

Unionville-Sebewaing Area Schools

Elementary School Handbook



Together Everyone Achieves More

2009-2010

Members of the Unionville-Sebewaing Area School family believe that all kids can and must learn at relatively high levels of achievement. It is our job to create an environment that results in this high level of performance. We are confident that with our support and help, students can master challenging academic material, and we expect them to do so. We are prepared to work collaboratively with colleagues, students, the board of education, teachers, paraprofessionals, parents, and the community to achieve this shared educational purpose.

As we work together to become a Professional Learning Community, we base our staff development initiatives on the following questions:

1. What essential knowledge must all children obtain?
2. How will we know when children have obtained essential knowledge?
3. How will we support children when they do not obtain essential knowledge?
4. How will we challenge children who have mastered essential knowledge?

883-9147, Libby Treiber, Principal

883-9147, Michele Schember, School Secretary

883-2360, Kip Walker, Superintendent of Schools

Adopted by the Board of Education in September 2008.

The Unionville-Sebewaing Area Schools, in its policies, programs, and practices, does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status nor toward qualified handicapped individuals, in all activities and employment.

Discipline Code adopted by the Board in September 2008.

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	(Please sign and return this form.)	

2009-2010 Elementary Staff

Custodians:

Brad Ballard
Pat Reidel

Office Personnel:

Michele Schember	Secretary
Kim Oakley	Attendance
Sharron Edler	Transportation Director

Teacher Aides:

Pam Deming	Title I
Amy Fischer	Library
Kim Gokey	Preschool, Title I
Beth Schnitker	Young 5's
Jean Severn	Kitchen, Kindergarten
Gerry Vermeersch	Title I
Terri Lutz	Special Education
Sally Elston	Kindergarten

Teachers:

Janet Leinberger	Preschool, Reading Recovery
Tonya Fletcher	Young Fives/Art
Cheri Bohn	Kindergarten
Karen Packard	Kindergarten
Jill Millerwise	First Grade
Stacy Querback	First Grade
Beth Chapman	First/Second Grade
Suzanne Burrows	First/Second Grade
Laurie Witucki	Second Grade
Jenny Gruehn	Third Grade
Carole Miklovic	Third Grade
Cheryl Brookins	Third/Fourth Grade
Patricia Dinsmore	Fourth Grade
Brooke Merchant	Fourth Grade
Samantha Corrian	Music
Dave Good	Special Education/Reading Recovery
Martha Knickerbocker	Speech and Language
Donna York	Title I

Administration:

Dr. Kip Walker	Superintendent
Libby Treiber	Elementary Principal

September 2, 2010

Dear Parents and Students:

Welcome to the school year 2009-2010. I am looking forward to working with you and your child this year. Together, I am confident that we will make this the best school year ever!

We have made a few changes to our student handbook this year. You will find that the handbook contains a great deal of information. Please take the time to familiarize yourself with our policies and procedures. Take a few minutes to review our behavior plan, bus behavior plan, and computer use policies.

Please make special reference to the language on harassment and bullying outlined on pages 38 to 41 of this document. We will make every effort to ensure that all children and staff members at USA Elementary School treat one another with dignity and respect. If at any time you feel that your child has been harassed, please contact me immediately.

Please sign and return the Acknowledgment of Handbook form found at the end of the handbook.

Sincerely,

Libby Treiber, Principal
883-9147

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 teacher or to Mrs. Treiber. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflect the current status of the Board's policies and the School's rules as of June 30, 2008. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2008, the language in most current policy or administrative guideline prevails.

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 handbooks and other written materials on the same subjects.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Unionville-Sebewaing Area School District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of 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:

Libby Treiber
Principal
883-9147

Complaints will be investigated in accordance with the procedure as described. 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.

USA Elementary School is open from 7:30 a.m. – 4:00 p.m. each day.

Parental Involvement

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The guidelines shall describe how:

- A. the District expects the parents to be involved in the program, including their participation in the development of the plan;
- B. meetings will be conducted with parents including provision for flexible scheduling and whatever assistance the District may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand;
- C. meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;
- D. opportunities will be provided for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- E. parents will be involved in the planning, review, and improvement of the Title I program;
- F. information concerning school performance profiles and their child's individual performance will be communicated to parents;
- G. parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like;
- H. timely responses will be given to parental questions, concerns, and recommendations;
- I. the District will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement;
- J. an annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement;
- K. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters;
- L. other activities will be conducted as appropriate to the plan and State or Federal requirements.

The Superintendent shall also assure that each Title I participating school develops a specific plan, with parental involvement, which:

- A. convenes an annual meeting at a convenient time to which parents of participating children are invited to attend to explain the parents' rights to be involved and the schools obligations to develop an involvement plan;
- B. will devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as child care, transportation, home visits, or similar aid;
- C. will involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities;

- D. will provide participating students' parents with:
 - 1. timely information about the Title I programs;
 - 2. an explanation of the curriculum, the forms of academic assessment and the proficiency levels expected;
 - 3. regular meetings, upon request, to make suggestions and receive response regarding their student's education;

- E. develops jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents and the student for academic improvement, including:
 - 1. the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment;
 - 2. parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom;
 - 3. the importance of parent teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents; reasonable access to the staff and opportunities to observe and participate in classroom activities.

20 U.S.C. 6318, Elementary and Secondary Education Act of 1965
34 C.F.R. Part 200 et seq.

Revised 3/10/03

STUDENT RIGHTS AND RESPONSIBILITIES

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, 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 this is not possible, the student/parent should seek help from the principal.

STUDENT WELL-BEING

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

State law requires that all students must have an emergency 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.

School Day

USA Elementary School is open for students from 7:30 a.m. – 3:30 p.m. Students needing supervision prior to 7:30 a.m. or after 3:30 p.m. can enroll in the school's latchkey program by contacting Julie Ruth at 883-9139.

Students who eat breakfast should report directly to the cafeteria. Any students who arrive at school after 7:55 a.m. must report to the office with their parent, where the parent must sign in the child. If a bus is late, students may report directly to their classrooms.

Students are dismissed at 3:15 P.M.

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

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- *a birth certificate or similar document,
- *custody papers from a court (if appropriate),
- *proof of residency,
- *proof of immunizations, and
- *social security card

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

Students enrolling from another school must have an official transcript from the sending school in order to receive credit from that school. Kim Oakley, attendance secretary, will assist in obtaining the transcript.

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 stat 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.

*Please note that Title I laws allow parents to request information regarding individual teacher qualifications.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parent coming to the school office to request the

release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

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 USA 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. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact Kim Oakley 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 parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from the 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 attendance secretary.

EMERGENCY MEDICAL AUTHORIZATION

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

The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers

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

Nonprescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense nonprescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the school to administer a nonprescribed 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 Nonprescribed Medications will also apply to nonprescribed 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.

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.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

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

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

STUDENT RECORDS

The Unionville-Sebewaing Area School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (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 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 such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instruction on how to prohibit its release you may

wish to consult the Board's annual Family Education Rights and Privacy (FERPA) notice which can be obtained through the Superintendent's office.

Other than directory information, FERPA and Michigan law protect access to all other student records. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without prior written consent of the parents.

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. Copying costs may be charged to the parent. If a review of records is desired, please contact Mrs. Treiber, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

Parents have the right to amend a student's 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's 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 parent, 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 students 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 privileges and analogous relationships, such as that 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 PPRA and Board Policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

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

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

AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also 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. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact Mrs. Treiber at 883-9147.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the district. It is, therefore the policy of the USA Schools that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricula program offered by the district. Parents should contact Libby Treiber at 883-9147 to inquire about evaluation procedures and programs offered by the district.

STUDENT FEES, FINES, AND SUPPLIES

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.

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

Late fines can be avoided when students return borrowed materials promptly. Others may need their use.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

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

Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the group's sponsor.

No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

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 VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

Meal Services

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 Jean Heck at 989-883-2360.

Hot Lunch/Breakfast Procedure

Breakfast is available to all students at 7:30 a.m. in the cafeteria for \$1.00. If your child qualifies for free or reduced lunches, he/she will also qualify for free or reduced breakfast. The breakfast program is intended to ensure that all children have a good breakfast so they are ready to learn.

Students may purchase a hot lunch at school or bring a lunch from home. Menus are sent home with the students at the beginning of each month. Students have a choice of three entrees daily and have a full salad bar. Milk comes with the lunch. For students who bring their lunch from home, milk may be purchased for \$.40.

All students will be issued a student identification number. They will be given a lunch card containing their name, student number, and a bar code. When the student brings in money for lunches, it is keyed into the computer and entered into the student's account. *There must be money in the student's account before the student can eat breakfast or lunch.* When the student eats lunch or breakfast, their student number is entered into the computer and is automatically deducted from the account balance. The computer will show the new balance. The teacher will keep the lunch cards. If a card is lost or damaged, the child must purchase another card for a fee of \$2.00.

Hot lunch is \$1.75 per day and may be paid daily, weekly, monthly, or by the semester. Students are to bring their lunch money in an envelope. The child's name and student number are to be written on the envelope. The envelope is to be placed in the drop box outside of the principal's office.

Applications for free and reduced priced lunches are available in the school office. The food service director determines eligibility. Students who qualified the last school year may be assumed to qualify for the first week of the new school year. After that, parents must submit a new application for each child. Parents are encouraged to take advantage of this service. Many of our state and federal grants are based on the number of students receiving free or reduced lunch.

Note: Students will not be allowed to eat hot lunch if there is no money in their account. Reminders will be sent home when the accounts get low. Please remember to keep your child's lunch account up to date.

FIRE AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornados is different from the alarm signal for fire and lock down drills and consist of a long steady tone.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a P.A. code word to staff.

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:

WJRT TV 12
WNEM TV 5
WLEW 102.1 FM or 1240 AM
USA web site: www.think-usa.org

Parents and students are responsible for knowing about emergency closings and delays.

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 Superintendent's offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. Each visitor will be given a visitor badge to wear. Any visitor found in the building without a badge shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the principal.

USE OF THE LIBRARY

Students will visit the library two times each week. Books on the shelves may be checked out for a period of one week. It is the student's responsibility to return books on time.

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

The lost and found area is in the entranceway. 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 throughout the school year.

STUDENT SALES

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

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

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

ADVERTISING OUTSIDE ACTIVITIES

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

SECTION II - ACADEMICS

FIELD TRIPS

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

Attendance rules and behavior policies apply to all field trips.

Parent chaperones are utilized according to the teacher's discretion. Siblings are not allowed to attend fieldtrips.

GRADES

USA Elementary 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 necessary knowledge. 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.

Grading Periods

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

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

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (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

HOMEWORK

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

Homework will not be used for disciplinary reasons but only to enhance the student's learning. Homework assignments will be offered as opportunities to enhance learning.

Computer Use Policy

The technology of Unionville-Sebewaing Area School District has been established for educational purposes, including classroom activities, career information, and limited self-learning activities. It is a privilege, not a right.

Students have access to Internet World Wide Web information resources through their classroom, library, or school computer lab. Students can be provided with an individual e-mail account.

Student responsibilities:

1. **For your protection, do not share your password** with anyone or post personal contact information (address, phone number, etc.) about yourself or other people. Do not agree to meet with someone you contacted on-line without your parent's approval. Let your teacher or other school employees know if any message you receive makes you feel uncomfortable. Any attempt by another to access your or the school's private files will be considered theft.
2. **Use appropriate language.** Do not use any language that could be determined as obscene, profane, rude, inflammatory, threatening, or disrespectful. Do not engage in personal attacks or harassment. If someone tells you to stop sending them messages, you must stop.
3. **Do not access questionable materials.** You must respect the technology as an educational tool for collecting information. Our district extends its library selection policy to include Internet sources. Questionable material includes, but is not limited to, pornography, documents encouraging violence or illegal acts, and racist tracts or hate speech. If you access this information by mistake, immediately tell your teacher or other school employee. This will protect you against a claim that you had intentionally violated this policy. Do not use the system for commercial purposes. This means you may not offer, provide, or purchase products or services through the system.
4. **Respect the technology as school property.** Take precautions to avoid damaging systems or equipment, including computer hardware and software. Any software to be used in our district must be approved by the technology committee.
5. **Understand your limited right of free speech.** This system is a limited forum based on educational value, such as in the school paper. Criminal speech, such as instructions on breaking into computer systems, drug dealing, etc. are not allowed, as well as revealing personal information about others.
6. **Understand your limited right of privacy.** It is similar to the rights you have in the privacy of your locker. If there is a reasonable suspicion that you have violated the policy, an investigation will occur. It is also possible that in routine maintenance of the system a violation could be discovered.
7. **Be aware of copyrights. Do not plagiarize.** It is unethical to copy software unless permission has been obtained from its creator or to claim someone else's work as your own.
8. **The computer system must remain secure.** Do not attempt to gain unauthorized access to any part of our system or any other system. This includes attempting to log in through another person's account or accessing another person's files. Do not

make a deliberate attempt to disrupt the system or destroy data. These actions are illegal and could result in serious consequences. Disks brought in from outside the school should be virus scanned before using. This can be done from the menu option on the bottom of the main menu screen.

9. **Respect the limits of our system.** Check your e-mail frequently, and delete unwanted messages promptly. Do not post chain letters or unnecessary messages to a large number of people.
10. **Be responsible in saving important data.** The USA District shall be “held harmless” for data lost by an individual as a result of delays, service interruptions, etc.
11. **Alpha Smart Use Policy.** Students will be allowed to check out Alpha Smart Units from their teacher. Students will be responsible for the Alpha Smarts. These units should be returned in a timely fashion and in good repair.
12. **Be aware that any violation of the above may result in the following disciplinary action:**
 - ◆ loss of computer privileges
 - ◆ financial responsibility for damagespossibility of a police report for illegal activities

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be expected to pass the appropriate State mandated test. These will be given during the third and fourth grades during the month of October. Make-up dates are scheduled, but unnecessary absences should be avoided.

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

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

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

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

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

USA Elementary School provides students the opportunity to broaden their learning through co-curricular activities.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

Student Council
VIP
After School Special
Fourth Grade Spelling Bee
Character Committee

Extra-curricular activities may 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.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

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

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success. One of the most important work habits in life is dependability—coming to work or school every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Please call the school if your child will not be attending for the day. If the school does not receive a call by 9:00 a.m., someone will call home to make sure that the student is at home and not missing.

If your child will not be riding the school bus, please let your child's bus driver know the day before. If you do not know until the morning of school, please call the school office at 883-9147 and the office staff will alert the driver.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. After 9 days of truancy in any grading period, a student will be considered a "habitual truant", which can result in: a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

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

personal illness but not illness in the family unless the circumstances are approved by the principal

death in the immediate family

bona-fide religious holiday

professional appointments that cannot be scheduled at nonschool times

absences approved by the principal for good cause

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

Parents must provide an explanation for their child's absence by no later than 9:00 a.m. on the day of the absence or by the following day. They are to call the school office at 883-9147 and explain the reason for the absence. If the absence can be foreseen, the "good cause" must be approved by the principal. The parent should arrange to discuss

the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 9 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

Suspension from School

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

Excusable, Nonapproved Absence

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

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.

Notification of Absence

If a student is going to be absent, the parents must contact the school at 883-9147 by 9:00 a.m. 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 excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

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 7:55 shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Vacations During the School Year

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

Make-up of Tests and Other School Work

Students who are excusably 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 the teacher as soon as possible to obtain assignments.

Students will be given the number of days of excused absence within which to make-up work.

It is the policy of USA Elementary School to provide missing homework assignments upon the student's return from vacation or excused absence. Please contact the school secretary to obtain missing assignments upon the return of the student.

If a student misses a teacher's test due to excused 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 teacher 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 schoolwork 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 a parent or adult chaperone accompany students 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.

Dress and Grooming

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

Students should consider the following questions when dressing for school:

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

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

The following styles or manners of dress are prohibited:

- * Shorts, culottes, and skirts must be fingertip in length. This garment is of acceptable length if it touches or is below the longest tip of the hand when the student stands erect and places arms and hands straight down at his/her sides.
- * See through clothing and/or low cut tops are not allowed.
- * Garments, which expose the midriff area, are not allowed.
- * Clothing with suggestive or off color sayings or pictures or any garment that advocates the use of tobacco products, alcohol, or illegal drugs are prohibited.
- * Hats of all types are prohibited in the building unless it is Hat Day.
- * Clogs, flip-flops, exceedingly high heels are prohibited

Students who are representing USA Elementary School at an official function or public event may be required to follow specific dress requirements.

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 Discipline Code.

**Unionville-Sebewaing Elementary School
Behavior Improvement Plan**

Respect and Responsibility Target Area Goal:

All students, K-12, will demonstrate respect for others and their environment.
Students will be responsible for their behavior.

Students are expected to follow these behavioral expectations at all times while at school or on school property.

Behavioral Expectations:

- A. Respect Authority
 - 1. Listen to authority
 - 2. Follow directions promptly
 - 3. Accept responsibility for behavior
- B. Respect the Rights of Others
 - 1. Use appropriate voice and language
 - 2. Listen to the speaker
 - 3. Respect the opinion and points of others
 - 4. Refrain from harassment
- C. Respect Property
 - 1. Respect the property of others
 - 2. Respect your own property
- D. Act Responsibly
 - 1. Complete homework assignments

Consequences for Inappropriate Choices

- 1. Warning
- 2. One minute after class (discussion with teacher)
- 3. Written behavior plan (with teacher, copy to parents)
- 4. Phone call home (with teacher supervision)
- 5. Meeting with principal
- 6. In school suspension
- 7. Meeting with parents and out of school suspension

Severe Misbehavior

Any misbehavior that is deemed as severe will result in an immediate suspension.

Levels of Inappropriate Behavior

Annoyances- ignore, remind, interaction

Minor disruptions.

Occasional misbehavior

- whispering to another student
- quietly running to get to class on time
- forgetting materials once

Misbehavior- act with consequences

Continual minor disruptions

Disruptions to learning

- forgetting materials often
- yelling in the halls during class
- talking while the teacher is talking
- not completing homework assignments

Severe Misbehavior-
Dangerous behavior
Immoral behavior
Illegal behavior
 -belligerence
 -purposeful swearing
 -weapons
 -major harassment of others

Character Education

Month/Theme

September, Expectations
October, Self-Control
November, Courage
December, Etiquette
January, Honesty
February, Friendship
March, Imagination
April, Conservation
May, Humor

We will use our morning assemblies, classroom projects, and school wide themes to teach these character traits.

Roles

All school personnel, along with parents and students, have equally important roles to play in creating and maintaining a positive environment at USA Elementary School.

Teacher

Follow consequences guidelines with students
Present lesson on themes in classroom
Chart student behaviors (form to be turned in weekly)

Principal

Collect teacher charts weekly
Set up child study meetings
Chart Severe Cause Problems (chronic behaviors)
Communicate with teachers regarding student behavior in the classroom

Student Behavior Committee

Discuss school wide behavior concerns
Develop rewards for good behavior
Publish Character Newspaper
Develop activities in conjunction with themes

Students

Follow behavioral expectations
Model positive behavior to classmates

Parents

Support school on discipline issues
Reinforce character traits at home

Behavior Improvement Plan

Student's Name _____

Teacher's Name _____

1. What did I do wrong?
2. What should I have done?
3. Why is it important to do what I am supposed to do?
4. How am I going to behave in the future?
5. What will happen if I fail to behave the way that I should?

Student Signature

Date

Teacher Signature

Date

Parent Signature

Date

Parent Calling Form

1. Student's Name

Date

2. Teacher's Name

3. The reason I am calling is

4. Check student behaviors:

___A. Did not show respect for authority

___B. Did not respect the rights of others

___C. Did not complete homework assignment

5. If I break another rule I will:

6. With whom did the child speak?

Bus Behavior Plan

Respect and Responsibility Target Area Goal:

All students, K-12, will demonstrate respect for others and their environment.
Students will be responsible for their behavior.

The following major offenses will not be tolerated on buses:

1. Weapons, alcohol, illegal drugs, tobacco, matches, lighters
2. Fighting
3. Spitting
4. Disrespect to Driver
5. Destruction of property

The following minor infractions will not be tolerated on buses:

1. Swearing, foul language, inappropriate gestures
2. Creating disturbances (yelling, etc.)
3. Changing seats while the bus is in motion
4. Throwing things

Bus drivers will use the following guidelines to enforce these rules:

1. Review the rules with the child
2. Warn the child, reinforcing the rule
3. Written Behavior Improvement Plan (courtesy call made by bus driver to parents)
4. Written bus conduct to building principal
-copy to transportation supervisor and parents
-include suspension dates
5. Suspension- 3 days minimum and a parent meeting prior to reinstatement.
(Students will start with a clean slate at the end of each semester, unless the suspension is for the entire year)

The following suspension guidelines will be used:

- | | |
|----------------------------|---|
| 1 st suspension | 3 days |
| 2 nd suspension | 10 days and a behavior contract |
| 3 rd suspension | Removal from the bus for the remainder of the school year |

(Principals will communicate suspensions to drivers)

Bus Driver and Aide Form

Minor Infractions

1. Swearing, gestures
2. Creating disturbances
3. Changing seats
4. Throwing things

Major Infractions

1. Illegal Substance or weapon
2. Fighting
3. Spitting
4. Disrespect to driver
5. Destruction of property

Consequences

1. Reminder
2. Warning
3. Behavior Plan
4. Bus Conduct
5. Suspension

Elementary

Student	Date/ Inf.	Date/ Inf.	Date/Inf.	Date/ Inf.	Date/Inf.	Comments

Middle School

Student	Date/ Inf.	Date/ Inf.	Date/ Inf.	Date/ Inf.	Date/ Inf.	Comments

High School

Student	Date/ Inf.	Date/ Inf.	Date/ Inf.	Date/ Inf.	Date/ Inf.	Comments

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

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

1. Use of drugs

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, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

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

2. Use of Breath-Test Instruments

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

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

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

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

3. Use of tobacco

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

4. Student disorder/demonstration

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

5. Possession of a weapon

A weapon includes, but is not limited to: firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded); knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

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

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

6. Use of an object as a weapon

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

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely setting a fire

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

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

Physical assault on a staff member, student, volunteer, or other person associated with the District which may or may not cause injury may result in charges being filed and subject the student to expulsion.

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

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault. Verbal threats or assault may result in suspension and expulsion.

11. *Extortion*

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

12. *Gambling*

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

13. *Falsification of schoolwork, identification, forgery*

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

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

14. *False alarms, false reports, and bomb threats*

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

15. *Explosives*

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

16. *Trespassing*

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition,

students may not trespass onto school property at unauthorized times or into areas of the school where the student may not be. Violations of this rule could result in suspension or expulsion.

17. Theft

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

18. Disobedience

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

19. Damaging property

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

20. Persistent absence or tardiness

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

21. Unauthorized use of school or private property

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

22. Refusing to accept discipline

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

23. Aiding or abetting violation of school rules

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

24. Displays of affection

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, petting, or any other contact that may be

considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. Possession of electronic equipment

The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

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

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Bus Behavior Plan for bus rules.

28. Disruption of the educational process

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

29. Harassment

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

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

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

sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal or may report it directly to the superintendent at 883-2534. 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 district;
- B. submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties

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

29a. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such 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 staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

29b. Bullying

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

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

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

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;

- F. blocking or impeding student movement.
- G. Electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., 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 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 of names and allegations.

Notification

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

30. Possession of a firearm

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 rape in a District building or on District property, including school buses and other school transportation.

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

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. 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.

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. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

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

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.

Discipline of Students with Disabilities

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

DUE PROCESS RIGHTS

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

Suspension from School

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

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

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

When a student is suspended, s/he may make-up work missed
after the return to school.

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 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 school Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within ten (10) days after notification of long-term suspension or expulsion, the long-term suspension or expulsion 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.

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

Discipline of Disabled Students

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 not permitted on lockers.

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.

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, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

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

- 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 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. As with suggestions, concerns, and grievances may be directed to the principal or to the student government.

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

This section adopted by the Board of Education. Date 8/2000

SECTION V - TRANSPORTATION

Bus Transportation to School

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 a parent.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules.

The driver may assign seating or direct students in any reasonable manner to maintain that safety.

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

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

Videotapes on School Buses

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

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

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PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We, _____ and _____
Parent/Guardian Student

have received and read the student handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Parent/Guardian Signature

Student Signature

Date