

Blissfield Elementary School
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Superintendent

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Principal

BLISSFIELD COMMUNITY SCHOOLS
VISION STATEMENT

"Blissfield Community Schools transforms lives by instilling 21st century skills and inspiring lifelong learning in every student."

BLISSFIELD COMMUNITY SCHOOLS
MISSION STATEMENT

"Blissfield Community Schools provides the programming, culture, and climate necessary to create well-rounded, creative, critical thinkers."

INTRODUCTION

The faculty, staff and administration welcome you to the 2023-2024 school year! We are committed to our school's mission (as stated above). In addition, we strive daily to actively demonstrate and "live out" our Belief Statements. We believe in

- the creativity, potential and uniqueness of each individual;
- the essential partnership between home, community and school;
- the core values of professionalism, honesty and integrity;
- the obligation for providing curriculum that is challenging, relevant and diverse;
- the importance of fostering a desire for lifelong learning; and
- the necessity that all we do is reflective of both our "genuine love for kids and our confidence that everyone has the power to make a difference in today's world.

This handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. 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 June 30, 2017. If any of the policies or administrative guidelines referenced are revised after this date, the language in the most current policy or administrative guideline prevails.

ATTENDANCE / TRUANCY

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

Goal

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance.

Absences

All absences must be communicated to the school office by the parent or guardian on the day of. Absences will be either counted

or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. The day of a doctor's visit
3. Hospitalization
4. School related activity including suspensions
5. Court dates

Counted absences may be blocked with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one. Assignments will be allowed to be made up with the rule of one day per absence.

All counted absences will be handled in the following manner per semester:

Step 1: After five counted absences a letter will be mailed home to notify the parent or a phone call will be made to the parent.

Step 2: After nine absences, the school administrator will determine if an Attendance Improvement Meeting with the students and parents is appropriate. The reasons for the absences will be taken into account when determining the need for a meeting. The goal of the meeting will be to address the root cause of the absences, offer academic support, alternative education if appropriate, and attendance expectations to include an attendance agreement. Interventions will include, but are not limited to mental health screening, problem solving, tutoring, outside agency referral, and mentoring. The results of the Attendance Improvement Plan will be sent to the LISD truancy officers and the Lenawee County Prosecutor for review and follow up.

Step 3: The LISD truancy officers will follow up with the family and ensure that they are following the attendance agreement. If the agreement is not being met, a formal referral will be sent to the Lenawee County Prosecutor's office.

Truancy

Any student whose absence is not communicated by the parent/guardian will be considered truant. Classwork for that day cannot be made up and no credit will be given for those daily assignments. An accumulation of three truant days will result in a referral to the Truancy Specialist

Tardy Policy

A student who enters a classroom after the bell not only misses learning time, but also interrupts the learning of other students in the class.

Following are BES Procedures:

1. Any student who enters class after the bell will be marked tardy and given a verbal warning
2. Any student who enters a class without a pass ten minutes after the bell will be marked absent and will be notified by the teacher. A note will be made in infinite campus as to the arrival time
3. Any student with a pass from another school official will not be counted tardy

Consequences:

- Up to each district/building to develop appropriate tardy interventions.

Parents

It is the goal of the school to maximize the amount of learning time for each student while they are in our care. Chronic absence, or missing 10% of the school time, is a substantial predictor of negative outcomes. We ask for your cooperation in helping to ensure that your child does not fall into this category. The following are things that you can do to be a partner in the education of your child.

1. Plan family vacations on weekends or around school breaks. A one-week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.
2. Have a plan as well as a backup plan to get your child to school on time every day. Too often, a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate to school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.
3. Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomachache can be signs of anxiety and

- should be communicated to school officials.
- 4 Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. Parents can use a calendar system at home to track attendance, or use the school's online program.
 - 5 Communicate. Most attendance related issues could be solved easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We will commit to eagerly work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

POSITIVE INCENTIVE PROGRAM

At the elementary school, we are implementing the Positive Behavior Interventions and Supports (PBIS) program. This program has a focus on school climate and changing the attitudes of students in a positive manner. We instill in our students respect and safety through an attitude of positive behavior and a shared vision between students, teachers, all staff members and administration. The direction of PBIS is to have each student take an individual direction of their own behavior and attitude as it directly affects those around them. There will be whole school, grade level, team, classroom and individual incentives possible throughout the entire school year. Students earn ROAR Cards for positive behavior and showing Respect, Ownership, =Attitude and Resilience during the school day. These ROAR Cards earn individual student rewards as well as school-wide incentives and celebrations.

If an individual student requires intervention for behaviors that are harmful to self or others, the following procedures will transpire:

First Offense -

1. The student is removed from the classroom/situation by office staff.
2. The student spends time in the office and is re-taught appropriate skill or procedure and appropriate behavior expectations.
3. If physical contact occurs, a parent phone call is made.
4. Student completes a restitution/compliance task (Ex. apology note, picture of positive behavior, doing something nice for someone).
5. The student is returned to the classroom when ready to comply.

Second Offense -

1. The student is removed from the classroom/situation by office staff.
2. The student spends time in the office and is re-taught appropriate skill or procedure and appropriate behavior expectations.
3. A parent phone call is made from the office.
4. The student completes restitution/compliance task. The student serves lunch/recess detention
5. The student is returned to the classroom when ready to comply

Third Offense -

1. The student is removed from the classroom/situation by office staff.
2. The student spends time in office and is re-taught appropriate skills or procedure and appropriate behavior expectations.
3. A parent phone call is made from the office.
4. The student goes to ISR for the rest of the day (or the following day if the situation occurs at the end of the day).
5. Behavior plan is put in place for the student at a team meeting.
6. The student returns to the classroom the next day

BICYCLES

Students may ride bicycles to school. Bicycles are not to be ridden during the school day. Bicycles must be kept in the parking rack to the left of the elementary main entrance. Skateboards and scooters will also be allowed to be ridden to school. They can be parked at the bike rack or brought into the front entrance for safety purposes. Bicycles, skateboards and scooters are not allowed to be on the main sidewalk/walkway.

BIRTHDAY TREATS AND PARTIES

To provide consistency for birthday celebrations and classroom parties at the elementary school, these guidelines should be followed:

- Christmas, Valentine's Day and year-end celebrations are acceptable occasions for room parties.
- Treats for student birthdays are not considered parties; parents are encouraged to send birthday treats that are easy to bring to school and distribute; parents are encouraged to consider healthy snacks for birthday treats (please do not send gum or hard candy as treats; please be aware that several students have allergies and/or blood-sugar issues that affect their health to such a degree that they are not allowed to have certain treats).

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD 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 or motivation for such impermissible behavior.

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

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

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

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

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

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

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

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

PROCEDURE: 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. 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 based on an anonymous report.

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

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

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

NON-RETALIATION/FALSE REPORTS: Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as

a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

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

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

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

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

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- 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, pulling; 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 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.

TRANSPORTATION PROCEDURES AND GUIDELINES

Blissfield Community Schools has developed a District Transportation Student-Parent Handbook, which includes guidelines regarding student transportation, school bus safety and rules, student misconduct and discipline as well as other helpful information. Please refer to the District Transportation Student-Parent Handbook for items relating to transportation. Below, you can read an excerpt regarding how bus misconduct and discipline will be handled.

SCHOOL BUS DISCIPLINE

Riding the school bus is a **privilege not a right**, so good student behavior is expected and enforced. When on the bus, the driver is in charge. One of the leading causes of bus accidents is driver distraction due to misconduct by students. Safe transportation to and from school is a team effort that requires the cooperation of students, bus drivers, parents, and school administrators. In the event that disciplinary actions are necessary due to misconduct, the following Board approved procedures will be followed.

ADMINISTRATIVE PROCEDURES FOR BUS MISCONDUCT

First Offense: The bus driver will communicate to the student(s) the inappropriate behavior(s) and initiate some type of intervention such as assigned seating. The driver will contact the parent or legal guardian within 24 hours to make them aware of the offense. A Bus Conduct Report must be used to document the offense and the driver's intervention. This form will be sent home to parent to sign and return to school with student the next day.

Second Offense: The bus driver will communicate to the student(s) the inappropriate behavior(s). A Bus Conduct Report will be filled out by the driver with supporting documentation and given to building principal. The driver will contact the parent or legal guardian within 24 hours to make them aware of the offense. The building principal will contact the parent or legal guardian to discuss disciplinary action. Second offense will result in a **three (3) day bus suspension**. Parents will receive a copy of the Conduct Report to sign and return.

Third Offense: The bus driver will communicate to the student(s) the inappropriate behavior(s). A Bus Conduct Report will be filled out by the driver with supporting documentation and given to building principal. The driver will contact the parent or legal guardian within 24 hours to make them aware of the offense. The building principal will contact the parent or legal guardian to discuss disciplinary action. Third offense will result in a **five (5) to ten (10) day bus suspension**. Parents will receive a copy of the Conduct Report to sign and return.

Fourth Offense: The bus driver will communicate to the student(s) the inappropriate behavior(s). A Bus Conduct Report will be filled out by the driver with supporting documentation and given to building principal. A meeting may be arranged between the bus driver, parents, administrator, and transportation personnel to discuss long term **eleven (11) days or more suspension** of transportation privileges. Parents will receive a copy of the Conduct Report to sign and return.

The Transportation Department will receive a copy of the disciplinary action taken by the building principal.

CAFETERIA/FOOD SERVICE

The school district provides an excellent breakfast and hot lunch program. These are complete meals, including milk, and can be paid for at the time of purchase or through the debit system available at www.LunchDeposit.com. Parents are encouraged to keep money in their children's accounts, as the cafeteria/food service does not allow students to charge their lunch costs. All children with negative balances will receive peanut butter and jelly sandwiches and milk (until money is deposited in their accounts). Parents can also go on-line to fill out an application for free and reduced meals (www.LunchApp.com). All questions regarding food services should be directed to Amy Gschwind, director of food services, at 486-2148, ext. 310.

Eating lunch in the cafeteria with approximately 250 other students is certainly different from dining at home. Students are expected to display their best behavior while in the cafeteria. During lunchtime, students will have assigned tables in the cafeteria. Students are expected to remain seated while eating their lunch. It is expected that all food will be eaten while in the cafeteria. Students are expected to leave the table and bench areas clean. The time scheduled for lunch is 20 minutes, providing more time for students who might need it.

COMPUTER/INTERNET USAGE BY STUDENTS

The BES-provided Chromebooks and I-Pads are intended for student use and enhancement. All students are expected to use them in a reasonable and responsible manner. They are used for educational use directly related to the curriculum of Blissfield Elementary School. The use of the I-Pad network is a privilege that may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include but are not limited to, the altering of system software or placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions. Students may be responsible for any cost associated with improper use of District software and/or hardware. The following procedures have been established for all students using school I-Pads:

1. Access to network services is given to students who agree, through the signing of a User Agreement and with parent permission, to act in a considerate and responsible manner.
2. Parents should review with students the appropriate expectations for student I-Pads/Internet usage as outlined in the "Guidelines for Internet Use" handout accessed by parents at the beginning of the school year.
3. Students are expected to abide by the Acceptable Use Policy found on the school website and approved by the Board of Education.

COUNSELING/SOCIAL WORK

Counseling/Social Worker services are available to provide individual and group assistance and student support. Goal oriented counseling sessions are designed to meet the identified needs of individuals, groups of students, or families; teacher and parent consultations; and life skills instruction in both small group and classroom settings.

DAILY SCHEDULE

School begins each morning at 7:45 a.m. and concludes at 2:52 p.m. During half days, school will dismiss at 11:00 a.m. Students who walk to school should not arrive before 7:30 a.m.

Student Drop Off / Pick Up – School buses will be lined up for student loading and unloaded at the rear of the elementary building, directly behind the cafeteria. Parents who will be dropping off or picking up students will use the circle drive located at the front of the building. If drop-off or pick-up will be quick, parents are allowed to pull to the curb and do so. If a parent needs to enter the building, they will need to park in the adjacent parking lot. No curb parking will be tolerated.

DANGEROUS ITEMS

The possession of weapons is strictly prohibited. In addition, the use of an object to threaten, harm, or harass another is also prohibited. A pupil who possesses a weapon or uses an object to threaten, harm, or harasses another person is subject to expulsion unless School District officials, in their discretion, impose a lesser penalty. The prohibition against possession of weapons and the use of an object to threaten, harm, or harass another person applies to incidents which occur on School District property, in vehicles used by the School District to transport students, at School District sponsored functions, events or activities, on property adjacent to School District property and while students are in route to or from school or School District functions, events and activities.

“Weapon” includes: a firearm; gun; revolver; pistol; dagger, dirk; stiletto; knife; iron bar; brass knuckles; any explosive, incendiary, or poisonous gas, including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item. “Firearm” means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun and pellet gun are considered to be a “firearm”.

Although the use of an object to threaten, harm, or harass another person is prohibited, it is not possible to identify all of the objects that could be used for such purposes in violation of this prohibition. Examples include, but are not limited to, padlocks, pens, pencils, laser pointers, scissors, jewelry, and other objects, which do not constitute dangerous weapons.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information": a student's name, address, telephone number, date and place of birth, 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, awards received, honor rolls, scholarships. Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

CELL PHONES, ELECTRONIC DEVICES AND OTHER DISTRACTING ITEMS

Items that pose a threat to other students or may distract the learning environment are inappropriate in a school setting, and will be confiscated. Such items include, but are not limited to weapons, Apple watches, radios, cellular phones, Gizmo watches, CD players, electronic games, and trading cards. Although some of these items may be permitted while on the school bus, they must be placed in the student's backpack before entering the school. Students are strongly encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Except for health or other unusual reasons approved by the school district, students shall not carry a cell phone, Apple or Gizmo watch or other personal communication device(s) in school. The Principal will hold any items that are confiscated until a parent/guardian comes to school to retrieve them. In addition, all book bags and backpacks shall be stored in students' lockers.

DRESS CODE

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, the principal will take one of the following actions: counsel the student, call parents, stipulate that the item of clothing not be worn again, and/or send the student home for a change of clothing. We ask that parents help us in making sure that students dress appropriately for school, both in good taste and in a

manner appropriate for children ages 4-12.

The following styles or manners of dress are prohibited:

- Foot apparel must be worn at all times. For health and safety reasons cleats, spikes and flip-flops are not permitted. For physical education classes, appropriate footwear is required.
- All shirts and/or blouses must cover the shoulders and stomach.
- Shorts and skirts may be no shorter than fingertip length. All clothing must be in good repair.
- Miniskirts, pajama/leisure attire, slippers, garments with holes, and sagging pants are not acceptable.
- Shorts of appropriate length may be worn prior to Thanksgiving and after Spring Vacation.
- All hats/hoods shall be removed upon entering the building.
- Sunglasses are to be worn outside only.
- All clothing/jewelry shall avoid drug, alcohol, tobacco, sex, obscene, or cult/gang related print/slogans/designs.
- Jackets and coats are to remain in lockers or on hooks during the school day unless authorized to be worn by school personnel.

EMERGENCY DRILLS

Periodic fire, tornado, and lockdown drills will be conducted. Each classroom is directed to assigned areas where students will be expected to remain quiet and orderly throughout the drills.

EQUAL EDUCATION OPPORTUNITY / NONDISCRIMINATION POLICY

The Board of Education does not discriminate based on race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristics, in its programs and activities, including employment opportunities.

If any person believes that the Blissfield Community School District or any of the district's staff has inadequately applied the principles and/or regulations of Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Act and The Americans with Disabilities Act, s/he may bring forward a complaint to the district's Civil Rights Coordinator, Sharon Smith, Chief Financial Officer, Blissfield Community Schools, 630 South Lane Street, Blissfield, Michigan 49228 (517-486-2205).

FIFTH GRADE OUTDOOR CAMP EXPERIENCE

Our fifth grade students have the opportunity to experience a wonderful and unique learning activity. They are able to take part in Outdoor Education at Camp Storer. This activity usually takes place in March. We anticipate a rich and positive experience. The success of this time together depends to a great degree on the student's ability to respond with responsible, mature and self-controlled behavior. The students participate in a variety of activities in which they are self-directed or in small groups. In light of the fact that they will have many 'teachers' and leaders, respect for authority is necessary to the success of these experiences. For the safety and well-being of each of the children, it is necessary that every fifth grader be trustworthy in all these situations. We understand that as fifth grade progresses, if a student has had continual problems with self-control and respect for authority, they may be asked not to attend Fifth Grade Camp. Again, this is necessary for the safety and well-being of all Blissfield's fifth grade students and cabin leaders. A fifth grader earns the privilege to attend camp by being a responsible Blissfield student here at school. Blissfield Elementary School has had a long history of a good reputation at Camp Storer and we desire to continue that reputation. If a student does not follow Camp Storer or Blissfield Elementary School rules during the experience, it will be the parent's responsibility to pick their child up from camp.

In light of offsetting the cost of this camp experience, students in grades 3-5 have the opportunity to take part in fundraising events to earn money for their camp cost. Money earned through these fundraising events will be recorded under your child's name in an expense account within our office budget. Our office secretary throughout the three-year fundraising events will keep recordings of this amount up-to-date. Then this money will be used to pay for your child's camp experience. If, for any reason (such as: camp cancellation, extra money over and above the amount for camp, a student unable to attend camp), a student has money left in their account upon leaving the elementary school, this amount will stay in the BES fifth grade camp account and can be transferred to a younger sibling or another family member at the parent's request. If parents have any questions or concerns, please contact the elementary office for assistance.

GRIEVANCE PROCEDURES

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five 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 five business days.

Step 2

If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five 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 business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five 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 representative within forty 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 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 U.S. Department of Education, Office of Civil Rights, Plaza Nine Building, Room 300, 55 Erieview Plaza, Cleveland, Ohio 44114. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. The local 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 Civil Rights Coordinator's office.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

HEALTH CARE

Blissfield Elementary School is committed to working in partnership with parents in the areas of student health and wellness.

COMMUNICABLE ILLNESSES

All cases of communicable or contagious disease must be reported to classroom teachers and the school office. Certain diseases are reported weekly to the local health department. These include measles, mumps, rubella, hepatitis, pertussis, meningitis, scarlet fever, pink eye, and strep throat. The length of time children should remain home from school for specific illnesses is dependent upon the illness. The school office can provide direction to parents (based upon recommendations from the County Health Department). As required by Federal law, parents may be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Impetigo, ringworm, scabies and head lice are also considered communicable diseases, and if observed at school, the child will be sent home for treatment. In the case of head lice, the following guidelines will be followed:

- If live lice and/or nits are found on a student's head, the parent will be contacted and the child will be sent home for appropriate treatment; appropriate treatment includes the removal of all nits.
- Upon returning to school, office personnel will check to make sure effective treatment has taken place and all nits have been combed out.
- In cases where several students in the same classroom are found with head lice, parents of the other students in that classroom will receive notification.

FIRST AID

Each building is equipped to handle emergency situations. However, the school is not able to provide long-term sick care. Children who are unable to attend class will be sent home after contacting a parent/guardian. Therefore, it is essential that work phone numbers and emergency contact information be kept current.

HEARING AND VISION TESTING

Hearing and vision screening is provided on a regular basis for all students (alternating every other year) and is provided annually for students referred for evaluation.

ILLNESS AT SCHOOL

If students become ill at school, they are to report to the office so school personnel can make appropriate arrangements. Parents or guardians may then be notified to pick students up. It is necessary that parents/guardians sign students out prior to leaving the building. Students must never leave the building to go home without permission.

IMMUNIZATIONS

A parent/guardian/person in loco parentis applying to have a child registered for the first time in a school in the State of Michigan shall present to school officials, at the time of registration or no later than the first day of school, a physician's certificate of immunization or statement of exemption under Section 9215 (available from the school office).

New entrants must have at least four (4) DPT, three (3) doses of polio vaccine, two (2) MMR, three (3) Hepatitis B, and two (2) Varicella vaccines or date of disease (chicken pox).

MEDICATION

Medications will be given at school only if students are unable to attend classes without a dosage during school hours. Students are forbidden to possess, use, or transfer any over-the-counter or prescription medication. All medicines will be kept in a designated locked area and administered by authorized school personnel. Medications to be given at school, including over the counter medication (Tylenol, cough syrup, etc.), must be accompanied by a signed physician's order and written permission of parents. These instructions must be renewed every school year. Medications must be in the original container. A parent or legal guardian must deliver all medications to the office, unless special arrangements have been made with the principal. Failure to do so may result in the student being viewed as being in possession of a controlled substance and/or drugs.

HOMEWORK

Blissfield Elementary School is in support of a ‘no homework’ policy. Your child may receive homework if the teacher deems it necessary for the following reasons:

1. Study materials for upcoming tests or in-class reviews.
2. Any classroom work that was not completed in class within the allowed time.
3. Reinforcement of enrichment and meaningful materials presented.
4. Assignments and missed work due to illness or missing school.

LOCKERS

Lockers are provided for students in third, fourth and fifth grades. They are provided so that students have a space to store their belongings. There have been very few cases where student's personal belongings are stolen, and as a result, locks are not placed on lockers in the elementary school. Students will be expected to adhere to the following expectations:

- Any damage to the lockers may require payment for replacement.
- Students are expected to keep their lockers clean.
- Glass and/or other breakable items shall not be stored in lockers. In addition, money or expensive personal items should not be stored in lockers. Items stored in lockers are the responsibility of the students. Lockers should be used for storing books and garments only.
- Neither Blissfield Community Schools nor any of its personnel will be responsible for any loss or damage to property stored in a locker by a student.

LOST AND FOUND

Articles found should be placed on the lost and found table in the main hallway. If students have lost personal belongings, they can check on the Lost and Found table to see if they have been placed there. At the conclusion of each marking period, unclaimed items will be donated to charity.

PERMISSION FOR PHOTOGRAPHING/VIDEOTAPING

Blissfield Elementary School reserves the right to photograph/videotape students and to use these photographs and videotapes for public relations and school related publications (Communicator, school website, etc.). Reproductions of photographs and videotapes may be used by the administration for the purpose of school publicity unless parents indicate in writing on the student registration form that this information not be released.

PETS

Pets are not allowed at school or on school property. The only exception to this is for “show and tell” and up to individual classroom teacher discretion. In these cases, parents/guardians must bring the pets to school and take them back home as soon as “show and tell” is over. Pets are never allowed on buses. The elementary school does have access to service/assistance dogs and will use them as needed.

PLACEMENT / RETENTION

The following considerations are the guidelines for placement of students in specific classrooms:

1. Learning style of students.
2. Recommendations of current teacher.
3. Prevention of possible personality conflicts.
4. Parental requests.
5. Approximate equal number of boys and girls.
6. Approximate equal number of students in each room.

During Spring Parent/Teacher Conferences, both the parent(s) and the current teacher will discuss possible placement for the student based on academic reasons. The teacher and the principal will determine the best possible placement for each student. Parent input will only be considered if valid academic reasons are presented. The decision to have a student retained is made with

a great deal of thought, much conversation with parents, and needed documentation to verify and support the need for retention.

CRITERIA

1. Lack of maturity level (behavior, social interaction, and responsibility).
2. Not meeting grade level objectives.
3. Repeating the same grade will benefit the student.
4. The parents and building principal support this course of action.
5. All the listed factors will be considered when making a decision to retain. Students shall only be retained once during their K-8 school experience.

RECESS

Whenever weather permits, students have lunch outdoor recess before lunch. During winter months, students will have outdoor recess if the temperature (with wind-chill) is above single digits. Please dress your child appropriately for the weather. Adults other than grade level classroom teachers supervise this recess time. Classroom teachers supervise additional recesses. The following basic rules have been designed to provide for a safe playground for all children:

- Students have designated playgrounds on which to play; students must play only on "their" playground and should stay away from all doors and classroom windows.
- Students are not permitted to enter the building during recess unless given permission by the adult on duty.
- Outdoor equipment will be shared and used in the manner for which it was intended.
- The following activities are not allowed: snowball throwing, wrestling, tackle football, or any other rough play.

REPORT CARDS

Report cards are issued every nine weeks. Report cards will be available online following the end of each nine-week period. Hard copies of student report cards will be used at conferences or can be available in the office by request only.

REQUIRED DOCUMENTS

All students must have a certified copy of a birth certificate or an affidavit explaining the lack of birth certificate, current immunization records, and proof of residency. Record of any disability (including allergies) should be reported.

Student registration forms must be on file for every child enrolled in the elementary school. These forms are sent home to families prior to the start of school in the fall. Parents should complete all sections of the forms and return them to school as soon as possible. A complete signature and address including phone number, street, city and zip code is necessary. Problems arise when parents cannot be contacted in cases of emergency. Names of relatives or neighbors may be listed for school officials to contact in cases of student illness, etc. If during the school year emergency information changes, please contact the school office.

In the event of divorce, separation, or legal custody is established, the parents must notify the school in writing. In order to enforce any court order, a copy of that court order must be on file with the school. Students and student records are available to both parents unless otherwise specified by court order.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the building principal receives the request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

Michigan's Public Act #226 requires that a DK-12 advisory committee be established to help plan and evaluate any course offering instruction for students in the area of human growth and reproduction.

SCHOOL CLOSING

In addition to completing the student registration forms, parents are encouraged to take advantage of Infinite Campus messenger. This system will be used to send instant messages to parents regarding school delays, school closings, and school emergencies. Announcements will also occur on local radio stations and TV stations. These announcements are official, so it is not necessary to call the school.

SCHOOL ISSUED TEXTBOOKS / EQUIPMENT

Students are issued textbooks and other related equipment during the school year. It is the responsibility of the student to care for this material and ensure that it is returned at the appropriate times in satisfactory condition. Failure to return school items or items returned in damaged condition will result in fines assessed to the student.

LIBRARY MATERIALS

Blissfield Elementary School has an excellent library, and most of the materials are available to be checked out and taken home. All classes have an assigned time every week to go to the library and check out materials. Parents are requested to help see that their children return these items by the due date. Students will be charged the replacement cost for any items lost or damaged (no reimbursement after fines are paid).

SEARCH AND SEIZURE

To maintain a safe learning environment for students and school personnel, school authorities may search a student and/or their belongings under the circumstances outlined below. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

The term "unauthorized material" as used above, includes any item which is dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in the policy will be considered grounds for disciplinary action.

PERSONAL SEARCHES

A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, a school official of the same sex and with an adult witness present, when feasible will conduct it in private.

If a school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex with an adult witness present, and only upon the prior approval of the Superintendent, unless, the health or safety of students will be endangered by the delay which might be caused by following these procedures.

USE OF CANINES

Blissfield Community Schools and its administration are authorized to utilize canines to aid in the search for contraband in or on school owned property and automobiles parked on school property. Canines shall not be used to search students, unless school officials have established independently that there is reasonable suspicion to believe the student possesses contraband on his or her person. A qualified and authorized trainer must accompany the canine or individual that will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable suspicion for a further search by school officials.

SOLICITING

Students are not to solicit, sell, or distribute items on school property without permission from the office. Solicitation outside of school should not occur without adult supervision.

SPECIAL SERVICES

Elementary students in grades K-5 receive special services provided by the school district. Physical education, vocal music, art and STEM Lab are provided to all students. All students have access to our library and check in and out books on a weekly basis. Instrumental band is offered to fifth grade students. Enrichment choir and recorder ensembles are available to students in grades 3-5.

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - interest inventories and aptitude tests
 - vocational preference inventories

- achievement tests
 - standardized intelligence tests
- D. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the District.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- provide "personally-identifiable" information not appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information;
- the Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

STUDENT SUPPORT SERVICES

LENAWEE INTERMEDIATE SCHOOL DISTRICT SERVICES

County personnel and consultants are available to students. The following services are offered: speech pathology, school social worker, psychologist, occupational and physical therapy, behavior specialists, and hearing and vision screening.

MIGRANT EDUCATION PROGRAMMING

Programming is available in both the summer and fall to students who need support in basic skills and English as a second language.

SPECIAL EDUCATION

Services are available to all students who qualify under state guidelines.

STANDARDIZED TESTS

Michigan Educational Assessment Program – Students enrolled in grades 3-5 will participate in the MEAP testing.

Northwest Evaluation Association – Students enrolled in grades K-5 will participate in the NWEA testing.

Title I and Response to Intervention Services

Title I and RtI services are provided to any student demonstrating difficulties in Language Arts/Reading and Mathematics.

Participants will be provided either individualized or small group instruction to help (1) succeed in the district's regular academic program; (2) learn the skills and the knowledge appropriate for their grade; and (3) increase understanding of basic and advanced skills/concepts.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or physical problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request. The district is to notify parents of any surveys, analyses, or evaluations, which may reveal any of the information, as identified above, in a timely manner, and which allows parents to request an opportunity to inspect the survey, analysis, or evaluation. This policy allows the parent the option of excluding their student from the activity. The reporting of collected data will be in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.

VISITORS

All Incoming Visitors

All visitors coming into the building are to report to the office. The Village of Blissfield Ordinance 81.000 regarding Non-authorized Persons on Community School Property will be strictly enforced. In part, this ordinance orders that no person shall: a) disturb or interfere in any manner with the orderly conduct of classes or other school sanctioned activity conducted in or on any school premises, b) Enter upon school premises during the regular school hours or during any school sponsored activity, unless said person first receives written permission or specific invitation to be in or on premises, c) willfully enter upon school premises at any time without lawful authority after having been forbidden to do so, or remain upon the school premises after being notified to depart therefrom by an authorized agent of the school. Any person who shall violate any provision of this ordinance shall be guilty of a misdemeanor, and upon conviction, be punished by a fine of not more than one hundred dollars, and costs or by imprisonment for not more than ninety days or by both such fines, costs and imprisonment. Blissfield Community Schools welcomes and encourages parent volunteers for school/class events. In order to maximize the educational experience while volunteering, non-school aged children are not permitted to attend with an adult volunteer.

Student Visitors

All visitors entering any Blissfield Community Schools building must report to the building office. If a student wishes to bring a guest to school, then the following guidelines must be met. The guest must:

- Be of school age in the attending building.
- Not be absent from their home school in order to attend.

- Have authorization from the building principal prior to the visit.
- Secure a visitor pass from the office when they arrive.

BLISSFIELD ELEMENTARY SCHOOLS CODE OF CONDUCT

One of education's most important lessons is discipline. While it does not appear as a subject, it is under the entire educational environment. It is the preparation that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. All students at Blissfield Elementary School are expected to consider the rights, safety, property, and feelings of others. If a student has a behavior problem, it will be dealt with directly and in a timely manner. Each situation will be assessed individually.

It is expected that students will obey these primary rules. Students will:

1. abide by national, state, and local laws, as well as the rules of the school;
2. respect the civil rights of others;
3. act courteously to adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
6. complete assigned tasks on time and as directed;
7. help maintain a school environment that is safe, friendly, and productive;
8. act at all times in a manner that reflects pride in self, family, and in the school.

If a teacher, supervisor or aide finds a student misbehaving or not performing to expectations, he/she will first talk with the student addressing the problem and discussing positive solutions to the problem. If repeated conversations with the student don't achieve the desired results, and the adult has exhausted all acceptable methods of discipline in his/her area of responsibility, the student may be referred to the principal. As an alternative, the adult may file a Disciplinary Referral. In the event that a Disciplinary Referral is written, parents will receive a copy on the day the referral is filed informing them of the concern and enlisting cooperation to improve the behavior/performance. The referral form needs to be signed by a parent and returned to school the following day.

Students who have reports filed must spend their noon recess in the office. In an effort to reinforce the need for responsible student behavior, both in taking the referral home to discuss with parents and in returning the signed copy to the school, students who do not return the signed copy will continue to spend noon recess in the office until such time as the signed form is returned.

After three (3) referrals to the office that result in noon recess detention, the students will be issued suspensions. For more serious issues, students may be assigned time in the district's In-School Restriction classroom. Infractions of a very serious nature may result in procedures other than those described and will be at the discretion of the principal. Referrals to police and juvenile authorities will be made, when appropriate.

According to Michigan School Code, a teacher may suspend a student from a class, subject, or activity for up to one full school day. The teacher will immediately send the student to the principal's office and will specify the reason for the suspension. Within 24 hours, the teacher will contact the parents to set up a parent-teacher conference regarding the snap-suspension. A notification of teacher initiated suspension form will be completed by the teacher and will be kept on file in the principal's office.

In most cases, elementary students who are not meeting expectations for behavior and/or performance respond very positively to teacher intervention. In cases where students are sent to the office, dialogue with the principal concerning positive choices, problem solving and consequences also bring about positive change. The use of the Disciplinary Referral involves parents – usually very effective in re-directing student's behavior and performance. The ultimate goal is to provide a safe, respectful and supportive environment where all students can be successful.

In an attempt to assist students with appropriate choice and behaviors, we have listed some of the more serious violations to our Code of Conduct that will result in consequences that are more serious. The listed consequences are a possible range of choices depending on the grade level of the student. The administration has the autonomy to invoke any disciplinary measure necessary to insure the positive operation of the school.

VIOLATIONS AND CONSEQUENCES

1. **Cheating:** Copying, using, or representing another individual's work as one's own. Allowing others to copy is also cheating.
Consequences include disciplinary referral, failure on test or assignment, detention, ISR, OSS.
2. **Use of Profane/Obscene Language:** In verbal or written form, in pictures, drawing, gestures, etc. directed at student or staff
Consequences include disciplinary referral, parent conference, detention, ISR, OSS
- 3 **Threatening/Dangerous Behavior:** Verbal harassment, incitement to fight, actions that place students in danger.

- Consequences** include disciplinary referral, 1-3 days ISR/OSS, suspension, referral to authorities.
- 4 Possession/Use of Dangerous Weapons:** Look alike weapons or use of any object which may cause bodily harm/actual weapon
Consequences include disciplinary referral, ISR, OSS, referral to authorities, recommended expulsion
- 5 Willful Destruction/Defacement of School Property:** Either intent or as a result of inappropriate behavior.
Consequences include 1-5 days ISR/OSS, full payment of labor and replacement cost of items.
- 6 Forgery of School Documents and/or Parent Signature**
Consequences include parent conference, detention, 1-3 days ISR
- 7 Persistent Disobedience:** In the classroom or school building
Consequences include disciplinary referral, parent conference, 1-3 days ISR/OSS
- 8 False Fire Alarm and/or Bomb Threat**
Consequences include expulsion.
- 9 Inappropriate Behavior in School:** behavior/incitement/conduct that results in disruption of the learning process or endangers the safety of the school, students and/or staff; acts of dishonesty.
Consequences include detention, ISR, OSS
- 10 Possession of Property Belonging to Others:** Theft
Consequences include restitution, ISR, OSS
- 11 Physical Assault, Fighting, Deliberate Acts of Violence:** Pushing, shoving, striking a student or staff member; physical contact on another person; physical contact in which two or more students are active participants. May or may not cause bodily harm.
Consequences include ISR, OSS or recommended expulsion.
- 12 Possession/Use of Alcohol/Illegal Drugs/Over-The-Counter Medication or Other Controlled Substances & Transfer of Such**
Consequences include confiscation, ISR, OSS, Expulsion, Contact of Authorities
- 13 Sexual Harassment / Arson / Distracting Items:**
Consequences include Detention, ISR, OSS, Expulsion

EXPLANATION OF CODE OF CONDUCT TERMS

DETENTION

Students may be required to attend detention(s) because of misbehavior. Detentions will take precedence over all other school activities. Detentions must be served for the days assigned. Failure to attend will result in additional consequences.

RESTRICTION/SUSPENSION

In-School Restriction (ISR) is housed at the High School. The atmosphere in the In School Restriction room is very structured. The student remains in the restriction room the entire day and is assigned to a study booth. Students are expected to do school and/related work. Hot lunch can be purchased or the student may carry a sack lunch. The students will be given a copy of the following ISR rules daily:

- All regular school rules apply.
- No talking without permission.
- Students are to sit in assigned seats and may not leave them without permission.
- No sleeping.
- Students are to report on time and be seated.
- Students are allowed one bathroom break in the morning and one in the afternoon.
- Students will be allowed three (3) negative behavior points per day. A behavior point will be given for inappropriate classroom behavior. Two (2) behavior points will be given for an unexcused tardy. Students who receive four (4) behavior points will be assigned to the restriction room for one (1) additional day.
- Absences will not count as restriction room time. If a student is absent anytime during the restriction period, that time will be made up in the restriction room.
- Students are expected to complete all work assigned to them each day.
- Failure to comply with these rules and/or refusal to attend may result in an Out of School Suspension.

Out of School Suspension (OSS), is when a student is suspended from school without an opportunity to attend the In-School Restriction (ISR) program. In addition, the student will have no opportunity to make up missed assignments and/or tests. Therefore the student will receive a “0” grade in all subjects for that day.

DUE PROCESS PROCEDURES

A. Preliminary Hearing

No student may be suspended without a hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such a hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable:

The Principal or designee shall provide the student with an oral or written notice of the charges against her/him and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why s/he should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges. The student's parent(s) may be informed of the charges and the preliminary hearing if the Principal so chooses. The hearing shall be held on

the day of the alleged infraction or as soon thereafter as possible if any emergency prohibits an immediate hearing.

B. Suspension

The Principal may impose a suspension of up to ten days duration, but shall notify the student's parent(s) / guardian(s) of the suspension by telephone or by regular mail.

1. Sending a student home: Unless the student is an immediate threat to the safety of the school, s/he should remain in school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the principal shall attempt to reach the student's parents to request they pick up their child. If they are unable to do so, the student should remain in the office or in In School Suspension until school is dismissed. The Principal may forego the previous provision in the event of mass violation of school rules or where it is not possible to keep the students on school grounds and restore order or protect people on school property.
2. Responsibility for schoolwork: No credit will be given for work missed as a result of suspension out-of-school.
3. Student's Records: A record of the student's offense will be kept but may not be made part of the permanent record. Days of absence shall be noted in the student's permanent attendance record.

C. Appeal

Suspension of one school day or less will not be subject to appeal. Suspension of more than one school day but not more than ten school days may be appealed in writing to the Principal within two school days of the parent's receipt of the written suspension notice. The written appeal must contain the reasons that the suspension is being appealed.

**APPEAL PROCEDURES
For Student Suspension**

- A. Parents may request a conference with the Principal. Such requests shall be made within the period of separation or suspension. The Principal shall affirm or modify the terms of his action within three (3) school days from the date of the conference.
- B. Within three (3) school days from the Principal's decision concerning suspension, the parent(s), or legal guardian(s) may appeal such decision to the Superintendent of Schools or his designee. The Superintendent shall affirm or modify the decision of the appeal. For suspensions of ten (10) days or less, the Superintendent's decision is final.
- C. The Principal within three (3) school days from hearing For suspensions greater than ten (10) days, the Superintendent's decision may be appealed to the Board of Education within three (3) school days of such decision.
- D. The Board of Education shall schedule a hearing as soon as practicable, but not later than the next regularly scheduled Board of Education Meeting and shall notify the parents that said hearing be conducted under the following rules and procedures:
 1. Written notice shall be given of the time, date and place of the hearing.
 2. Parent, guardian, or other adult advisor of their choosing should represent the student.
 3. Witnesses may be presented at the hearing and the student or his representative may question witnesses.
 4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
 5. There may be present at the hearing the Principal, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential.
 6. The Board of Education shall render a written opinion of its determination within 3 school days from the date of the hearing. The written opinion shall be forwarded to all concerned.