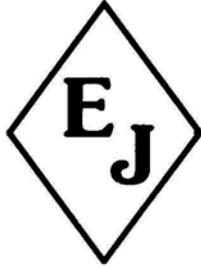


**East Jackson Elementary School  
Student/Parent Handbook  
2017-2018**



**4340 Walz Rd.  
Jackson, MI 49201  
<http://eastjacksonschools.org>  
517-764-1810  
517-764-6085 Fax**

**Dream it! Believe it! Achieve it!**

<b>Grades K-6</b>	<b>8:30 AM- 3:43 PM</b>
<b>Office Hours</b>	<b>8:15 AM- 4:00 PM</b>

**Office Staff:**  
**Mrs. Nicole Reason, Secretary**  
**Ms. Andria Goebel, Secretary**  
**Mrs. Jill Arcaro, Assistant Principal**  
**Ms. Heather Jacobs, Principal**

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East Jackson Elementary (EJE) students are fortunate to have a variety of technology available for educational use. Below is a way to organize their many login/user names and passwords.

<b>Login/User Name</b>	<b>Password</b>

## **WELCOME**

**Welcome to East Jackson Elementary School!** Through the combined efforts of parents and educators, it will be a year of great educational, personal and social growth for each child. The handbook will help you and your child to understand the rules and procedures established for the safety and well-being of all of our students. Although a great deal of effort has gone into this handbook, it is not possible to cover every situation that might occur. If you should ever have any questions regarding our school policies, please feel free to ask the teacher or the office staff for further clarification. Your words of encouragement, hugs, and interest in your child's work along with your presence at school are keys to your child's success. We are looking forward to working with you to make this a great school year! **Together We Thrive!**

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## **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 East Jackson School Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 9, 2012. If any of the policies or administrative guidelines referenced herein is revised after July 9, 2012, the language in the most current policy or administrative guideline prevails.

## **MISSION OF THE SCHOOL**

Our mission at East Jackson Elementary is to have pride in our school and to help students realize their worth and potential. In partnership with students, parents and community members, we are committed to developing a nurturing environment that encourages the development of each student, ensuring the students will become confident, self-motivated, life-long learners who will have a positive impact on society. In striving for excellence, we focus on high expectations for both staff and students, and are continuously looking for ways to grow and improve as we learn about the diverse world around us.

School Motto: **Dream it! Believe it! Achieve it!**

## **EQUAL EDUCATION OPPORTUNITY**

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

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

Steve Doerr, Superintendent of Schools  
East Jackson Community Schools  
(517) 764-2090

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## SCHOOL DAY HOURS

**School at East Jackson Elementary School (EJE) begins each day promptly at 8:30 AM and ends at 3:43 PM.**

3	Grade Recess/Lunch	11:20 AM-11:55 AM
4, 5	Grade Recess/Lunch	11:30 AM-12:05 PM
2, 6	Grade Recess/Lunch	11:55 AM-12:30 PM
K, 1	Grade Recess/Lunch	12:20 PM-12:55 PM

3, 4, 5	Grade Afternoon Recess	1:30-1:56 PM
K, 1, 2	Grade Afternoon Recess	2:10-2:36 PM

\*6<sup>th</sup> Grade has physical education daily in place of afternoon recess.

**Parents are asked to wait in the front foyer at the end of the day after 3:35 p.m., if they choose to park in the parking lot and enter the building to pick up their child to reduce academic disruptions.**

## PARENTAL INVOLVEMENT

Our East Jackson Elementary Parental Involvement Policy is posted at our website at [www.eastjacksonschools.org](http://www.eastjacksonschools.org) on our home page. The board encourages all parents/guardians to read the plan annually and ask a building principal any questions you may have related to this document.

### Communication Between Home and School

Teachers and parents are encouraged to contact one another whenever questions or concerns arise about a student. Telephone calls and personal visits are frequently used by parents and teachers to gain greater insight into the lives of the students and provide for a constant flow of information between home and school. Student agendas may be used for communication. In addition, "Friday Folders" containing important information will be sent home each week.

Communication between home and school is considered to be very important. **Parent-Teacher Conferences** in the school are merely one method used to keep parents informed of the progress of their student. These are held with parents in the fall and spring.

During the school year, your student's grades will be available on-line through Power School for your continuous review. **Report cards** are provided four times a year. The first report card will be distributed at parent-teacher conferences with others being sent home with your student. Parents of students in grades 3<sup>rd</sup>-6<sup>th</sup> will receive a progress report at the middle of each marking period. Please carefully review your student's progress and contact your student's teacher if you have questions regarding grades.

If you have a question related to **school bus transportation**, please contact the transportation department at 769-8806.

**Please use our website: [www.eastjacksonschools.org](http://www.eastjacksonschools.org) to review information including our calendar, newsletter, menus, meal prices, Trojan Press and our District's Parent Involvement Policy.**

## RIGHTS AND RESPONSIBILITIES OF STUDENTS

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, if concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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

## SECTION I - GENERAL INFORMATION

### ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the district's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling students, parents/guardians must provide copies of the following:

- A. an original birth certificate (if mother's name is different, please provide SS card or marriage license),
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. two proofs of residency,
- D. proof of immunizations.

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

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

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

### TRANSFER OUT OF THE DISTRICT

Parents must notify a building principal about plans to transfer their child to another school. 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 a building secretary for specific details.

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

### STUDENT WELL-BEING

Student safety is a responsibility of the staff and students. 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. The card will tell office personnel who to contact quickly in case your student is ill or has an emergency. Please note: This does not allow emergency contacts to pick up students at any other time without specific consent. A note from the student's parent or guardian must be provided in order to release the child from school. **Please call the school if any of this information changes during the school year.** These cards are sent home the first week of school. We ask that you fill them out, sign on the back, and return them to school with your student **before the end of the first week.**

Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to the School Office. Also, due to health concerns (such as asthma), as well as safety concerns, students are not allowed to use spray deodorants, colognes, perfumes, etc...

### 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. We have a **no**

**nit policy. If a student is found to have lice/nits, the parent or guardian will be contacted and the student must be taken home for treatment. All nits must be removed before a student may return to school.** The student's hair must be dry and free of hair accessories (ie: braids, hair ties, etc.) to be checked. A parent/guardian must bring the student to the office to be rechecked before returning to class. The student is not allowed to ride the bus until the office has approved the return of the student. We encourage parents/guardians to check your child's hair each week. The school office has information about lice and the treatment available.

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 DIRECT-CONTACT COMMUNICABLE DISEASES**

In the case of direct-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.

Direct-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human Immunodeficiency Virus), 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.

### **EMERGENCY CLOSINGS AND DELAYS**

The changing conditions of Michigan weather frequently create hazardous situations for busing students to and from school. Fog, ice, drifting snow, and mud are the main causes for closing schools or calling for a two-hour delay. In the event that inclement weather results in the closing of school, announcements will be made on local radio and television stations. **Breakfast will not be served if there is a delay to the start of the school day.**

You will also get a "Power Alert" automated message to inform you of closings or delays. All students will be picked up at bus stops two hours later than normal if there is a delay. School will then begin at **10:30 AM**.

### **EMERGENCY DISMISSAL**

It is important to instruct your student as to what to do should school be dismissed early. Please do not ask him/her to call you from school; it is not possible to handle all requests. Emergencies which might occur are events such as: power failure, boiler malfunction, loss of water, bad weather. Parents and students are responsible for knowing about emergency closings, delays, and emergency dismissals.

### **FIRE, TORNADO, AND LOCKDOWN 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 (5) consists of a short, pulsating tone. Tornado drills (2) will be indicated by the weather alert signal and be conducted using the specific guidelines and procedures provided by the State.

The following will assist in managing of severe weather situations such as tornados and thunderstorms during the school day and activities conducted on East Jackson Community Schools' property.

- A. The National Weather Service shall serve as the official source of information pertaining to decisions made by school personnel.
- B. During a severe weather WATCH, students will remain at school, continue with normal operations including but not limited to outside physical education classes and recess. Students will be dismissed at the end of the school day as usual.

- C. During a severe weather WARNING, students will immediately take cover in accordance with the individual building safety plan.
- D. If a WARNING is in effect at the normal dismissal time, students will remain at school until the National Weather Service removes the warning. Students will be released only to parents, guardians or identified emergency individuals.
- E. All elementary level extra-curricular and after-school activities will be postponed if a WATCH is in effect at dismissal time.
- F. If a WATCH goes into effect during an elementary activity, the respective building administrator in consultation with the Superintendent shall make the decision whether to continue the activity or suspend it.

Lockdown drills, in which the students are restricted to the interior of the school building and the building is secured, will occur a minimum of three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes. Our building's front door is locked daily for security purposes. Please use the buzzer to call office staff to request building entrance.

### **FOOD SERVICE PROGRAM**

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 the Food Services Director.

The school participates in the National School Lunch Program. Applications for the school's Free and Reduced-Priced Meal Program are available at our website and distributed to all students and must be completed annually. Only one application per family is needed. Please be sure to fill out the application form completely to expedite the process. Should a student need another copy of the application form, please contact a building secretary or go to our website to complete the application.

**Breakfast/lunch prices and menus are available at our website under "Food Service". Charges will be limited.** Parents will be contacted by our food service personnel if charges exist. Arrangements will then need to be made by parents for the student's lunch until charges are paid in full.

The teachers and school lunch personnel would appreciate the parents encouraging their students to taste and enjoy foods served in the lunch program. This is a place to learn to eat new foods.

Our food service program may be utilized for breakfast and lunch with the following goals:

- 1. To furnish nourishing and well-balanced meals at school
- 2. To furnish these meals at low cost (within the reach of all families)
- 3. To provide a pleasant atmosphere

In order to provide this pleasant atmosphere, students should abide by the following guidelines:

- 1. Stay seated unless given permission otherwise.
- 2. Politely wait your turn in line.
- 3. No throwing of food.
- 4. Talk quietly at all times.
- 5. When finished eating, be sure area is left clean.
- 6. Wait quietly for dismissal.
- 7. Keep hands and feet to yourself.
- 8. NO POP or red dye-type drinks allowed at school – Water only is allowed in classrooms. (The only exceptions will be classroom parties.)
- 9. "Energy drinks" (that are not recommended for children) are not allowed.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, a building 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 building secretary.

Immunizations may be obtained from your family doctor or are available at the Jackson County Health Department. **Immunizations must be completed prior to school entry.** The last shot of the DTP, OPV, and MMR series must be given after the child turned 4 years of age. If the last shot was given before the child turned 4, they must get the shot again. If you have questions regarding your child's health needs, contact your family physician or the Nursing Division at the Health Department 788-4420.

## **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 office staff member 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.

## **LOST AND FOUND**

A lost and found area is located in the hallway by the recess doors. Students should check in that area and in the office if they lose an item. We suggest that all outer wear, sweaters, boots, gloves and shoes be clearly labeled with the student's name to reduce the number of "lost" items. Any article that is not claimed by the last day of school will be washed and added to our school's clothes closet or donated to a charity.

## **MEDICATION USE**

### **Prescribed 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 (which includes the instructions for administration) must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. The form is available in the school office.
- C. All medications must be registered with the principal's office.
- D. Please bring medication, in its original container and properly labeled, to the office where it will be properly secured.
- E. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, or on the school bus except for emergency medications for allergies and/or reactions as noted on the medication form by the physician. Medications must be transported directly to school by the parent/guardian.
- F. 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.
- G. 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.
- H. A log sheet for each prescribed medication will be maintained which will note the personnel giving the medication, the date, and the time of day. This log sheet along with the physician's written instructions and the parent's written permission release will be maintained in the school office.

## **Asthma Inhalers and Epi-pens**

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

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

## **Elementary (Grades K to 6)**

Parents must authorize the school to administer a non-prescribed medication during school hours using the Medication Request and Authorization Form which is available at the school office. A physician's prescription or order is also necessary to authorize students to take non-prescription medication at school as per board policy. All of the other conditions described under prescribed medications will also apply to non-prescribed medications.

If a student is found using or possessing a non-prescribed medication without parent and physician authorization, s/he will be brought to the school office and the parents will be contacted. The medication will be confiscated until the necessary written authorization is received.

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

## **PARTIES/EVENTS**

Events such as our Fall Festival, Trojan Treat Night, and Christmas/Valentine's Day parties may be planned each year for the students. These parties are generally planned by the room parents and teachers and are scheduled in the afternoon. Students may provide an easy-to-serve birthday treat for their classmates with prior arrangements made with the teacher, or a book for the school library can be donated in their name. To avoid disrupting classes, parents are asked to drop off the treat at the office. We will make sure the student gets the treat at the next "break" in their day. Please refrain from products containing any type of peanut and/or tree nut ingredients to prevent any possible allergic reactions.

## **PETS**

Pets or other animals are **not permitted** to be brought to school by students **without the permission** of the teacher and a building principal. Live animals are not to be brought to school on the bus. If permission is granted, we prefer that parents bring pets for a short visit and only if the proper shots have been administered. Please be aware that requests may be denied if allergies or safety issues are of concern.

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

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

## **EAST JACKSON ELEMENTARY PARENT, TEACHER, COMMUNITY ORGANIZATION (PTCO)**

The organization known as PTCO brings the school and community closer together in an atmosphere conducive to uniting the work of home and school. All parents are encouraged to attend the monthly meetings to work closely with a building principal and faculty in understanding the educational needs of our school community. The PTCO allows parents to become involved in an advisory role offering support and feedback regarding school activities and events. Meetings are usually held the third Tuesday of each month of school at **6:15 PM in the East Jackson Elementary Community Room**. Dates of these meetings are listed well in advance on the website calendar and in monthly newsletters.

The PTCO sponsors a major fundraiser each fall and may have others during the school year. The purpose is to provide programs that enhance our cultural and educational opportunities for students. We appreciate the loyal support from our community. Student participation is voluntary and no door-to-door selling is permitted. Periodically, parents have not returned the money to the PTCO at the conclusion of the fundraising event. Please be aware that unreturned money accounts will be turned over to a local collection agency.

### **Sponsored Activities/Projects of the PTCO may include:**

Box Top Collection	Popcorn Fridays	4th Grade Camp	Links Program
Dances	Spelling Bee	Santa Shop	Accelerated Reader Prizes
Last Day Picnic	Mom 2 Mom Sale	Fun Fair	Classroom Supplies

## RECORDS OF STUDENTS

The school district maintains many student records including both directory information and confidential information.

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

Directory information includes information such as: name, address, date of graduation, awards received, honor rolls, scholarships, etc... as per District Policy 8330.

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

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

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

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

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

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

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

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

#### **TELEPHONE USE**

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

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Cell phones or electronic devices are not to be in possession of the student **during the school day**. The devices must be turned off and kept in lockers/cubbies in students' book bags during the school day. If phones or other devices are confiscated, parents may be given the opportunity to pick items up from a building principal. The school is not responsible for lost, stolen, or broken devices.

Cell Phones/Electronic Communication Device/Other Personal Communication Device Limitations and Ban

**\*This is an annual policy for each academic school year.**

First offense: Student picks up item at the end of the day/office referral

Second offense: Parent picks up item /office referral

Third offense: Item stays in school safe for 5 school days /office referral

Fourth offense and beyond: Item stays in school safe for 10 school days /office referral

#### **TRAFFIC**

For the safety of your children, please follow all traffic signs and patterns. Morning drop-offs and afternoon pick-ups must be done at the front of the building. There is a separate driveway for safety purposes for student drop-off and pick-up to be used to create separation from the bus unloading and loading area at the north end of the building. A traffic information sheet (including a map and specific procedures) is posted at our building's website for your reference.

## **VALUABLES OF STUDENTS**

Students are encouraged not to bring items of value to school. During school hours (including lunch and recess) fidget spinners, toys, cameras, video cameras, cell phones, hand-held games, personal listening devices (such as I-Pods) and any other electronic device that distracts from the learning environment will be confiscated. Valuables are not to be in possession of the student. Parents may be given the opportunity to pick items up from a building principal. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **VISITORS**

Adult visitors, especially parents/guardians, are welcome at the school. **Prior contact** with the classroom teacher is requested to ensure such visits do not interfere with regular classroom work. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign-in and obtain a badge. The badge must be worn where it is visible to staff members and students. This allows staff to be aware of the visitor's presence in case of an emergency. Any visitor found in the building without a badge shall be reported to a building 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.

## **VOLUNTEERS**

Volunteers play an important role in the educational process in classrooms, playground, on field trips, etc ...

**Because we want to maintain our safe environment, volunteers will annually:**

1. Receive prior approval from the classroom teacher and remain under his/her supervision.
2. Provide a driver's license or Michigan ID for a background check to be completed through the Michigan State Police (ICHAT). \*Please allow one week for processing.
3. Receive a pamphlet explaining expectations of our volunteers.
4. Complete an emergency form.
5. Agree to sign-in and out for each visit.
6. Wear the volunteer badge, to make staff members aware of your presence.
7. Turn cell phones off or put on silent mode.
8. No photographs are to be taken.

## **SECTION II - ACADEMICS**

### **SCHEDULING AND CLASS ASSIGNMENT**

The principals will assign each student to the appropriate classroom and program. Creating the best classroom composition for all of your students is our top priority with many factors being considered. Any questions or concerns about the assignment should be discussed with a principal.

### **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 a building principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **GRADES**

East Jackson Elementary has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students accordingly 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. Grades may reflect a program that has been modified for a student with special needs, providing parent, teacher(s), and the appropriate administrator have approved the program in advance.

The school uses the following grading systems:

90 to 100 =	A = Excellent achievement
80 to 89 =	B = Good achievement
70 to 79 =	C = Satisfactory achievement
60 to 69 =	D = Minimum-Acceptable achievement
	E = Failure
	I = Incomplete
S+ =	Satisfactory +
S =	Satisfactory
S- =	Satisfactory -
N =	Needs improvement
U =	Unsatisfactory

### **Homework**

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

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

### **Grading Periods**

Students shall receive a report card at the end of each 9-10 week period indicating their grades 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 formally to the parents at the end of the first semester, so they can talk with the teacher about what actions can be taken to improve poor grades.

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

### Elementary

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

Many efforts will be made throughout the school year to attempt to remediate any difficulties before a student is retained. Ultimately, the student, parents, and educators are all responsible for the student's progress.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, attendance, behavioral decisions, citizenship, leadership, performing arts, and volunteerism.

### **Honor Roll**

Third, fourth, fifth, and sixth grade students can be named to the honor roll each marking period if they earn all A's and B's. Should a student earn a C, D, E, S-, N, or U, he/she will not be placed on the honor roll for that marking period. Students who receive "A"s in every academic area for the marking period will receive special recognition.

### **Positive Behavioral Supports**

All students are provided with the opportunities to become successful students. Some positive behavioral supports include: "shout-outs" over the PA system, good citizen rewards, classroom rewards, attendance awards, honor roll, principal's award, accelerated reader recognition, spelling bee, citizenship awards, and participation in school-wide projects such as reading challenges. Positive choices will be frequently recognized in a variety of ways. Our ultimate goal is for students to make positive decisions without expecting a tangible "reward".

## **ACCELERATED READER PROGRAM (AR)**

Some teachers may require students to earn AR points each marking period. Once a student takes an AR test, the test may not be retaken during the rest of their time as a student at EJE. Points may be used to meet class requirements and also to earn prizes purchased by our PTCO.

## **COMPUTERS- TECHNOLOGY USE**

Before any student may take advantage of the school's computer network and Internet services, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary or referral to law enforcement authorities. Violations may result in technology privileges being revoked for a duration of time. Copies of the school district's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed upon the student's enrollment to the building. **Keep all logins and passwords private.**

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds with school-arranged transportation utilized. There may also be 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. The Student Code of Conduct applies to all field trips. **Please remember that preschool age and other non-enrolled children are not allowed on fieldtrips.**

Field trips are specifically planned to complement the academic curriculum and/or to provide positive and unique experiences for our students. However, sometimes safety concerns and discipline issues may arise during the year with individual students. As a result, teachers reserve the right to request that a parent (or designated adult) attends the field trip (at his/her own cost) as a chaperone for the student. Clearly, students who are absent or on suspension the day of a field trip will not be attending the trip.

## **SUPPORT SERVICES AVAILABLE**

East Jackson Elementary has many services available to its families. The following list includes some of the services that may be available to your child to help him/her become more successful at school.

**Title I Program-** The Title I Program is a federally funded program designed to provide additional support and services to student who are failing to meet or are at increased risk of failing to meet curriculum standards in the areas of reading, mathematics, science and/or social studies. These support services are provided by Literacy Coaches, Instructional Assistants, and paraprofessionals. Parent/Guardians may request their child not receive Title I services.

**Student Study Team (SST) -** If a classroom teacher determines a student is struggling academically or behaviorally and they are unable to address these concerns within the classroom. The teacher will complete a student study team referral. This form is then given to the appropriate school personnel who may schedule a meeting with teacher(s) and other staff members as appropriate. The SST will make recommendations as to which type of interventions will be prescribed and a timeframe for the initial intervention and subsequent assessment(s). The SST will then reconvene to determine if the intervention is assisting the student with being more successful. The SST may then continue the intervention, modify the intervention, or refer the student for special education testing. Parental involvement with this entire process is essential. At any point of the school year, should parents have concerns with their child's progress, they should contact the classroom teacher directly to discuss their concerns.

**Literacy Coaches-** Teachers who will support students, families, and staff members while working with students who qualify for the Title I School-wide Program in all core content areas.

**Social Workers -** A social worker is available to students who qualify through the Jackson County Intermediate School District (JCISD). Two other social workers will be working with "At-Risk" students.

**Teacher Consultant-** A teacher consultant will work with students who qualify for these support services which focus on teaching student responsibility including study skills.

**Resource Room Teachers -** These teachers are responsible for helping students who qualify with many different challenges with in learning. These range from perceptual challenges and motor development challenges to general emotional and social adjustment concerns.

**Cognitively Impaired Teacher-** The teacher is responsible for helping qualifying students develop their skills in order to progress from their current levels. Both academic and social skills are supported.

**Psychologist-** If your student is having academic, social, or emotional problems at school, he/she may need to be evaluated to determine the cause. This service is provided through the Jackson County Intermediate School District (JCISD).

**Speech and Language Therapist** – The speech and language therapist meets with students who are experiencing difficulty with their speech and/or language. Service is available each week through the JCISD.

## **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact a building principal at (517) 764-1810 to inquire about evaluation procedures and programs.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the district. It is, therefore the policy of this district that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parents should contact a building principal at (517) 764-1810 to inquire about evaluation procedures and programs offered by the district.

## **SECTION III - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

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

Also, attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Furthermore, 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 absences could lead to a truancy referral to the courts.

#### **Notification of Absence**

If a student is going to be absent, the parents must contact the school at (517) 764-1810 **by 8:30 AM** and provide an explanation. If prior contact is not possible, the parents should provide a written note as soon as possible. If the absence can be foreseen, 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 are to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result may negatively impact a student's grade.

When no legitimate 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.

The skipping of classes or any part of the school day is considered an unexcused absence. Disciplinary action will follow.

## **Excused Absences**

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

- Illness/Recovery from an accident
- Required court attendance
- Professional appointments
- Death in immediate family
- Observation of a bona fide religious holiday

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.

Students who are excusably absent for more than 5 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may have a notation made on his/her report card concerning his/her frequent absence from school.

If your student would like to participate in the "Take Your Child to Work Day", a letter from the place of business on letterhead stationary must be received in the school office for it to be considered an excused absence. We encourage your students to explore careers further during the summer months.

## **Suspension from School**

Absence from school due to suspension shall be considered an excused absence (up to 10 days). After 10 days of suspension, the absences will be unexcused as per our county prosecuting attorney.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the out-of-school suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the main office beginning the second day of the suspension if requested by the student or parent. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests. In-school suspension students should complete their work during the in-school suspension time.

## **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. If no call or note/written document (with a legitimate excuse) is received, the absence is unexcused. **After 10 days of unexcused absences, the matter is referred to the courts.**

## **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 5 days of truancy in any semester, a student will be considered a "habitual truant", which can result in a hearing before a judge in a court of law and a report to local authorities concerning lack of parental responsibility (neglect) in providing proper care and supervision of a child.

## **Tardiness**

A student who is not in his/her assigned location **by 8:30 AM** shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Students who are tardy more than 3 times during a marking period **or picked up by parents before the end of the school day** will not receive a certificate for perfect attendance. Also, half days are not accepted as part of perfect attendance.

### **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. **Parents/Guardians are to call in by 1:30 PM if transportation plans have changed for the end of the day.**

Any student leaving school during regular school hours must be excused at the office. Please remember to use the sign-out book. Once you have signed him/her out, we will call your student to the office. Please do not ask to have your student waiting for you in the office. Whenever possible, make dental-medical appointments outside of school hours.

### **Make-up of Tests and Other School Work**

Students who are absent from school or who have been suspended shall be given the opportunity to make-up assignments which have been missed. The student should contact the teacher(s) as soon as possible to obtain assignments. Students will be given the number of days of absence within which to make-up work.

If a student misses a teacher's test due to 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.

### **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 a building principal and the student's teacher(s) to make necessary arrangements at least one week in advance. It may be possible for the student to receive certain assignments that are to be completed during or after the trip. **The county prosecuting attorney advises that trips during scheduled days of school are considered unexcused absences.**

### **HOMEBOUND INSTRUCTION**

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the superintendent. The district will provide homebound instruction only for those confinements expected to last at least five (5) days.

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.

### **STUDENT CODE OF CONDUCT**

A major component of the educational program at East Jackson Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. We strive to handle disciplinary matters in a fair and consistent manner to further improve our school setting.

However, our goal is to recognize the positive behavioral choices made by our students on a frequent and consistent basis. **In short, our students are expected to be safe, be responsible, and be respectful.** They will have many opportunities daily to demonstrate their positive choices. Sixth grade students who choose to participate in athletics must abide by the athletic code of conduct under the supervision of the athletic director.

## **Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students (respect authorities);
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background (respect others);
- be responsible and complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive (use self-control);
- act at all times in a manner that reflects pride in self, family, and in the school.

Teachers will list the classroom expectations and post them in the classroom. The consequences of making both positive and poor choices will also be explained to the students.

The school expectations, other than those of the classroom, will be explained to the students during the first week of school and a letter sent to parents asking for support will then be issued. The ultimate responsibility for a student's behavior rests with the students and parent(s)/guardian(s).

## **Care of Property**

All textbooks, workbooks, and paper are supplied by the district. Pencils and crayons are also given to students on a periodic basis. Students may have their own supplies if they wish. Suggested school supplies are posted on the building's website. If a textbook is lost, or excessively damaged through misuse or carelessness, a replacement fee will be assessed. School books, including library materials, are to be returned or paid for by the end of the school year. Accelerated Reader (AR) prizes will be withheld until the matter has been resolved.

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.

## **Dress and Grooming**

The intent of enacting a dress code is to promote a good classroom/academic environment, maintain discipline, and prevent disruption of the educational process. While the Board of Education recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, anything that is disruptive, distracting, or unsafe will not be permitted. Personal expression is permitted within these general guidelines. Students are to practice good health and grooming habits.

- A. **Students are prohibited from wearing distracting clothing, which is disruptive to the educational setting. Examples of prohibited clothing include, but are not limited to:**
1. Flip flops, slip on shoes, and cleats are not allowed. (Shoes with snug fitting backs and heels less than 1.5 inches are allowed.)
  2. Clothing which exposes the midriff is not allowed.
  3. Skirts/Shorts must meet the student's fingertips when the arm is fully extended.
  4. Slippers/pajamas are not to be worn (unless special school event).
  5. Undergarments (bras, underwear) must not be visible.
  6. Pants will be worn at waist level (no sagging) and may not have large and deep, open pockets.
  7. Garments that distract or provoke students or school employees are not to be worn.
  8. Head coverings, such as hats, hoods, scarves, etc...) are not allowed inside the building. Bandanas are not allowed at any time.
  9. Generally, sunglasses, coats, and other outside clothing are not appropriate to wear to class.
  10. Clothing, patches, jewelry, or buttons displaying profanity, vulgar or obscene suggestions, gang symbols, gang colors, or promoting the use of cigarettes, alcohol, or illegal drugs are not allowed.

11. Wallet chains or chains of any kind will not be worn or allowed at school.
  12. Jewelry/Piercings that may create unsafe conditions will need to be removed.
- B. **If a student's dress/grooming is not acceptable to a staff member, the student is to be referred to the office staff to change or call home for assistance in correcting the situation.**
- C. **With outdoor activities during the day including recess, students should come to school appropriately dressed for weather conditions.**

Students who are representing East Jackson Elementary at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **Recess**

Recess is scheduled as part of the regular school day and serves as a break for students and teachers. Please encourage your student to dress according to the existing weather conditions. Inside recesses are declared if the wind chill factor becomes hazardous for our students. As a general rule, if your student is too ill to participate in recess, he/she should be kept home. Students returning to school after being ill will be allowed to stay inside for **two days** when accompanied by a written request from their parents/guardians. If you desire that your student stay inside beyond the two day limit, a note from your doctor is required.

### **Playground Expectations**

- 1) Every person is to be treated with respect. Every person's belongings are to be treated with respect. This means that hitting, kicking, biting, pushing or any other physical or verbal abuse is not allowed.
- 2) Swings are for swinging – not twisting.
- 3) Please stay away from mud puddles, icy patches, any area past the playground boundaries.
- 4) Please slide feet first down slides. Slides are for sliding only.
- 5) Snowballs are for rolling – not throwing. Sticks, stones, grass and dirt stay on the ground.
- 6) For safety reasons, tackle football is not permitted. Touch football is permitted.
- 7) Orderly line-up is expected promptly when the whistle blows.
- 8) Warm coats, sweaters, boots, hats and mittens are required on cool days. It helps if student names are in clothing items.
- 9) As mentioned above, students who are healthy enough to be in school are usually healthy enough to be outside at recess time. The fresh air and exercise is good for them.
- 10) Paraprofessionals are on the playground for the safety and protection of your student. Your student's respect and cooperation with them will ensure greater enjoyment during the free time.

### **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. **Suspensions** "exclude a pupil from school for disciplinary reasons for a period of fewer than 60 school days." **Expulsions** "exclude a pupil from school for disciplinary reasons for a period of 60 or more school days."

**Positive behavioral interventions and supports** will be utilized to enhance academic and social behavior outcomes for all students. However, in the event that staff members need to **restrain and/or seclude** a student, it will be done in accordance with NEOLA 5630.01 and used as a last resort in an emergency situation by trained personnel.

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

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

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

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

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

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

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

### **2. Use of alcohol**

Either building 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 or electronic cigarettes or similar devices 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. The use of tobacco products on district premises, at school-sponsored events, and in all school buildings owned and operated by the district is prohibited as per Board policy. This policy applies 24 hours a day, 7 days a week, 365 days a year.

### **4. 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 suspension, expulsion or possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law (August 1, 2017) requires that a District uses discretion and considers seven factors to determine if a student should be suspended or 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.)

If the expelled student is in grade five (5) or below, he/she may petition reinstatement after the 60<sup>th</sup> school day of their expulsion. Student may not be reinstated until the 90<sup>th</sup> day.

If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possession a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the day of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

\*By federal law, expulsion for firearm possession (with consideration of seven factors) is a permanent expulsion when the student knowingly possessed it to use as a weapon. Districts are not required to reinstate students after the expulsion, but may choose to allow the student to return with specific expectations/requirements.

#### **5. 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.

#### **6. 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 a building principal. Failure to report such knowledge may subject the student to discipline.

#### **7. 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.

#### **8. Physically assaulting a staff member/student/person associated with the district**

Physical assault at school against a district employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and may subject the student in grade 6 or above to expulsion. Physical assault by a student in grade 6 against another student shall result in suspension or expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

#### **9. Verbally threatening a staff member/student/person associated with the district**

Verbal assault at school against a district employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

#### **10. 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.

## 11. 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.

## 12. 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, counselor/social worker, principal, or to any staff member. 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 unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed 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 unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;

- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

### **12a. Hazing**

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

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

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

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

### **12b. Bullying and Other Aggressive Behavior**

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

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

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

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

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

## **Notification**

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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

## **Procedure**

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

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

Either building principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a complaint is made.

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

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

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

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

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

## Definitions

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

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

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the district.

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

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

### **Criminal acts**

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

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

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

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a district building or on district property, including school buses and other school transportation.

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

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

### **13. 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.

### **14. 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 a recommendation for long-term suspension or expulsion.

### **15. 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 a building principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

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

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

### **17. Extortion**

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

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

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. Forgery is a form of lying and is not acceptable. Disciplinary action may result.

## **19. 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.

## **20. Gang activity**

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.

## **21. Personal displays of affection**

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

## **22. Possession/Use of Wireless Communication Devices (WCDs)**

An elementary student may not possess a personally-owned wireless communication device, iPod, MP3 or similar electronic storage device during the school day.

Reasonable suspicion that a communication device has been used to violate district policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

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 up to a 10-day suspension, loss of privileges, and may be recommended for expulsion.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive 3 days of suspension. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

## **23. Profanity**

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

## **24. 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.

## **25. Safety concerns**

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

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

## **27. 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 a building principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

## **28. 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.

## **29. Vandalism**

Vandalism and disregard for school property will not be tolerated. Replacement and/or repair costs will be expected to be paid by students and/or their parents for purposefully destroying property of the school or others. Violations could result in suspension or expulsion.

## **30. 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.

## **31. Violation of transportation rules**

Please refer to Section IV on transportation for bus rules (or please refer to bus regulations posted at [www.eastjacksonschools.org](http://www.eastjacksonschools.org)).

## **DISCIPLINE**

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

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

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It may include: change of seating or location, time-outs, loss of recess, parent contact, counselor/social worker referral, or in-school suspension.

In-school suspension may be utilized as determined by a building principal for offenses found in the Student Code of Conduct.

The following rules shall apply to in-school suspension:

- Students must not disrupt the teaching and learning occurring within the classroom where they are placed.
- Students are required to have class assignments with them.
- Students are not to communicate with other students unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No food or beverages shall be consumed.

### **Formal Discipline**

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

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

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

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The superintendent may act as the hearing officer. The superintendent may suspend a student for more than 10 days, but no more than 60 days. An appeal of this decision may be made to the Board. The Board may suspend a student for longer than 10 days of expel a student. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

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

If the District determines that it will utilize **restorative practices** in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasis repairing the harm to the victim and school community caused by the student's misconduct. Restorative practices may include victim-offender conferences that are defined in NEOLA 5610.

### **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, a building principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified in writing within one (1) day of the reason for and the length of the suspension. The suspension may be appealed within two (2) school days after receipt of the suspension notice to the Superintendent. 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 while on suspension and 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 a recommendation for expulsion;
- \* a brief description of the hearing procedure;
- \* a statement that the student may bring parents, guardians, and counsel;
- \* a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- \* 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;
- \* the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

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

Within 5 days 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.

East Jackson 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 a building principal.

## **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 and done by two adults.

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

The lockers and locks will be assigned by school staff for the duration of the school year and all locks will be provided by the school. Combinations must be kept private. Students are responsible for the contents of the locker and any penalties pertaining to such items.

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

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

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

### **STUDENT 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 a building principal.

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

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.

### **SECTION IV – TRANSPORTATION**

A student will not be permitted to leave the school by other means than his/her regular bus without a written request or verbal request from the student's parent/guardian. \*Notes are preferred for accurate record-keeping purposes.

### **ADMINISTRATIVE RULES/REGULATIONS FOR BUS RIDERS (Revised 7/17) AR 6-1**

Bus transportation is a privilege, not a right, to be enjoyed by those students who conduct themselves properly. The East Jackson Community Schools are committed to a safe transportation system and will take whatever action necessary to assure that students are not endangered. Positive behavior is equally rewarded with "Rider of the Month/Year" recognition, K-6.

1. Elementary (K-6 students) can be expected to walk up to a half mile and secondary students (7-12) can walk up to a mile, if necessary.
2. Students must be at designated bus stops at least 5 minutes before scheduled arrival time. Bus will not wait.
3. Wait for your bus in a safe place. Wait until the bus has come to a complete stop before attempting to enter the bus. (Remember to remain seated until the bus has come to a complete stop before attempting to leave the bus).
4. Students who must cross the street/road must wait for voice command from the driver before crossing. Stop and look both ways. Cross at least 10 feet in front of bus.
5. Students must obtain written permission from parents/guardian, to ride a bus other than their own, or have another student ride the bus with them, or to be let out at a bus stop other than their own. This is providing there is room on the bus. All permission slips **MUST BE APPROVED BY YOUR SCHOOL BUILDING OFFICE PERSONNEL.** No request will be granted without the proper signatures.

6. Students are expected to cooperate and promptly follow requests or instructions of the bus driver. Insubordination and disrespect will not be tolerated.
7. Occupy the seat assigned by the bus driver and keep aisles clear of feet, books and other belongings.
8. No sleds, skateboards or animals are allowed on the bus.
9. Spitting, eating or drinking will not be allowed on the bus.
10. Keep heads, hair, hands, arms inside bus at all times. Ask permission of the driver to open a window.
11. Talk quietly - no shouting, whistling, or use of profanity, bad language or obscene gestures.
12. Do not crowd, push, or other disorderly conduct while boarding or leaving the bus.
13. Do not throw anything on, at, or off the bus.
14. Possession/lighting of matches/lighters and tobacco products is strictly prohibited.
15. No fighting, harassment, or bullying toward other students.
16. Students violating the above rules/regulations will receive a written misconduct report/warning. A K-6 student will not be suspended from the bus until communication with the parent has occurred. The Transportation Department, when deemed necessary, will hold a conference with the student and will inform the parent of the results, which will be attached to the misconduct report, then mailed or e-mailed. If a parent desires a conference, a call may be made to the Transportation Administrator at 769-8806, who will then make the necessary arrangements.
  - Continued misbehavior could result in progressive discipline including suspension of bus riding privileges.
  - Suspensions from riding the bus will be determined by the severity of the incident and at the discretion of the Transportation Administrator.
17. The only exception to the above procedures is when it is found that a student has willfully or maliciously marred, defaced, or mutilated a bus. The student will be required to pay for any damages/repairs. This student will also be denied the privilege of riding the bus for a minimum of 15 school days.
18. Students may be removed from the bus at a school location where a phone is available to call for adult assistance for misbehavior that needs immediate attention.
19. All Rules/Regulations pertain to regular runs, kindergarten runs, field trips and sports trips.

**20. YOU MAY HOWEVER, RELAX, ENJOY THE SCENERY, READ A BOOK, TALK QUIETLY TO A FRIEND AND ENJOY THE RIDE.**

**WE TRANSPORT PRECIOUS CARGO!**

#### **VIDEO ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videoing 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 video, the video will be reviewed by the transportation supervisor and discussed with a building principal as needed and may be used as evidence of the misbehavior. Since these videos are considered part of a student's record, they can be viewed only in accordance with Federal law.