days (to date).

This includes excused and unexcused absences.

Truancy is ten unexcused absences in a school year.

If a student is chronically absent/truant, the following steps will be taken.

1. Chronic absences and a letter will be sent home.
2. If attendance issues persist, a meeting will be called between the parent, student and administrator. The Kent ISD Office of Attendance and Truancy will also be notified

to support our efforts. An attendance improvement plan will be established (which could include, but not limited to loss of parking pass, loss of passes out of class, loss of privileges to attend dances, sporting events). This meeting may happen at home, with the School Resource Officer, if parents fail to attend.

3. If improvement is not noted, a referral, for Truancy Action, to the Kent County Truancy officer will be made.

## **Bicycles**

It is the parents' decision as to whether or not their children can safely ride a bicycle to and from school. If ridden to school, bicycles are to be walked from the sidewalks and/or driveway to the bike rack. It is strongly recommended bicycles be locked with a good quality lock and chain. The school is not responsible for lost, stolen or damaged bicycles.

## **Electronic Devices**

Cell phones, ipods, tablets, and any electronic communication devices including smart watches are not allowed during the school day. Electronic devices are allowed **only** if turned off and kept in the student's backpack/locker during school hours (for bus/daycare access). Please call the office if you need to reach your child. Phones are available in all of the classrooms.

## **Lost and Found**

"Lost and Found" boxes are located at each school. Traditionally these boxes become quite full through the course of the year. Students and parents are encouraged to look through the box at any time. **We strongly suggest that a student's name be placed on personal items.** Every effort will be made to find an item's rightful owner. After school is closed for the summer, items not claimed will be donated to area charities.

## **Newsletters**

We provide communication from the school to the home via a system of newsletters sent home electronically. It is important that we have an accurate email and phone # so that both email and text alerts can reach you. Individual teachers write their own newsletters at various intervals. Please encourage your child to bring home written notes from the school, as they are vital to our communication program. Many of these communications are available on our website, [www.tkschools.org](http://www.tkschools.org).

## **Parties**

Children may be given a Halloween, Holiday and Valentine party during the year. Each room may have room parents. These parents along with the teacher and students plan the parties. If, due to religious preference, your child is unable to participate, please bring this to the attention of the teacher so provisions can be made for your child during the party time.

## **Pictures**

Each fall pictures are taken of students. The fall pictures are traditional school pictures. A Student Year Book is also available to order for purchase in early spring and will be handed out at the end of the year. (A yearbook may or may not be included in the picture packages.)

## **Pictures for Publication in the Media**

During the school year photographs of the students may be taken for newspapers, school publications or other media. The student may be identified in the pictures. If you prefer your child's picture not be published in school publications or other media please indicate so when in the parent portal of power school or simply contact the building office.

### **School Sponsored Field Trips**

Your child is eligible to participate in school-sponsored activities requiring transportation on a school bus to locations away from the school building. These activities will take place under the guidance and supervision of teachers from McFall Elementary.

Part of our work with children consists of acquainting them with cultural events in their own and surrounding communities. They may take part in nature observations, visit places of historical interest, attend fine arts performances, etc. To be able to furnish these various experiences for our students, it is necessary to take them away from school premises on educational field trips.

Parents will be notified in advance of any planned field trips through the monthly school newsletter or a note from the classroom teacher. In many instances, you may be offered an opportunity to attend the field trip as a chaperone. McFall's policy is students must ride the bus to the field trip. Parents are able to sign their students out at the field trip.

### **Visitors**

Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitation must be non-obtrusive to the educational process and learning environment and should not occur on an excessive basis.

All visitors must report to the office and sign in. Please contact your child's teacher(s) prior to your visit so you can be assured of seeing a particular presentation or activity in progress. Student visitors are not allowed during the school day unless they are part of a school educational activity approved by the principal. Students from other districts are not allowed to visit classrooms while on vacation, visiting relatives, etc. This places additional responsibility on the classroom teacher who is employed by the district to teach TK students as well as placing a liability on the district for accidents or injury. Please see Thornapple Kellogg School Bylaws and Policies for more information.

### **Volunteers**

The scope and extent of volunteer opportunities at McFall Elementary are at the discretion of the teacher and building principal. Please see Thornapple Kellogg School By laws and Policies for more information. Volunteers will be required to fill out a NEW ICHAT each school year.

### **Parent Involvement**

Parents/Guardians are a welcome and important part of our program. Please feel free to contact the administrator, teachers or the main office to discuss volunteer opportunities. We also have a Lee PTO that provides various opportunities to school volunteers, more information can be found on the main Lee Elementary webpage under the "parents" heading.

### **School Supplies**

The Board of Education provides textbooks and basic supplies for all students. Children are responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear we might expect.

### **Student Dress**

Parents are encouraged and expected to guide their children in appropriate dress for school. As students are outside for a time each day, dress should be weather appropriate and in good taste. Shorts may be worn in warm weather. Tube, crop, halter or spaghetti strap tops and shorts shorter than finger-tip length are not allowed. Tank tops must have a shoulder strap at least two finger widths wide. Hats and hoods will not be permitted inside the building except otherwise communicated by the McFall Administrator.

### **Telephones**

Telephones are for school business. They may be used by students only in emergency situations and only with teacher/office permission.

### **Toys/Electronics**

Skateboards, electronic games, trading cards, stuffed animals, or other toys are not allowed in classrooms. They are an unnecessary distraction to learning and often become lost or broken. **We are not responsible for loss, damage or theft of these items.**

### **Website**

Be sure to visit the TK website often as this is the quickest and easiest way to stay informed of McFall Elementary activities and events.

Main web site: [www.tkschools.org](http://www.tkschools.org)

McFall Elementary home page: [mcfall@tkschools.org](mailto:mcfall@tkschools.org)

## **BREAKFAST AND HOT LUNCH PROGRAM**

Students eating hot lunch must have an account opened with our food service department. Each child is issued a card with his or her name and a school ID number. Lunch purchases are deducted from the account and notices are sent to parents when additional funds need to be added. Students may charge a lunch but are required to repay the charge on the next school day. If a student has an outstanding charge of more than 5 lunches, they will not be allowed to charge another lunch. TK Food Service will provide a cheese sandwich and milk if this occurs. Once the outstanding charges are repaid, the student is free to charge again when necessary.

Parents are asked to keep these guidelines in mind:

- Send a check or cash for your child's lunches in an envelope **labeled lunch money**. Be sure your child's **name, grade, and teacher** are on the outside.
- In the memo area of the check, include the name and grade of the child.
- Do **not** send any other money in the same envelope. All money will be credited to the lunch account.
- Teachers will not count lunch money. All records will be done by the food service.
- Our office cannot cash checks.
- It is suggested to send a check to cover one month of lunches to start the year. Then at the beginning of each month, additional funds may be added.



## HEALTH AND SAFETY

### Injury, Illness & Accidents

All injuries must be reported to a teacher or the office. The school office personnel will care for students involved in minor accidents., 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.)

### Animals Visiting School

Board Policy 8390 regarding animals visiting school will be followed.

### Communicable Diseases/Infestations

The following is a guide developed by the Barry County Health Department (revised 3-96) to assist parents on how long to keep their child out of school when diagnosed with a common childhood disease:

<b>COVID</b>	Student will be excluded until symptom free.
<b>CHICKEN POX</b>	Student may return five days from first eruptions if lesions are dried.
<b>MEASLES</b>	Student may return four days from onset of rash.
<b>MUMPS</b>	Student may return seven days from onset of swelling.
<b>SCARLET FEVER</b>	Student may return 24 hours after initial dosage of antibiotic.
<b>SCARLATINA</b>	Student may return 24 hours after initial dosage of antibiotic.
<b>STREP THROAT</b>	Student may return 24 hours after initial dosage of antibiotic.
<b><u>HEAD LICE</u></b>	Student may return after treatment.
<b>SCABIES</b>	Student may return after first treatment.
<b>FIFTH DISEASE</b>	No exclusion necessary after diagnosis by physician to rule out other diseases.
<b>INFLUENZA</b>	(viral) Student will be excluded until symptom free.

The health department also recommends that children with a **COMMON COLD** remain out of school for approximately 3 days. Many contagious diseases begin with cold symptoms. This is the most infectious stage of any illness.

A parent or designated child care provider may be contacted to take a child home from school who is suspected of having symptoms of any of the diseases listed above or any of the following symptoms:

- A temperature of 99.6 or above
- Cough or sore throat
- Discharge from the nose or eyes
- Earache or headache
- Skin eruptions or rashes

### Medication

It is the school's policy to provide adequate control and supervision of the administration of prescribed medicine to students. Parents are asked to keep the following guidelines in mind:

- A medication form (available from the school office) must be completed before medication will be administered. The form consists of the doctor's signed directions and parental permission.
- Bring the medication to school; do not send it with the student.
- Medication must be in the original container showing the pupil's name, the pharmacy prescription number and the name of the medication.
- Non-prescription medicine must be in the original container.
- The dosage and time to be administered must be on the form.
- Students are not allowed to keep medication in their possession while at school; however with a doctor's prescription they may carry an inhaler or an epi-pen. -5-

## **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 an administrator. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

## **Emergency Drills**

Fire, tornado and lockdown drills are held at regular intervals as required by the State of Michigan and are an important safety precaution. It is essential that when the first signal is given everyone follows the directions promptly and quickly. After the completion of all drills a notice will be posted to the district website.

## **School Closings and Delays Due to Inclement Weather**

In the event of snow, ice, fog, etc. check the TK website or listen to local radio or TV stations for school closings and/or delay information. Stations are WBCH, WOOD, WCUZ, and WLAV. You will also be contacted by email/phone/text via Bright Arrow. Bright Arrow is an internet based notification system that is capable of contacting all TK district families within a few minutes. Please make sure all contact information is current in powerparent to assure prompt and accurate communication.

## **Tornado Watches and Warnings**

The Board of Education has established a Tornado-Severe Weather Policy.

- All students will be kept during regular school hours on all tornado watches and be released at the regular times.
- In the event of a tornado warning students will be kept at school and moved to designated tornado warning areas.
- All school activities will be canceled any time school is closed all day or the last part of a day due to weather conditions. If an activity cannot be rescheduled and the safety of students will not be jeopardized, the Administration may schedule the activity that evening.
- All school activities will be canceled if warning or watch appears after school hours.

## **EQUAL EDUCATIONAL OPPORTUNITY**

## **Thornapple Kellogg Schools Non-Discrimination Policy**

The Thornapple Kellogg School Board, administrators, and teachers will not discriminate in its policies and practices toward others with respect to religion, race, color, national origin, age, sex, marital status or disability. This policy shall prevail in all board policies concerning staff, students, educational programs and services, and individuals and companies with whom the Board does business. (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

## **STUDENT RIGHTS**

### **Student Rights and Responsibilities**

Among these rights and responsibilities are:

- The right to an education and the responsibility to put forth one's efforts during the educational process.
- The right to expect school personnel to be qualified to provide an education and the responsibility to respect the rights of other students and all persons involved in the education process.
- The right to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.
- The right to attend free public schools and the responsibility to attend school regularly and to observe rules essential for others to learn at school.
- The right to due process of law with respect to suspension, expulsion, and decisions affecting student rights.
- The right of privacy, which includes the privacy of school records.

## **STUDENT RESPONSIBILITIES**

Students, parents, teachers, administrators and Board of Education share the responsibility for maintaining an environment conducive to education for all students attending TK Schools. Because a favorable atmosphere is essential to the learning process, it is expected all personnel connected with the school setting, in cooperation with the home, will strive to assist individual students to adapt to constructive limits and controls. While a student's individual rights must be protected, so also must the rights of the student body and school district be protected.

Each student has a personal responsibility to always do what is right, to do his/her personal best and to respect oneself and others at all times. At McFall Elementary we have developed the following beliefs:

- All students have the right to learn.
- All teachers have the right to teach.
- No one has the right to interfere with another's learning or teaching.

To this end, rather than a list of "don'ts", the following school rules have been developed:

## **BUILDING APPEARANCE**

Students are expected to be respectful of our school property and materials. Any student who purposefully engages in the destruction of school property or materials will be charged accordingly.

## **McFall Elementary Expectations:**

### **Cafeteria Rules**

- Respect yourself, others and school property.

- Follow directions.
- Use appropriate language and inside voices.
- Clean up your area when finished.

### **Indoor Activity Procedures**

- Follow directions the first time given.
- Use indoor, quiet voices at all times.
- Be in appropriate areas at all times.
- Be considerate of the safety of self and others.

### **Playground Rules**

- Respect yourself, others and school property.
- Follow directions the first time given.
- Use playground equipment properly. Let others have a turn. No one is excluded.
- Keep hands, feet and objects to yourself.

### **BUS CONDUCT**

Riding a school bus is a privilege that may be withheld from students who create unnecessary disturbances on the bus and/or endanger the safety and welfare of anyone on the bus.

- Students will be transported to school via bus routes as established by the bus manager.
- The bus driver is in charge of the students and responsible for their safety and conduct during transport.
- Students are to remain seated, in control, and to conduct themselves in an orderly manner. No fighting or smoking will be tolerated.
- In cases of severe or repeated misconduct, the student will be given a bus conduct form. A progressive discipline procedure will be followed.

### **Bus Rules**

Students are to:

- Be at your designated bus stop at the proper time. The bus will not wait.
- Be seated while the bus is in motion - sitting in seats assigned by the driver.
- Keep hands and feet to yourself. No horseplay.
- Keep the bus clean.
- Be quiet and orderly.
- Open windows only with permission.
- Keep head and arms inside.
- When leaving the bus if a student must cross the road he/she should cross in front of the bus.
- Not eat on the bus.
- Ride home on their assigned bus.
- Not bring items larger than a backpack, i.e., skateboards, snowboards, etc., on the bus. **8**

Persistent violations of these rules will result in the enforcement of the following steps.

**Step 1:** A notice of the violation will be sent to the parents. It must be signed and returned if the student is to continue to ride.

**Step 2:** Parents and the student will be notified they must supply their own transportation for 1-3 school days.

**Step 3:** Parents and the student will be notified that they must supply their own transportation for 3-5 school days. A conference may be required.

**Step 4:** Parents and the student will be notified they must supply their own transportation for 10 school days. A conference shall be held between the principal, parents, student and bus driver before the student is allowed back on the bus.

## **DISCIPLINE POLICY**

### **Student Code of Conduct**

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to maintain an appropriate learning environment, encourage self-discipline, and to help students substitute behaviors that are consistent with McFall's MTSS Program for their inappropriate behaviors.

### **Types of Consequences**

- Warning—Spoken or written notice that continuation or repetition of conduct found to be in violation of school rules may cause for more severe disciplinary action.
- Detention—A specified amount of time during recess.
- In-School Suspension (ISS)—Isolation of the student within the school. Only the principal/assistant principal may suspend a student. The student will remain in the office until the end of the suspension. He/she will work on daily assignments.
- Out-of-school Suspension (OSS)—Exclusion of a student from school for a specified period of time. Only the principal/assistant principal may suspend a student. Daily assignments may be requested by the parent.
- Expulsion—Permanent exclusion of a student from school which requires board of education action.

The following examples of inappropriate behaviors could result in warning, recess detention, in-school suspension, out-of-school suspension, expulsion, referral to appropriate law enforcement agencies, or payment of damages, depending upon the circumstances of the case, and could warrant action by the Board of Education for the violation committed.

***These examples are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit these regulations or rules. The offenses and penalties are only guidelines. Actual circumstances may dictate disciplinary actions not outlined. Our goal is that all consequences assigned be logical and decided on a case-by-case basis to be appropriate to the individual, the misbehavior and the situation.***

### **Minor Behaviors – Classroom Managed**

#### **Inappropriate Language:**

Verbal slip not meant to be directed at anyone

#### **Light Physical Contact:**

Horseplay or inappropriate/unwanted physical contact not in an aggressive manner.

#### **Defiance:**

Talking back, arguing, and/or socially rude interaction with adults or peers.

#### **Disruption:**

Any behavior that disturbs/distracts a given activity or setting

#### **Property Misuse:**

Use of an object for an unintended purpose.

#### **Other:**

Any other minor problem behaviors that do not fall within the above categories, but fit the definition of minor misconduct.

## **Major Behaviors – Office Managed**

### **Abusive Language:**

Inappropriate verbal messages directed towards another person.

### **Physical Aggression:**

Actions involving serious physical contact where injury may occur.

### **Overt Defiance:**

Repetitive refusal to follow directions, talking back and/or socially rude.

### **Harassment/Bullying:**

Threats and intimidation, obscene gestures, pictures, or written notes.

### **Property Damage:**

Deliberately impairing the usefulness of property; defacing school or private property.

### **Theft:**

In possession of, has transferred possession, or responsibility for removing someone else's property.

### **Cheating/Lying:**

Delivering messages that are untrue and/or deliberately violates rules.

### **Weapons/Drugs:**

Possession of any type of weapon or drug that is against the code of conduct.

### **Other:**

Any other action that warrants serious attention.

## **False Alarms**

The act of initiating or circulating a report or warning of a fire or an impending bombing or other catastrophe will result in student suspension/expulsion from school.

## **Sexual Harassment, Threats and Intimidation**

It is the policy of the district to maintain a learning environment free from sexual harassment, threats, or intimidation. No student shall be subjected to, or subject another to any form of sexual harassment, threats, or intimidation. Any student who intentionally intimidates or harasses another student in any way may be suspended and could face further school consequences.

## **Weapons at School, Arson, Sexual Assault, Disruption of School**

The Board of Education shall permanently expel from school any student in possession of a weapon, committing arson or sexually assaulting someone in school, on school grounds or at a school related activity.

A student shall not engage in any conduct causing the substantial and/or material disruption or obstruction of any lawful mission, process or function of **the class**, school or district.

Neither shall he/she engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission process or function of the school if such disruption or obstruction is reasonably certain to result.

Copies of the Board policies regarding **Conduct and Behavior Code, Sexual Harassment and Intimidation** and **Weapons, Arson at School, Rape** are available upon request.

## **ACCEPTABLE USE OF COMPUTERS AND TECHNOLOGY**

Students are responsible for good behavior on school computer networks, just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and

communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right.

The following will not be permitted by students with district access to the Internet:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- damaging computers, systems or networks
- violating copyright laws
- using another's password

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

### **A. Prohibited Conduct.**

1. Bullying. Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

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

2. Retaliation/False Accusation. Retaliation or false accusation against: a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, is strictly prohibited.

**B. Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below:

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

1. Anonymous Reporting. To encourage reporting of suspected bullying or related activities, each principal, with advice and consent of the Responsible School Official(s), shall be responsible for creating, publicizing, and implementing a system to permit individuals to make anonymous reports. Any such system shall emphasize that the District's ability to investigate anonymous reports may be limited.

2. Complaints against Certain School Officials. Complaints of bullying and other aggressive behavior toward students by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

**C. Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

**D. Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of the same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

**E. Annual Reports.** At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

**F. Responsible School Official.** The Superintendent shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

**G. Posting/Publication of Policy.** Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

## **H. Definitions**

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.

2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:

- Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications
- Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:



- A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
- A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
- A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.     *Adopted: May 2012*

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.