

# **Weston Elementary Student/Parent Handbook 2020-2021**



## **Weston Elementary**

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

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## **FOREWORD**

This student/parent handbook was developed to answer many of the commonly asked questions that students and parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take the time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year, and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## **MISSION OF THE SCHOOL**

At Weston Elementary we are committed to educating students by establishing a safe and nurturing environment which provides a foundation that promotes a passion for learning, respect for selves and others, and an appreciation for individual differences.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Imlay City Community Schools to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence with district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the Superintendent. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 working days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## **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 of their fellow students and the staff. Students will be expected to follow teacher direction and obey all school rules. Disciplinary procedures are designed to insure 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 responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their student's

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teachers and support staff by informing the staff of suggestions or concerns that may help their child accomplish his/her educational goals.

The staff expects student to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from his/her classroom teacher.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as lockdown, fire 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 submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the Weston office by parent/guardian and taken only with adult supervision. **Medications are not to be transported by students at any time.** The principal is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without approval.

### **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. Should a student become ill during the school day, the parent will be notified and asked to pick up the child. Therefore, it is extremely important that your address, telephone numbers, and emergency information be kept up-to-date. Please contact the school and update PowerSchool if any changes occur in the above information during the school year.

For the well-being of our students and staff, students with a fever of 100.0 degrees or higher cannot be in attendance at school. Students need to be fever free for 24 hours without medication prior to returning to school. Students who are vomiting or have diarrhea need to be able to eat regularly without symptoms before returning to school.

# Section 1—General Information

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## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

## **AFTER SCHOOL**

Students are expected to go home immediately after school unless special arrangements have been made between the parents and classroom teacher if staying after for extracurricular activities.

## **AMERICANS WITH DISABILITIES ACT – SECTION 504**

The Americans with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the principal.

## **ARRIVING AT SCHOOL**

Bus students are kept on their bus until released by the bus drivers. Starting at 8:40 a.m. students are released in the following order: Breakfast Students, Kindergartners, First Graders, Second Graders. Walkers are expected to arrive no earlier than 8:50 a.m. to enter the building, unless they are eating breakfast.

The North door is supervised daily from 8:50 a.m. to 9:00 a.m. for drop-off students only. Parents who accompany their students must park in the South Visitors Lot and enter through the main lobby. Parents who walk into the building with their child are asked to drop them off in the lobby area and not walk them to the classroom unless prior arrangements have been made with the teacher. Students arriving prior to 8:50 a.m. (8:30 for breakfast) will be referred to the child care program.

## **ARTICLES NOT PERMITTED AT SCHOOL**

All knives, guns, lighters, matches, toys that resemble weapons, tobacco products, chains, sharp objects, magnifying glasses, fire crackers, portable TV's, electronic toys, radios, pagers, cellular phones, tape recorders, walkie-talkies, laser pointers, trading cards and items deemed inappropriate by the principal are not permitted at school. Any such items will be confiscated and may be claimed by the parents at the Weston office. Items will not be sent home with the student. Chewing gum is not permitted at school.

Permission to bring live animals must be obtained from the teacher. Pets and animals are permitted at school only with the advance permission of the student's teacher.

## **BICYCLES**

Bicycles may be ridden to school but are to be kept in the bike rack. Bicycles are not to be ridden during the school day. Please caution your child to watch for traffic and observe all safety rules.

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Children are encouraged to wear safety helmets and lock their bicycles during the school day. The school is not responsible for damage or loss of bicycles.

### **COMMUNICABLE DISEASES, CASUAL CONTACT AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of a 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 such as diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments, or highly – transient pests such as lice.

In the event that your child has head lice, it is important that the school office be notified. Any student suspected of having these communicable conditions will be excluded from school. Parents must bring their child into the office and be checked before returning to the classroom. Students must be treated and all bugs and/or nits must be removed before returning to the classroom. Any removal from school will be for the contagious period as specified by the Lapeer County Health Department.

### **COMMUNICABLE DISEASES, NON-CASUAL CONTACT**

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

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school to the extent that students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement that 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 up to and including suspension from school or referral to law enforcement authorities.

The use of the network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or

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harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

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.

### **DISTRICT COMPLIANCE OFFICERS**

The District's Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators" or COs.) Both a male and a female CO are in place to ensure reports are made to an individual of the gender with which they feel most comfortable. The Imlay City District Compliance Officers are:

Dr. Stuart Cameron  
Superintendent  
810-724-9860  
634 Borland Rd. Imlay City, MI 48444  
scameron@icschools.us

Mrs. Amy Swantek  
Director of Business Services  
810-724-9862  
634 Borland Rd. Imlay City, MI 48444  
aswantek@icschools.us

### **EMERGENCY CLOSINGS, INSTANT ALERT AND DELAYS**

If 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:

- Radio Stations: 760AM, 950AM, 1230AM, 1380AM, 1450AM, 96.9FM, 103.1FM, 107.1FM, 107.9FM
- Television Channels: 2, 4, 5, 7, 12, 25
- Web Sites: [www.clickondetroit.com](http://www.clickondetroit.com), [www.wnem.com](http://www.wnem.com), [www.wxyz.com](http://www.wxyz.com), [www.abc12.com](http://www.abc12.com), [www.nbc25.net](http://www.nbc25.net)

Parents and students are responsible for knowing about emergency closings and delays. Power Announcement is a communication system that will deliver messages to your telephone, cell phone, e-mail, pager and/or PDA. Maintaining the accuracy of contact information will be the responsibility of parents. A computer will be available in the school office for this purpose.

### **ENROLLING OR RE-ENROLLING IN SCHOOL**

Students that are new to the Imlay City Schools are required to enroll with their parents or legal guardian. Parent/guardian must complete enrollment procedures upon enrollment or return to Imlay City Schools. When enrolling, the parent will need to bring:

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- Student's original birth certificate or similar document.
  - Custody papers from a court (if appropriate)
  - Proof of residency
  - Proof of immunizations

Students enrolling after the start of the school year will be able to start attending school the day following their completed enrollment. Students may not attend school until all required immunizations and records have been completed.

### **ENTRANCE AGE**

A child who is resident of the District and at least five (5) years of age on or before September 1, 2018 is eligible for entrance to the kindergarten program for that school year.

Upon written request by the parent or guardian, a child who is a resident but not yet five (5) years of age on or before September 1, 2018 will be admitted to kindergarten under the following circumstances:

1. The child will have attained the age of five (5) on or before December 1<sup>st</sup> of the school year of enrollment; and **either 2 or 3 below**;
2. The parent or guardian provides written notice to the District by June 1<sup>st</sup> prior to the school year of enrollment of intent to enroll child; or
3. The parent or guardian provides written notice to the District by August 1<sup>st</sup> prior to the school year of enrollment of intent to enroll the child, if the child became a resident in the District after June 1<sup>st</sup>.

### **EPINEPHRINE AUTO INJECTORS**

Each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the school principal to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The Director of Curriculum and Instruction shall also be responsible for coordinating the training of District employees to administer the Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

Each school shall have at least one person trained in the appropriate use and administration of the Epi-Pen injections. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of the Epi-Pen.

The authorized employees under this policy may administer an Epi-Pen injection to 1. any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2. any individual on school grounds, who is believed to be having an anaphylactic reaction.

Any person who administers an Epi-Pen injection to a student shall promptly notify the principal who shall be responsible for promptly notifying the student's parents/guardian that an injection has been administered.



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All Epi-Pen injections by District employees to students shall be reported in writing to The Director of Curriculum and Instruction. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Director of Curriculum and Instruction shall at least annually report to the Department of Education, in the form and manner determined by the department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

### **FIRE, LOCKDOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of intermittent ringing of the regular school bell. Lockdown procedures will be reviewed with students. Specific instructions on how to proceed during an emergency may vary depending upon the situation.

### **INDOOR RECESS**

When children are in attendance at school they are expected to go outside for recess unless all children stay inside due to inclement weather. We do understand that from time to time children may need to stay in for a day or two when recovering from an illness. To do so, they must bring a note signed by the parent stating the reason for staying in. If the request is for more than two days or if your child has a chronic condition and needs to stay in on a regular basis, we will need to have a report from the doctor on file.

### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. 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. Waivers must be obtained at the local Health Department. Any questions about immunizations or waivers should be directed to the Lapeer County Health Department, 810-667-0391.

### **IMMUNIZATION REQUIREMENTS**

No child, at the time of initial entry or at the beginning of each school year, shall be permitted to remain in school for more than fourteen (14) school days unless the child presents written evidence that s/he has been immunized or is "in the process of being immunized." "In the process of being immunized" means that the student has been immunized against the mumps, rubeola, rubella, and chicken pox, and if the student has not been immunized against polio, diphtheria, pertussis, tetanus, and hepatitis B, the student has received at least the first dose of the immunization sequence, and presents written evidence to the principal or Superintendent of each subsequent dose required to obtain immunization at the intervals prescribed by the Direction of Health.

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Any student previously admitted under auspices of “in the process of being immunized” who has not complied with the prescribed immunization intervals shall be excluded from school on the fifteenth (15th) school day of the following school year. The excluded student shall be readmitted upon showing evidence to the principal or Superintendent of progress on the prescribed immunization interval schedule.

A student who has had natural rubeola, mumps, and/or chicken pox, and presents a signed statement from the child’s parent, guardian, or physician to that effect, is not required to be immunized against such disease(s).

The following documents will be accepted as evidence of a student’s immunization history provided that they comply with State requirements and contain the date when each immunization was administered:

- A. An official school record from any school
- B. A record from any public health department
- C. A certificate signed by a licensed physician

Without the appropriate documentation/evidence, students will be prevented from admittance and/or attending school until compliance is met.

The Board shall make application to the appropriate public body to secure, without delay, the provision, at public expense, of immunizations to students whose parents or guardians have not provided the requisite immunizations.

Students must meet the following requirements unless a waiver is on file at the school. The waiver must be signed by the parent, guardian or child’s physician.

- **Four doses of Diphtheria, Tetanus, and Pertussis (DTP/DTaP);** one dose must be given on or after the fourth (4<sup>th</sup>) birthday.
- **Three doses of Polio;** one dose of Polio Vaccine must be given on or after the fourth (4<sup>th</sup>) birthday.
- **Two doses of Measles, Mumps and Rubella (MMR);** the first (1<sup>st</sup>) dose must be given on or after the (1<sup>st</sup>) birthday.
- **Three doses of Hepatitis B Vaccine (HBV)**
- **Two doses of Varicella (chickenpox) vaccine;** children may receive the Varicella vaccine after the first (1<sup>st</sup>) birthday.

## LIBRARY

Students visit the library each week with their class. Additional times may be available for students to visit the library independently. Books on the shelves may be checked out for a period of one week. All materials checked out of the library must be returned on the due date. A fee will be charged for lost and damaged books.

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## LOST AND FOUND

The lost and found area is in the Weston cafeteria. The labeling of all hats, coats, mittens, boots, etc., is highly encouraged. The school is not responsible for the return of personal property. Parents are encouraged to check the lost and found regularly.

## MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to the students for a fee. 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. Adults are welcome to eat at school for a fee as well. In addition, Universal Breakfast is available to all students of the Imlay City Schools at no cost.

Applications for the School's Free and Reduced-Price Meal program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the Weston office.

Pre-Pay envelopes are available in the office upon request. Students are encouraged to pay in advance for food service. Parents/students may pay on their accounts directly in the cafeteria. Students will pay their lunch fee in the morning before reporting to their classroom. ONLINE CREDIT CARD PAYMENTS – Imlay City Schools is enrolled with an online payment service called "MySchoolBucks." This payment option is available only if you have access to the internet. The school cannot accept credit card payments directly. This service allows you to pay for your child's school meals using your Visa, MasterCard or Discover Card. To use the service, you must first enroll at the website. A valid email address is required, as you will receive payment confirmations via email. The school receives a list of credit card payments made on the My School Bucks website each morning. More information is available at the My School Bucks website: <https://www.myschoolbucks.com>.

## MEDICATIONS

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

- Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the principal's office.
- Medication that is brought to the office will be properly secured. Medication must be conveyed to the school office directly by the parent. This should be arranged in advance. Medication **MAY NOT** be sent to school with a student.
- 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.

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- The parents shall have sole responsibility to send a note to the child’s teacher as to the medication schedule, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication in the office.
  - 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 request and the parent’s written release.

### **PERSONAL TRANSPORTATION**

Students and visitors may 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. Students violating this expectation will be subject to disciplinary action. All visitors must park in the defined school parking lots areas.

### **PEANUT RESTRICTION**

Individuals with severe peanut allergies can have life-threatening reactions from even a small amount of peanut or peanut oils/residue left on a surface. Any exposure to peanuts may cause a serious reaction that requires emergency medical treatment. To reduce the chance of this occurring, we ask that you do not send any peanut or peanut containing products to school with your child. Our peanut restriction will be enforced before, during and after school hours.

While we are aware that this may cause some inconvenience in preparing lunches and snacks, that inconvenience is far outweighed by the potential severe risk for our allergic students. Please carefully read and review all food packaging prior to sending food items to school. In our peanut restriction efforts, our building staff will closely monitor food brought in to the building. If a peanut or peanut product item is identified, that item will be placed in a Ziplock bag, with a reminder of our restriction, and sent back home. If this item is a large part of a child’s lunch, we have some peanut-free healthy food items in our cafeteria that will be used as a replacement. We ask that if you are using a peanut alternative, please label the item so that our staff is aware of your child’s peanut-free food.

Food labeling can be confusing when deciding if a food or snack is safe to send to school and peanut free. The Federal Food Allergen Labeling and Consumer Protection Act (FALCPA) requires that packaged food products that contain nuts as an ingredient must list the word “peanut” or “tree nut” on the label. Here are some helpful tips:

- If a food label says “Processed in a facility that also processes peanuts” or “processed on a machine that also processes peanuts”, it is okay to bring to school for lunch or snack.
- If a food label says “May contain traces of peanuts”, “Contains peanuts,” or “May contain peanuts”, It is not okay to bring to school for lunch or snack.

### **RELEASING STUDENTS DURING THE SCHOOL DAY**

No child is to be released from a classroom during school hours without notification from the school office. The following procedures are necessary to prevent unauthorized persons from gaining custody of the child while s/he is in school.

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- No child may be released from school in the custody of anyone except the parent, legal guardian, adult designated by custodial parent or an older sibling (high school age or older).
  - Any person wishing to secure the release of a child prior to regular dismissal time must go in person to the office. The office will call the teacher on the intercom and have the child sent to the office. If the child is on the playground, report to the office and the child will be called in to the office for release.
  - To help avoid end-of-the-day congestion, there will be no early dismissal of students between 3:15 p.m. and 3:40 p.m. unless prior arrangements have been made with the child's teacher.

### **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. The process of assigning students to teacher class lists is a thoughtful sequence of events, which attempts to balance many factors and variables. Weston teachers, along with the principal, are in the best position to consider all of these variables when determining the best placement for each child. Parents are encouraged to let the classroom teacher and principal make room assignments for next year. It is educationally advantageous to have professional educators look at teaching and learning, consider all the above factors, and make the best possible placement for each child. If parents have information they would like considered in placing their child, they should make it known using the Placement Consideration Form, available in the spring of each year in the office. Among the factors that are taken into account is the distribution of students equally by classroom for:

- Total number of students
- Gender of students
- Abilities of students
- Success of students overall
- Personalities of individual students

### **SCHOOL DAY**

The Weston Elementary school day is from 9:00 a.m. until 3:40 p.m. Doors open at 8:50 a.m. Early release day schedule is from 9:00 a.m. until 12:10 p.m.

### **SPECIAL EDUCATION**

Weston Elementary provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Consortium for Exceptional Children at 810-724-9853.

### **STUDENT FEES, FINES, CHARGES**

Weston Elementary may charge specific fees for some 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. Fees may be waived in situations where there is financial hardship.

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Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly.

### **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- No house-to-house canvassing is allowed by any student for any fund-raising activity.
- Any fund-raisers that require students 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.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

### **STUDENT RECORDS**

Many student records are kept by the teachers and administrative staff. There are two basic kinds of records – directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Directory information includes: a student’s name; address, telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student’s record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student’s file only with knowledge of the parent. Parents may also provide the school with copies of records made by non-school professional agencies.

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## **STUDENT SCHEDULING**

The Principal will assign each student to the appropriate classroom and to the program in which the student will be participating. Student schedules are based upon the student's needs and equal distribution of students among classrooms. Any changes in a student's schedule should be handled through the Weston office.

Parent requests are considered when placing students, however, requests for particular Teachers are not guaranteed. Academic needs and even distribution of students are the predominant reasons for student placement. Any questions or concerns about the assignment of students should be discussed with the Principal. Teacher request forms are available in the office in May.

## **TELEPHONE CALLS**

Office telephones are not to be used for personal calls. Students will only be called to the office to receive a telephone call in case of an emergency. Our telephone system has a voice-mail option that allows you to leave messages for teachers. Please leave a complete message so that we may follow-up on your concerns. If you do not receive a prompt reply, please notify the office for follow-up.

## **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Weston Elementary School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Contact the Weston office for specific details.

## **VISITORS**

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass and sign in. Any visitor found beyond the lobby area without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. We cannot allow visits that will substantially interfere with the educational process in the classroom. We do not allow student visitors (relatives, students from neighboring districts, etc.) who want to spend an entire day. All visitors must park in the designated parking lot areas. There is no parking on the curb in front of the building. These areas are clearly identified with "no parking" signs.

## **VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

Volunteers must report to the office upon entering the school building to obtain a pass and sign in. So we do not disrupt the learning process in the classroom, we cannot accommodate pre-school age children.

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### **VOLUNTEERS AND FIELD TRIP CHAPERONES BACKGROUND CHECK**

For the safety of our students, all field trip volunteers and chaperones are to be screened via ICHAT (a background screener). For this to be completed you must come into the Weston office (it cannot be sent home with your child) and fill out a quick questionnaire and provide office personnel with your driver's license or birth certificate to be copied. This needs to be completed yearly and does not transfer from year-to-year.

We understand this could be difficult for you to make it into the office. However, your child's safety is always our number one priority. Indicating you'd like to be a chaperone or classroom volunteer comes with the understanding you will stop in the office to fill out the necessary paperwork.



## Section 2—Academics

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### CURRICULUM

The curriculum adopted by the Imlay City Community Schools is based on the Curriculum Framework and Common Core Standards established by the Michigan Department of Education. Curriculum Guides for each subject area are available at the Imlay City Community Schools website or in the office. If you have specific questions regarding the course of study in your child's classroom, please do not hesitate to contact the teacher.

- Reading
  - Phonemic Awareness
  - Phonics Skills
  - Vocabulary Development
  - Comprehension Skills
  - Literature
  - Informational Reading
- Writing
- Mathematics
- Science
- Social Studies
- Health/Physical Education
- Art
- Music
- Library Skills
- Technology Skills

### FIELD TRIPS

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

Our trips include places within the City of Imlay City, as well as selected places of interest- most of which are within a twenty (20) mile radius of Imlay City. All of these trips will occur within your child's regular school day. The students will either walk or ride the school bus depending on age, distance, weather and the nature of the trip.

A field trip permission slip will be sent home with the student for this purpose. We request that you sign this permission slip, which will be good for the current school year. Return the permission slip to your child's teacher. This procedure will solve the problem of students forgetting to bring back their permissions slips. Additional permission will be requested for trips beyond the twenty (20) mile radius or beyond the school day.

### GRADING PERIODS

Students shall receive a report card at the end of each nine (9) week period indicating their progress. 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 for improvement.

### HOMEWORK

The assignment of homework can be expected. At Weston Elementary, homework usually consists of practicing reading, learning vocabulary words and spelling words, and other independent practice. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

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**PARENT/TEACHER CONFERENCES**

Our aim for having parent/teacher conferences is to encourage, improve and direct the growth of each pupil academically, physically, mentally, and socially. Parent involvement is needed to attain this goal. By working together, parents and teachers learn to know each other better and develop a good working relationship.

**PROMOTION, PLACEMENT, GROWTH YEAR**

Promotion to the next grade is based on the following criteria: current level of achievement, potential for success at the next level, and emotional, physical, and social maturity. When a teacher has a concern about a child's progress, a conference will be scheduled with the parent as soon as possible. Conferences to discuss an additional year of growth in the same grade are scheduled in late spring.

**REVIEW OF INSTRUCTIONAL MATERIALS**

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 should contact the principal for a mutually acceptable time prior to coming to the school.

**STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. Parents will be notified of all standardized testing.

## Section 3—Student Activities

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

Weston Elementary School provides students the opportunity to broaden their learning through curricular-related activities.

The school has many student groups that are authorized by the school. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

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

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

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

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

## Section 4—Student Conduct

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### ATTENDANCE

The Board of Education requires all students enrolled in the District to attend school regularly in accordance with the laws of the State of Michigan. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. Unexcused absence is defined as an absence for which no written excuse has been approved. The District shall report to the Center for Educational Performance and Information of the State of Michigan, in a manner prescribed by the Center, the number of students in the District who have had 10 or more unexcused absences that year.

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. The average number of days absent for most elementary school students is between 6-8 days per school year. Excessive absences will be referred to the truancy officer.

- **Excusable, approved absences:** illness, recovery from accident, required court attendance, and family emergencies. Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.
- **Unexcused absences:** any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

When a child is absent, the parents must contact the school at (810) 724-9812 by 9:30 a.m. and provide an explanation. Voice mail messages concerning attendance may be left at any time. If prior contact is not possible, the parents must provide a written excuse upon return. When no excuse is provided, the absence will be unexcused and the student is considered truant.

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

Students who are excusably absent from school shall be given the opportunity to make up work that has been missed. The parents should contact the teacher as soon as possible to obtain assignments.

A student who is not in his/her assigned classroom by 9:00 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

### BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

#### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to an adult.

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

The Principal or designated administrator shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

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

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### **Non-Retaliation/False Reports**

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

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

### **Definitions**

**Bullying** – is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone, or cell phone, personal digital assistant (PDA), or wireless hand-held device that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- b. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- a. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongs or extorting money, blocking or impeding student movement, unwelcome physical contact.
- b. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- c. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**Harassment** – includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status, or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g. from rival school, different state, rural area, city, etc.)

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**Intimidation/Menacing** – includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

### **CARE OF PROPERTY**

Students are encouraged not to bring items of value to school. Items such as toys, jewelry, trading cards, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. 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 repair. If the damage or loss was intentional, the student will also be subject to discipline.

### **CODE OF CONDUCT**

A major component of the educational program at Weston Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The Code of Conduct, along with Weston’s Positive Behavior Support program, is designed to foster a learning environment where all can succeed. Students are 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, 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.

### **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. Students should be aware that state law requires that school officials, teachers and law enforcement officials be notified when a student of this district is involved in certain crimes occurring in the school as well as in the community.

### **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. (PERSONAL APPEARANCE –School Board Policy #5132)

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It is recognized that students' dress and grooming are basically the responsibility of the parents and the students. Therefore, the following guidelines are set to help all parents and students of the Imlay City Community Schools to have the same basic foundation from which to start in the area of dress and grooming. Common sense is the key when it comes to dressing your child for school.

School officials accept the responsibility to help students and parents understand the appropriate dress and grooming guidelines. However, it should be clearly understood that school officials do not expect to constantly remind the same students or parent of the appropriate dress and grooming standards. When a student is in violation of the standards outlined below, action will be taken which will involve the parent until school officials reach a satisfactory solution:

- Dress shall not be extreme, exhibitionistic, or of immodest fit or style to the extent that it interferes with the instruction process. Tank tops, bare midriff tops or bare-shouldered sundresses are not appropriate wear for school. Skirts and shorts must be fingertip length to be appropriate for school wear.
- Dress shall be clean for the protection of the health and comfort of all individuals.
- Shoes that protect the foot and safeguard the health shall be worn.
- Personal grooming and hair style shall not be extreme to the extent that it interferes with the atmosphere essential for effective learning.
- Personal hair grooming shall not jeopardize the health and safety of any individual.
- Personal grooming shall maintain the standards of cleanliness which protects the health of all individuals.

### **LUNCHROOM RULES**

1. Enter and leave in a quiet, orderly manner.
2. Hats and/or coats are not to be worn while eating.
3. Obey adult supervision.
4. Use good table manners, use table utensils properly and put all sacks, milk containers, etc. in the waste containers.
5. Keep conversation to a talking level.
6. Remain seated in the lunchroom until released for recess.

### **PLAYGROUND RULES**

1. At the sound of the first whistle, students stop playing. At the second whistle, students line up, respecting the personal space of other children.
2. Students will not engage in rough play on the playground. There will be no aggressive behavior such as pushing, kicking, pulling, wrestling, tripping, biting or fighting.
3. Students will play only on the designated play areas. Students must request a pass from the supervisor to leave the play area.
4. Students may not take any other child's possessions.
5. No name-calling, swearing or teasing is permitted.
6. Students are not to throw rubber or wood chips. Dangerous objects must be reported to the supervisor immediately.
7. Students cannot chew gum or eat candy on the playground. Food and drink items must



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- be eaten in the cafeteria.
8. When playing on the large playground equipment, care must be taken.
    - a. Students cannot go down the slide backward or headfirst. They may not jump off, stand at the end or walk up the slides.
    - b. Students cannot go on top of the monkey bars. They may not pull other students off the climbing bars. Students may only go one-way on the bars, as directed by the supervisor.
    - c. Students are not allowed to twist on the swings or jump off the swings. Students may not run around or through the swing area.
  9. Weather can pose different conditions on the play area.
    - a. In the case of rain, students must stay away from puddles and mud.
    - b. In the case of ice, students must stay off ice patches.
    - c. Students cannot throw snowballs, eat snow or use snow to hurt others.
    - d. Students must have snow pants and boots in order to play on the playground.
    - e. Students without snow pants or boots will remain on the cleared area of the sidewalk.
  10. Inside recess is often required because of rain, snow or wind-chill.
    - a. Students walk quietly back to their classroom with the playground staff.
    - b. Soft voices are used during indoor recess.
    - c. There is no running or rough play allowed in the classroom.
    - d. Students are responsible for cleaning their area at the end of indoor recess.
  11. Students exhibiting inappropriate recess behavior will be subject to the following discipline:
    - a. First Offense: Verbal Warning
    - b. Second Offense: Time Out
    - c. Third Offense: Restriction from activities, loss of recess privileges
    - d. Fourth Offense: Conference with principal. A behavior referral will be recorded and parents will be contacted. A conference may be set up with the parents and a plan developed to help the student improve his/her behavior.

### **POSITIVE BEHAVIOR SUPPORT PROGRAM**

We believe that in order to grow educationally, socially and emotionally, students need to be in an environment in which there are concerned adults who will set firm, consistent, positive limits while providing warmth and support for their appropriate behavior. Students will then be in an environment where they will learn to behave appropriately and make wise choices about their behavior.

Weston Elementary has implemented a Positive Behavior Intervention Support (PBIS) program. As part of this program, students are regularly instructed in how to maintain positive behavior in all areas of the school building, including the classroom, playground, lunchroom, hallways, bathrooms, and on the bus. Positive behavior is recognized and reinforced on a daily, weekly, and monthly basis.

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**SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of 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. 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.

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## STUDENT DISCIPLINE CODE OF IMLAY CITY COMMUNITY SCHOOLS

In addition to the behavior expectations established at Weston Elementary, the Board of Education of the Imlay City Community Schools has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. Discipline is within the sound discretion of the school's staff and administration. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The following is a list of major areas included in the Student Discipline Code:

### **SMOKING OR CHEWING TOBACCO**

The sale, distribution, use, or possession of any form of tobacco during school time or at any school activity is prohibited. Violations of this rule could result in suspension or expulsion. The use of tobacco products by minors is against the law and considered a misdemeanor. Students in violation will be referred to the Imlay City Police Department.

### **USE OF DRUGS**

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 - sale, possession, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. The student could be suspended or expelled and law enforcement officials shall be contacted.

### **DAMAGING PROPERTY**

Vandalism and disregard for school property will not be tolerated. Vandalism is the act of willful destruction of property belonging to others. The principal determines major and minor vandalism. Restitution and punishment will be determined.

### **FIGHTING**

Hostile bodily contact in or on school property or going to or from school, including an activity under school sponsorship will not be tolerated.

### **THREATS OR INTIMIDATING ACTS**

Threats or intimidating acts are those which verbally, by gesture, or in writing, threaten the well-being, health, or safety of any person on school property or en route to or from school and are not allowed.

### **HARASSMENT/BULLYING/HAZING**

Harassment of students is prohibited and will not be tolerated. The complete policy can be found in the Appendix.

### **POSSESSION OR USE OF WEAPONS**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion.

### **POSSESSION OF FIREARM, ARSON, AND CRIMINAL SEXUAL CONDUCT**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on district property, including school buses and other school transportation. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm.

### **EXPLOSIVES**

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

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**PURPOSELY SETTING A FIRE**

Anything, such as fire, on school property or within 500 feet of school property that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion as outlined by state law.

**RAPE**

Students convicted of rape on school property or within 500 feet of school property shall be dealt with according to state law with a recommendation for expulsion.

**PROFANITY**

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

**OBSCENE LANGUAGE DIRECTED AT EMPLOYEE**

The act of using obscene, profane or immoral language by pupils, in verbal or written form, or in pictures, caricatures, or obscene gestures on school property or related athletic event.

**THEFT**

When a student is caught stealing school or someone's property she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion as well as restitution.

**UNAUTHORIZED USE OF PROPERTY**

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

**SKIPPING OR CUTTING CLASS**

A student absent from school during any part of

the day without parental consent and knowledge is considered to be skipping class. Persistent absence or tardiness will be referred to the truancy officer and disciplinary action will be taken.

**FORGERY**

The act of fraudulently using, in writing or on the phone, the name of another person or falsifying time, dates, grades, addresses or other data on school forms.

**DISRUPTION OF 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.

**VIOLATION OF CLASSROOM RULES**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Persistent violations of classroom rules will be referred to the principal for disciplinary action.

**PERSISTENT DISOBEDIENCE**

A behavioral plan will be established which may include loss of privileges and/or suspension from school for the constant disruption of school rules.

**AIDING 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.

**REFUSING TO ACCEPT DISCIPLINE**

When a student refuses to accept the usual discipline for an infraction, the refusal can result in further disciplinary action.

**DISPLAY OF AFFECTION**

Children are not allowed to demonstrate affection toward another student that may be considered sexual in nature. Such behavior will result in disciplinary action and parents will be notified.

## Section 5 —Transportation

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### IMLAY CITY COMMUNITY SCHOOLS TRANSPORTATION DEPARTMENT BUS RIDER RULES

#### One Stop Drop Bussing Policy

Beginning with the 2011-2012 school year, our school board has approved a “one stop” policy for all elementary students (pre-k through 5<sup>th</sup> grade). The policy requires your child’s bus stop to be established in the fall and maintained throughout the school year. Unless otherwise noted, these bus stops will be at the child’s home address. The a.m. pick up stop **may** differ from the p.m. drop off stop. In the event of a genuine emergency (e.g., traffic accident, etc.) the building principal or designee may authorize a temporary change in the drop off address. All communication regarding your child’s bus stop **must** be through the office of the school your child attends. If you have a permanent change of residency during the school year, please fill out the form from your child’s school office.

Parents are strongly encouraged to register for our licensed morning and afternoon latchkey programs. Children may be dropped off before school at 6 a.m. and stay until 9 a.m. and after school 3:40 p.m. until 6 p.m. The latchkey program provides a safe alternative if you are unable to be home to receive your child. Latchkey information is available at your child’s school office.

#### General Safety Rules

- Obey the instructions of the bus driver.
- Board and leave the bus at designated stops only.
- Only students who are eligible to ride may be transported.
- DO NOT ask to ride home on another bus with a friend.
- Ride only the bus to which you are assigned.

#### Procedures for Waiting for the Bus

- Supervision at bus stops is parent's responsibility.
- Be at your bus stop five **(5)** minutes before scheduled pick-up time. Driver will not wait or honk.
- Stand on the sidewalk or back from the roadway while waiting for the bus.
- When the bus approaches, form a line and be prepared to load immediately.
- Stand clear of the bus until it comes to a complete stop and the door opens.
- If you miss the bus, go home immediately.
- Parents should instruct their children on what procedures to follow if the bus is missed.
- PARENTS ARE RESPONSIBLE FOR PROVIDING TRANSPORTATION TO SCHOOL IF A CHILD MISSES THE BUS.

#### Loading the Bus

- Do not push or shove.
- Use the handrail and steps.
- Go to your seat. The bus will not move until all students are seated.
- THE BUS DRIVER HAS THE AUTHORITY TO ASSIGN SEATS.
- After boarding the bus, the student is not to get off except at the school.

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### **Conduct on the Bus**

- Do not change seats.
- Remain seated while the bus is moving.
- Normal conversation is permitted; any loud noise may distract the driver and create an unsafe condition.
- Use of profane or vulgar language or obscene gestures is not permitted.
- Arms, head, and other parts of the body are to be kept inside the bus.
- Do not throw objects inside, or out of, the bus.
- Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
- The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
- Rude or discourteous behavior will not be tolerated.
- A student shall not refuse to sit in an assigned seat or deny another student a seat.
- Scuffling or fighting is forbidden.
- Students shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
- Students must remain seated at all times. For safety reasons, students are not considered seated when they are not facing the front or sitting on anything, including legs, books, etc.
- Students must keep books, packages, coats, and all other objects out of the aisles.

### **Departure from School**

- PARENTS ARE RESPONSIBLE FOR PROVIDING TRANSPORTATION HOME FROM SCHOOL IF A CHILD MISSES THE BUS.
- Parents should instruct their children on what procedures to follow if the bus is missed.
- After boarding the bus, the student is not to get off except at his home bus stop.
- Pre-school and kindergarten students will not be let off the bus at their designated stop unless there is a responsible, authorized person, high-school age or older to receive them (hand-to-hand contact must be made). In the event no one is there, they will be returned to their school, providing staff is present. Otherwise, they will be taken to the bus garage.

### **Getting Off the Bus**

- Stay seated until the bus is completely stopped.
- Use the handrail and take one step at a time when leaving the bus.
- Wait for your turn to leave the bus.
- You must have a signed note from the principal's office to get off at a bus stop other than your own. Give the note to the driver when boarding the bus.
- Stay clear of the bus when the engine is started. Do not chase or hang on to the bus.
- If any article drops or rolls near, or under the bus, do not go after it. Go to the door and ask the driver for help.

### **Crossing the Street or Highway**

- All students living on the left side of the roadway shall exit the bus and move to a point

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10 to 12 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.

- Check in both directions and walk directly across the road.
- NEVER CROSS THE ROAD BEHIND THE BUS.
- CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading students.
- Cross all streets at intersections when possible. Obey all traffic signals and signs on your way home.

### **Prohibited Items**

- Tobacco
- Live animals or insects
- Glass containers
- Alcoholic beverages
- Weapons, explosive devices, harmful drugs, or chemicals
- Lighted matches or cigarette lighters
- Any object (musical instrument, shop projects, etc.) too large to be held on the lap of the student
- Food or drinks
- Radios or tape players
- Any item that might distract the driver or cause a disruption on the bus.

### **Accidents and emergencies**

- Follow the driver's instructions.
- If you must leave the bus, stay in a group.
- The following procedures will be used for evacuation in an emergency situation:
  - The student nearest the door will open the door and hold it open.
  - Leave the bus in a single file as quietly as possible.
  - Evacuation will start with the seat closest to the door.

### **Extra-Curricular Trips**

- Bus rider rules apply to all school-sponsored events.
- Discipline will be the responsibility of the building principal and the trip sponsor.
- Strict loading and unloading time schedules will be followed.
- The bus must return clean from the trip.

### **Discipline Procedures**

- On any problem that might arise, an attempt will be made to solve it between the driver and the student. If such an action fails, the student will be written up by the driver. The Bus Incident Report will be turned over to the transportation director for appropriate action. A copy of the written report will be sent to the principal's office for review.
- The first incident report on your child may warrant a conference with school administrator, review of bus rules, and a verbal warning.
- The second incident report may warrant a conference with school administrator, parent notification of second offense, and a 1 to 3 day suspension from the bus.
- The third incident report could warrant a conference with school administrator, parent

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- notification of third offense, and a 5 to10 day suspension from the bus.
  - The fourth offense could result in a conference with school administrator, parent notification of fourth offense, and suspended from riding the bus for the remainder of the school year.

The bus stop and the school bus are considered an extension of the classroom. All students are expected to respect the rights of residents, property and fellow students. Misbehavior will be subject to disciplinary consequences.

Video equipment may be used on school transportation vehicles.

The school administrator has the authority to skip levels of discipline for major infractions. Any infraction of bus rules that could possibly endanger the lives of the students or cause a bus accident will result in the immediate removal of riding privileges.



## Appendix—Parent Notifications

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### NOTIFICATION REGARDING BLOOD-BORNE PATHOGENS

School districts are subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

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 will result in disciplinary action.

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.

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## NOTIFICATION REGARDING DIRECTORY INFORMATION

In compliance with Federal regulations, the Imlay City School District has established the following guidelines concerning student records:

- The building principal is responsible for the supervision of all student records. The office is located at Weston Elementary or s/he can be reached by calling 810-724-9812.
- Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student eighteen (18) years of age or older, and those authorized by Federal law and District regulations.
- A parent, guardian, or adult student has the right to inspect and review the student's education records; to request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights; to consent to disclosures of personally-identifiable information contained in the student's records; to challenge district noncompliance with a parent's request to amend the records through a hearing; to file a complaint with the Department of Education; and to obtain a copy of the district's policy and administrative guidelines on student records.

The District has established the following information about each student as directory information: name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing within ten (10) school days (**refer to policy 8330**) from the date of this notification that s/he will not permit distribution of any or all of such information.

## NOTIFICATION REGARDING DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal whenever such help is needed.