

Newaygo Elementary School



2024 - 2025

Parent and Student Handbook

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

Andy Cox, Principal
Allison Hug, Assistant Principal
Matt Painter, Dean of Students
Lani Foster, School Secretary
Ben Gilpin, Superintendent

Newaygo Public School's Vision:

Inspiring all to seize opportunities, explore interests and achieve potential.

District Mission Statement:

In collaboration with parents and community, NPS will provide every student with an enriched academic foundation in a safe environment that will encourage individuals to be confident in their abilities and inspired to succeed.

BOARD OF EDUCATION

Vincent Grodus, President
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The regular board meetings of the Newaygo Public Schools Board of Education will be held on the third Monday of each month at 6:00 P.M. in the Newaygo High School library.

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

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**,

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

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Ben Gilpin, Superintendent 652-6984

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

NES encourages the partnership between the school and families through a variety of methods:

- Regular communication via phone calls, emails, newsletters, etc.
- Opportunities to chaperone trips and/or assist with classroom parties or special events.
- Attendance and participation at evening activities such as Literacy Night.
- Encouraged attendance at fall and spring Parent/Teacher Conferences.
- Opportunities for regular volunteerism in the classroom.

ICHAT (Internet Criminal history Access Tool)

In order to participate in school activities such as field trips, classroom visits, etc., a criminal background check must be completed and turned in two weeks prior to the event. These forms are available in all buildings.

Parent-Teacher Conferences

Throughout the year, time has been made available so parents can have a conference with teachers concerning the welfare and progress of their child. Times for these conferences will be announced.

However, parents do not have to wait for these scheduled conferences. If a parent feels a conference with his/her child's teacher is necessary, please call for an appointment.

SCHOOL DAY

7:55 Doors Open

8:14 Class Begins

3:20 Class Dismissed

Closed Campus

The elementary schools have a closed campus policy. This means that students are not allowed to leave the school grounds once they arrive at school.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Emergencies

In case of illness or accidents, each child should have an emergency form on file in the office. The emergency form provides information for procedures to be followed in case of emergency. These forms are filled out by parents as part of our annual re-enrollment. It is the responsibility of the parents to keep this form up to date. The school requires an active phone number that can be reached in case of an "emergency".

Injuries and School Insurance

Newaygo Public Schools provides student accident insurance coverage for all students in our school. This coverage is in force for any accident to any student while under school supervision. This is a program of supplemental coverage, picking up costs where the family insurance coverage ends. Claim forms will be available in the school office.

Recess

Children are expected to go outside for recess. Permission to return inside must be given by the playground aide. During inclement weather, students will have indoor recess. Please dress your child appropriately for the weather. The way parents send a child to school is the way he/she will be sent out for recess.

Parents may request a child to stay in for recess if he/she is recovering from a recent illness or for special medical reasons with a note from the doctor. The request must be made in writing. Requests to keep a child in because they are coming down with an illness will not be honored.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the administration. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

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

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

D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal. Student assignments are established through administrator-teacher agreement as to the students' academic and behavioral needs. Parental desires for student placement must be made using the teacher request forms that are available each spring from the office. Forms must be completed appropriately and received by the designated due date and time to be considered. Parental concerns will be considered prior to the assignment of a student. However, the principal maintains the right to final placement of students in the best interests of the educational program.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

We also need notification - preferably a written note, if there is ANY CHANGE to your child's normal dismissal plan. **IF NOT NOTIFIED, WE INSIST THAT YOUR CHILD FOLLOW THEIR REGULAR PLAN.** Any changes made for the day must be made by 3:00 that same day. Changes made after 3:00 pm may not give the school enough time to fulfill the request. If your

child will be participating in after school sports or activities, and therefore will not be riding the bus home on a regular basis, we need a note to that effect. Often, one note for the season indicating the dates affected by practices will suffice for the full season.

TRANSFER OUT OF THE DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

IMMUNIZATIONS

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

Immunization Exclusion Policy

In accordance with the Michigan Public Health Code (P.A. 368), Part 92 on immunizations, the following immunization policy has been adopted by the school:

1. New students K-12 enrolling in a school district must present proof of at least one dose of hepatitis B, measles, mumps, rubella, polio, tetanus, diphtheria, varicella and pertussis vaccines to enter school. Students will be excluded until proof of immunization is shown.
2. New students must have completed the required series of four D.P.T. (Diphtheria, Pertussis, and Tetanus), three polio and hepatitis B, two each of mumps, measles, and rubella vaccine and one varicella vaccine or prior history of chickenpox disease within seven months of initial immunizations. If required series is not completed within seven months, that student will be excluded until proof of completion is shown. Students must get a fourth D.P.T. and polio booster within one year after required series is completed.
3. Students excluded from school because of immunization deficiencies will be reported to the local health department for follow-up.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication

schedule can be adjusted to avoid administering medication during school hours.

- B. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal/nurse and updated annually.

Non-prescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student. However, parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office along with a note of authorization from a physician. The student may be authorized on the request form by the student's parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

Contagious Disease Policy

Policy for Nuisance Diseases (Impetigo, Pink Eye, Ringworm, Scabies)

Children with nuisance diseases will be excluded from school until a doctor has treated the individual(s)

Head Lice Policy

In Accordance with MDCH & MDE recommendations on the exclusion of students with active infestations only. NPS's policy will focus on:

*Any student with live lice (or nits within one quarter inch of the scalp) may remain in school until the end of the school day.

Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school.

Student identified during school hours to have an active case of head lice:

*Student may return to class but restricted from activities involving close head-to-head contact or sharing personal items with other children. Parent/guardian will be notified directly.

*Parent/guardian will receive a copy of the "Quick Guide for Managing Head Lice".

*In order for the student to return to school:

- Parent must accompany their child to the school office.
- Designated school personnel will re-examine the student's hair.
- Student will be re-admitted to school if no live lice are found.
- If live lice are found and not removed, the student may not be re-admitted to class.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are

respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will 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.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal to inquire about evaluation procedures and programs.

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

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

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

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number

of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name;
- B. participation in officially recognized activities and sports;
- C. height if member of an athletic team;
- D. weight, if member of an athletic team which requires disclosure to participate;
- E. dates of attendance;
- F. date of graduation;
- G. awards received;
- H. honor rolls;
- I. scholarships.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act (FERPA)* notice.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please

provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

Lunch Hour Procedure

Students are encouraged to eat lunch in a manner that would not disturb others. We expect children to at least try a portion of all food served (students with specific food allergies excepted). You are welcome to join your student for lunch at the adult price. Visitors must sign in at the office first. Students may not share food in the lunchroom. Students are expected to return all trays to the washing area and to pick up everything off the table and floor around them.

Universal Breakfast and Lunch

Newaygo Public School is participating in the Community Eligibility Provision (CEP) under the National School Lunch Program. Under CEP, all children in the school will receive a breakfast/lunch at no charge. In order to adhere to program rules, a full meal must be taken by the student. Those taking just milk will be charged as an a la carte purchase.

Lunch Room Procedures

Newaygo Public Schools Food Service Department (NPSFSD) believes that good nutrition promotes positive school outcomes. It is their objective to provide our students with well-balanced nutritional meals that they enjoy and are in compliance with the standards set by the United States Department of Agriculture and Michigan Department of Education.

Students at the elementary building use their student ID cards to record meals received. Cards are located in card racks and are sorted by grade and/or classroom. Upon entering the cafeteria for meals, the students pull their card out of the rack, receive their meal, and hand it to the food service staff. Deposit envelopes are available in the office if you wish to put funds in your child's account for a la cart purchases. Students will not be allowed to make a la cart purchases without appropriate funds in their account.

FIRE, LOCK DOWN AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement from the office.

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

system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement from the office.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by making announcements with a robo call. Refer to media outlets of 13 WZZM or TV 8 WOOD for updates as well. Parents and students are responsible for knowing about emergency closings and delays. Parents are able to sign up for text messages and voicemail alerts through NPS. Forms can be found in the school offices or the district website.

Directions for setting up your preferences in Skylert can be found in a document titled How to Set Up Skylert Notifications which can be found under the Support Services-Skylert tab on the district website.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

LOST AND FOUND

The lost and found area is in the hallway located between the gym and cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

Field Trips:

School sponsored field trips are encouraged for the purpose of enriching educational experiences. Such trips can and do add real experiences to learning and are considered extremely valuable in the education of children. In order to participate as a chaperone, a background check will be required two weeks in advance.

Field trips are planned well in advance with notices going home to parents explaining the trip and requesting the parent's signature allowing their child to participate in the trip.

Students are expected to behave on field trips in such a safe manner as is usually expected at school and on the bus. Students are representatives of Newaygo when visiting and are expected to respect others, act responsibly, and act safely. Students who do not participate in field trips may be in school for an alternative program, either in the office or supervised classroom.

Although field trips are educational ventures in their own right, students need to be in good behavioral standing in order to participate, as determined by the teacher and principal. Reasonable academic standing can also be considered. Parents and students must be informed in advance of the trip of the reasonable performance needed for participation.

Guidelines for chaperones:

- All chaperones must have a criminal background check for the current school year on file at least two weeks prior to the field trip.
- Siblings, babies, other family members, friends, etc. may not accompany the chaperone on the field trip.
- The chaperone must ride the bus and come back to school on the bus.
- Students must ride the bus to the field trip and home from the field trip.
- The number of chaperones is limited to five per classroom. This number may change based on site regulations.
- Chaperones must be able to participate in all aspects of the field trip.

GRADES

Newaygo Elementary has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the

extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the teacher.

The school uses the following grading system:

S = Secure

P = Proficient

D = Developing

B = Beginning

Grading Periods

Students shall receive a report card at the end of each semester indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

Retention Policy

The decision to retain a student is never made lightly.

1. If after reviewing all pertinent factors including academic, social and emotional growth, it is the determination of the classroom teacher that a student needs to repeat the grade, the parents will be notified that there is a concern. In January, progress reports will be sent explaining the concern with our plan to assist the student. By May we will make a final decision.

2. Parent(s) not in agreement with the recommendation should request a conference with the classroom teacher. The principal may be present.
3. If after the conference, the parent(s) are unwilling to accept the recommendation, a letter will be signed by the parent(s), teacher and principal, indicating the reasons for retaining the youngster and emphasizing that should the youngster continue not to meet standards in the future, and the decision for retention will be solely the schools. A copy of this letter will be placed in the student's CA-60.
4. The second time retention is recommended for the same child, providing the parent(s) refused the decision the first time, the final decision will be made by the school. A detailed board policy is available upon request.

HOMEWORK

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

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning. Homework is a tool to help students practice what they are learning and to teach students to take responsibility for their own learning.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Before any student may take advantage of the School's computer network and the internet, the student and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 - Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

STUDENT ASSESSMENT

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Assessment strategies are selected which meet curriculum outcomes approved by the Board for each subject matter and State of Michigan standards. Parents are encouraged to contact their child's teachers if they have any concerns about their child's progress.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these

services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. [the school] will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Services for students experiencing academic difficulties.

The following processes and programs are available for students who are having problems learning.

1. Home-school plans can be developed with teacher and parent to assist students in improving performance.
2. Child Study Team referral. The teacher or parent may request a team meeting to discuss the problems a student may be having. The team is comprised of the teacher, the principal, possibly additional staff members as needed, and the parent. A referral form is completed to assist the team in knowing about the student, a formal plan is developed to assist the student, and a meeting is rescheduled to review the student's progress.
3. Title I supports are available for students meeting academic criteria. These supports are available for English Language Arts.
4. For students in grades K-3, a plan to improve reading (IRIP) will be created if your child is not reading where expected. This means your child's teacher and school will work with your child to find where your child needs support in his/her reading development and create a plan to support him or her. This plan includes:
 - a. Extra instruction or support in areas of need.
 - b. Ongoing checks on reading progress
 - c. A read at home plan that encourages you and your child to read and write outside of the school day.
 - d. Your child may be encouraged to participate in summer reading programs.
5. Special education services are available for those students who qualify under special education guidelines. Referrals for special education are made after the programs above do not seem to provide the interventions needed for students. Requests are completed through the Child Study Team and then advanced to the intermediate school district for evaluation. Once the evaluation is completed and the psychologist has written a report,

a multidisciplinary education team meeting is held to determine eligibility for special education services. Should a student be eligible, an individual educational planning (IEP) meeting is scheduled to recommend the best educational program for the student based on his eligibility or ineligibility. The parents are invited to this, along with the classroom teacher, psychologist, and school administrator.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Newaygo Elementary School provides students the opportunity to broaden their learning through curricular-related activities. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation. The Board authorizes student groups that are sponsored by a staff member.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The applicant for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No nondistrict-sponsored organization may use the name of the school or school mascot. (Examples include: Girls on the Run, Total Trek Quest, Girl Scouts, etc)

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

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

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important

work habits that employers look for in hiring and promoting a worker is the worker's dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10% of total number of days of truancy in any grading period, a student will be considered an "habitual truant" which can result in a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 8:15 on the day of the absence or by the following day. They are to call the elementary office and explain the reason for the absence or submit a written note.

If the absence can be foreseen and the "good cause" must be approved by the Principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work. Good attendance is a proven component of good school performance, we ask that parents make every effort to schedule appointments and vacations outside of the normal school schedule.

Students who are excusably absent for more than 5 days in a grading period, regardless of

the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness". **Excessive excused or unexcused absences, tardiness, and early dismissals will be turned over to the Newaygo County Truancy Agency for investigation if improvements have not been made in attendance after meeting with building administration.**

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student's return to school. Assignments may be obtained from the office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Tardiness

A student who is not in their assigned location by 8:14 shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Students arriving one hour and 20 minutes after school begins, or leaving one hour and 20 minutes prior to the end of the school day, will be marked absent for one half day. Students leaving after the designated afternoon absence time and up to 15 minutes prior to dismissal will be marked as having an early release. This too will counts towards truancy.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are

properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Students must comply with the Code of Conduct at school events, regardless of the location

CODE OF CONDUCT

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

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- 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;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Behavior

Effective classroom management and preventive school discipline are essential for supporting teaching and learning. Newaygo Public Schools is actively involved in Positive Behavior Interventions and Supports (PBIS). This evidence-based behavioral intervention enhances academic and social behavior outcomes for all students. Being Respectful, Responsible, and Safe are the three behavioral expectations the schools focus upon, and are the basis for good behavior.


In order to help maintain communication between the school and home, newsletters will be sent home throughout the school year to update parents on progress and celebrations with PBIS.


It is important that parents, students, school aides and teachers work together. Our goal is that each student learns to be respectful, responsible, and safe. Every student and staff member has a right to personal respect and safety, and is expected to be appropriately responsible.

The purpose of our school wide expectations are to:

1. Teach students to show respect for themselves, others and property.
2. Teach students to be responsible.
3. Provide a safe, effective learning environment for all students.

School Expectations- When behavior expectations are known, discussed, and practiced, positive behavior increases. Below is a matrix that gives school expectations.

Newwaygo Elementary R.O.A.R.S with Pride 

	Classroom	Hallway	Bathroom	Cafeteria	Playground	Bus	Special Events
Safely	<ul style="list-style-type: none"> use walking feet keep hands and feet to yourself use materials the right way sit properly in your chair 	<ul style="list-style-type: none"> use walking feet eyes forward stay in line 	<ul style="list-style-type: none"> wash hands with soap keep water in sink feet on floor 	<ul style="list-style-type: none"> use walking feet hands to yourself sit on pockets facing the table eat your own food 	<ul style="list-style-type: none"> use equipment the right way keep hands and feet to yourself 	<ul style="list-style-type: none"> stay seated and facing forward at all times keep hands, feet, and objects to yourself inside the bus 	<ul style="list-style-type: none"> walking feet keep hands and feet to yourself stay with the group
Act Responsibly	<ul style="list-style-type: none"> stay on task try your best actively participate take care of supplies and keep clean. 	<ul style="list-style-type: none"> go to where you need to be close locker quietly keep clean 	<ul style="list-style-type: none"> flush the toilet put paper towel in garbage can return to classroom quickly report problems 	<ul style="list-style-type: none"> eat first then visit wait to be dismissed keep clean 	<ul style="list-style-type: none"> wear clothing appropriate for the weather line up quickly and quietly report problems keep clean 	<ul style="list-style-type: none"> take care of your belongings be ready to get on and off the bus quickly keep clean 	<ul style="list-style-type: none"> eyes on speaker actively participate
Respect Others	<ul style="list-style-type: none"> follow directions quickly use kind words take turns voice level: 0,1,2,3 	<ul style="list-style-type: none"> follow directions quickly keep hands to self voice level: 0 	<ul style="list-style-type: none"> give privacy wait your turn voice level: 0 	<ul style="list-style-type: none"> follow directions quickly use your manners wait your turn voice level: 0,1 	<ul style="list-style-type: none"> follow directions quickly use kind words take turns voice level: 0,1,2,3,4 	<ul style="list-style-type: none"> follow directions quickly stand in line with hands and feet to yourself and backpack on back voice level: 0,1,2 	<ul style="list-style-type: none"> follow directions quickly take turns voice level: 0,1,2,3

When students struggle to meet the building-wide expectations outlined in the matrix above, staff have been trained to use a variety of different interventions to assist the student in being more successful in the future. Below is a list of some of these interventions along with a brief explanation. While these are several of the more commonly used interventions, others may also be utilized on a case by case basis.

Intervention	Explanation
Precision Requests	Precision requests provide a framework for how we verbally interact with students. This respectful approach has been shown to increase compliance and decrease problem behavior in many different environments, including classrooms.
Ignore/Praise/Attend	This is a technique that is based on the power of positive feedback. Staff praise a student who is meeting the expected behavior who is also close to the student not meeting the expectation. When the student begins showing the expected behavior, then that student is praised for following the expected behavior.
Proximity	This is simply purposefully moving or standing in certain areas or places to encourage expected behavior.
Redirection	This intervention uses a very brief, clearly (and privately) stated reminder of what the expected behavior.
Reteach	Reteaching is a relatively brief intervention where the student is reminded of the expectation, is taught and shown what it looks like, and is then given the chance to practice.
Student Conference	A conference is a planned meeting with the student where the problem is discussed, the student has input, and a plan is developed.
Provide Choices	Many times giving a student a choice of two potential options as to how they can meet the desired expectation is highly effective.
Providing a Break	For students who are easily frustrated or have a quick temper, providing a safe place for them to cool down and gather their thoughts can be an important step in demonstrating the expected behavior.
Seat Change	Simply providing a change in their immediate environment can result in the student being more successful in meeting the expected behavior.
Contact Home	When school and home work together on the same issue, student behavior frequently improves quickly! Never hesitate to contact the school to discuss any question or concern you may have.
Loss of Privilege	While we emphasize positive feedback, rewards, and praise, occasionally it may be necessary for a student to lose a privilege such as involvement in a fun activity, recess, etc. It is important to note that a student will never be denied something they have a right to (food, learning, etc.)
Time Out	Time outs differ from providing a break in that a time out is a consequence for not meeting the behavior expectation and a break is a pre-planned,

	preventative intervention. A time out is not necessarily a place, but a procedure where the student is removed to a less reinforcing environment. There are many forms of time outs that may be utilized based on the student's age, develop, and intensity of behavior.
Think Form	This is an intervention where the student is guided through the incident of misbehavior. It includes what happened just before the behavior, what their choice was, and what happened after their behavior. This can be effective in helping students learn to problem solve as well as assisting them in making better decisions.
Restitution	This intervention can take many forms but it is essentially restoring order or returning something to its original state. This may be picking up books that were thrown or even the process of apologizing to another person.
Behavior Contract	Occasionally developing a contract with a student can be effective in changing behavior. It outlines what is expected along with timelines and possible consequences (positive or negative). It is signed and then reviewed at the end of the timeframe.
Behavior Planning	More individualized behavior planning can occur to develop a more in depth plan to encourage expected behavior. There are numerous other approaches, methods, and behavior plans that could be developed based on the individual needs of the student.
Suspension	It is our goal to keep students in school and assist them in learning to better meet the behavior expectations. However, on rare occasions it may be necessary to utilize out of school suspension for behavior that dangerous, injurious, malicious, or of a serious or chronic nature.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Would I interview for a job in this outfit? (yes)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- Hats or hoods are not to be worn in class unless a special occasion has been announced.
- Dresses, shorts and skirts should reach below the fingertips when arms are placed at your sides.
- Pajamas are not to be worn unless a special occasion has been announced.
- Students are not to wear make-up.
- Halter tops, backless garments, mesh shirts, or shirts that expose the midriff are not permitted. Students should refrain from wearing clothing with straps less than two fingers wide.
- Attire that is suggestive, contains a negative message or symbolizes subject matter that is inappropriate for an educational setting is not permitted.

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

Winter Wear: During the winter months students are scheduled to go outside for recess unless temperatures or other conditions prohibit outside play. Students need to be properly dressed for Michigan winters - this includes boots, coats, snow pants, hats, and mittens/gloves. Boots are to be worn outside, and a pair of shoes is needed for the classroom. When the weather is cold and/or wet, it is to the student's advantage to keep a second set of warm, dry clothes and footwear in his/her locker

Care of Property

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

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

TITLE IX SEXUAL HARASSMENT

Title IX is a broad category that is explained in great detail within the Board adopted policy

on Nondiscrimination On the Basis of Sex in Education Programs or Activities (Policy 2266). This may be read in its entirety under the Board Policies tab on the district website.

STUDENT DISCIPLINE CODE

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

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

1. Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the Principal has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic

beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, the student is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone

else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

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

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

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

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12. Gambling

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

13. Falsification of school work, identification, forgery

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

14. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

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

19. Damaging property

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

20. Persistent absence or tardiness

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

21. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

22. Refusing to accept discipline

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

23. Aiding or abetting violation of school rules

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

24. Displays of affection

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

25. Possession of Personal Communication Devices (PCDs)

Electronic devices can be distracting in the school setting and the school cannot be held responsible for the safety of these items. Students should not bring electronic devices, including cell phones to our elementary school. If a student does bring an electronic device to school, the school system is not responsible for loss, theft, or damage to the device.

Except as authorized under Board policy, use of PCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a suspension, loss of privileges, and may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, the student will fail the exam and be suspended. The student also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Section IV on transportation for bus rules.

28. Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

29. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal, or assistant principal, or may report it directly to the Superintendent.

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

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

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

disciplinary action as indicated above.

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

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

29a. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the

educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

29b. Bullying and Other Aggressive Behavior

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

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.

Reporting

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Implementation

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

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

Procedure

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

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in

the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) 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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

Non-Retaliation/False Reports

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

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

Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's 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 either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyberbullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

- B. adversely affecting the ability of a student to participate in or benefit from the school 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.

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

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

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

31. Profanity

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

DISCIPLINE

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

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

severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

writing assignments;

change of seating or location;

lunch-time **and/or** after-school detention;

in-school restriction;

Saturday school.

Detentions

A student may be detained after school after giving the student and the student's parents one day's notice. The student or the student's parents are responsible for transportation unless it is feasible to coordinate busing with the After-School Program.

In-School Discipline

The Saturday school will be in session from 8:00 to 12:00.

Assigned students will attend a continuous 4 hour period during which time they will be permitted one break. Each student shall arrive with sufficient educational materials to remain busy during this 4 hour study period.

A student missing any portion of their assigned time in in-school restriction and/or Saturday school may be given an additional 4hour period. Failure to timely serve in-school restriction and/or Saturday school assignment(s) may lead to a suspension from school for a period of time. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to both in-school restriction and Saturday school:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is

granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No radios, cards, magazines, or other recreational articles shall be allowed in the room;

No food or beverages shall be consumed.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

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

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

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

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

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

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

Misbehavior That Could Result in School Suspension

School suspension is used for the correction of serious or chronic misbehavior. Parents will be notified when a serious incident has occurred or when behavior has become chronic and suspension is considered. Behaviors most likely to result in suspension are:

1. Disrespect for the safety of self and others.
2. Injury imposed on another student or staff with malicious intent.
3. Being in possession of controlled substances. Students who bring tobacco products are also subject to referral to the Police-School Liaison Office.
4. Students who bring weapons to school will be suspended for up to one year. (P.L. 103-227)
5. School Vandalism.
6. Sexual harassment, including offensive language.

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the student and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, they may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- * the charge and related evidence;

- * the time and place of the Board meeting;
- * the length of the recommended suspension or a recommendation for expulsion;
- * a brief description of the hearing procedure;
- * a statement that the student may bring parents, guardians, and counsel;
 - * a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- * a statement that the student may give testimony, present evidence, and provide a defense;
- * a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- * the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled during which the student may be represented by their parents, legal counsel, and/or by a person of the student's choice.

Within 3 days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

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

Discipline of Students with Disabilities

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

Seclusion and Restraint

As a last resort in an emergency, seclusion and physical restraint may be used. When this occurs, documentation will be completed as outlined by state and local policy.

It is the intent of the legislature that sections 1307 to 1307h [MCL 380.1307 to 380.1307h] shall provide for a uniform policy regarding the use of seclusion and restraint in the public schools that accomplishes the following objectives:

- Promotes the care, safety, welfare, and security of the school community and the dignity of each pupil.
- Encourages the use of proactive, effective, evidence- and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.
- Ensures that seclusion and physical restraint are used only as a last resort in an emergency and are subject to diligent assessment, monitoring, documentation, and reporting by trained personnel.
- Clearly defines the terms "seclusion," "restraint," "emergency seclusion," and "emergency physical restraint," and clearly states the procedures for the use of emergency seclusion and emergency physical restraint.

For more detailed information about Newaygo Public Schools board policy pertaining to seclusion: Section 8000, Sub Section 8301 Emergency Use of Seclusion and Restraint

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are not permitted at the elementary level.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the

District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Video and Audio Taping

Students may be video or audio taped at times during performances, class or school activities, or in disciplinary meetings. Photos are taken by the school photographer as well as by staff for various purposes, including public relations productions. If you have an objection to your child's picture published, please complete the DO NOT PUBLISH form provided to you at the beginning of the year, or upon registration of your child.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines

may present them to the building Principal twenty-four (24) hours prior to display.

SECTION IV - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live in the Newaygo School District. The transportation schedule and routes are available by contacting the Transportation Department.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

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

BUS CONDUCT

YOUR BUS DRIVER HAS TOTAL CHARGE OF THE BUS

Student Responsibility:

1. To be at the bus stop five (5) minutes before the bus is scheduled to arrive.
2. To wait for the bus off the traveled portion of the roadway.
3. To cross at LEAST 12 feet in front of the bus.
4. To wait for the driver to signal them across the road (smile face paddle)

Rules of the Ride:

1. Students shall remain seated with their feet out of the aisle after getting on the bus, until exiting from the bus.
2. Heads, Arms, Hands (or all other body parts) remain inside the windows at all times.
3. Students may only get on or off the bus at their stop or at school.
4. After boarding the bus, student must have permission to exit the bus to ride with someone else. Please make an appropriate phone call to the bus garage to arrange this.
5. Students may be assigned to seats at the discretion of the driver.

6. Sprays, Lotions, Deodorants, must be applied before boarding the bus. Even the smallest amount can make some people have a reaction.

7. Bats, Balls, Frisbees, Boards are allowed on the bus—only when placed in a bag that can be secured.

Student Conduct:

1. Be respectful to others on your bus. Keep your hands to yourself. Name-calling, yelling shouting, pushing or fighting are not appropriate behavior on the bus. We need everyone safe.

2. Music is not permitted on the bus.

3. Broken windows, cut or damaged seats, or any other damage must be paid for by person causing the damage.

4. We want to keep our busses clean and looking nice, therefore, we cannot throw paper-wads, spitballs, or anything else inside the bus. Student that makes the mess will be picking up the mess.

5. No eating on the bus.

6. Vulgar Language/inappropriate conversations will not be permitted.

7. No smoking/vaping/chewing on the bus

8. No alcohol, illegal drugs, firearms or weapons of any kind allowed on the bus.

Student Conduct Steps:

1. Warning

2. Written warning

3. Meeting with Building Administrator

4. Three days Suspension

5. Five days Suspension

6. Ten days Suspension for the rest of the year (suspension could result in 1 st violation)

Student conduct report forms will be sent home with student

BUS SUSPENSIONS WILL BE HANDLED BY TRANSPORTATION ADMINISTRATOR

Advisory to All Parents

As part of the Newaygo School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information and submit to the building principal. You may also call at (231)652-2100 if you have any questions regarding this information.

PESTICIDE PRIOR NOTIFICATION REQUEST

Parent/Guardian Name: _____ Name: _____ Student _____

Street Address: _____

City/Zip: _____

Telephone Daytime: _____

Evening: _____

Please Check One:

- _____ I wish to be notified prior to a scheduled pesticide treatment inside the building.
- _____ I wish to be notified prior to a scheduled pesticide treatment on the outside grounds.
- _____ Both of the above.

Signature: _____

Date: _____