

# ADDISON COMMUNITY SCHOOLS

## Addison Elementary School



## STUDENT/PARENT HANDBOOK

*Dream Big.  
Take Risks.  
No Fear.  
We are Addison!*

## School Year 2020-2021

*Welcome to the Addison Community School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.*

**WELCOME TO ADDISON ELEMENTARY SCHOOL!** We are pleased that you are a part of our school team. Our mission statement at Addison Elementary School is, “doing what is best for our students!” The vision of our elementary is:

**Addison Elementary School will focus on high student achievement for all learners by:**

1. Using creative and innovative teaching strategies in order to engage all students.
2. Creating a safe, orderly, predictable environment that is enjoyable.
3. Using data to make informed decisions about instruction.
4. Creating a culture of collaboration among all students, faculty & staff, parents, and community.
5. Using a guaranteed and viable curriculum.
6. Providing a positive school climate and culture enriched by character development for all students.

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Adopted by the Board of Education on \_\_\_\_\_.

Discipline Code adopted by the Board on \_\_\_\_\_.

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NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2014/2015. If you have questions or would like more information about a specific issue or document, contact your school principal or 517-547-6123, or accessor access the document on the District's website: [www.addisonschools.org](http://www.addisonschools.org) by clicking on "handbook" and finding the specific policy or administrative guidelines in the Table of Contents for that section.

## **FOREWORD**

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 23, 2012. If any of the policies or administrative guidelines referenced herein are revised after July 30, 2012 the language in the most current policy or administrative guideline prevails.

## **CHAIN OF COMMAND**

Addison Community Schools encourages open communication about your student. If you have a concern about your child's education, your first contact should be directly with the teacher to try and resolve the issue. If you feel you have been unsuccessful in reaching an acceptable solution, you may contact Angela Huston, Principal or LuAnn Hurd, Behavior Specialist. If you feel you have exhausted your options at the building level, please contact Superintendent Guerra at 517-547-6123 x 900.

- Step 1: Contact teacher
- Step 2: Contact Principal or Behavior Specialist
- Step 3: Contact Superintendent

## **MISSION OF THE SCHOOL**

“The mission of Addison Community Schools is to provide a well-balanced curriculum and learning environment, supplemented by enriching experiences in order for all learners to be successful.”



## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

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

Steven Guerra, Superintendent

517-547-6123 x 900

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260.

Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **PARENT INVOLVEMENT**

District Parent Involvement Policy should be placed here. See NEOLA Policy 2112 in Special Update of November 2004. P.A. 107 states that the Board may fulfill the requirement of providing a copy of the plan to all parents/guardians, by placing a copy of the plan in its student handbook or similar publications. The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

### **Relationships with Families**

- cultivating school environments that are welcoming, supportive, and student-centered;
- providing professional development for school staff that helps build partnerships between families and schools;
- providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
- providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

### **Effective Communication**

- providing information to families to support the proper health, safety, and well-being of their children;
- providing information to families about school policies, procedures, programs, and activities;
- promoting regular and open communication between school personnel and students' family members;
- communicating with families in a format and language that is understandable, to the extent practicable;
- providing information and involving families in monitoring student progress;

- providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
- preparing families to be involved in meaningful discussions and meetings with school staff.

#### Volunteer Opportunities

- providing volunteer opportunities for families to support their children's school activities;
- supporting other needs, such as transportation and childcare, to enable families to participate in school-sponsored family involvement events.

#### Learning at Home

- offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
- working with families to establish learning goals and help their children accomplish these goals;
- helping families to provide a school and home environment that encourages learning and extends learning at home.

#### Involving Families in Decision Making and Advocacy

- involving families as partners in the process of school review and continuous improvement planning;
- involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.

#### Collaborating with the Community

- building constructive partnerships and connecting families with community-based programs and other community resources;
- coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

### **Implementation**

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

Parental involvement is a critical component to student achievement. In order to optimize parental involvement and maximize its beneficial effect, Addison Elementary School recognizes that it must continually perform four (4) fundamental functions:

1. Communicate to keep parents fully informed.
2. Systematically stimulate parents to proactively assert themselves in sharing input:
  - a. In the operation of Addison Community Schools; and
  - b. The daily learning process of their child(ren).
3. Provide clear channels of parental and community to receive sufficient direction and feedback; and
4. Guide and education parents to assist their skills as teachers in the home.

Addison Elementary School's administrator(s), teachers and support staff are committed...

- To provide an inviting atmosphere for parents to feel accepted and to share in the responsibility of their child(ren)'s academic progress.
- To develop a school-parent compact (agreement) outlining the role of the parent, child and school personnel in the shared responsibility for learning.
- To convene annual parent meetings (Back to School Bash, Meet the Teacher Night, Conferences) explaining the school's programs, policies and plans.
- To have flexible meeting/conference times, purposes and locations.
- To provide training and support to parents which will strengthen their ability to work with their child(ren) academically at home.
- To provide performance profiles that clearly show parents the school's progress toward meeting state standards.
- To provide regular and timely information to parents showing their child(ren)'s academic progress (Home Access Center, Progress Reports).
- To provide a range of opportunities for parents to become informed and involved in the education of their child(ren).
- To provide a description and explanation of the curriculum, assessment and expected proficiency requirements.
- To develop homework practices which create successful learning experiences for parents and child(ren).
- To coordinate services with the school counselors, social workers and community agencies addressing family issues.
- To provide information to parents in the language of the home to the extent practicable.
- To work collaboratively with each school's parental involvement group to promote healthy child development and safe school environments.

### **SCHOOL DAY**

7:55 am – 2:55 pm Addison Community Schools is a closed campus. Students are not allowed to leave campus without permission.

### **ARRIVAL**

Students are to arrive no earlier than 7:30 a.m. Adult supervision does not begin until 7:30 a.m. Students not eating breakfast should arrive to school after 7:30 a.m. **K-5 students should report directly to their classroom.**

Students will be supervised in their classrooms in the mornings. **Parents are also asked not to enter the building. In accordance to the State mandate and in order to develop a child's independence and responsibility, parents are asked not to enter the building or accompany them to and from the classroom at the beginning and end of the school day. Staff members are available to help students.**

### **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 of others. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff

of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Building Administration.

### **STUDENT WELL BEING**

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

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

**In compliance with State mandates, all students are required to wear masks while riding the bus and in common areas of the school building.**

### **INJURY AND ILLNESS**

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

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

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

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

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- o unless enrolling under the District's open enrollment policy.
- o unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When

enrolling, parents must provide copies of the following:

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

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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

### **SCHEDULING AND ASSIGNMENT**

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

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **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 whose signature is on file in the School office or the parent coming to the school office to request the release. Students eighteen years of age must still receive parental permission before signing out. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. Parents that constantly sign students out of school early will result in counting them as tardy and could reflect in the student's grades and result in a truancy matter.

### **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 Addison, the parent must notify the principal. Transfers will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent(s).

### **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 school secretaries.

All students must be immunized against: Diphtheria, Pertussis and Tetanus, Polio, Measles, Mumps and Rubella, Hepatitis B and Varicella (Chicken Pox). Immunizations are available through private physicians and at the Lenawee County Health Department (517)-264-5203.

New students, including those that have re-enrolled into Addison Community Schools, are to be checked for having all required immunizations. Those that do not have valid immunizations will have 60 days from the start of school to have completed immunizations or be excluded (November 1). Provisional students (those that cannot complete the full dosage requirements by that date) will not be excluded.

Parents/guardians will be notified at Kindergarten roundup that certified birth certificates/hospital live birth record is required. If none is available, the school will keep a copy of the form in lieu of an affidavit. Parents/guardians will have 60 days from the date of enrollment to obtain a birth certificate/hospital birth record. At the end of that period, students without documentation will be excluded.

### **EMERGENCY MEDICAL AUTHORIZATION**

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

The Emergency Medical Authorization Form 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**

To better protect the health and safety of all students, Addison Elementary School has created a policy for medication administration. Whenever possible, you are encouraged to administer medication at home and/or ask the physician to adjust the time given to avoid the school day.

1. **ALL** medication must be in the prescription container with the label stating the date, name of student, and physician, name and name of medication, dosage and frequency.
2. Medication must be delivered to the school by an adult and accompanied by:
  - A. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

- B. A copy of the prescription with the physician signature attached to the authorization form, or
  - C. Written instructions with the physician's signature on the prescription form indicating name of student, medication dosage and frequency attached to the authorization form. Please take the authorization form to the doctor for a signature when your student is seen for illness. These forms are available in the office.
3. Medication that is brought to the office will be properly secured.
  4. 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.
  5. 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.
  6. 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.
7. 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. © 2010 NEOLA, Inc.

**Asthma Inhalers and Epi-pens**

Students, with a prescription from a doctor to have an asthma inhaler or epi-pens will keep in the office. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the physician and school principal and updated annually.

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

**COMMUNICABLE DISEASES**

Communicable diseases should be reported to the teacher or administrator to protect other children. We are required to exclude children who have:

Chicken Pox  
 Measles  
 Head Lice  
 Influenza  
 Measles

Mumps  
 Pink Eye  
 Pinworms  
 Ringworm  
 Scabies

Shingles  
 Strep Throat  
 Scarlet Fever  
 Whooping Cough

## HEAD LICE

Please encourage your children not to exchange hats, caps, combs, brushes or clothing from anyone. This is the primary means of spreading these pests. In the event your child does contact head lice, or if nits are found parents/guardians are notified and the child is removed from school. Parents/guardians should seek information regarding treatment from their private physician or the Lenawee County Health Department 517-264-5203.

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

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

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

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

### COVID-19 SCREENING PROTOCOL

**Please make sure you conduct the following screening with your child each morning before they go to school.**

Symptoms – Does your child have any of the following symptoms?

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Close Contact/Potential Exposure

- In the past 14 days, has your child had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19

If you answer **YES** to this, parents should keep their child(ren) home from school.

Please contact your health provider or the Lenawee County Health Department at (517) 264-5226

**All recommendations and guidelines set forth are in accordance with the State mandate and in collaboration with the Lenawee County Health Department to address all of our students' needs and safety.**

**For further information please reference:**

**Addison Community Schools District  
Student Handbook Supplement Coronavirus (COVID-19)  
2020-2021 School Year**

### CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

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



and staff persons in school unless there is definitive evidence to warrant exclusion.

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

### **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Steve Guerra at 517-547-6123 x 900 to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Building Administration at 517-547-6124 x910 (K-5) or 517-547-6123 x 950 (Gr. 6-12) to inquire about evaluation procedures and programs offered by the District.

### **STUDENT RECORDS**

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

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes: student's name, participation in officially recognized activities and sports, height and weight, if member of an athletic team, date of graduation, awards received, honor rolls, scholarships, school photographs or videos of students participating in school activities events or programs.

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

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances, as specifically defined in State and Federal law, the

Addison School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent must request the amendment of a student record in writing and if the request is denied, the parent 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 un-emancipated 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 behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

- A. activities involving the collection, disclosure, or use of personal information collected from

students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPR. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

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

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

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

Addison Communities schools charges specific fees for some of the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The Addison School District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations 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.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

### **STUDENT FUND-RAISING**

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

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the fundraising supervisor.
- 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 fund-raising activity.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for ...." will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club,

or community organization on school property without the approval of the Building Principal.

### **STUDENT VALUABLES**

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

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

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Building 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 with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact Addison Superintendent Steve Guerra.

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available for grades 6 - 12. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact Food Service Director Michelle Dunn at 547-6123 x 908.

### **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:

WABJ 1490 AM, WLEN 103.9, WCSR 92.1, WJBK-FOX-DETROIT, WJXQ, WWDX, WVIC, WXME 102.5, WILX Channel 10, WJR 76.5 AM WTVG, WTVG 13 Toledo, WTOL 11 and WLNS-Lansing/Jackson.

Parents and students are responsible for knowing about emergency closings and delays. There will also be an instant alert system.

### **INCLEMENT WEATHER**

It is the policy of Addison Elementary School that when the wind chill is below zero degrees Fahrenheit,

children will not go outside for recess.

### **FIRE, LOCKDOWN AND TORNADO DRILLS** **Information to Parents and Students on Tornado Safety**

When Addison Elementary School receives official notice that a tornado watch or warning has been issued by the U.S. Weather Bureau, the following procedures below shall be followed:

#### **Tornado Watch**

All students and staff shall remain in classes as scheduled activities. The administration will closely monitor weather situations for further developments.

#### **Tornado Warning**

All students and staff shall be retained within the building and moved to the safest possible location using the building's tornado plan. They are to remain there until the tornado warning has been lifted.

#### **Tornado/Fire Drills**

All schools must have tornado and fire drills each year. Please encourage your children to take each of these drills seriously for obvious reasons.

#### **Lock Down Drills**

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes and consists of a verbal announcement.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

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

### **SCHOOL VISITATION**

Parents are encouraged to visit the school to observe their child's class and to talk with teachers and other school staff. In order for the visit to be productive and to be sure that those persons with whom you wish to talk to are available, *please make an appointment in advance of your visit.* Students may not bring visitors to school without prior written permission from the Building Principal.

In order to ensure the safety of our children, we must implement some rules concerning visitors in our building:

**Visitors or volunteers MUST sign in at the office and wear a visitor badge while in the building.**

- Parents or guardians will be required to set up an appointment to meet with a teacher. Teachers cannot meet with parents while class is in session.
- Sign in at the office before going anywhere in the building.

- **At the beginning of the school day, parents or guardians will not be allowed in the building. Supervisors will monitor students on their way to class.**
- If your child forgets something at home, it should be left at the office for delivery to the classroom.
- Students can only be dismissed early through the school office.
- Teachers will not dismiss students without prior notification from the office.
- Parents and guardians (or others as designated by you) must have a valid photo ID when picking up your student. Be sure that all contacts listed through the office are aware of this rule. Your student(s) will not be released without proper identification.

If your child will celebrate a birthday and you wish to send treats, please make arrangements in advance with the classroom teacher.

**Parental Visitation Procedures - Procedures are currently suspended due to State mandates related to Covid-19.**

You may visit and observe your child’s classroom for the purposes of observing instructional activities based on the following guidelines:

- Parents must check in with the office before visiting a classroom. A visitor’s tag will be issued to the parent. The tag must be returned to the office at the end of the visit.
- No classroom observations will be made while testing is being administered.
- The parent must make prior arrangements through the teacher and the building principal.
- Parents should be advised of the need to respect confidentiality of what is observed in the classroom. Teachers have the right to ask the parent to leave if he/she becomes disruptive.
- No video or audio taping is allowed during classroom visitations.
- The use of **cellphones in the classroom is not permitted.**

**CONFERENCE/COMMUNICATION**

We encourage frequent parent/school communication through letters, notes, and telephone calls, conferences, weekly signed papers, discipline reports, classroom visits, report cards, and newsletters. Communication is an essential part of the educational program. We feel it is very important for parents to keep in touch with their child’s teacher. Parents are encouraged to contact teachers for conferences throughout the year. Conferences can be arranged by calling the school office at 517-547-6124 or by sending a note to the child’s teacher.

If a parent has a concern that involves a teacher and a child, the first person to see is the teacher. If the parent does not think the teacher has adequately addressed a concern, the parent may then seek help from the Principal. Most problems can be satisfactorily resolved by following this procedure.

**USE OF THE MEDIA CENTER**

The media center is available to students throughout the school day. Passes may be obtained from a student's teacher or from the media center supervisor. Books on the shelves may be checked out for a period of 2 weeks. To check out any other materials, contact the media center supervisor.

**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**

A lost and found area is in each building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity.

### **STUDENT SALES**

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

### **USE OF TELEPHONES**

The office phone must be used exclusively for school business. Students will not be allowed to use the telephone for personal matters. Students who forget to bring band instruments, homework, school materials, books, signed papers, projects, field trip permission slips, money etc. will not be allowed to use the school telephone to ask parents to bring them. Please remind students of their responsibility to have all necessary materials for a successful school day. **Only emergency telephone messages can be relayed to students during the school day. Please make travel arrangements and school plans with your child in the morning before he/she leaves. If arrangements have to be made during the day, it must be made before 2:00 pm.**

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

- Each Building has a central bulletin board which may be used for posting notices after receiving permission from the Principal.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

**Field trips are currently suspended due to State mandates related to Covid-19.**

Throughout the year, students may participate in school sponsored or county sponsored field trips. Students must have a signed permission slip to be able to attend these off-campus activities. Students who do not bring signed permission forms will remain at school with regular assignments.

- Attendance rules apply to all field trips.
- Any adult who wishes to attend a field trip with their student(s), **MUST fill out a volunteer form and have a cleared background check BEFORE they will be allowed to attend the field trip.** If an adult shows up the day of a field trip and has not filled out this form, or has not been cleared through the principal after doing a background check, they will be asked to leave and will NOT be allowed to attend the field trip.

### **GRADES**

Addison Community School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a

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

The Elementary School (K-5) uses the following grading system:

100 – 95 = A	83 – 80 = B-	69 – 67 = D+
94 – 90 = A-	79 – 77 = C+	66 – 64 = D
89 – 87 = B+	76 – 74 = C	63 – 60 = D-
86 – 84 = B	73 – 70 = C-	59 – below = E

### **Grading Periods**

Students shall receive a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term. At midpoint of each building grading period student will receive a progress report.

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

### **PROMOTION, PLACEMENT, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Building Principal.

### **Honor Roll(s)**

Grades 3-5      All A's, All B's

### **HOMEWORK**

Homework is considered to be a valuable instructional tool. Homework is assigned to students to review class lessons, to practice skills previously taught, to prepare for future lessons, and to work on long-term assignments. Homework may include previewing printed material for the next day's work, reading and reporting on books, doing research, working on class projects, reviewing notes, writing short stories, or completing work assigned in class. Help your child develop routines that will be of assistance in successfully completing homework assignments.

- Ask your child daily about homework assignments. All homework will be evaluated daily, and when not turned in on time will result in discipline points as outlined by the teacher.
- Become interested in your child's homework. Ask your child to show the homework to you and to explain what the completed work was about.
- Remember that homework is your child's work, not yours.
- Help your child(ren) set a regular homework time each day and remain with that



commitment. Free your child of other responsibilities at that time.

- Provide your child with a quiet place to work or study where he/she is not disturbed by TV, other children or pets.
- Paying close attention to homework and good study habits will help your child become a successful student.
- Each parent is provided with a username and password to the home access center. It is on the home access website that parents check on their student(s) academic progress. You can see each assignment that has been given and the grade received for that assignment. Parents will also be able to see if their student(s) has any missing work. It is the parent's' responsibility to make sure they have their username and password (available upon request in the office), and it is their responsibility to periodically check their student(s) progress.

### **CARE OF TEXTBOOKS AND LIBRARY BOOKS**

Students are responsible for all textbooks and library books issued to them during the school year. If a library book is lost, it needs to be paid for or returned before the student will be allowed to check out another book. The condition of each textbook is recorded when it is issued, so that damage beyond what is usual wear may be assessed at the end of the year. The student must pay for all lost or damaged books. If a lost book is found, the money paid will be refunded. Report cards and/or progress reports shall not be released until all amounts due for lost or damaged books and equipment have been paid.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed with the registration packet. It must be signed and returned.

## **SECTION III - STUDENT ACTIVITIES**

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

Addison Community Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups may include and are not limited to: Student Council, Addison in the Morning, Honor Guard, Yearbook club, Equations, Ceramic Class, Book Club, and Robotics.

Extra-curricular activities do not reflect the school curriculum, but are made available to students 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 applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities

and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

### **USE OF SCHOOL FACILITIES BY OUTSIDE AGENCIES**

Outside agencies wishing to use school facilities may pick up an application at any of the school building. Upon completion of the application, you may return it directly to the Superintendent's office or to the school. Charges are determined by the Superintendent & Facilities Department following the guidelines established by the Board of Education. If you have questions, please contact the Superintendent's office at 517-547-6123 ext. 900

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE AND TRUANCY GUIDELINES**

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

The Principal is responsible for monitoring attendance patterns of students. The following guidelines have been developed to provide consistency within the school for reporting abnormal attendance patterns. When evaluating these patterns, the Principal shall take extenuating circumstances into consideration (e.g. prolonged illness such as chicken pox, accidents). These guidelines are not meant to be a "lock step" process, the Principal's judgment is important throughout this process.

This is a procedure for working with truancy in the elementary building. It is to be used as a step process based on the total number of absences accumulated by a student as follows:

- Step 1: After an absence, upon returning to school, the student should have a written excuse for the teacher or office secretary.
- Step 2: Upon the fifth day of absence/tardy (in a semester), the principal or behavior specialist will send an "Awareness Letter" to parents/guardians to alert parents/guardians to accumulated absences.
- Step 3: Upon the occurrence of the ninth day of absence/tardy in a semester, the principal or behavior specialist shall initiate another parent/guardian contact to set up a parent meeting. If unable to contact the parent/guardian, a second "Warning Letter" will be sent home.
- Step 4: If absences continue following the parent meeting the Principal or Behavior Specialist will contact the Truant Officer of the Lenawee County Intermediate School District, and the truant officer will formulate future steps.

After 10 days of truancy in any grading period, a student will be considered a "habitual truant" which can result in:

- assignment to an alternative placement with loss of participation in school activities and events;
- a poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;

- a hearing before a judge in a court of law;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

### **ABSENCES**

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

Parents must provide an explanation for their child's absence by no later than 8:30 am on the day of the absence or by the following day. Parents are to call the building secretaries at 547-6123 (K-5) and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are absent for more than 5 days in a grading semester and 3 in a marking period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness" and be subject to a truancy notification letter.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events and a notation made on his/her grading record and transcript concerning his/her frequent absence from school. Such information will be provided to the Intermediate School District Truancy officer if it exceeds 10 absences in a semester. Such a report may be provided postsecondary institutions and/or possible employers.

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

### **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence.

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

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and she/he may be given the opportunity to make up the school work that is missed.

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

### **NOTIFICATION OF ABSENCE**

If a student is going to be absent, the parents must contact the school 517-547-6123 by 8:30 am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be

considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

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

If the absence is not documented or is unauthorized by the Principal, a student may not make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

### **TARDINESS**

A student who is not in his/her assigned location by 8:00 am shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Being punctual is an important skill our children need to learn. A student is tardy when arriving after 8:00 a.m. Parents are required to sign their child in at the office when they arrive after 8:00 a.m. After tardy students are signed in, they are free to go to class. Tardiness is defined as being late for school without an excused slip from a doctor, dental or counseling appointment.

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

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter a week in advance with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. All homework assigned must be completed the first day back to receive full credit. Quizzes and tests can be made up before vacation or on the first day back. Late homework may result in diminished credit.

### **MAKE-UP TEST AND OTHER SCHOOL WORK**

Students who are absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact Building Principal as soon as possible to obtain assignments. Make-up work due to suspension must be completed by the time the student returns to school. Students will be given the number of days of absences within which to make-up work.

If a student misses a teacher's test due to an absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the Building Principal to arrange for taking the test.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

## **INDIVIDUAL ELEMENTARY EXPECTATIONS/RULES**

Each classroom and grade level has the same set of rules and behavioral guidelines for students to follow. These guidelines are as follows:

1. Follow directions the first time they are given.
2. Keep hands, feet, and all objects to yourself.
3. Raise your hand and wait for permission to speak.
4. Keep eyes front when the teacher is talking.
5. Stay in your seat unless you have permission to do otherwise.

## **ADDISON ELEMENTARY ESSENTIAL 15**

1. Support your classmates and all students in Addison. Make sure you congratulate someone when they do well and encourage those who need help.
2. Answer yes ma'am or yes sir when responding to an adult.
3. Always say "Thank you", when given something, "Yes please" when you would like something or "No thank you" if you do not want what is being offered.
4. Practice kindness without being asked. Be a good friend to everyone. Ask a new student to sit with you, play with someone who is alone on the playground or compliment a classmate.
5. Show a substitute teacher the same respect you show your teacher.
6. Keep our school clean. Pick up any garbage you see even if it doesn't belong to you. Take pride in your school. Pick up trash outside of the buildings and after sporting events.
7. Do not be greedy. Only take your fair share and always be sure to offer to those around you.
8. Always check behind you when walking through a door. If someone is behind you, hold the door. Gentleman, if a lady is walking through a door at the same time as you let her go first and hold the door for her. Don't be afraid to say, "Ladies first!"
9. Greet all visitors with eye contact and a handshake. If it is a new friend or adult helping in school, make sure to introduce yourself and ask their name in return.
10. All rules apply when riding the bus. Respect your bus driver and follow their rules.
11. When on a field trip, remember that you represent Addison. Leave a good impression by showing courtesy and respect. Don't forget to follow all the rules even when you are not in school.
12. Show respect during assemblies, plays and performances. Do not talk, laugh or wiggle in your seat. Do not talk unless you are asked to do so.
13. If you feel another student is bothering you, don't be afraid to tell that person to stop. If it continues, please tell an adult. We are here to protect you and make you feel comfortable.
14. Everyone makes mistakes. Don't laugh when a classmate messes up. Don't be discouraged when you make a mistake. Learn from the mistake and move on.
15. When your teacher is speaking, you should be quiet unless you are asked to talk.

## **ADDISON ELEMENTARY FOUR HOUSES**

All of the students at Addison Elementary School will be sorted into four "houses" or teams. These teams will be competing against each other all year long. Students can earn points for their specific house for citizenship, behavior, academics, and getting caught doing anything exceptionally well.

Any staff member of the elementary school can award a student points to their house via a computer program designed by our Technology Director. A teacher may award up to 3 points for any given action to that student's house. There are four flat screen televisions throughout the school that will display the total points for each house. Every time students walk through the hall, they will be able to see how their individual actions have contributed to the greater good of their specific house.

The end of the school year, the house with the most points will be crowned house champion!

The four houses:

**Altruismo** = "To Give"

- a. House Color: BLACK
- b. Black symbolizes power, formality and elegance.

**Amistad** = "Friendship"

- a. House Color: RED
- b. Red symbolizes passion, desire and love.

**Isibindi** = "Courage"

- a. House Color: GREEN
- b. Green symbolizes harmony, ambition and growth.

**Re'Veur** = "To Dream"

- a. House Color: BLUE
- b. Blue symbolizes loyalty, trust and wisdom.

### **CODE OF CONDUCT**

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

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Although flip flops are allowed to be worn, we strongly discourage it. If you allow your student(s) to wear flip flops to school, please pack a pair of alternative shoes in a backpack. The alternative shoes should be safe for gym and recess. If flip flops break and the student did not bring a back-up pair of shoes, the school may not be available to provide foot wear for the student to wear.

The following styles or manners of dress are prohibited for ***all young 5's through fifth grade students***:

Dress and Appearance: This code is intended to set appropriate and reasonable standards for student dress and appearance. The following code is not all-inclusive. Realizing that a strong correlation exists between one's attitude, behavior and dress, students should dress and groom in good taste, dignity, modesty, and in a manner that will do honor to themselves and Addison Community Schools. Students should avoid extremes in dress and appearance. Dress should be clean, safe, and not disruptive to the educational process. Cleanliness and neatness are also conducive to good citizenship and overall morale.

No underwear (this includes bra straps or sports bras) or undergarments will be exposed. No midriffs, backs, sides of the body, chests or cleavage will be exposed. Students are required to wear a shirt or blouse that has a type of sleeve that shows no cleavage. No t-shirt will be cut off into tank tops where the sleeves expose the sides of the body. No razorback tank tops if bras straps or underwear is exposed. Shorts and skirts should be a reasonable length. The standard will be that the hem will be at least fingertip length when the student drops their hands to their side. A shirt must overlap the pants. Transparent clothing is only appropriate when worn over attire that would be considered appropriate alone. Pants must have no holes or rips within the fingertip range. Jewelry and accessories deemed unsafe or inappropriate will not be allowed. This includes, but is not limited to, wallet chains, studded or spiked jewelry, and heavy chains. Shoes or footwear must be worn at all times. Bedroom slippers and pajamas are inappropriate in the school setting and cannot be worn.

Outerwear garments are to be removed and placed in lockers upon a student's arrival into the building. A jacket that is lined, has fasteners all the way down, and/or is designed for warmth and/or protection from the elements is defined as an outerwear jacket. Hats and head coverings, except for religious reasons, are prohibited and are to be removed and placed in the student's locker when entering the building. They are not to be carried into the classrooms, hallways or any other parts of the building during school hours.

Articles of clothing that advertise or promote drugs, alcohol, tobacco products, illegal or inappropriate activities or topics, profanity, violence and/or sexual messages either directly or via innuendo are prohibited (i.e. Hooters Restaurants or Playboy).

Hooded sweatshirts may be worn, providing the hood is not worn on the head.

The staff will assist students in complying with this code, and students should always feel free to ask questions or seek clarification from their Building Principal. Possible approaches to enforce and assure compliance with the code include the following:

- Staff members may discuss, review and/or clarify this code and how it relates to student dress

and/or appearance.

- Parents may be contacted regarding dress or appearance.
- A staff member may choose to lend an appropriate article of clothing for the student to wear for the day.
- A parent may be required to bring an appropriate outfit.
- The student may be required to leave school to change into an appropriate outfit or to improve appearance.
- The student may be asked to remove and give to an administrator for safekeeping any unsafe/inappropriate jewelry or accessories.
- Serious and/or repeated violations of this code may result in further disciplinary actions up to and including suspension and in extreme cases expulsion.

Students who are representing Addison 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.

### **CARE OF PROPERTY**

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

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

### **STUDENT DISCIPLINARY GUIDELINES**

The Board of Education has adopted the following Student Discipline Code. The Guidelines include 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.

The following identifies the penalties in place for certain types of misconduct. The list is not inclusive and the administration recognizes that certain situations may not be identified here. Additionally, the administration reserves the right to weigh in extenuating circumstances as necessary when dealing with



individual students and situations.

It is important to note that the disciplinary policies outlined below are progressive. **Students who repeatedly violate school rules are subject to increased penalties with each offense.** Because the school's function is to provide a safe, orderly environment for learning, students exhibiting gross misbehavior or excessive disciplinary referrals may be subject to exclusion from school and/or placement in a credit recovery program.

In addition to suspension and expulsion, other forms of required consequences will be utilized by Addison Elementary School employees, including lunch and after school detention, in school suspensions, counseling, parent contact, etc. in an effort to remediate misbehavior which is minor in nature. **Definitions of Violations with Designated Procedures**

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

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

#### **1. Use of drugs**

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

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

- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, vaping 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, vaping 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.

**1st Offense:** Confiscation of substance / item, three (3)-day suspension and student notifies parent.

**2nd Offense:** Confiscation of substance / item, five (5) day suspension, student notifies parent and parent conference prior to returning to school.

**3rd Offense:** Confiscation of substance / item, ten (10) day suspension, student notifies parent, parent conference prior to returning to school, possible police contact.

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

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one

(1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

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

### **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

**1st Offense:** Confiscation of substance / item, up to a two (2) day suspension and student notifies parent.

**2nd Offense:** Confiscation of substance / item, up to a three (3) day suspension, student notifies parent and parent conference prior to returning to school.

**3rd Offense:** Confiscation of substance / item, up to a five (5) day suspension, student notifies parent, parent conference prior to returning to school, police may be notified

### **4. Student disorder/demonstration**

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

### **5. Possession of a weapon**

A weapon includes, but is not limited to, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. Students will not have MACE of any kind on school property, even if it is intended for their own safety. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon with intent to harm or present in a manner to threaten harm, may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

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

**1st Offense:** K-2: Up to three (3) day suspension, student notifies parent.

3-5: Up to five (5) day suspension, student notifies parent.

**2nd Offense:** K-2: Up to five (5) day suspension and student notifies parent.

3-5: Up to ten (10) day suspension, student notifies parent, parent conference prior to returning to school.

**3rd Offense:** K-2: Up to ten (10) day suspension and student notifies parent Student Board for expulsion hearing .

3-5: Ten (10) day suspension, student notifies parent and Student Board for expulsion hearing

#### **6. Use of an object as a weapon**

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

**1st Offense:** K-2: Three (3) day suspension, student notifies parent.

3-5: Five (5) day suspension, student notifies parent.

**2nd Offense:** K-2: Five (5) day suspension and student notifies parent.

3-5: Ten (10) day suspension, student notifies parent, parent conference prior to returning to school.

**3rd Offense:** K-2: Ten (10) day suspension and student notifies parent.

3-5: Board expulsion hearing (case by case basis)

#### **7. Knowledge of Dangerous Weapons or Threats of Violence**

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

**1st Offense:** 10 day suspension, student notifies parent, police notified and parent conference prior to returning to school.

#### **8. 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.”

**1st Offense:** K-2: Removal from class

3-5: In school suspension up to three (3) days.

Apology to staff, restorative practice, ask to rejoin class and student notifies parent

**2nd Offense:** K-2: In school suspension up to three (3) days.

3-5: Out of school suspension up to five (5) days.

**3rd Offense:** K-2: Out of school suspension up to five (5) days.

3-5: Out of school suspension up to ten (10) days.

Parent conference prior to student returning to school. Apology to staff, ask to rejoin class and student notifies parent.

### **9. 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.

**1st Offense:** K-2: Removal from class.

3-5: In school suspension up to three (3) days.

Apology to staff, restorative practice, ask to rejoin class and student notifies parent

**2nd Offense:** K-2: In school suspension up to three (3) days.

3-5: Out of school suspension up to five (5) days.

**3rd Offense:** K-2: Out of school suspension up to five (5) days.

3-5: Out of school suspension up to ten (10) days.

Parent conference prior to student returning to school. Apology to staff, ask to rejoin class and student notifies parent.

### **10. 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.

### **11. Gambling**

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

activity. Violations of this rule could result in suspension or expulsion.

### **12. Falsification of school work, identification, forgery**

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

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

**1st Offense:** Warning, student notifies parent and NO credit

**2nd Offense:** Up to a three (3) day suspension, student notifies parent and NO credit.

**3rd Offense:** Out of school suspension up to ten (10) days and Parent conference prior to student returning to school.

### **13. False alarms, false reports, and bomb threats**

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

**1st Offense:** 10 day suspension, student notifies parent, police notified and parent conference prior to returning to school.

### **14. 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.

**1st Offense:** 10 day suspension, student notifies parent, police notified and parent conference prior to returning to school.

### **15. 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.

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

### **Items of no significant value**

**1st Offense:** Warning, student notifies parent and Restorative Practice

**2nd Offense:** In school suspension up to three (3) days, student notifies parent and police may be notified.

**3rd Offense:** Out of school suspension up to five (5) days and parent conference prior to the student returning to school.

### **Items up to \$100 in value**

**1st Offense:** Up to three (3) days in school suspension

**2nd Offense:** Out of school suspension up to five (5) days and parent conference prior to the student returning to school.

**3rd Offense:** Out of school for ten (10) days, police may be notified and a parent conference prior to the student returning to school.

### **Items over \$100 in value**

**1st Offense:** Five (5) days suspension, police notified, parent conference prior to the student returning to school and the student may be required to make restitution.

**2nd Offense:** Ten (10) day suspension or recommendation for expulsion, police notified, parent conference prior to the student returning to school and the student may be required to make restitution.

### **17. 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 (examples of disobedience includes eye rolls, back talk, walking away from adult, refusal to comply with classroom rules). This excludes work completion. Chronic disobedience can result in expulsion.

**1st Offense:** Lunch Detention (1-5), apology to the adult, and student notifies parent.

**2nd Offense:** Removal from class, complete a "Think Sheet", restorative practice and student notifies parent.

**3rd Offense:** In School Suspension up to three (3) days, student notifies parent, and restorative practice.

**4th Offense:** Out of School Suspension up to ten (10) days and conference with parents prior to return to school.

### **18. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in restitution, suspension or expulsion. Intent of the student and the value of the property will be taken into consideration in determining discipline.

**1st Offense:** Warning, student notifies parent and Restorative Practice

**2nd Offense:** In school suspension up to three (3) days, student notifies parent and Police may be notified.

**3rd Offense:** Out of school suspension up to ten (10) days and Parent conference prior to student returning to school.

### **19. 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.

See Attendance Policy

## **20. Unauthorized use of school or private property**

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

## **21. Refusing to accept discipline**

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

**1st Offense:** Student notifies parent.

**2nd Offense:** Up to a three (3) day suspension, student notifies parent.

**3rd Offense:** Up to a five (5) day suspension, student notifies parent.

## **22. 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.

## **23. Displays of affection**

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

## **24. Possession of Wireless Communication Devices (WCDs)**

A student may not possess a personal wireless communication device, iPod, MP3 or similar electronic storage device while on school property between the hours of 7:30 a.m. to 3:00 p.m. Therefore student must place the phones in their lockers and turned off. Building administration shall have the discretion to allow exception to this policy on a case by case basis, e.g., in situations where a student's 504 plan or IEP requires the use of a wireless communication device (WCD) or in case of medical necessity or emergency. The school is not responsible for lost or stolen devices.

**1st Offense:** Warning

**2nd Offense:** Device is confiscated, student notifies parent, student pick up at the end of the day.

**3rd Offense:** Device is confiscated, student notifies parent, parent pick up, up to a three (3) day suspension.

**4th Offense:** Device is confiscated for remainder of year, student notifies parent, up to a five (5) day suspension.

## **25. Misuse of Wireless Communication Devices (WCDs)**

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action and a 10 day suspension, loss of privileges, and may be recommended for expulsion.

**1st Offense:** Warning and the student notifies parent

**2nd Offense:** Student internet / technology access revoked for ten (10) days and student notifies parent

**3rd Offense:** In school suspension up to three (3) days, student notifies parent, parent conference.

## **26. Inappropriate Use of Wireless Communication Devices (WCDs) containing any sexual content**

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and may receive suspension. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

**1st Offense:** Ten (10) day suspension, police will be notified and parent conference prior to the student returning to school.

**2nd Offense:** Recommendation to the school board for expulsion.

## **27. 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. Including work completion.

**1st Offense:** Teacher based consequence (classroom management), teacher discretion to contact parent.

**2nd Offense:** Teacher based consequence (classroom management), teacher notifies parent (via teacher preferred mode of communication)

**3rd Offense:** Implementation of classroom / teacher interventions developed from grade level consultation.

**4th Offense:** Interventions developed with a parent through a parent teacher conference (PTC)

## **28. Profanity**

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

**1st offense:** Warning, student is required to call and inform parent/guardian of the specific language violation.

**2nd Offense:** One (1) days of lunch detention. Student is required to call and inform parent/guardian of the specific language violation.

**3rd Violation:** Up to three (3) days of lunch detention. Student will complete thinking sheet and is



required to call and inform parent/guardian of the specific language violation.

### **29. Violation of bus rules**

Please refer to Section V on transportation for bus rules (or please refer to bus rules provided by Addison Community Schools).

### **30. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. This impacts the ability to teach / learning opportunity for the class as a whole.

**1st Offense:** Teacher based consequence.

**2nd Offense:** Removal from class, complete a “Think Sheet”, restorative practice, request to rejoin class, student notifies parent

**3rd Offense:** Lunch Detention (1-5 days), apology to teacher / class, request to rejoin class and student notifies parent

**4th Offense:** In School Suspension up to three (3) days.

### **31. Harassment**

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

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless 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 she/he has been/or is the victim of harassment should immediately report the situation to the teacher, the Principal or Assistant Principal, or may report it directly to the District Harassment Officer at 547-6123 x 900. 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 employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

### ***Harassment***

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

**1st Offense:** Up to a three (3) day suspension, student notifies parent.

**2nd Offense:** Up to a five (5) day suspension, student notifies parent, possible police contact.

**3rd Offense:** Up to a ten (10) day suspension, possible police contact, parent conference prior to student returning to school. Possible recommendation to Board of Education for expulsion.

### ***Sexual Harassment***

It is the policy of Addison Elementary to maintain learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any Board member, employee, or student to harass any member of the Board, staff or student body through conduct or communication of a sexual nature as defined in this handbook.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with state and federal laws, and Board policy and procedures governing sexual harassment within his/her building or office.

### **Definition**

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. submission of such con is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- B. submission to or rejection of such conduct by a Board member, employee or student is used as the basis for decisions affecting the employee or student; or
- C. such conduct has the purpose or effect of unreasonably interfering with a Board member's, employee's or student's performance of creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may include but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching may warrant further investigation and could result in police contact for acts of criminal sexual conduct; acts of criminal sexual conduct will be reviewed by the board for possible expulsion.
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, or job, or performance of public duties;
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- in addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, 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

**1st Offense:** Up to a three (3) day suspension, student notifies parent.

**2nd Offense:** Up to a five (5) day suspension, student notifies parent, possible police contact.

**3rd Offense:** Up to a ten (10) day suspension, police notified, parent conference prior to student returning to school. Possible recommendation to Board of Education for expulsion

### **32. Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

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

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

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;

F. forced detention or kidnapping;

G. undressing or otherwise exposing initiates.

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

**1st Offense:** Up to a three (3) day suspension and student notifies parent.

**2nd Offense:** Up to a five (5) day suspension and student notifies parent.

**3rd Offense:** Up to a ten (10) day suspension, police notified, parent conference prior to student returning to school. Possible recommendation to Board of Education for expulsion

### **33. Bullying**

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

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

#### ***Confidentiality***

Every reasonable effort will be made to maintain confidentiality during the investigation process.

However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

***Notification***

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

**1st Offense:** Up to a three (3) day suspension and student notifies parent.

**2nd Offense:** Up to a five (5) day suspension and student notifies parent.

**3rd Offense:** Up to a ten (10) day suspension, police notified, parent conference prior to student returning to school. Possible recommendation to Board of Education for expulsion

**34. “Just Kidding” Behaviors (name calling, starting rumors, mean notes, mean words)**

**1st Offense:** Face to Face meeting with all students involved.

**2nd Offense:** Up to a three (3) day suspension and student notifies parent.

**35. Fighting (intent to do harm to another)**

**1st Offense:** In school suspension up to three (3) days, student notifies parent and a restorative practice.

**2nd Offense:** Out of school suspension up to five (5) days, student notifies parent.

**3rd Offense:** Out of school suspension for up to ten (10) days, parent conference prior to the student returning to school.

\*\*\*\*Self Defense – the physical inability otherwise to walk away from a situation.

**36. Physical Aggression without injury.**

**1st Offense:** K-2: Warning, Apology

3-5: Apology, Lunch Detention (1-5), meet with the Behavior Specialist and Student notifies parent.

**2nd Offense:** K-2: Meeting with the Behavior Specialist and student notifies parent.

3-5: In school suspension up to three (3) days and student notifies parent.

**3rd Offense:** K-2: Lunch Detention (1-5 days) and student notifies parent.

3-5: Out of school suspension up to five (5) days, Parent conference prior to the student returning to school.

**4th Offense:** K-2: In School Suspension up to three (3) days, Conference with parents (phone / F2F) before returning to class.

3-5: Out of school for up to ten (10) days, Parent conference prior to the student returning to school.

### **37. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board may 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.

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

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

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

**1st Offense:** 45 day suspension. Police report filed. Mandatory expulsion hearing.

### **CRIMINAL ACTS**

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

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

### **SAFETY CONCERNS**

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

Students violating this expectation will be subject to disciplinary action.

### **DISCIPLINE**

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

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

Two types of discipline are possible, informal and formal.

#### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch-time or after-school detention;
- 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 one (1) days' notice. The student or his/her parents are responsible for transportation.

#### **In-School Discipline**

Assigned students will attend a continuous 5 hour period during which time they will be permitted one (1) bathroom breaks as well as lunch. Each student shall arrive with sufficient educational materials to remain busy during this period.

The following rules shall apply to in-school restriction:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room;
- No food or beverages shall be consumed.

#### **Formal Discipline**

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

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

If a student is suspended, the parents may appeal the suspension, in writing, to Building Principal and a

formal appeal hearing will be held.

- Suspension from co-curricular and extracurricular activities may not be appealed.

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 Superintendent then reviews testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

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

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

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

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

### **DUE PROCESS RIGHTS**

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

#### **Suspension from School**

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

- Suspension from co-curricular and extracurricular activities may not be appealed.

During the appeal process,

- the student shall not be allowed to remain in school.

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

When a student is suspended, s/he may make-up work missed

- after the return to school.
- while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the



student chooses not to make-up may be reflected in the grades earned.

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

### **Long-term suspension or expulsion from school**

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

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student 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 5 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Addison Community 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 Building Administrator.

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

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **SEARCH AND SEIZURE**

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's

combination or key to the principal.

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

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

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

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

- A. A material cannot be displayed if it:
  - a. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - b. advertises any product or service not permitted to minors by law,
  - c. intends to be insulting or harassing,
  - d. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - e. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

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

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

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

student government.

A student may have the right to a hearing if the student believes she/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

## **SECTION V – TRANSPORTATION**

### **Bus Transportation to School**

**Due to State mandates related to Covid-19, students will be required to wear masks while riding the bus.**

The school provides transportation for all students who live farther within the Addison Community School district. The transportation schedule and routes are available by contacting the transportation supervisor at (517) 547-3768.

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

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

The primary purpose of the transportation system is to provide safe transportation for eligible students from the vicinity of their home to the school they attend. Use of transportation equipment for field trips, co-curricular activities, and recreational activities are permitted providing it does not conflict with the primary purpose of transportation.

In organizing and operating the transportation system all applicable statutes, rules and regulation of the State of Michigan or its agencies shall be strictly adhered to and all recommendations and suggestions shall be considered carefully.

School bus transportation is provided only for eligible students. Bus transportation shall be considered a privilege providing the student accepts responsibility for his/her own conduct. Students are expected to follow all directions and requests of the bus driver.

Student bus riders are to arrive at their designated bus stop each morning in a timely manner. Parents are to regulate their children's arrival so that it will not result in a long wait, permitting time for mischief or unsafe behavior.

Parents/guardians are expected to know bus rules and procedures, accept the need for such rules for safety and behavior and support the school in enforcement procedures. Parents/guardians must accept responsibility for their student's behaviors at the bust stop prior to the arrival of the bus or after delivery. Where a large number of children congregate to stop, parents are expected to alternately share the responsibility of supervision.

If a student has their bus riding privileges suspended, this does not necessarily mean the student has been suspended from school. It is the parent's/guardian's responsibility to secure transportation for their student to and from the school providing a school suspension has not been issued.

Persons other than eligible students shall not be provided transportation and will be prohibited from riding the buses on regularly scheduled routes. This includes preschool-aged children not enrolled, school-aged

children enrolled in other schools, special education students enrolled in other programs, and adults. Exceptions to this rule may be made collaboratively between the Building Principal and the Director of Transportation.

### **Bus Conduct (Student Bus Riders)**

- A. Previous to loading (on the road and at school):
1. Be on time at your assigned bus stop. The State allows a five (5) minute window both ways of the scheduled arrival time of the school bus. The driver is responsible for keeping their bus on schedule and cannot wait.
  2. Stay off the road or out of the street at all times while waiting for the bus to arrive. Bus riders are to conduct themselves in a safe manner while waiting.
  3. Wait until your bus comes to a complete stop before you attempt to board it.
  4. Bus riders are to be on their best behavior in making the way safely to and from their assigned bus stop.
  5. Bus riders are not permitted to move toward the bus at the school loading zone until it has been brought to a complete stop.
- B. While on the bus:
1. Keep hands, arms and head inside the bus at all times to avoid injury.
  2. Assist in keeping the bus clean and sanitary by not throwing trash on the floor.
  3. Avoid loud talking and other unnecessary confusion as it diverts the driver's attention and makes safe driving difficult.
  4. Bus riders are not to tamper with the bus or any of its equipment.
  5. While on the bus, the rider is to keep books, lunches, and other articles in his/her possession.
  6. Riders are not to throw anything out of the bus windows.
  7. Each student may be assigned by the driver to a particular seat which he/she will be expected to occupy on regular routes to and from school. Students are not permitted to leave their seats while the bus is in motion and will be held responsible for the condition of assigned seats and their surroundings.
  8. Bus riders are not to engage in teasing, scuffling, and the throwing of objects to annoy others or other actions which will distract the driver.
  9. Absolute quiet while approaching a railroad crossing is required. Students will remain quiet until the bus has cleared all sets of railroad tracks.
  10. In case of road emergency, students are to remain on the bus unless instructed by the driver to leave.
  11. Eating and drinking are not permitted on the bus.
  12. Large music instruments are permitted as long as they may be held on the lap or placed under the seat.
  13. There shall be no profanity, swearing or inappropriate language used on the bus. This rule applies to all persons, youth or adult, who ride the school buses.
  14. Riders are to board only their regularly assigned bus and get off at their regularly assigned stop. In case of an emergency, notify the building principal.
  15. Emergency bus exits are to be used only at the direction of the bus driver.
  16. Prior to leaving the bus, students will be required to close the windows.
  17. The use of cell phones and other electronic devices are at the discretion of the driver.
- C. After leaving the bus:
1. It is Michigan state law that all motor vehicles are to stop for school buses that are loading or unloading students. If it is necessary to cross the road after getting off the bus, the rider is to pass at least ten (10) feet in front of the school, only after looking in both directions to be sure no traffic is approaching. **Students are never to cross behind the**

**school bus for any reason.**

2. The rider is to respect and to be alert to any warning signal from the bus driver.
  3. The bus driver will not discharge riders at places other than the regular bus stop, at the home or at the school unless by proper authorization from the parent and school official.
  4. After leaving the bus, students are not allowed to grab the bus or throw anything at the bus.
- D. Extracurricular trips:
1. The above mentioned rules will apply to any trip under school sponsorship.
  2. Pupils shall respect the direction of a chaperone appointed by the school.

Any infraction under the title of “Student Bus Riders” (A. Previous to loading; B. While on the bus; C. After leaving the bus; and D. Extracurricular trips), the driver will proceed with the steps listed under the “Disciplinary Process.”

**Parents**

- A. Student bus riders are to arrive at their assigned bus stop on time each morning so that the bus does not have to wait. However, parents are to regulate their children’s arrival so that it will not result in a long wait, permitting time for mischief or unsafe behavior. The State allows a five (5) minute window both ways of scheduled arrival time of the school bus.
- B. Parents are expected to know bus rules and procedures, accept the need for such rules for safety and behavior and support the school in enforcement procedures.
- C. Even though a student has had their bus riding privileges suspended, this does not mean the student has been suspended from school. It is the parent's responsibility to transport their student to and from the school they attend.
- D. Parents must accept responsibility for students’ behavior at the bust stop prior to the arrival of the bus or after delivery. Where a large number of small congregate at a stop, parents are expected to alternately share the responsibility of supervision.

**Rules and regulations** have been established for the maximum safety of the students being transported. The school bus is an extension of the classroom. Students are expected to sit in their assigned seat, exercise self-control, demonstrate respectful and courteous behavior toward bus drivers, and obey the bus driver’s instructions. **This will ensure the safety of all the students on the bus.**

To maintain a safe environment on each bus, the school supports the driver in maintaining safe bus-riding habits. **Anyone who violates the safety standards may be suspended or removed from the bus.**

Disciplinary action(s) will be recommended and enforced by the school principal or designee. Parents will be notified when students violate safety standards and to inform them of the disciplinary action(s) that will result from the violation of safety standards.

● **Consequences for Violating the Rules and Regulations:**

- · Initial Concern
- ○ The bus driver will talk with the student and ask for appropriate behavior\_\_\_\_\_
- ○ The bus driver will also contact the student’s parents \_\_\_\_\_
- · First Referral
- a. The school administrator will meet with the student and discuss the problem.
- b. A plan to correct the problem will be established.
- c. The school administrator will send a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.
- d. A copy of the referral and related information will be sent to the transportation supervisor.
- · Second Referral
- a. The school administrator will meet with the student and discuss the problem.

- b. A meeting may be scheduled between the school administrator, parent, bus driver, and student to develop a plan of action.
- c. The school administrator will send a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.
- d. A copy of the referral and related information will be sent to the transportation supervisor.
  
- · Third Referral
- a. The school administrator will meet with the student and discuss the problem
- b. In most cases the school administrator will issue a three (3) day suspension from the bus. This information will be communicated to the transportation supervisor, the student, and the parent. This suspension begins immediately.
- c. The school administrator will meet with the student and parents (optional) after the three-day suspension to establish a plan of action.
- d. The school administrator will send a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals
- e. A copy of the referral and related information will be sent to the transportation supervisor.
- · Fourth Referral
- a. The school administrator will meet with the student and discuss the problem.
- b. In most cases the school administrator will issue a five (5) day suspension from the bus. This information will be communicated to the transportation supervisor, the student, and the parent. This suspension begins immediately.
- c. The school administrator will meet with the student and parents (optional) after the five-day (5) suspension to establish a plan of action.
- d. The school administrator will send a copy of the referral home to the parents, identifying the plan of action and warning the students and parents of the consequences of future referrals
- e. A copy of the referral and related information will be sent to the transportation supervisor.
- · Additional Referrals
- a. The school administrator will meet with the student and discuss the problem
- b. In most cases the school administrator will repeat the five (5) day suspension from the bus any number of times as outlined in the consequences for the fourth referral. This information will be communicated to the transportation supervisor, the student, and the parent. This suspension begins immediately.
- c. The school administrator may revoke the student's transportation privileges for a time period not to exceed the current school year. In the event a student's bus privileges have been revoked and he/she feels the rules have been wrongfully applied, the student may put such grievance in writing and submit it to the Administrator involved. Upon request, a meeting will be set by the Administrator to hear and discuss the grievance. If the student is not satisfied, an appeal may be made to the Superintendent of Schools for a final resolution.

### **VIDEOTAPES ON SCHOOL BUSES**

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

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

- When the school provides transportation, students may not drive to school-sponsored activities.
- unless written permission is granted by their parents and approved by the principal.
- Approved student drivers may not transport other students to a school-sponsored activity.