

# Student/Parent Handbook 2016 - 2017

## WALL SCHOOL



## TROJANS

*"Everybody Learning . . . \_\_\_\_\_  
Everybody Leading . . . \_\_\_\_\_  
Together!" \_\_\_\_\_*

**School Office - (269) 659.1570  
Attendance Line - (269) 659.1579  
Transportation - (269) 659.1590  
Fax - (269) 659.1589**

***"The Leaders and Best!"***

**Shawn Caldwell, Principal  
Rachel Banaszak, Secretary/Admin. Asst.  
Student/School Hours: 8:25am-3:25pm**

*August 2016*

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### **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 teacher or the building Principal.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the first day of the school year shown on the cover. If any of the policies or administrative guidelines referenced herein are revised after the beginning of the current school year, the language in the most current policy or administrative guidelines prevail.

If you have questions or concerns, please contact your child's teacher or the office to discuss this matter. Please read and discuss this handbook with your child.

### **WALL SCHOOL VISION STATEMENT**

Working together to create hope for the future, we will provide a safe and happy place where everyone learns while gaining knowledge and leadership skills to achieve at the next level and throughout their lives.

### **THE MISSION OF WALL SCHOOL**

Everybody learning. Everybody leading...TOGETHER.

### **WALL SCHOOL RULES**

#### **BELIEF STATEMENTS FOR WALL SCHOOL**

- We believe that all children can learn.
- We believe that children learn at different rates and it is our responsibility to design instruction to optimize each child's learning.
- We believe that everyone deserves to be treated with respect and it is our job to model that behavior.
- We believe that behaviors, social skills & academics need to be taught.
- We believe that decisions regarding instruction, programming and resources should be made using all available data.
- We believe all children can be leaders.

#### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that she/he has been discriminated against on the basis on 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 by phone at (269) 659-1500 or at Sturgis Public Schools, 107 W. West St., Sturgis, MI 49091.

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

## **PARENT INVOLVEMENT**

Parent Involvement means the participation of parents in regular two-way and meaningful communication involving student academic learning and other school activities, including:

- \* Ensuring that parents are meaningfully involved in developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired outcomes.
- \* Providing a mutually supportive school and home environment which encourages learning.
- \* Having parents as full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

## **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. 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, 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.

## **STUDENT WELL BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown & tornado drills and accident reporting procedures. Students aware of a dangerous situation should notify staff immediately.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **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 from the teacher to go to the office. 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.

PLEASE BE SURE YOUR CHILD'S EMERGENCY CONTACT INFORMATION IS CURRENT IN THE SCHOOL OFFICE SO YOU MAY BE CONTACTED, IF NECESSARY. WE MUST HAVE AN EMERGENCY CONTACT NUMBER TO CALL.

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the administration. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

### **Section 1 - GENERAL INFORMATION**

#### **ENROLLMENT IN 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, or enrolling and paying tuition.

New students must be enrolled by their parents or legal guardians. When enrolling, parents must provide the following:

- A legal certified birth certificate
- Court papers allocating parental rights and responsibilities or custody (if appropriate)
- Proof of residency
- Proof of immunization

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

#### **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

#### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, or a person designated by the parent for pick up.

#### **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 their current school, the parent or guardian 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 officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **IMMUNIZATIONS**

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

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board established a policy that every student must have Emergency Medical Information 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 is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

### **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. If medication is necessary, you must fill out a Medication Request and Authorization Form which we must have on file in the School office before the student will be allowed to begin taking medication during school hours.

C. All medications must be registered in the office.

D. Medication that is brought to the office will be properly secured. Medication should be brought to and from school by the parent or guardian unless other safe arrangements are necessary and possible.

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**

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.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

The Sturgis Board of Education has a head lice policy known as the "No Nit Policy." This means that we do not permit students with live lice or nits (eggs) to attend School.

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 County and State Health Departments.

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

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the School 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 insure 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.

Non-casual contact communicable diseases include sexually transmitted disease, AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex), HIV (Human Immunodeficiency Virus), Hepatitis B, & other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV & other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES**

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

have access to the District's programs and facilities.

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

### **STUDENT RECORDS**

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records - directory information and confidential records. The School District maintains both directory information and confidential information.

Neither the board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know about information or a need to access these 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 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 it's release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the Sturgis Public School's Website at [sturgisps.org](http://sturgisps.org).

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential educational records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide written notice identifying requested student records to the building administration. You will be given an appointment with the appropriate person to answer any questions and review the requested student records.

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

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

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

- A. Political affiliations or beliefs of the student or his/her parents.
- B. Mental or psychological problems of the student or his/her family.
- C. Sex behaviors or attitudes.
- D. Illegal, anti-social, self-incriminating or demeaning behavior.
- E. Critical appraisals of other individuals with whom students have close family relationships.
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
- G. Religious practices, affiliations, or beliefs of the student or his/her parents.
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](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; and,  
PPRA@ED.Gov.

### **STUDENT FEES, FINES, AND SUPPLIES**

The District will provide all basic supplies needed to complete the required class requirements. 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 may recommend useful supplies for these purposes.

Fees may be waived in situation where there is financial hardship.

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 FUNDRAISING**

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 fundraisers:

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fundraising activity for a group in which they are not members.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students may not participate in a fundraising activity conducted by a parent group, booster club or community organization on school property without the approval of the Principal.
- There will be a cancelled check fee of \$25 associated for cancelled checks returned to Sturgis Public Schools.

### **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 extortions. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

### **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits in 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. Parents interested in being involved should contact the Director of Food Services at (269) 659-1546.

The School participates in the National School Lunch Program and makes lunch available to all students for a free. Students may also bring their own lunch to school. Milk may be purchased for 35¢. When sending money for milk, it should be put in a sealed envelope with the child's name on the outside. You may send a check, cash, or pay on the school website using Pay Schools. Breakfast will be served daily in the classroom(s) when school begins (8:25am) at no cost to all interested students.

Applications for the School's Free and Reduced Price Meal Program are distributed to all students. The packet still needs to be completed and returned as soon as possible in order to meet the requirements of the grant for the free meal program. If a student does not receive a form, contact Food Service at 659-1546.

### **FIRE, TORNADO & INTRUDER 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.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for a tornado is different from the alarm system for a fire and consists of an announcement over the PA system.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two times each school year.

Students practice drills to ensure their safety in the event of an intruder in the building. These safety procedures have been developed in conjunction with the local police force.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations along with the SPS web site at [www.sturgisps.org](http://www.sturgisps.org):

WBET—Sturgis

WLKM—Three Rivers

WNWN—Coldwater

WWMT—Kalamazoo

WSJV—Elkhart

WQLR—Kalamazoo

WOWO—Ft. Wayne

WKZO—Kalamazoo

Parents and students are responsible for knowing about emergency closings and delays. Parents should instruct their children in the following areas in case parents are unable to be home when students arrive:

What your child should do if he/she enters the house.

What room should your child stay in.

What NOT to touch, such as gas, electric outlets, and appliances.

What to do if your house is locked.

Where to go if not to your home.

PLEASE have instructions on file in the school office for emergencies.

Students will be directed to go to their usual destination unless there are other instructions should an emergency dismissal plan be put into effect.

PLEASE DO NOT CALL THE SCHOOL. Individual calls tie up the phone lines making them unavailable for emergency use.

In the event of a TORNADO WARNING or other emergency release, you may NOT pick up children other than your own WITHOUT WRITTEN PERMISSION from the student's parents.

### **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 and Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection upon request.

### **VISITORS AND SAFETY PROCEDURES**

Visitors, particularly parents, are welcome at the School. For the safety of our students, we ask that all visitors enter through the front doors and check in at the office. Please bring in identification into the office with you. You will receive a visitor's pass before going to classrooms during the school day. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school to assure availability of the staff member.

At dismissal, we ask that parents wait outside or in the front entry until the bell rings, unless previous arrangements have been made with the Principal to ensure the halls are clear in the event of an emergency.

Students MAY NOT bring visitors to school without first obtaining written permission from the Principal

### **VOLUNTEER INFORMATION**

We welcome and encourage volunteer help at Wall Elementary. Classroom teachers can always use an extra hand and students love to have the adult interaction in their room. Volunteers for one (1) day and short term resource service projects may be contacted and scheduled by the teacher desiring service. The teacher will then notify the Principal of all volunteers. Parents working at school or on field trips with children that aren't their own will need to complete a background check. These forms are available in the office.

Teachers often invite parents to accompany the class for activities as chaperones if space allows. Parents help us by supervising children under the direction of the teacher. We are NOT allowed to have children who are not students at Sturgis on field trips. Since a field trip is considered an extension of school, **SMOKING IS ABSOLUTELY PROHIBITED.**

### **REPORT CARDS**

Parents are always anxious to learn how their children are doing in school. Like most schools, our primary method of communicating this information is through the report card. We issue report cards four times a year.

Wall Elementary uses a developmental grading key. At the end of the 1st quarter, we hold parent teacher conferences. Teachers will schedule every family in grades K-2 with an appointment during this time.

A time is also provided for conferences at the end of the 3rd quarter. These conferences will be scheduled at the teacher or parent's request.

### **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.

### **LOST AND FOUND**

There is a lost and found container in the school. Students who have lost items should check there to retrieve items. Unclaimed items will be given to charity periodically during the school year. Notification will be sent to families before this occurs to make every effort to match students with their lost item.

### **STUDENT SALES**

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

### **CELL PHONES & ELECTRONIC COMMUNICATION DEVICES**

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on a school vehicle the cell phone or other ECD remains off and stored out of sight, unless special circumstances have been approved in advance by the Principal. The use of cell phones and other ECDs in locker rooms and restrooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD, to be picked up by a parent or guardian.

Students are encouraged to leave such items at home whenever possible.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

### **RECESS**

We encourage all children to participate in recess. If a child is too sick to go outside for recess, then we feel he/she should be kept home. We discourage children from staying inside. However, in rare circumstances such as returning from an extended illness, the student will be allowed to stay in for up to 2 days with a note from home. After 2 days, we would require a doctor's slip to allow a child to stay inside.

We are very sensitive to the weather conditions. We watch the temperatures and wind chill in the winter. Rainy conditions also mean we will be inside for recesses.

It is important for your child/children to be adequately dressed for the conditions when he/she comes to school.

### **STUDENT PHOTOS**

Your child's picture may be taken at school individually, or as part of a group. The pictures would be used for displays at school, in the yearbook, newsletters, the newspaper, flyers or for display on a school webpage. If you do not want your child's picture taken and displayed, please send a letter in writing to the Principal.

### **VIDEO SURVEILLANCE**

Video cameras have been installed on school grounds for the protection of our students, staff, etc. Video recordings may be used as evidence of misbehavior, criminal activity, etc., & will be viewed and used in accordance with Federal law.

## **Section 2 - ACADEMICS**

### **FIELD TRIPS**

Throughout the school year there may be multiple field trips that your child's class will participate in through school. These trips are based on curriculum, fine arts, special events and end of the year activities. The family data sheet has a permission section for field trips that is completed at the beginning of the school year. Notification and details of the trips to parents will be communicated through school notices, teacher letters, a class newsletter and/or the school newsletter.

### **PROMOTION, PLACEMENT, & RETENTION**

Promotion to the next grade (or level) is based on the following criteria: Current level of achievement; Potential for success at the next level and; Emotional, physical, social maturity.

### **HOMEWORK**

The assignment of homework can be expected. Student report cards 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.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, he/she and his/her parents must sign an agreement which defined 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 possibly 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 at the entry point into each new building.

### **STUDENT ASSESSMENTS**

Individual and group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

### **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 programs offered by the District. Parents should contact the building Principal to inquire about evaluation procedures and programs offered by the district.

## **Section 3 - STUDENT ACTIVITIES**

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

The school may provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity could be required as part of class and/or contain school subject matter.

Extra-curricular activities do not reflect the School curriculum, but are occasionally made available to students in elementary to allow them to pursue additional worthwhile activities, such as recreational sports, drama and the like.

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.

### **NON-SCHOOL 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 application must verify that the activity is being initiated by students, 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. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. Zero tolerance will be given for any type of gang related

activities.

### **BANNED DRUGS**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

The school has a "Drug Free" zone that extends 1,000 feet beyond the school boundaries, as well as to any school activity, and transportation to and from that activity. This means that any activity - sale, use distribution, or possession of illegal drugs, drug paraphernalia, alcohol, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials will be contacted.

Compliance with district policy is mandatory. Information regarding drug and alcohol counseling, rehabilitation and reentry programs is available from building Principals and the counselor or School social worker.

### **Section 4 - STUDENT CONDUCT**

#### **ELEMENTARY ATTENDANCE POLICY**

Regular attendance at school is vitally important to each student as it directly affects his/her academic progress as well as the development of attitudes and habits for life! Studies show regular attendance is tied to success. Students who do not maintain good attendance may fail or lose certain privileges. The responsibility for good school attendance rests with the student, the parents &/or guardians & the School. PLEASE CALL THE ELEMENTARY OFFICE BY 9:00 A.M. WHEN YOUR CHILD IS ABSENT FROM SCHOOL. The school system will attempt to call you if we have not heard from you. If you are not contacted, send a note with your child upon his/her return to school. Please know that it is important to report any communicable diseases such as measles, chicken pox, flu, pink eye, etc.

- \* The morning bell rings for students to **enter** the building at **8:20am**.
- \* A student is considered **tardy** if they arrive **after 8:25am & prior to 8:40am**.
- \* Students who enter the building after **8:40am** will be counted as **absent for the entire morning**.
- \* The **dismissal** bell rings at **3:25pm** for students to exit the building and board the bus or meet their ride outside.
- \* Students who leave **after 12:00pm & before 3:10pm** are counted **absent** for the **entire afternoon**.

Any child absent (without cause) 20% or more or with a pattern of absences from the scheduled instruction days will be considered truant. Situations such as this will be referred to the School Counselor for follow-up. The Counselor cooperates with St. Joseph County agencies to ensure that students maintain regular attendance patterns.

#### **VACATIONS DURING THE SCHOOL YEAR**

Family vacations should be planned to coincide with "no school" days designated in the school calendar, In the event a family vacation must be scheduled when school is in session, the following procedures should be followed:

The parent or guardian must contact the office regarding the necessary paperwork prior to the absence. A vacation form must be filled out by the parent and returned to the office.

The parent or guardian must contact the child's teacher regarding the necessity of such absence prior to the absence.

All make-up work must be completed promptly as arranged with the classroom teacher. Vacation days could still count toward truancy if they were part of a pattern of excessive absences interfering with a student's academic progress.

### **CODE OF CONDUCT**

A major component of the educational program at Wall 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.

#### **Dress and Grooming**

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

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

The following styles or manners of dress are prohibited:

- Clothing that suggests or promotes anti-social behavior, violence, obscenity, vulgarity or profanity, sexual inferences or logos referring to drugs or alcohol
- Halter tops, short shorts, hats, torn or mutilated clothing
- Lycra/"bike shorts" unless covered by loose shorts
- Midriff/tank tops unless worn with another top or shirt
- Footwear must be worn at all times. Children should be warmly dressed for winter recess including hats, mittens, and boots.
- Students who are representing Wall School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

#### **Gangs**

Gangs which 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 which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building Principal, as appropriate.

### **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. If personal property becomes a disruption to the school environment, the School may confiscate such items and return them to the student's parents.

Damages 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.

### **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.

#### **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 3.1.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1,000 feet beyond the school boundaries, as well as to any school activity, and transportation to and from that activity. This means that any activity, sale, use distribution, or possession of illegal

drugs, drug paraphernalia, alcohol, 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.

#### 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 of 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 of substance that contains tobacco, in addition to paper 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.

#### 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.

#### Possession of a weapon

A weapon includes, but is not limited to firearms, guns of any type whatsoever, including air and gas powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be files 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:

Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.

Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.

Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow gun, toy gun, etc.).

#### 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 &/or a cause for civil action. This violation may subject a student to expulsion.

#### 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.

#### Purposely setting a fire

Anything such as fire that endangers school property and the occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

#### 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 subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

#### 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.

#### 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.

#### 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. Violation of this rule could result in suspension or expulsion.

#### Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D. are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result

in suspension or expulsion.

#### 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.

#### 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.

#### 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.

#### 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 Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

#### 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.

#### Damaging property

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

#### 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.

#### 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 guidelines. Violations of this rule could result in suspension or expulsion.

#### Refusing to accept discipline

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

#### 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.

#### Cell Phones & Electronic Communication Devices

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities & at school related functions, provided that during school hours & on a school vehicle the cell phone or other ECD remains off and stored out of sight, unless special circumstances have been approved in advance by the principal.

The use of cell phones and other ECDs in locker rooms & restrooms is prohibited. Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD, to be picked up by a parent or guardian. Students are encouraged to leave such items at home whenever possible. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

#### 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.

#### Violation of bus rules

Please refer to Section V on transportation for bus rules (or please refer to bus rules provided by the head of transportation).

#### Disruption of the educational process

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

#### 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 students within the district. 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 handheld 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, Counselor or Principal. Complaints will be investigated in accordance with AG 5517.

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 employees, 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(s) 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.

Note: Any Administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law M.C.L.A. 722.621 et.seq..

### Hazing

The Board of Education believes that hazing activities of any type of 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 prohibition 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.

Note: If the school or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

### BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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

harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

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

"Bullying" is conduct that meets all of the following criteria:

A.	is directed at one (1) or more students;
B.	substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
C.	adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
D.	is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

**"Bullying"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

A.	Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
B.	Verbal - taunting, malicious teasing, insulting, name calling, making threats.
C.	Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

**"Intimidation"** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**"Menacing"** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**"Harassment, intimidation, menacing, or bullying"** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any

school-sponsored activity, on school-provided transportation or at any official school bus stop.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition and instances that could possibly be construed as hazing, see Policy **5516**.

### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Notification**

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

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

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

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06

Revised 4/19/11

### **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 IDEIA or Section 504 shall be expelled only in accordance with Board Policy 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 at the district 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 the 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. Expectations 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 opinion 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 &/or from school, at school, on school property, at school sponsored events, & on school/district provided transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

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

Two types of discipline are possible, informal and formal.

### Informal discipline

Informal discipline takes place within the school. It includes:

- Change of seating or location
- Time outs
- Detentions (lunch time, before or after school)\*
- In-School restriction

### \*Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents (1) day's notice. The student or his/her parents are responsible for transportation.

### Formal Discipline

Formal discipline removed the student from school. It includes emergency removal

for up to seventy-two hours, suspension for up to ten (10) school days, and expulsion from school. Suspension and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

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

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

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Central Office Designee then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period.

#### Discipline of Students with Disabilities

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

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, he/she and his/her parents will be notified of the reason for and the length of suspension. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student 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, he/she may make up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

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

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 expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians or 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;

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

Within ten (10) days after notification of long-term suspension or expulsion, the long-term suspension or expulsion can be appealed, in writing to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education.

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

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA 2004) and the Americans with Disabilities Act (ADA)

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, 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 the Law or School rules. A search may also be conducted to protect the 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.

No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or 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.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express him/herself. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial 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:

Material cannot be displayed if it:

- \* is obscene to minors, libelous, indecent or vulgar,
- \* advertises any product or service not permitted to minors
- \* by law,
- \* intends to be insulting or harassing,
- \* intends to incite fighting or presents a likelihood of disrupting school or a school event.

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

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.

### **WALL SCHOOL EXPECTATIONS FOR STUDENT BEHAVIOR**

We believe that children want and need guidance for behavior. We also believe that learning will be enhanced when students are behaving appropriately. Verbal praise, notes sent home and other classroom activities will be used to recognize good behavior. Wall School has implemented Tiered levels of Intervention regarding behavior as part of a positive behavior support model for all students.

The Wall Behavior Model includes the following components:

- Clearly defined expectations for student behavior;
- Incentives that reward appropriate student behavior;
- Consequences that discourage continuing misbehavior.

## Section 5 - TRANSPORTATION

### VIDEOTAPING ON SCHOOL BUSES

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

### BUS RULES

Questions regarding busing should be addressed to Mr. Dan Root, Transportation Director (659-1590). Safety is our most important consideration. We do not want the driver's attention diverted from the road and traffic conditions. Parent cooperation and enforcement of these rules will realize this purpose. Students will be responsible for their behavior. If rules are consistently violated, parents will be notified and bus privileges suspended. The following rules should be observed:

- \* Collectible cards (ie: Yu-Gi-Oh!, Pokémon, any playing cards) are not allowed on the bus.
- \* Do not eat or drink on the bus. Keep the bus clean.
- \* Cooperate with the bus driver. Be courteous. Do not use profane language.
- \* Do not smoke or bring flammable materials on the bus.
- \* Do not damage, or tamper with, the bus or equipment.
- \* Stay in your seat. Observe classroom conduct.
- \* Keep head, hands and feet inside the bus. Do not fight, push or shove.
- \* No animals, skateboards, scooters, knives, guns, water pistols or cell phones on the bus.
- \* For your own safety, the bus driver is in complete charge and is authorized to assign seats.

### GUIDELINES

- Be at your bus stop 10 minutes before the bus arrives. The bus cannot wait for late students.
- Students should always cross the road in front of the bus, never behind the bus.
- Wait for the bus at a safe location off the roadway.
- Never approach the bus until it has stopped moving. The driver will signal when to board.
- Find a seat quickly.
- Be silent when stopped at railroad tracks.
- Keep the aisles clear. Do not put book bags, lunches or other articles in the aisle.
- Large band and orchestra instruments, fishing poles, snow sleds and large class projects should be transported by other means.
- Do not leave the bus at any stop except your own. A note is required to get off at a different stop or to ride home with another student on a different bus.

Should the student incur a bus write up, the following guidelines will be followed.

1<sup>st</sup> offense - Reviewed by Principal and student.

2<sup>nd</sup> offense - Written notice to parents from the transportation department

3<sup>rd</sup> offense - Removal from bus until parents come to evaluate the situation with the Principal and bus supervisor

4<sup>th</sup> offense - Removal from the bus for extended period of time

Parents must meet with the Principal, bus Supervisor and Superintendent

(if deemed necessary by the transportation director) before bus privileges are restored.

5<sup>th</sup> offense - Referred to the Board of Education for disposition  
Student may not ride until board hearing.  
Suspension may be possible upon the occurrence of any one offense, depending on the seriousness of the offense.

### **PENALTIES FOR INFRACTIONS**

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

### **Section 6 - OTHER**

### **GRIEVANCE PROCEDURES**

FOR

TITLE VI OF CIVIL RIGHTS ACT OF 1964

TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972

SECTION 504 OF THE REHABILITATION ACT OF 1973

TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

ELLIOTT-LARSEN CIVIL RIGHTS ACT OF 1977

### **Section I**

Any person believing that the Sturgis Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, or (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Julie Evans, Assistant Superintendent  
Sturgis Public Schools  
107 W. West Street  
Sturgis, MI 49091  
269-659-1500

### **Section II**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Assistant Superintendent, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, s/he may initiate formal procedures according to the following steps.

### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the Assistant Superintendent within five (5) business days of receipt of answers to the informal complaint. The Assistant Superintendent shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

### Step 2

A complainant wishing to appeal the written (or Step 1) decision of the Assistant Superintendent may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Assistant Superintendent's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within (10) business days.

### Step 3

If still unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Board of Education shall be final.

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The local Assistant Superintendent, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Assistant Superintendent's office.

### **NONDISCRIMINATION STATEMENT**

In Compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Sturgis Public Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

For information, contact: Julie Evans, Assistant Superintendent

107 W. West Street      Sturgis, MI 49091      269-659-1500

### **Updated USDA Non-Discrimination Statement**

#### **October 2015**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)

877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



# Wall Elementary School Staff

**Principal:** Shawn Caldwell

**Secretary:** Rachel Banaszak

**Office EA:** Heather Brooks

**Teachers:**

Kelli Lamb, Kindergarten  
Emily Miles, Kindergarten  
Brenna Potter, Kindergarten  
Erin Sharphorn, Kindergarten  
Krystal Watson, Kindergarten  
Christy DeYoung, 1st Grade  
Kim Lytle, 1st Grade  
Jenifer Taylor-Davis, 1<sup>st</sup> Grade  
Megan Wait, 1st Grade  
Lisa Yoquelet, 1st Grade  
Adam Cook, 2nd Grade  
Gina Crespo, 2nd Grade  
Pete Palasinski, 2nd Grade  
Morgan Ryskamp, 2nd Grade

**Counselor/Social Worker:**

Debby Mathis

**Custodian:**

Chris Lawson

**Food Service:**

Julie Mercer  
Ashley Patterson  
Christine Vance

**Educational Assistants:**

Ann Aquino, ESL/Bilingual  
Erica Gardner  
Ginger Grace  
Amber Moreno, Bilingual  
Cheryl Neiser, Librarian  
Nicole Oros-Medina, Bilingual  
Betsy Palasinski  
Jolene Reckers  
Lori Schudel  
Tracy Timmer  
Megan Watkins

**Specialists:**

Gail Suess-Brandow, Art  
Sue Cropsey, Music  
Jeaneen Hall, Phys. Ed.  
Laurel Claybaugh, Sp. Ed.  
Jaclynn Veldkamp, Sp. Ed.  
Tracy Clark, Title I  
Jami Miller, Title I

Office Hours  
7:30am-4:00pm

School Hours  
8:25am-3:25pm