

## Blissfield Elementary School

640 South Lane Street  
Blissfield, Michigan 49228  
Telephone: 517-486-2811 Fax: 517-486-3348

Mr. Scott D. Moellenberndt  
Superintendent

Mrs. Dee Crane  
Principal

### BLISSFIELD COMMUNITY SCHOOLS MISSION STATEMENT

*“To provide a learning environment that will challenge students to become life-long learners and productive citizens.*

### BLISSFIELD ELEMENTARY SCHOOL MISSION STATEMENT

*“To provide a safe, respectful and supportive teaching and learning environment where students are inspired to become academically successful and socially responsible.*

### INTRODUCTION

The faculty, staff and administration welcome you to the 2008-2009 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.

We hope you will take advantage of the many educational opportunities available to you, and that the 2008-2009 school year will be a rewarding and enjoyable one. We hope you will regularly check our website for information, our calendar of events, and articles and photographs of special classroom/school projects.

[www.blissfieldschools.us](http://www.blissfieldschools.us)

### ATTENDANCE / TRUANCY

Regular school attendance directly affects academic achievement. To that end, students should strive to maintain an excellent attendance record. The Blissfield Community Schools Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of this State. The District’s educational program is built upon the presence of the student and requires continuity of instruction and classroom

participation. The regular contact of students with one another in the classroom, and their participation in a well-planned instructional activity under the tutelage of a competent teacher, are vital to this purpose.

In the event that students are absent, or arrive late to school, the following information will assist parents/guardians and students:

Absences will be considered excused for illness, hospitalization, attendance at funerals, family emergencies, and some family trips. In the event students are absent from school, their parents must either contact the school by calling our attendance line at 486-2811, ext. 191 or bring a note to the school office by 1:30 p.m. the day of the student’s return. Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, in order for the absence to be excused, the student shall be “signed out” by a parent/guardian, shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. documenting that the appointment was kept, and shall report back to school immediately after his/her appointment if school is still in session.

If parents anticipate that their child’s absence will extend beyond two days, they should contact the school about make-up work. Teachers should be given 24 hours to provide make-up work for students who are absent. A written excuse from parents is required if a child is not to go outside for recess because of illness, etc. A note from a doctor is necessary for requests to have children stay indoors for more than two days. The same policy applies for children to be excused from physical education classes.

Absences will be considered unexcused, if the reason for the student’s absence does not conform to the above definition and/or if parents fail to notify the school office as indicated above.

Michigan’s Compulsory School Attendance law requires that all children under the age of sixteen (16) must regularly attend school. Parents whose children have excessive absences will be contacted by the principal. The school considers 3-5 absences per marking period excessive.

In addition to regular school attendance, students also need to arrive at school on time. Reliable on-time attendance helps students build lifelong habits that will benefit them in later school grades, college life, and eventual careers. If students arrive at school after the 7:45 a.m. start time, they are required to have parents “signed them in” at the office; they will then be issued a tardy pass. The school considers 3-5 tardies per marking period to be excessive. In such cases, parents will be contacted by the principal.

Following parental notification, truancy issues for both attendance and on-time arrival could result in the following consequences: lunch recess detention, after-school detention, in-school restriction, and/or notification and involvement of the County Attendance Officer.

## A.A.A. PROGRAM

The K-12 A.A.A. Program was developed to recognize and improve student performance in the areas of:

Attendance \* Academics \* Attitude

At the elementary school, we have modified the program a bit in order to meet the needs of our young students. We are proud to offer our students our own version of the “Double A” Program for attendance and attitude. The third “A” for academics will be added to the incentive program when students reach middle and high school.

### Attendance

Any student achieving no absences, no tardies, and no detentions for an entire semester (first and second marking periods combined OR third and fourth marking periods combined) will receive a certificate of recognition and will earn a “special reward.” Any student achieving no absences, no tardies, and no detentions/suspensions for the entire school year will receive a certificate of recognition and will be invited to a luncheon held during the school day away from school grounds.

### Attitude

The “Gold Card” is intended to recognize students for charitable acts of good behavior and/or kindness that are “above and beyond” what’s expected. Teachers will have a supply of “Gold Cards” that they may issue as they observe good deeds of exceptional quality. For elementary school students, the card may be used to select something special from our Royal Prize Gallery.

## BICYCLES

Students may ride bicycles to school, however, they should have parent permission on file in the school office. Bicycles are not to be ridden during the school day. Bicycles should be secured by a padlock and must be kept in the parking rack. Skateboards and roller blades are not allowed on school property.

## 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).

## BULLYING, HARASSMENT, AND OTHER AGGRESSIVE BEHAVIORS

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the

school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse such as bullying, hazing and harassment. The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the teacher, the building principal, or directly to the Superintendent’s Office at 486-2205. Complaints will be thoroughly investigated. If the investigation finds that aggressive behavior occurred, it will result in prompt and appropriate remedial action. Consequences for students who commit acts of violence, including but not limited to harassment and/or bullying, shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance. Consequences will be consistent with the Board of Education’s approved “Code of Student Conduct.” Remedial measures shall be designed to: correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.

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.

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

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

**“Bullying”** or **“Harassment”** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental physical, or sensory disability or impairment; or by an other distinguishing characteristic.

Harassment or bullying is conduct that meets all of the following:

- is directed at one or more students;
- substantially interferes with educational opportunities, benefits, or programs of one or more students;
- adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect; and
- is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcomed touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined in State law.

M.C.L.A. 722.621 et. seq.

**“Hazing”** refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm regardless of the person's willingness to participate.

### **BUS CONDUCT BUS REGULATIONS**

Riding the school bus is a privilege provided by the school district. All school rules and expectations apply while riding the school bus. In addition, the Transportation Department has developed expectations for student behavior on the school bus. The following rules and regulations have been adopted by Blissfield Community Schools to insure the safe and efficient transportation of Blissfield students to and from school:

- Students should expect to walk some distance as required by state regulations and should arrive at their bus stop 10 minutes early.
- Students should be on time at designated bus stops. Students will be picked up and/or dropped off only at their designated bus stops, unless given permission from

the building administrator or Transportation Supervisor.

- While waiting for the bus, students should stay at least 15 feet off the roadway when possible.
- Students should wait until the bus has come to a complete stop before attempting to enter or leave the bus. They should enter or leave the bus using only the front door (except in case of an emergency) and remain seated while the bus is in motion.
- Students will cross in front of the bus when crossing the road after the driver clearly signals that it is safe to cross.
- Students will occupy the seat assigned by the driver and expect to sit three in a seat when necessary.
- Students should keep their head, arms and hands inside the bus when riding.
- Any objects carried on the bus (musical instruments, back packs, etc.) should be small enough to be held on the student's laps, or placed under the seat.
- School dress codes are in effect on the school bus.
- Students are not to carry materials on the bus that may be potentially hazardous to others.
- No food or drink is allowed on buses.
- Portable electronic devices (cell phones, mp3 players, PDA's) may be brought on the bus with driver permission. Use will be restricted if they create distractions that could compromise safety.
- Students should report all damage to the bus immediately to the driver. Intentional vandalism may result in restitution and suspension from the bus and/or school.
- In general, the rules of good conduct that apply in the school building, apply on the bus also.

### **BUS DISCIPLINE PROCEDURE**

FIRST OFFENSE:	The bus driver will communicate to the student(s) the inappropriate behavior(s) and initiate some type of intervention such as an assigned seat. Within 24 hours the driver must make parental contact. Bus Conduct Report must be used to document driver intervention.
SECOND OFFENSE:	Three (3) day bus suspension and parent notification by the driver.
THIRD OFFENSE:	Five (5) to ten (10) day bus suspension and parent notification by the driver.
FOURTH OFFENSE:	Mandatory meeting between driver, parents, administrator, and transportation personnel for long-term suspension, eleven (11) days or more.

### **BUS PICK-UP / DROP-OFF GUIDELINES**

It is the policy of the Transportation Department to work within our means to facilitate the needs of students and the many working parents of our district. We will pick up or deliver students to the residence of a baby-sitter providing the stop is on an existing bus route. Therefore, the following policy will be invoked:

Students that have a consistent pattern (but beyond normal pickup and delivery to their home) regarding bus transportation during the entire school year are to fill out a Transportation Request Form. This form will specify the address that is to be used for pick up, and the address that is to be used for drop off. A copy of the form must be filled out for each driver involved, the school building involved, and the Transportation Department.

Any diversion from the norm will require a bright orange bus pass authorized by the office of the school building involved. This pass will require a note from home and may only be issued if there's room on the bus. Students without a bus pass, or that are not covered under a transportation request form, will not be allowed to ride a bus other than that assigned to them.

### **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](http://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 such time as 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](http://www.LunchApp.com)). All questions regarding food services should be directed to Charleen Horky, director of food services, at 486-2148, ext. 222.

Eating lunch in the cafeteria with approximately 250 other students is certainly different than dining at home. Students are expected to display their best behavior while in the cafeteria. During lunch time, 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 20-25 minutes, providing more time for students who might need it.

### **COMPUTER/INTERNET USAGE BY STUDENTS**

The network (Internet) is provided for students to conduct research, experience the world of technology, and communicate with each other. 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. Access is considered a privilege, not a right. Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Within reason, freedom of speech and access to information will be honored. Information storage areas may be treated like school lockers. School administration or their designees may review files and electronic communications

to maintain system integrity and insure that users are using the system responsibly.

Appropriate expectations for student computer/Internet usage are outlined in the Blissfield Community Schools Code of Ethics. Violations may result in a loss of access, as well as other disciplinary or legal action.

### **COUNSELING**

Counseling 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 2:51 p.m. During half days, school will dismiss at 11:00 a.m.

Walkers – Students who walk to school should not arrive before 7:20 a.m.

Student Drop Off / Pick Up – The circle drive located directly in front of the building has been designated for bus traffic only. Parents transporting their children are encouraged to utilize the north parking lot. Students should be dropped off from that parking lot and may enter the building either through the north door (kindergarten wing) or they may walk up the sidewalk and enter through the front doors.

Breakfast – Breakfast will be served to students from 7:30 - 7:45 a.m.

### **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 and 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.

### **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, beepers, radios, cellular phones, walkman, CD or cassette 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. Except for health or other unusual reasons approved by the school district, students shall not carry a pocket pager, beeper, and electronic 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**

The elementary school's guidelines for appropriate dress, appearance and cleanliness are based upon our commitment to provide a quality teaching and learning environment to all involved. Exercising good taste in attire, and demonstrating proper grooming habits, are skills that will serve students well for their entire lives. Students, with the advice and approval of parents, are expected to dress appropriately for school and its related activities.

Personal appearance of students is expected to be neat, clean, modest, and appropriate to the school environment. In situations where it is determined that a student has not

followed the guidelines, 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.

- 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 foot wear is required.
- All shirts and/or blouses must cover the shoulders and stomach.
- Shorts and skirts may be no shorter than an arm's length above the knee. 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 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 on the basis of 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, Daniel Garno, Chief Financial Officer, Blissfield Community Schools, 630 South Lane Street, Blissfield, Michigan 49228 (517-486-2205).

### **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. The following information and guidelines are given to assist in this process:

#### 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).

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, the classroom teacher or 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, or 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 certificate of immunization or statement of exemption under Section 9215. New entrants must have at least four (4) DPT, three (3) doses of polio vaccine and two (2) MMR or laboratory evidence of immunity to measles, mumps and rubella, Hepatitis B series as well as the Varicella vaccine 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. All medications must be delivered to the office by a parent or legal guardian, 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**

1. Blissfield Elementary School supports homework as a valuable experience in the learning process. The amount and frequency of homework given will be age and grade level appropriate.
2. All homework will be meaningful and provide reinforcement activities as well as enrichment activities. The teacher will make every effort to make sure homework assignments are clear and due dates understood.
3. Most homework assignments are due the following day or upon the day of return in the event of school cancellation, or personal illness or any other legitimate excuse. Each teacher will determine the legitimacy of excuses. Extended assignments will be due at a date established by the teacher.
4. Under certain circumstances, the teacher may keep a child in for recess to complete an assignment.
5. Teachers assign homework to meet students' educational needs. It should provide opportunities for practice, preparation, extension and creativity. In many cases, homework is graded, and failure to complete homework will be reflected on student report cards.

### **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 or other breakable items shall not be stored in lockers.
- 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 shelves at the exit of the cafeteria. If students have lost personal belongings, they can check in the Lost and Found shelves to see if they have been turned in. Periodically all lost and found items will be placed on a table in the entryway for students and parents to claim. 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." 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.

### **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.

Written requests by parents for specific, student placement must be submitted during the designated request period each spring. All requests must be made using the "Parental Input Concerning Classroom Placement" form. When class lists are developed, consideration will be given to such requests. A limited number of requests will be accepted for each classroom – no more than 50% of the composition of each classroom will consist of parental requests. The final decision for placement is made by the building administrator.

### RETENTION GUIDELINES

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 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 (20 minutes before lunch). This recess time is

supervised by adults other than grade level classroom teachers. Additional recesses are supervised by classroom teachers. 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 sent home with students on the Friday following the end of each nine-week period. If a student owes money for library fines, lost books, lunch charges, etc. the report card will be held in the office until those fees are paid.

### **REQUIRED DOCUMENTS**

All students must have a certified copy of a birth certificate or an affidavit explaining the lack of birth certificate along with immunization records. 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 with students on the first day of school and should be returned to school immediately. Parents should complete all sections of the form. 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 should 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 request is received by the building principal. 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 K-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 the Internet-based Instant Alert for Schools system. 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). Student report cards will be held in the school office for unpaid lost book charges.

### **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, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

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. The canine must be accompanied by a qualified and authorized trainer 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 kindergarten through fifth grade receive special services provided by the school district. Art, physical education, vocal music and technology 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 ensemble programs 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 Michigan Educational Assessment Program - MEAP testing.

### **TITLE I**

Title I services are provided to any student demonstrating difficulties in Language Arts/Reading, Mathematics, Science, or Social Studies. 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 request is received by the building principal. 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 Lenawee County School Protection Ordinance will be strictly enforced. In part, the Lenawee County School Protection Ordinance orders that: "No unauthorized persons shall enter and remain in any school building or upon any school property whether public, private or parochial for any reason whatever unless such person has received written consent from the Principal to be in any such public, private or parochial school building or upon such school property.

Any unauthorized person shall mean any person who is not a regularly enrolled student in the school building or school grounds entered, or a parent or guardian of such student, or a teacher or other employee in such school building. Any person who shall violate any provision of this ordinance shall, upon conviction, be punished by a fine of not more than five hundred dollars or by imprisonment for not more than ninety days or by both such fine and imprisonment."

### Student Visitors

If a student wishes to bring a guest to school, then the following guidelines must be met. The guest must:

- Be of elementary school age.
- The visiting student may visit for a half day provided the classroom teacher has approved the visit.
- Secure a visitor pass from the office when he/she arrives.

## **BLISSFIELD ELEMENTARY SCHOOL'S 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 after-school detentions. 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 more serious consequences. 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

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|--|--|
| 1. <b><i>Cheating</i></b><br>Copying, using, or representing another individuals work as one’s own. Allowing other’s to copy is also cheating.   | Disciplinary Referral<br>Failure on test/assignment  |
| 2. <b><i>Use of profane/obscene language</i></b> in verbal or written form, in pictures, caricatures, gestures, etc.   | Disciplinary Referral<br>After-school detention<br>Parent conference<br>In-school restriction (ISR)                            |
| 3. <b><i>Use of obscene/profane language</i></b> in verbal or written form in pictures, caricatures, gestures <u>directed at school personnel.</u>   | Disciplinary Referral<br>After-school detention<br>Parent conference<br>ISR  |
| 4. <b><i>Threatening/Dangerous Behavior</i></b><br>Verbal harassment, incitement to fight, or actions which place other students in danger.  | Disciplinary Referral<br>1-3 days ISR<br>1-2 days out of school suspension (OSS)<br>Referral to police or juvenile authorities |
| 5. <b><i>Possession or use of dangerous weapons,</i></b> look alike weapons or use of any object which may cause bodily harm or which may be used as a weapon which could inflict bodily harm. | Disciplinary Referral<br>ISR<br>OSS<br>Police referral   |

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|---|---|
| 6. <b><i>Willful destruction or defacement of school property,</i></b> either intentionally or as a result of inappropriate behavior. | 1-5 days ISR/OSS and full payment of labor and replacement cost of items. |
| 7. <b><i>Forgery of school document and/or parent signature.</i></b>  | Parent conference<br>After-school detention<br>1-3 days ISR               |
| 8. <b><i>Persistent Disobedience</i></b>  | Disciplinary Referral<br>Parent Conference<br>1-3 days ISR/OSS            |
| 9. <b><i>False fire alarm and/or bomb threat</i></b>  | Recommended expulsion   |

### EXPLANATION OF CODE OF CONDUCT TERMS

#### DETENTION

Students may be required to attend detention(s) as a result 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 in Room #209 at the Middle 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 each incident of talking, noise, sound, action, or behavior the supervisor deems inappropriate including leaving a seat without permission. Two 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 the above rules and/or refusal to attend may result in an Out of School Suspension (OSS) for the length of the original 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. In such an emergency situation, the Principal shall contact the Superintendent.
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. His 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 to the proper adjudication of the case.
  6. The Board of Education shall render a written opinion of its determination within three (3) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.