

# **STUDENT/PARENT HANDBOOK**

## **2011-2012**

**The Emmons Lake Vision:**

***Educational Excellence . . . Every Child . . . Every Day!***

**The Emmons Lake Mission:**

***The mission of Emmons Lake is to provide an exemplary education for all children in a safe and caring environment.***

**Caledonia Community Schools Mission Statement:**

***“In pursuit of excellence, Caledonia Community Schools will empower and equip all persons to achieve their best by ensuring the highest quality system for learning.”***

### Emmons Lake Elementary School Statement of Non-Discrimination

It is the policy of Emmons Lake Elementary School that no person shall be unlawfully excluded from participation, be denied the benefits of, or otherwise subjected to discrimination in employment or educational policies and programs because of race, religion, color, national origin, age, sex, marital status or handicap. Any questions, please contact a school administrator.

Mr. Tony Silveri, Principal  
Mrs. Linda Baker, Secretary  
Mrs. Julie Corson, Secretary

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## Emmons Lake Phone Numbers and Extension

Phone: 616-528-8100 Fax: 616-528-8104

<u>Name</u>	<u>Position</u>	<u>Voice Mail</u>
Mr. Tony Silveri	Principal	6322
Mrs. Linda Baker	Secretary	6320
Mrs. Julie Corson	Secretary	6321
Mrs. Mary Rossman	Kindergarten	6204
Mrs. Melissa VanGessel	Kindergarten	6205
Mrs. Katie Closson	1 <sup>st</sup> grade	6213
Ms. Peg Mulherin	1 <sup>st</sup> grade	6212
Mrs. Jo VanderLaan	1 <sup>st</sup> grade	6211
Mrs. Lori Hilton	2 <sup>nd</sup> grade	6304
Mrs. Fran Hollern	2 <sup>nd</sup> grade	6302
Mrs. Kelly Mulry	2 <sup>nd</sup> grade	6303
Ms. Megan Brown	3 <sup>rd</sup> grade	6312
Mr. Mike Huene	3 <sup>rd</sup> grade	6311
Mrs. Sue Waayenberg	3 <sup>rd</sup> grade	6310
Mr. Scott Carpenter	4 <sup>th</sup> grade	6111
Mrs. Kristie Summerfield	4 <sup>th</sup> grade	6110
Mr. Paul Wanless	4 <sup>th</sup> grade	6112
Mr. Brad Blaser	5 <sup>th</sup> grade	6103
Mrs. Kelly Conlon	5 <sup>th</sup> grade	6102
Mr. Jeremy Geerdes	5 <sup>th</sup> grade	6104
Ms. Stacey VanDam	5 <sup>th</sup> grade	6101
Ms. Andrea Berends	Special Education	6921
Mrs. Amy Rathsburg	AI Teacher	6115
Mrs. Erin Kornoely	Reading Consultant	6328
Mr. Todd Holstege	Physical Education	6330
Mrs. Barbie DeJong	Music	6301
Mrs. Mary Jo Hall	Speech Pathologist	6207
Mr. Marvin Schierbeek	Counselor	6370
Mrs. Sirena Schubeck	School Psychologist	6936
Mrs. Candi Price	Art	6214
Mrs. Dana Maynard	Librarian	6201
Mrs. Kathy Zoet	Custodian	6390
Mrs. Tassej Handley	Custodian	6390
Mrs. Sherri Mulder	Food Service	6350

## **FOREWORD**

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

**Part I** of this handbook lists the policies and procedures that are specific to Emmons Lake Elementary School. **Part II** 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, 2007. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2007, 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. Any person who believes that s/he has been discriminated against on the basis of his/her 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:

Mrs. Carol Nelson-Purkey, Assistant Superintendent, 616-891-8185

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.

# **Part I**

## **Emmons Lake Elementary Student Handbook**

## SECTION I - SCHOOL DAY

### **SCHOOL HOURS** - 8:43 a.m.-3:35 p.m.

Children may enter the building with the ringing of the first bell at 8:38 a.m. Playground supervision is available at 8:30 and students should go directly to the playground if they arrive prior to the bell at 8:38. With inclement weather they may enter the building upon arrival and go to the cafeteria. Students should not arrive at school before 8:30 a.m.

### **SCHOOL ATTENDANCE**

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 his/her 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.

The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

### **Notifying the Office of Absences**

**Please notify the school office (528-8100) by 9:00 a.m. on a day when your child is absent.** If we receive no call, our office staff will contact you either at home or at work to verify the absence and confirm your child's safety. If a parent cannot be reached, we will attempt to contact a person listed on the child's emergency information sheet.

### **Attendance letters are sent home at the following intervals:**

Attendance Letter 1 - to parents of students who have had 10 absences.

Attendance Letter 2 - if absences continue beyond 15 without appropriate documentation.

Attendance Letter 3 - requires a parent meeting with the principal to develop solutions for attendance.

### **Tardy**

Students who arrive past 8:48 a.m. are tardy. Anyone arriving after 10:30 a.m. or leaving before 1:30 p.m. will be marked absent for half a day. A letter will be sent home when a student exceeds 15 tardies. A combination of tardies and absences that exceed the allowed absences as listed above will follow the absence process. Three tardies will be counted as the equivalent of one absence.

### **LUNCH HOUR**

All students are to stay at school for the noon lunch program. Students must remain seated in the cafeteria during the lunch period and properly dispose of all trash. When they are finished with their lunch, they will be dismissed to the playground for recess.

### 2011-2012 Lunch Prices

Hot Lunch \$2.05 (Reduced price \$.40)

Milk .50

Breakfast \$1.25 (Reduced price \$.30)

### Classroom Lunch & Recess Times

K – 11:20 – 12:10

1<sup>st</sup> – 11:35-12:10

2<sup>nd</sup> – 12:05-12:40

3<sup>rd</sup> – 12:20-12:55

4<sup>th</sup> – 11:50-12:25

5<sup>th</sup> – 12:35-1:10

### Free and Reduced Lunch

Registration forms are available on the district website. Forms are also available in the office throughout the school year. Please remember that families eligible for free/reduced lunch also receive the same benefit for breakfast. Please call the school if you have any questions about the program.

### **SNACK GUIDELINES**

Research supports that a healthy morning snack is important for refueling bodies and brains. While we recognize that we cannot ‘guarantee’ a food allergen-free environment, we believe there are things we can do to lessen the risk factors in the classroom areas. Although we agree that protein is very important, cheese, yogurt and nut products are foods that increase the risk factors. Therefore, please choose other proteins if you want one at snack time. Instead of making a list of foods that are acceptable, we believe it might be easier to avoid certain foods. At snack time, the following foods will not be allowed:

    Cheese or cheese coated foods, including cheese flavored crackers and chips

    Nuts or foods containing nuts, including peanut butter products

    Yogurt

    Dessert-type sugary foods

If a child brings one of these foods for snack, the teacher will remind them that they may enjoy their snack at lunch or at home. Thanks for your help in keeping all of our Emmons Lake students safe.

### **RECESS HOURS**

Students will receive one 15 minute recess period in the afternoon. Afternoon recess supervision will be under the direction of a classroom teacher and a paraeducator. The recess break from routine encourages more productivity after returning to the classroom. All children participate in the short recess periods. Normally, if children are too ill to participate in recess, they are probably too ill to be in school. However, if an unusual condition exists which allows for school attendance but makes recess participation inadvisable for a day or two, a note from home is necessary. For a long term request, a letter from a physician is required.

    Grades 1 and 2 – 2:00-2:15 p.m. recess

    Grades 3, 4 and 5 – 2:15-2:30 p.m. recess

### **END OF DAY**

Students riding the bus will be dismissed at the back of the building to board the buses. Students walking home to Glen Valley will also be dismissed at the back of the building. All other students being picked up by parents, either through the sign-out line or the number pick-up line will be dismissed from the cafeteria. Students may not walk through the line of cars in the number line unless accompanied by a parent.

Children are required to go home immediately after the afternoon dismissal unless they are waiting for their parents. Playing on the playground equipment at this time is not allowed.

## **SECTION II – STUDENT CONDUCT**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, email, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Students must arrive at school on time, prepared to learn and participate in the educational program.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency contact information form filed in the school office. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

### **CODE OF CONDUCT**

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

#### **Expected Behaviors**

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.

#### **Conduct Violation Consequences**

Possible consequences for violating the student code of conduct include, but are not limited to: a warning, time-out, loss of recess privileges, meeting with the principal, family meeting with the principal, after school detention, in-house suspension, short-term suspension, and loss of after school or field trip privileges.

#### **Parent Notification**

Parents will be notified of inappropriate behavior by phone or by Behavior Report. The report will list the behavior and the consequence for that behavior.

## **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)
- Is there obscene, profane, drug-related, tobacco or alcohol related gang-related, or inflammatory messages on my clothing? (no)
- 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:

1. No halter tops for girls.
2. No cut or tattered tank tops for boys or girls.
3. Beer, cigarette, obscene printed shirts not permitted.
4. Shirts need to be full length, covering the mid section.
5. Spaghetti strap tops need to have another shirt underneath or over them.
6. Skirts & shorts need to be as long as the point where your fingers touch your legs when down at your sides.
7. No hats in the classroom

## **Gangs**

Gangs that initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

## **Care of Property**

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

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

# **SECTION III – GENERAL INFORMATION**

## **CLASS PARTIES**

Classrooms have parties three times a year--\*Halloween, Christmas, and Valentine's Day. These parties are organized by classroom teachers and room parents.

\*Halloween costumes may not depict violent characters or include weapons or fake blood.

## **COMMUNICATION**

Our school newsletter will be published every other Thursday throughout the school year. Information about school activities and upcoming school events will be presented in the newsletter.

As a cost-saving measure, all school and teacher newsletters will be emailed. A hard copy of the newsletter will be available for those families without email access. It will also be posted on the Emmons Lake website.

The district newsletter, Cal Communicator, is periodically mailed to all citizens of the Caledonia school district. It is designed to give citizens an overview of our total school community.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school closing will be announced on local radio stations, WOOD AM and FM, WLAV, WGRD AM, WZZM, and WCUZ as soon as possible. The decision to close school because of inclement weather is based on the evaluation of road conditions, in cooperation with the road commission. **If school is dismissed early, be sure your child knows where to go and what to do.** 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.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, 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.

## **LIBRARY GUIDELINES**

Each class visits the library once a week. Library guidelines:

1. Please keep library books in a special place away from small children and pets.
2. Be sure library books are returned on library day.
3. Keep library books protected from bad weather. There is a fee for damaged books. Library books that are lost will be paid for by the student.
4. Keep track of library books with your child.
5. Enjoy and share library books with your child.
6. Read to your young children and discuss books with your older children. Your interest in books promotes reading.

## **LOST AND FOUND**

The lost and found area is in the cafeteria. Small valuables are kept in the office. Students who have lost items should check the cafeteria or office and may retrieve their items. Unclaimed items will be given to charity after each marking period.

## **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 an alarm bell.

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 verbal command over the public address system.

### **Tornado Watch**

A tornado watch is a forecast of the possibility of one (1) or more tornadoes in a large area. When a tornado watch is in effect, the district will continue normal activities but move recess and physical education activities indoors. Each building and department shall designate someone to be responsible for continuously monitoring the watch while students are in the building or on the premises. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

### **Tornado Warning**

A tornado warning signals that a tornado has been sighted and may be approaching. Staff shall open all classroom windows and doors and proceed with all students to the predesignated tornado shelter areas and remain there with the students until further notice. Disabled students who need assistance are to be assisted by the person designated to assist them for building evacuations. No student shall be allowed out of his/her designated area unless his/her parent comes to the school and requests that the student be released. A student is to be released only to his/her parents.

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 verbal commands over the public address system.

### **PARENT INVOLVEMENT**

Parent involvement is encouraged at school. Classroom teachers and specials teachers can often use the assistance of volunteers. All volunteers are required to complete a form for a background check. A background check is necessary every two years.

### **PARENT-TEACHER CONFERENCES**

We believe that reporting your child's progress is a year-round, on-going process. Conferences and the exchange of information are encouraged whenever a question arises.

Parent-Teacher Conferences are held two times a year in November and March. Conferences are scheduled by the office in cooperation with the classroom teachers. Please feel free to request a conference with any member of the staff whenever you feel it is necessary.

To make the most of conferences:

1. Be punctual.
2. Plan questions you want to ask before coming to the conference.
3. Begin and end your conference in a friendly, cordial manner.
4. If you are unable to keep a conference appointment, please send a note to your child's teacher and ask to have the conference rescheduled.

### **PARENT TEACHER ORGANIZATION (Eagle F.E.A.T.H.E.R.S. P.T.O.)**

Emmons Lake Elementary has a very active, involved, and committed P.T.O. We are indeed fortunate to have a parent/teacher organization that is committed to the support and enhancement of the programs we offer our students. Throughout the year, meetings and activities will be scheduled and your participation is important for their success. All parents are automatically members of the PTO. We encourage you to become as involved as you can in your child's school and education. Become involved and feel the satisfaction that comes from supporting your child.

### **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.

## **TELEPHONE USE**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to make after school plans with another student.

*Students may not bring to school a pocket pager, cellular telephone, or other electronic communication device except for health or other unusual reasons approved in advance by the principal.*

## **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 visitor badge. Any visitor found in the building without a visitor badge shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

# **SECTION IV - ACADEMICS**

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her 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. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed on the first day of school.

## **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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

## **GRADES**

Emmons Lake 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/parent is not sure how his/her grade will be determined, s/he should ask the teacher.

## **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.

## **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. Selected learning experiences and skill development activities may be expanded and/or reinforced by extending class work through the assignment of school work to be done outside of the regular class schedule. Teachers may give homework to students to aid in skill development and the attainment of appropriate achievement levels. The type, frequency, and quantity of homework should be based on the needs and capacities of students as determined by the professional judgment of the teacher, and homework should be an application or adaptation of classroom instruction. Parental cooperation and assistance are essential to meet the instructional expectations and objectives of the student.

The following procedures are designed to implement the policy regarding absences and homework for students at Emmons Lake:

A. Illnesses

1. Homework may be requested for a student on the first day of absence.
2. Parents desiring homework assignments may call the school office by 9:15 a.m. on the morning of the first day of absence. The office will notify the classroom teachers and collect homework assignments which may be picked up by the parent on the first day after 3:15 p.m.
3. On each subsequent day(s) of the student's absence due to illness, homework for the student will be provided in a similar manner upon a parent's request on the day following a request. The length of an absence period should be anticipated to minimize frequent requests for homework by parents.

B. Vacations/Trips

1. Notification:

- a. Parents are requested to notify the school's office in writing of the student's upcoming absence when plans have been made.
- b. The school's office will notify the teaching staff of the upcoming absence.
- c. Each teacher will develop procedures for homework make up.
- d. Parents who are taking their children out of school for a vacation are asked to sign the Extended Student Absence form at the back of the handbook and return it to the office. Additional forms available in the school office.

2. Homework Assignments

For specific information on assignments, contact your child's teacher. Parents are advised to work with the teacher to make sure assignments are completed on time. Provide a quiet place to study, a set time to complete homework, and your encouragement. If your child seems "swamped" with homework, check to see how long ago it was assigned. Perhaps a bit of procrastination is involved. Our teachers are fair and try to be very reasonable concerning homework.

## **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.

## **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. Children are assigned to their classroom teacher after a series of factors have been considered. They are:

- Academic abilities
- Special needs
- Social behaviors
- Gender
- Teacher observations
- Personalities of students/teachers

There are three evaluation periods of approximately twelve weeks each. Report cards are sent home at the end of each evaluation period. Please feel free to contact your child's teacher at any time to check on your child's progress.

## **STUDENT ASSESSMENT**

Standardized achievement tests are a way of finding out what kind of school work a child is capable of-- and what he/she is presently doing. Combined with other information, these tests can help give a picture of the total child. Children in grades 3, 4 and 5 take the MEAP Test in the fall.

## **SECTION V - HEALTH**

### **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 Mrs. Corson.

### **WHEN TO KEEP CHILDREN AT HOME**

- Children need to stay home at the beginning of an illness.
- A child should be free of a fever for at least 24 hours.
- Ill children in school endanger the health of classmates.
- The child who stays at home in bed on the first day of an illness will decrease the risk of lengthy illness.
- Your child will learn more if he/she feels well. A sick child is often dull and irritable.
- The law requires the school to send home a child who is ill.
- When your child shows signs of illness, it is important for parents to cooperate with their school and health departments by keeping your child home.
- Watch for these signs of illness:

Chilliness	Skin eruption	Cough	Red, itchy eyes
Sore throat	Headaches	Unusual flush	
Rise in temperature	Vomiting	Runny nose	

At the first sign of illness, put your child to bed and call your family doctor for instructions. Notify the school and inform them that your child is ill.

### **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 5330 F1, F1a, F1b, and F1c 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 must be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended.
  - \* Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her 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 himself/herself 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.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided on the back of the Field Trip permission slip. This will allow the classroom teacher to have your child's medical information available on all field trips.

### **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. Michigan State Law requires schools to submit a weekly report of communicable diseases to the County Health Department. The name, address, and phone numbers of students with the following ailments must be provided to the health department: Chickenpox, Measles, Rubella (German Measles), Mumps, Hepatitis, Pertussis (Whooping Cough), Haemophilus Influenza Type B, Encephalitis and Meningitis. Additionally, you may be contacted directly by the Health Department.

### **CONTROL OF NONCASUAL-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 his/her 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. These types of diseases include, but are not limited to hepatitis and other blood-borne pathogens.

As required by Federal law, parents may be requested to have their child's blood checked for 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.

### **COMMUNICABLE DISEASES (See information on next page)**

## COMMUNICABLE DISEASES

DISEASE/PERIOD	HOW SPREAD	EARLY SIGNS	CONTACTS	RETURN TO SCHOOL INCUBATION
Chickenpox 2-3 weeks	Secretions of nose & throat; Discharges from skin lesion; scabs not infectious.	Mild fever at time of eruption which looks like water blisters.	Exclude only with first signs of illness.	When lesions are dry and crusted, at least 1 week.
Common Cold 1 1/2-3 days Fifth's Disease or Erythema	Direct contact secretions of nose. Personal contact by driplet spread	Running nose, eyes water, slight fever feels "bad". Usually an initial rash (slapped cheek appearance) which may spread to the extremities & trunk. It disappears in a few days to weeks, but may reappear. Complications are rare and generally mild. Fever is rare except in adults.	Exclude only with first signs of illness. With first sign of symptoms, have parents check with their family physician to rule out other serious rash illnesses.	Minimum of 3 days. Children who feel well need not be excluded from school upon recommendation from their physician.
German Measles (Rubella) 14-21 days	Secretions of nose and throat	Mild symptoms of head cold for 1 or 2 days followed by eruption on face and body.	Exclude only with first signs of illness.	Upon recovery with minimum of 4 days.
Impetigo	Discharge from lesions.	Blister appearing sores on the skin.	Exclude only with first signs of illness	Upon satisfactory medical treatment.
Influenza 1-3 days	Discharge from nose and throat.	Fever, distress, aching in back and limbs, sore throat.	Exclude only with first signs of illness.	When recovered.
Infectious Hepatitis 15-50 Days	Contaminated food & water. Feces and blood from infected person.	Unusually tired with yellowish complexion.	Exclude only with first signs of illness. Household contacts should have medical care.	Written approval from physician with statement on any limitation of activity.
Measles (Rubella)	Excretions from nose and throat	Moderate fever, puffy watering eyes. Lining of cheeks & lips studded with bluish white spots. 1-2 days later rash appears on skin.	Exclude only with first signs of illness.	Upon recovery with minimum of 7 days.

Meningitis (Viral & Bacterial)	Coughing, kissing, direct contact with the respiratory secretions of the infected person	Nausea, vomiting, fever, severe headache, stiff neck, irritability, discomfort looking at bright light, confusion, sleepiness, rash	Bacterial - exclude Viral - no specific exclusion from school but hospitalization is common	Bacterial - as directed by a physician Viral - when signs of disease are gone
Mumps 12-26 days	Excretions from nose and throat	Swelling of glands in neck below and in front of ears.	Exclude with first signs of illness.	When swelling and fever have gone down.
Pediculosis (Head Lice) variable	Infected persons and/or their clothing.	Lice and nits in the hair.	Observe daily, check family members.	After prescribed treatment by a physician and when free from lice.
Pink Eye 2-5 days	Discharge from eyes and nose.	Red eyes and lids.	Observe daily. Exclude with first signs of illness.	After antibiotic drops have been used for 48 hours.
Ringworm of skin and scalp	Direct contact with infected articles. Personal contact.	Circular patches of dry skin on any part of body.	Inspect skin for evidence of infection.	As directed by physician. Exclusion from showers and pools.
Scabies Days, maybe weeks	Close contact with source.	Extreme itching where mites have burrowed under the skin.	Exclude with first sign of illness.	After prescribed treatment by a physician.
Scarlet Fever, Scarletina 2-5 days	Discharge from upper respiratory tract of cases and carriers.	Sudden onset, usually with fever, sore throat, vomiting and headaches.	Family may be isolated and/or treated with antibiotics and observed daily for signs.	Upon recovery when signs of illness are completely gone.
Shingles (Herpes Zoster)	Person to person by direct contact or airborne spread.	Painful small water-like blisters in groups on the skin along nerve pathways.	Exclude with first signs of illness.	When lesions are dry and crusted, at least 1 week after eruption first appears.
Strep Sore throat	Discharge from upper respiratory tract of carriers.	Rapid onset with fever, sore throat, and exudative tonsillitis or pharyngitis.	Exclude with signs of illness.	After seeing physician and under antibiotic treatment for 24 hrs.
Whooping cough (Pertussis) 5-21 days usually 7	Discharge from nose and throat.	Begins as ordinary cough becoming more persistent and worse at night with vomiting.	Children not immunized shall be excluded from school & contact with others for same length of time as patient.	Upon recovery with a minimum of 21 days after development of paroxysmal (whooping) cough.

## **VIRAL AND BACTERIAL MENINGITIS**

### **What is meningitis?**

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. It is caused by a viral or bacterial infection.

### **What is the difference between viral and bacterial meningitis?**

Viral meningitis is usually less severe and resolves without special treatment. Many different viruses can cause meningitis. Most of them are more common during the summer and fall months. Bacterial meningitis is extremely serious. It may result in brain damage, hearing loss or learning disability. It is important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from infecting other people. The earlier the treatment starts the more successful it is. Today, *Streptococcus pneumoniae* and *Neisseria meningitidis* are the leading causes of bacterial meningitis.

### **What are the symptoms of meningitis?**

Often the symptoms of viral and bacterial meningitis are the same. Usually, people either do not get sick at all from the organisms that cause meningitis or they have mild flu like symptoms. In more serious cases, symptoms include:

- Nausea
- Vomiting
- Fever
- Severe headache
- Stiff neck
- Irritability
- Discomfort looking into bright light
- Confusion
- Sleepiness
- Rash

Since it is difficult to tell the difference between viral or bacterial meningitis, if you think you or your child has it, see your doctor right away.

### **Can meningitis be spread from person to person?**

Yes. Bacterial and viral meningitis can both be spread from person to person. It is spread through direct contact with the respiratory secretions (coughing, kissing) of an infected person. Viral meningitis can also be found in the stool of an infected person. It is spread this way mainly among small children who are not yet toilet trained or when changing diapers.

### **Should I keep my child home from school?**

Children with bacterial meningitis are usually hospitalized. There are no specific exclusions from school for viral meningitis, but hospitalization is common.

### **How soon do infected people get sick?**

Symptoms usually begin within three or four days after exposure, however, onset may vary from as early as two days to as late as 10 days.

### **How can meningitis be prevented?**

Good personal hygiene and hand washing lowers your chances of getting infected. There is preventive therapy for people who have had close personal contact with someone infected with bacterial meningitis. However, only certain bacterial infections require preventive treatment with antibiotics for those contacts. If diagnosed with bacterial meningitis, the Kent County Health Department can help determine which close contacts should be

treated with antibiotics. Preventive therapy is generally not necessary for people who have only shared office or classroom space.

### **Is there a vaccine for meningitis?**

A vaccine against one type of meningitis has been developed (Neisseria Meningitis). It does not provide protection against all strains in the United States. In a departure from past recommendations, a government panel is now recommending that all college freshmen living in dorms be vaccinated for meningitis. The panel is also advising doctors to inoculate all 11 to 12 year old children. The new recommendation by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices is a reversal of previous policy and was driven by the availability of a new vaccine, Menactra. Widespread vaccination for college students was not recommended the last time this issue was addressed in 1997, due to the high cost of vaccination and the fairly low risk of contracting bacterial meningitis. Vaccines for *Haemophilus influenzae* type B (Hib), once a leading cause of bacterial meningitis, are given to all children as part of their routine immunizations. Check with your doctor or the Kent County Health Department for vaccination information and availability.

*Above information from publications by Kent County Health Department, and The Harvard Medical School Healthbeat.*

## **SECTION VI - TRANSPORTATION**

### **Bus Transportation to School**

The school provides transportation for all students that reside within the district. The transportation schedule and routes are available by contacting the Transportation Department at 616-891-0224.

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 Director of Transportation.

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**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

### **Previous to loading (on the road and at school)**

Each student shall:

- \* be on time at the designated loading zone 10 minutes prior to scheduled stop;
- \* stay off the road at all times while walking to and waiting for the school transportation;
- \* line up single file off the roadway to enter;
- \* wait until the school transportation is completely stopped before moving forward to enter;
- \* refrain from crossing a highway until the driver signals it is safe to cross;
- \* go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

**During the trip**

Each student shall:

- \* remain seated while the school transportation is in motion;
- \* keep head, hands, arms, and legs inside the school vehicle at all times;
- \* not litter in the school vehicle or throw anything from the vehicle;
- \* keep books, packages, coats, and all other objects out of the aisle;
- \* be courteous to the driver and to other riders;
- \* not eat or play games, cards, etc.

**Leaving the bus**

Each student shall:

- \* remain seated until the vehicle has stopped;
- \* cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- \* be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

**Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

**Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## **Part II**

### **Caledonia Community Schools**

#### **Official Policies and Administrative Guidelines of the Board of Education**

## **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. By law, children between 6 and 16 must attend school. A child may enroll in kindergarten who is 5 by December 1st.

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.

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.

### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Emmons Lake Elementary the parent must notify the principal. 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.

### **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) 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 Mrs. Lynelle Dodge at 616-891-0218 to inquire about evaluation procedures and programs.

## **SECTION II – ACADEMICS**

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular 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 extra-curricular program offered by the district. Parents should contact Mr. Randy Rodriguez, Curriculum Director at 616-891-8185 to inquire about evaluation procedures and programs offered by the district.

## **SECTION III - STUDENT ACTIVITIES**

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application 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 non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

## **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 his/her 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.

The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

#### **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:

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 9:15 AM on the day of the absence or by the following day. They are to call Mrs. Corson at 616-528-8100 and explain the reason for the absence. 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.

Students who are excusably absent for more than 10 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", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events and a notation made on his/her grading record concerning his/her frequent absence from school.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, s/he will be considered a "habitual" truant and will be reported to the proper authorities.

### **Notification of Absence**

If a student is going to be absent, the parents must contact the school [528-8100] by 9:00 AM and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

### **Tardiness**

A student who is not in his/her assigned location by 8:48 AM shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

### **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.

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

## **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 safeguarded, 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.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## **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 5330 F1, F1a, F1b, and F1c 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 must be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended.
  - \* Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her 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 himself/herself 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 (non-elementary)**

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 and updated annually.

### **Non-prescribed (Over-the-Counter) Medications**

Staff members are not permitted to administer over the counter medications.

Parents may authorize the school to administer a non-prescribed medication using a form that is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Non-prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the district alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The school participates in the National School Lunch Program and makes lunches available to students for a fee of **\$2.05**. Breakfast costs **\$1.25**. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Milk can be purchased for \$.50.

Applications for the school's Free and Reduced-Priced Meal program are available on the district's website or in the school office. The Breakfast/Lunch menu is also available on the website.

### **STUDENT RECORDS**

The school district maintains many student records including both directory information and confidential information. Neither the Board nor its employee's 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:

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 which can be found CCS district offices.

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.

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 Mr. Tony Silveri. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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](http://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](mailto:FERPA@ED.Gov); and

[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FINES AND SUPPLIES**

The district will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- \* Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- \* Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- \* Students may not engage in house-to-house canvassing for any fund-raising activity.
- \* Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- \* Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **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.

### **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.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

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 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 school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
- \* 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.

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. School policy is reflected in the student/parent handbook with information on the identification; amelioration and regulation of drug use in the schools.

### **Amelioration: (The Process of Improvement)**

Caledonia Community Schools has a sincere interest in educating its students about drug use and misuse and will promote awareness through various programs and courses and requires the notification to parents and students that compliance with the standards of conduct is mandatory:

Caledonia Community Schools will encourage, and in some cases require, that students in violation of the drug policy enlist the aid of a counselor for rehabilitative purposes. In the event that counseling services are needed, Caledonia Community Schools requests that a release be signed by the student and his/her parent/guardian(s) allowing the student's school to have contact with the counselor in an effort to support the rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs.

The school will emphasize the prevention of drug use especially through the DARE Program and the students' health classes to provide a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which addresses the legal, social, and psychological and health consequences of drug and alcohol use. The school will also provide information about effective techniques for resisting peer pressure to use illicit drugs, performance-enhancing drugs, and alcohol and that the use of illicit drugs and the unlawful possession, sale and use of alcohol is wrong and harmful.

School disciplinary action for the aforementioned offenses will be imposed on students who violate the school standards of conduct and shall range from suspension from school, up to including expulsion from Caledonia Community Schools through Board action as well as a referral for prosecution. Public Act 102 requires that local law enforcement be notified of any violation involving drugs and/or drug paraphernalia.

School policy has taken all the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

## ***2. Use of Breath-Test Instruments***

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

The student will be taken to a private administrative or instructional area on school property with at least one (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, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

## ***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 during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "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. 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, s/he 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 gaspowered 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 his/her 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 s/he brings onto or has in his/her 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 and will subject the student to expulsion.

**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 and will subject the student to expulsion. 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**

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, s/he 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 without prior authorization from the teacher. 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 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 electronic equipment/Using Camera Cell Phones***

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, laser pens, and the like without the permission of their assigned teacher. These items will be confiscated and disciplinary action will be taken.

## ***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 V 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 well being. 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 s/he has been/or is the victim of harassment should immediately report the situation to the teacher or the principal.

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, s/he should report it and allow the administration to determine the appropriate course of action.

## **Harassment**

- A. submission to such unwelcome 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 unwelcome 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 unwelcome 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, safety, job, or performance of public duties.

### **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. Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

### **29b. Bullying**

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property 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. Bullying – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcome physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

### **Confidentiality**

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

### **Notification**

Notice of this policy will be **annually**, circulated to 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 of the District will be required to review and sign off on this policy and the related complaint procedure.

### ***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 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.

### **Safety Concerns**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **Profanity**

Any behavior or language, which in the judgment 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.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **DUE PROCESS RIGHTS**

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

### **Suspension from School**

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 his/her 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, s/he and his/her 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.

- \* Suspension from co-curricular and extra-curricular activities may not be appealed.
- \* The student shall not be allowed to remain in school.
- \* The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

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, s/he may make-up work missed while on suspension.

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 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.

### **SEARCH AND SEIZURE**

Search of a student and his/her 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.

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.

### **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 or 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.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.