



# PARENT/STUDENT HANDBOOK

## 2017-2018



### **Borland Elementary School Mission Statement**

Our mission is to provide a caring and academically stimulating environment where all students have the opportunity to become independent, responsible learners with the skills they need to contribute positively to society.

**Mrs. Megan Cottone**  
Principal

**Dr. Stu Cameron**  
Superintendent

500 W. Borland Rd.  
Imlay City, MI 48444

School Phone: 810-724-9813  
School Fax: 810-724-9894  
Bus garage: 810-724-9852

School hours: 8:50 am – 3:30 pm

Please call the school office by 10:00 am to report an absence or to request homework

Please call by 3:00 pm to make a change in afternoon plans

# *Borland Elementary Parent/Student Handbook*

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## **FOREWORD**

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

## **EQUAL EDUCATION OPPORTUNITY**

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

Any person who believes that the school or any staff member has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer, Dr. Stu Cameron, Superintendent.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student 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 student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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

## **STUDENT WELL-BEING**

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

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

Parents of students with specific health care needs should submit their needs, in writing and with proper documentation by a physician to the school office. All medications, prescribed and non-prescribed, are to be delivered to the school office and taken only with adult supervision. The Principal and/or office secretaries are available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without approval. Students are to leave school grounds immediately after school, unless in an adult supervised activity. Students may not remain in the building unsupervised after school hours.

## **INJURY AND ILLNESS**

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

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

Should the office determine that a student need to be sent home during the school day, the parent or emergency contact person will be notified and be asked to pick up the child. Therefore, it is extremely important that your address, telephone numbers, and emergency information be kept up-to-date. Please contact the school if any changes occur in the above information during the school year.

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

No child is to be released from school during school hours without notification from the school office.

1. No child may be released from school in the custody of anyone except the custodial parent or legal guardian. (Unless the person is listed on the emergency card in the office or a note is on file in the office stating that another person may pick the child up.)
2. Any person wishing to secure the release of a child prior to regular dismissal time must go in person to the office. The office will call the teacher have the child sent to the office.

The above procedures are necessary to prevent unauthorized persons from gaining custody of the child while he/she is in school.

## **SECTION I – GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance district in which they live.

Students that are new to Borland Elementary School are required to enroll with their parents or legal guardian. While enrolling, the parents will need to bring:

- A birth certificate
- Proof of Residency
- Proof of Immunizations
- Social Security Card (optional)
- Custody papers from a court (if appropriate)

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete, and all necessary documents should be returned to the office in a timely manner.

### **SCHEDULING AND ASSIGNMENT**

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

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

## TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Borland Elementary School, the parent must notify the school office. 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 the office secretaries for specific details.

## ARRIVING AT SCHOOL

1. Borland Elementary School opens at 8:20 a.m. Students should not report to school prior to that time, unless pre-scheduled for a special activity, teacher conference, etc.
2. Students who walk to school should report to the cafeteria or other designated area of the building in a quiet, orderly manner until the bell rings at 8:40 a.m. Unless reporting to breakfast, walkers should arrive at school just in time to enter the building at 8:40 a.m. Students may not arrive before 8:20 am.
3. Bus students are kept on their bus until released by the bus drivers. Students who ride the bus and eat breakfast at school will be released from the bus upon their arrival. Children who do not eat breakfast, but get off the bus too early will be subject to discipline.

## AFTER SCHOOL

Students are expected to go directly home immediately after school unless special arrangements have been made and approved by the student's classroom teacher or the office. There is **NO** supervision for children who remain at school after classes have dismissed.

Parents who are picking up their child from school by car should do so in our parking lot. Please make sure before leaving for school that your child knows that you are going to pick them up. In an emergency situation where your plans for picking your child up have changed, please notify the office as far in advance as possible.

If a child is not to ride the bus home on a particular day, the office must have a note signed by the parent or guardian. **ANY CHILD NOT HAVING A NOTE WILL BE SENT HOME ON HIS/HER REGULAR BUS.**

## WITHDRAWAL FROM SCHOOL

No student under the age of 16 will be allowed to withdraw from school without the written consent of his/her parents.

## IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary immunizations or waivers, the Principal may remove the student or require compliance within 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 Lapeer County Health Department at (810) 667-0391.

## IMMUNIZATION REQUIREMENTS

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

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

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

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

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

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

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

<b>Diphtheria Tetanus</b>	Four (4) or more doses of DTP or Td, or DtaP (pediatric) vaccine or any combination thereof, is the minimum acceptable if dose #1 was given on or after 7 years of age. 1 dose of Tdap for children 11-18 years of age if 5 years since the last dose of tetanus/diphtheria containing vaccine.
<b>Pertussis</b>	
<b>Polio</b>	Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
<b>Measles Rubella</b>	Two (2) doses of MMR virus vaccine are required with the 1 <sup>st</sup> dose given after the 1 <sup>st</sup> <b>Mumps</b> birthday, and the 2 <sup>nd</sup> dose given at least 28 days after the first dose.
<b>Hepatitis B</b>	Three (3) doses of HepB vaccine. The second dose must be at least 30 days after the first dose. The third dose must be at least 6 months after the first dose.
<b>Chickenpox</b>	Two (2) doses of Varicella (Chickenpox), or history of the disease (month/year).

### USE OF MEDICATIONS

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

- Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- **All medications** must be registered with the principal's office.

Medication that is brought to the office will be properly secured. Medication must be brought to school directly by the parent. This should be arranged in advance. A two to four (2 – 4) week supply of medication is recommended. Medication **may not** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

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 the school year.

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. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

No staff member will be permitted to dispense non-prescribed, over the counter (OTC) medication to any student unless an authorization is on file in the office, in which case only the office staff will be able to dispense OTC medication to the student.

### **Epinephrine Auto Injectors**

Commencing with the 2014-2015 school-year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the school principal to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The Director of Curriculum and Instruction shall also be responsible for coordinating the training of District employees to administer the Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

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

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

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

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

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

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

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

Specific diseases include: chickenpox, 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 by the Lapeer County Health Department.

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

In the case of non-casual contact communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the Lapeer 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 members in school unless there is definitive evidence to warrant exclusion.



Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-Immunodeficiency), Hepatitis B, and other diseases that may be specified by the Michigan Public Health Code.

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.

### **SPECIAL EDUCATION**

Imlay City Schools provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

Any student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Director of Special Education.

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

The Americans with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the Director of Special Education at 724-9853.

### **STUDENT RECORDS**

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

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

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

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

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

The students are charged fees for events such as: after-school enrichment classes, and field trips.

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

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

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

### **STUDENT FUND-RAISING**

A student will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member without the approval of the student's Principal. No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults. No house-to-house canvassing is allowed by any student for any fund-raising activity.

No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

Students are encouraged **not to bring** items of value to school. Items such as toys, hand-held games, jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the school, and may observe instruction in any class, but the observation must be pre-scheduled with the approval of the Principal. Any parent who wishes to review materials or observe instruction should contact the principal for a mutually acceptable time prior to coming to school.

### **GRASS AREAS**

When entering or leaving the building, students are to use sidewalks and not walk on the grass. The northeast side of the building is the play area. No students should remain in the front yard during recess. We are proud of the landscaping that we have around the building. We encourage students to help us keep it in good shape.

### **RECESS PROCEDURES**

The student code of conduct pertains to all school areas, including the play areas during recess time. Please review the student code of conduct with your child. Rules specific to the play areas and recess will be reviewed with children the first few weeks of school and throughout the school year. Please ask your child's teacher or building Principal if you would like a copy of the playground rules and procedures.

In cases of inclement weather or extreme cold, indoor recess will be held. When this occurs, students are released to their homerooms after they complete lunch. They are to proceed calmly and quietly in the hallways, find a quiet game or activity in the classroom, use conversational tones, and ask permission from adult supervisors if they must leave the room. Again, the student code of conduct pertains to all recesses.

### **PETS VISITING SCHOOL**

Bringing pets to school is discouraged, however, for educational purposes permission to bring live animals may be obtained from the teacher. Pets and animals are permitted at school only with the advance permission of the student's teacher and building principal. For the safety of our students, children are not to be in direct contact with the pet.

## **BICYCLES**

Bicycles may be ridden to school, but must be kept in the bike rack. Bicycles are not to be ridden during the school day. Bikes should be walked, not ridden, while on school property for safety reasons. **Students riding bikes to school should be cautioned to watch for traffic and observe all safety rules.**

## **MEAL SERVICE**

The cafeteria is used for meal services (breakfast and lunch). Breakfast is served beginning at 8:30 am free of charge for all students, and lunches are scheduled in the afternoon according to class.

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.75. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Milk may also be purchased separately for a cost of \$.50 per carton.

Parents may set up pre-paid food service accounts. Money can be sent in and credited to student accounts. Food service personnel will accept account money directly, or in line from students. All students will be issued a PIN number for purchasing items during meal service; however, students may pay daily if they wish.

Applications for the School's Free and Reduced-Price Meal program are distributed to all students and are available throughout the school year. If a student does not receive one and believes that he/she is eligible, please contact the Food Service Director.

## **CAFETERIA PROCEDURES**

Students are to adhere to the student code of conduct while in the cafeteria and in line for food service.

Students must obey adult supervisors.

Students should line up in the order in which they arrive, keep their place in line, and conduct themselves in a patient and orderly manner, using conversational tones only, while in line.

Students should use proper table manners at all times and remain seated for the first 15 minutes of their lunch period. They will be released by table to the playground after they have finished their lunch.

Bottles or cans of carbonated beverages are not allowed.

No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

## **FIRE AND TORNADO DRILLS**

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of short intermittent bells for Tornado and Klaxhorn (horn) sound for Fire.

The school principal shall provide documentation of completed school safety drills on the schools or District's website within thirty (30) school days after the drill is completed. This information will be maintained on the website for at least three (3) years. The documentation on the website shall include at least the following:

1. Name of school
2. School year of drill
3. Date and time of drill
4. Type of drill completed
5. Number of drills for the school year

6. Signature of school principal

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WMPC – Lapeer 1230 AM	Phone: (810) 664-5361
WJR – Detroit 760 AM	Phone: (313) 873-9836
WXYZ – TV (Channel 7)	Phone: (810) 827-3677

Parents and students are responsible for knowing about emergency closings and delays. Please be sure to update your Power Announcement account at <http://powerschool.imlay.k12.mi.us/public/home.html>

### **VISITORS**

Adult visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, **each visitor must report to the office** upon entering the school to obtain a **Visitor Pass**. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

**Students may not bring visitors to school.**

### **VOLUNTEERS**

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

Each volunteer:

- a. Shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- b. Will be covered under the District's liability policy, but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- c. Will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.

### **USE OF THE MEDIA CENTER**

The Media Center is available at scheduled times during the school day. Passes may be obtained from a student's teacher. Books on the shelves may be checked out for a period of one week. To check out any other materials, contact the media aide. Our Media Center also contains a parent section, which is available to parents to check out materials during the regularly scheduled Media Center hours.

In order to avoid late fees, all materials checked out of the Media Center must be returned on the due date. A fee will be charged for damaged and lost books.

### **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

Students must receive permission from their teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility that they are allowed to use.

## LOST AND FOUND

The lost and found area is located in the upper level of the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity when there becomes a large accumulation of lost and found articles.

## STUDENT SALES

No student is permitted to sell or trade any item or service in school. Violation of this may lead to disciplinary action.

## USE OF TELEPHONES

Office telephones are not to be used for personal calls. **Students may not call home for non-emergency reasons such as forgotten homework, materials, gym shoes, etc., or to make arrangements for after-school activities not sponsored by the school** (sleep-over's, parties, dances, permission to leave school with someone else, etc.). Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Cell phones are not allowed at school and will be confiscated and returned to an adult.

Except in an emergency, students will not be called to the office to receive a telephone call. If you need to get a message to your student, please call with a change of plans by 3:00 pm. If you call at the very end of the school day, it is possible your student may not get the message.

Parents wishing to talk with their child's teacher may leave a voicemail message. You may access the staff directory when you call the school or the office staff may transfer your call. Our teachers will call you back as soon as possible.

## ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours' notice is required to ensure that the Principal has the opportunity to review the announcement or posting. A Distribution of Materials form can be found on the district's website.

## LOCKERS

Each student is issued a locker for their use, which is the property of Imlay City Community Schools. If a student has difficulty opening a locker, he/she should report the problem to the office. Under no circumstances should lockers be altered in any way. Fines will be assessed for all damages incurred to lockers during the school year.

All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance and search. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained within.

## COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

The use of the network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

All computers located in classrooms, labs and offices of the district are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review

all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with and 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.

## **SECTION II – ACADEMICS**

### **CURRICULUM AREAS**

English Language Arts  
Reading  
Written Language  
Communication

Mathematics  
Science  
Social Studies  
Physical Education

Music  
Art  
5<sup>TH</sup> Grade Band

### **FIELD TRIPS**

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

### **GRADES**

Borland Elementary School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the class work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher. Parent may access their child's grades and attendance via the Parent Portal. Please contact the office to obtain your username and password.

The School uses the following grading system:

A	90 to 100%	D+	67 to 69%
A-	90 to 92%	D	60 to 69%
B+	87 to 89%	D-	60 to 62%
B	80 to 89%	F	Below 59%
B-	80 to 82%	I	Insufficient data for grade
C+	77 to 79%	CR	Earned credit
C	70 to 79%		
C-	70 to 72%		

### **GRADING PERIODS**

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

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

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

The following criteria will be considered for promotion into the next grade:

1. Current level of achievement
2. Potential for success at the next level (most important)
3. Emotional, physical, social maturity
4. Parent input

Promotion: Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established.

Placement: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the child will be placed in the next grade for various reasons (such as, age, maturity level, etc.).

Retention: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade and the student has not met the criteria established.

## **REPORT CARDS**

Report cards are issued to students and their parents four times during the school year.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

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

## **HOMEWORK**

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

Homework is an essential element of our instruction and necessary so that new skills can be practiced and responsibility developed. Parents will be notified at the beginning of the year as to the individual homework policy of each teacher.

Students in grades 3 and 4 may have approximately 20 to 40 minutes; students in 5<sup>th</sup> grade may have from 30 to 50 minutes of daily homework.

Homework concerns should be addressed with your child's teacher. Failure to consistently complete homework will affect your child's grade. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. All students will be expected to take the appropriate MEAP assessments. They will be given in October of each year. Makeup dates are scheduled, but unnecessary absences should be avoided.

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

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

## **SECTION III – STUDENT ACTIVITIES**

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

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

The school has many student groups that are authorized by the school. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include: Math Challenge, After-School Enrichment Classes, Homework Club, Student Council, and 5th Grade Band Program.

Borland Elementary School also offers a variety of athletic activities and classes through its After-School Enrichment program which usually runs from January through spring break. A fee is charged for these programs.

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

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

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

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

## **SECTION IV – STUDENT CONDUCT**

### **ATTENDANCE**

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

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

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. The average number of days absent for most elementary school students is between 6-8 days per school year. Excessive absences will be referred to the truancy officer.

#### **Excusable, Approved Absences**

The following are legitimate reasons for not being in school:

- Illness
- Recovery from accident
- Required court attendance
- Family emergencies
- Doctor visits



➤ Funerals

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

**Excusable, Non-Approved Absence**

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

**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.

No credit shall be given for any schoolwork not completed as a result of truancy.

**Notification of Absence**

If a student is going to be absent, the parents must contact the school office by 10:00 am. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help the student improve attendance.

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

If the absence is unexcused or unauthorized by the Principal, a student will not be given the opportunity to make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no makeup of class work will be permitted. Disciplinary action will also follow.

**Tardiness**

A student who is not in his/her assigned location by **8:50 am.**, shall be considered **tardy**. Any student arriving late to school is to report to the school office before proceeding to class.

**Vacation During the School Year**

Parents are encouraged not to take their child out of school for vacation. Some children can easily miss a few days and make up their work successfully. However, missing school for some students can have a devastating effect on their education. It is important that parents check with the teacher before planning a vacation. The student should have a pre-arranged absence form signed by the teacher, and have the Principal's approval before leaving for vacation when school is in session.

**Makeup of Tests and Other School Work**

Students who have an excused absence from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student or parent should contact the classroom teacher(s) as soon as possible to obtain assignments.

Makeup work due to excused absences or suspension must be completed within a reasonable time period.

If a student misses a teacher's test due to an excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a MEAP Test or other standardized test, the student should consult with the classroom teacher to arrange for taking the test.

## **CODE OF CONDUCT**

A major component of the educational program at Borland Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school.
- Respect the civil rights of others.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the others' ability, gender, race, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family, and in the school.

## **DRESS AND GROOMING**

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

Students should consider the following questions when dressing for school:

1. Am I dressed appropriately for the weather? (yes)
2. Do I feel comfortable with my appearance? (yes)
3. Does my clothing expose too much? (no)
4. Does my clothing advertise something that is prohibited to minors? (no)
5. Is there obscene, profane, drug related, gang related or inflammatory messages on my clothing? (no)

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

Please observe the following manners of dress for school:

1. Footwear that protects the foot and safeguards the health should be worn. Wheeled-style shoes are not allowed.
2. Students must wear appropriate undergarments.
3. Blouses or shirts that are cut off, stamped, decorated with inappropriate slogans, low cut or bare midriff are not permitted.
4. Tank tops and sleeveless tops are not permitted.
5. Low riding jeans or shorts are not permitted.
6. No biker shorts, tight shorts, or shorts of inappropriate length shall be permitted. Shorts and skirts must be appropriate and fingertip length.
7. Hats (and other head coverings) and coats shall not be worn in the school.

When a student is in violation of the above-mentioned standards, action will be taken which will involve the parent until a satisfactory solution is reached by school officials.

The building principal may relax this policy when the students are involved in special activities which are approved by the superintendent; i.e., field day, field trip. The building principal will announce to students and parents when exceptions to the policy will be permitted.

Students who are representing Borland Elementary School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups (refer to board policy 5511).

### **CARE OF PROPERTY**

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

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

### **STUDENT RIGHTS OF EXPRESSION**

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

1. Material cannot be displayed if it:
  - a. Is obscene to minors, libelous, indecent or vulgar;
  - b. Advertises any product or service not permitted to minors by law;
  - c. Intends to be insulting or harassing;
  - d. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

### **FREEDOM OF ASSEMBLY**

Students have the freedom to assemble peacefully. All student meetings or gatherings in school buildings or on school grounds may function only as part of the educational process as defined by the building principal. Building administrators must be informed in advance and may impose reasonable restrictions on the time and place of student gatherings or assemblies. Attendance at such meetings and assemblies is limited to students regularly enrolled in that building unless a building administrator gives prior approval. Gatherings or assemblies that interfere with or disrupt the operation of the school or a classroom are prohibited.

### **PLAYGROUND GUIDELINES**

Children are responsible for following the playground guidelines. All student conduct codes apply. In addition, there are several guidelines specific to playground use:

- Children will use the playground equipment for the purpose for which it was created. (i.e. children will go down slides in a seated position, they will not crawl up the "slide" portion, go down backwards, go down on their knees, obstruct the flow of children waiting in line, etc.)

- Children are to remain in the vision of the playground personnel. They are not to go on the playground unless there is a playground supervisor on duty. They must also follow the playground supervisor’s instructions immediately and politely.
- Children should not run on blacktop or paved areas.
- Children will not play “contact” sports. They should not engage in any activity which could cause a physical or verbal altercation.

### **CONFLICT RESOLUTION (Debugging)**

Students are expected to make every attempt to avoid and/or peacefully resolve conflicts on their own. The following conflict resolution steps should be followed when they arise among students:

1. Whenever possible, **IGNORE** inappropriate behaviors, usually the person will stop.
2. **TALK** to the student. Ask them to “Please stop.” Do not tease back, argue, call names, etc. Be polite, but make your point. If in a dispute about a game or object, use the “Rock, Paper, Scissors” method to peacefully settle the dispute.
3. **WALK** away. Remove yourself from the situation, or if in a classroom, ask the teacher if you can move.
4. Find the nearest **ADULT** and tell them about the situation.

In cases of physical aggression, students should skip directly to step 4, and report the incident to an adult.

### **STUDENT CODE OF CONDUCT**

#### **Section I**

**Section I offenses will be handled accordingly:**

<b>First Offense:</b>	<b>Warning and/or Recess Detention, and/or Parent Contact</b>
<b>Second Offense:</b>	<b>2 – 5 days Recess Detention</b>
<b>Third Offense:</b>	<b>2 – 5 days Recess Detention, Loss of Afternoon Recess</b>
<b>Fourth Offense:</b>	<b>In-school Suspension</b>
<b>Fifth Offense:</b>	<b>Becomes a major infraction, subject to Administrative Discretion (which may include up to 1 to 5 days of OSS)</b>

#### **1.0 Unexcused Absences**

The act of unauthorized absence from school for any period of time. Chronic tardiness can be considered truancy. Absences will be unexcused if the proper procedure is not within the guidelines of the attendance policy.

#### **1.1 Unauthorized Hall Passage**

All students traveling in the hallways during class time must have a hall pass issued by a staff member.

#### **1.2 Classroom Disruption**

Students must be careful to allow others to take advantage of the full educational experience. Students not fully cooperating with the teacher and following classroom/school guidelines are disrupting the educational process.

#### **1.3 Dress Code Violation**

Students must wear proper attire to school as outlined in the dress code adopted by the Imlay City Board of Education.

#### **1.4 Display of Affection**

There is a proper time and place for expressing affection. The school building and grounds are not considered proper places for this expression. Students are to avoid embarrassment to themselves and others by avoiding displays of affection during the school day.

#### **1.5 Removal from Class**

Students removed from class by a teacher for any reason must immediately report to the office with a disciplinary referral form.

### **1.6 Recess Rule Violation**

All code of conduct guidelines apply to recess/playground. In addition to adherence to applicable code of conduct guidelines while outside at recess, students are expected to follow rules specific to recess including, but not limited to: walking on paved areas, using playground equipment only as intended, following safety guidelines for the Playscape equipment, no playing of "contact" sports and staying within established playground perimeters.

### **1.7 Academic Dishonesty**

An individual incident of academic dishonesty, e.g. cheating, copying homework, plagiarism, will be addressed by the classroom teacher and may result in the loss of credit. Repeated incidents of academic dishonesty will result in referral to the Principal.

## **Section II**

**Section II offenses will be handled accordingly:**

**All Offenses:**

**Warning to Five (5) days Out of School Suspension (OSS)**

### **2.1 Insubordination**

The failure to respond or carry out a reasonable request by authorized personnel of the Imlay City Community Schools.

### **2.2 Disrespect**

Students are to treat all Borland Elementary personnel with respect, both verbally and in gestures.

### **2.3 Bullying**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Bullying could result in detention, suspension or expulsion from school.

### **2.4 Inappropriate or Obscene Language or Gestures**

No person shall utter any profane, indecent, or immoral language. This includes any form of verbal or written communication including pictures, caricatures, and gestures. Care must be taken to observe the rights of others. In accordance with Section 6 of the Imlay City Ordinance to Protect School Buildings: *"No person, while in any building owned, occupied or otherwise used by a school within the City of Imlay City, shall utter any profane, indecent or immoral language toward any person while within the hearing of the other person."*

### **2.5 Objects that Disrupt School**

Items that cause disruption to the school day must be left at home. These items include, but are not limited to: water guns, water balloons, slingshots, gum, lighters, gang paraphernalia, gang-related drawings, pictures, hand gestures, or anything else deemed by administrators to be gang-related. Items may be confiscated from the student and returned to the parent.

### **2.6 Possession of Electronic Equipment**

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", iPods, MP3 players, portable TV's, pagers, laser pens, hand-held games, etc. Cellular phones are not allowed at school. The property may be confiscated and disciplinary action may be taken. Violations of this rule could result in detention, suspension or expulsion.

### **2.7 Cafeteria / Lunchroom Violation**

Students are expected to respect school staff, school property, and each other during the lunch hour. Students must walk while indoors and be seated while eating. Students are expected to clean up after themselves and to deposit their trash in trash containers before leaving the eating area. Food and drink must stay in the cafeteria. The cleanliness of the cafeteria is a direct reflection of student pride and responsibility. Students are not permitted to leave the playground parameters during the school day. An adult will supervise the playground.

## **2.8 Food and Drink**

Food and drink will be consumed in the cafeteria only, or in classrooms with prior permission from teachers.

## **2.9 Gum**

No gum will be permitted in the school.

## **2.10 Hallway or Building Disruption**

Students have the responsibility to help maintain a safe and orderly environment while in our school building.

## **2.11 Rough Housing**

Bodily contact such as, but not limited to, pushing, pulling, and tripping (short of injury; and without intending to harm) in or on school property or going to or from school, including any activity under school sponsorship.

## **2.12 Skipping or Cutting Class**

Skipping/cutting is defined as when a student is absent from school during any part of the day without parent consent and knowledge. This includes students who are on school grounds but did not report to class.

## **2.13 Detention No-Show**

Students must show up for assigned detention, whether assigned by the office or a particular teacher.

## **2.14 Inappropriate Behavior/Conduct**

Conduct violating reasonable standards of behavior and conduct, including, but not limited to: verbal confrontation, bodily conduct, disrespect to other students, etc. is considered inappropriate behavior.

## **2.15 Damaging Property**

Destruction and disregard for school property will not be tolerated and will result in disciplinary action.

## **2.16 Aiding or Abetting**

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

## **2.17 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. Violations of this rule may result in suspension from school.

## **Section III:**

### **Progressive Penalties in Section III may include:**

**First Offense:** 1 to 5 days OSS and parental contact

**Additional Offenses:** 1 to 9 days of OSS (per incident) and parental contact. In some instances, a student may be referred to the Board of Education for expulsion.

## **3.0 Smoking or Chewing Tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school, and at school bus stops. Violations of this rule could result in suspension or expulsion. The use of tobacco products by minors is against the law and considered a misdemeanor. Students in violation will be referred to the Imlay City Police Department.

First Offense	3 days OSS
Second Offense	5 days OSS
Third Offense	9 days OSS
Repeat Offense	Suspension and/or Expulsion Recommendation

### **3.1 Use/Possession of Drugs and Alcohol**

Drugs shall mean: (a) all dangerous controlled substances as so designated and prohibited by Michigan statute; (b) all chemicals, products, and substances which release toxic vapors, produce intoxicating or potentially harmful effects, or cause changes in behavior, logic, or mood; (c) all alcoholic beverages; (d) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy; (e) "look alikes"; (f) performance enhancing drugs as determined annually by the Department of Community Health; and (g) any other illegal substances so designated and prohibited by law.

While substance abuse is a very serious manner, the Board recognizes that elementary students may not have reached an age of maturity at which they can be held fully accountable for their decisions. Accordingly, violations of this policy by students K-5 will be examined on a case-by-case basis.

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 use or possession of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Accordingly, violations of this policy by students in grades K-5 will be examined on a case-by-case basis. The student could be suspended or expelled and law enforcement officials shall be contacted.

#### **First Offense: Nine-Day Suspension**

Suspension may be reduced to no fewer than three (3) days if the students and parents agree to seek counseling for the student. A substance abuse counselor must do the counseling. The counseling will be at the parent's expense and a list of certified counselors shall be furnished to the parent upon request. The parent must permit the school to gain information about the student's attendance at the counseling session by signing a form found in the office. The student must continue seeing the counselor until he/she is released by the counselor. In some instances, a student may be referred to the Board of Education for immediate expulsion.

### **3.2 Sale/Distribution of Drugs/Alcohol**

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 sale or distribution of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. The student will be suspended or expelled and law enforcement officials shall be contacted. Sale also includes the possession or sale of over the counter medication to another student.

### **3.3 Arson**

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

### **3.4 Vandalism**

Vandalism is the act of willful destruction of property belonging to others. Major and minor vandalism is determined by the administrator. Restitution and punishment will be determined.

### **3.5 Forgery**

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

### **3.6 Fighting**

The act of involving hostile bodily contact in or on school property or going to or from school, including any activity under school sponsorship (i.e. dance, athletic event, etc.)

### **3.7 Physical Assault/Stalking**

Physical assault is the act of physically assaulting any person on school property or going to or from school, including any activity under school sponsorship. Physical assault at school against a District employee, volunteer, or contractor, which may or may not cause injury, may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

### **3.8 Threats or Intimidating Acts**

Threats or intimidating acts are acts that verbally, by gesture, or in writing, threaten the well-being, health,

or safety of any person on school property or en route to or from school.

### **3.9 Possession of a Weapon**

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

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, if he/she 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 devices 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, etc.).

### **3.10 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.

### **3.11 Knowledge of Dangerous Weapons or Threats of Violence**

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

### **3.12 Explosives**

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

### **3.13 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 may result in suspension or expulsion.

### **3.14 Obscene Language Directed at a School Employee**

The act of using obscene, profane or immoral language by students, in verbal or written form, or in pictures, caricatures, or obscene gestures on school property or related trips or athletic events could result in suspension.

### **3.15 Verbal Assault**

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 a verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is the communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

### **3.16 Student Disorder/Demonstration**

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



suspension or expulsion as outlined by State law.

### **3.17 Theft**

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

### **3.18 Leaving School Grounds**

Students are not allowed to leave the school grounds during the day unless they are signed out by a parent/guardian or an authorized emergency contact person.

### **3.19 Persistent Disobedience**

The constant disruption of school rules will be handled in the following manner: Behavioral Probation to a Maximum Penalty of 9 days OSS. (In aggregate represents an unreasonable accumulation of infractions of school rules; none of which by itself is serious enough to warrant suspension or expulsion.)

### **3.20 Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who commits criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

**\*\*\*\*Any Section 2 or 3 offense determined by administrators to be gang-related will result in penalties that are double that of regular Section 2 or 3 offenses. Minimum disciplinary penalties are as follows:**

- Step 1: Mandatory parental contact/conference in addition to any penalty.
- Step 2: 3 days OSS
- Step 3: 5 days OSS
- Step 4: Move for Expulsion

**\*This list of offenses is only a guide and is not intended to cover all behavior which may be disciplined. In addition, the school may vary from the stated disciplinary action as it deems necessary.**

**\*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, alcohol or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.**

## **ADDENDUM**

No student should be sent to the office without a disciplinary referral, preferably accompanied by a verbal explanation from the teacher to the administration. Assigned detentions are final and not open to appeal. Suspensions are subject to appeal from parents.

1. The parental/student appeal process is:
  - a. The appeal must be submitted by the parent to the building principal by the next school day after the disciplinary action. The building principals' decisions on appeals of 1 to 5 day suspensions are final.
  - b. The next level of appeal, applicable only to suspensions lengthier than 5 days, must be submitted to the superintendent within 24 hours of the building principal's decision.
  - c. A final decision by the superintendent must be reached within five (5) school days after the appeal has been seen by the superintendent.
2. After ten days of OSS for any offenses that have been accumulated (or earlier if the administrator deems necessary), a meeting may be held with a parent, teacher, counselor and administrator (and student, if appropriate) to develop a plan and/or contract to resolve the student's disciplinary problems.

## DESCRIPTION OF DISCIPLINARY ACTIONS

The assignment of consequences for code of conduct infractions is the responsibility of the Principal. Consequences are designed to be corrective and to help prevent persistent or recurring disciplinary infractions. Consequences will be assigned by the Principal based on the type, frequency, and severity of incidents.

### **Lunch Detention (LD) = Loss of lunch period recess.**

- Served in the detention room or school office.
- First fifteen minutes of the thirty-five minute lunch period, then students proceed to the lunchroom.
- Assigned by Principal.
- Students who do not report to lunch detention may be assigned two additional lunch detentions.
- Continued absence from lunch detention may result in in-school suspension or after-school detention.

### **In-School Suspension (ISS)**

- Assigned by Principal.
- Held during regular school hours 8:50 a.m. – 3:30 p.m.
- Students will report to designated ISS room with school materials prepared to work.
- Parents will be notified in writing, and when possible, by telephone of the suspension.
- ISS room rules must be followed. Failure to follow the rules will result in further disciplinary action.
- Regular class work will be provided for the student to work on during ISS.
- Limited option for disciplinary action. Repeated ISS leads to OSS.

### **Out-of-School Suspension (OSS)**

- Removal of student from the school including all school grounds and school sponsored activities.
- Parents will be notified in writing, and when possible, by telephone, of the suspension, the reason for it, and the steps necessary to effectuate the student's return.
- If the parents/guardian are dissatisfied with the action taken by the administrator, they may follow the appeals process detailed in this handbook.
- The authority to suspend a student for periods of more than ten school days rests with the superintendent whenever cases are referred by the Principal.
- **Students will be given the same number of days of as the suspension served within which to make up daily assignments. It is the student's responsibility to obtain makeup work.**

## DUE PROCESS RIGHTS

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

### **Emergency Removal Procedure**

A student may be removed or excluded from a classroom or the school for up to seventy-two (72) hours when he/she poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process. The supervising adult will submit, in writing, the reason for the removal. In the case of removal for a period of more than 24 hours, parents will be notified the day of the removal, and notified of the reasons for removal. If the probable outcome of the removal is suspension or expulsion, the hearing procedures applicable will be followed.

### **Suspension from School**

When a student is being considered for a suspension of ten 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 the informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified within one day of the disciplinary action. All appeals will be made to the building Principal regardless of the duration of the proposed suspension. The Principal's decision on appeals of 1 to 5 day suspensions are final. The next level of appeal for suspensions lengthier than 5 days must be submitted in writing to the Superintendent, who will issue a final decision. A third level of appeal exists for suspensions of more than 10 days. In this case, a final appeal can be made to the Board of Education.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.

When a student is suspended, he/she may make up work missed while on suspension. Students will be given the same number of days as the suspension served within which to make up daily assignments. It is the responsibility of the student to obtain makeup work from teachers. Any learning that cannot be made up such as labs, field trips and 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 days will be given due process as described in the expulsion section below.

### **Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents that will contain:

- ★ the charge and related evidence;
- ★ the time and place of the Board meeting;
- ★ the length of the recommended expulsion;
- ★ a brief description of the hearing procedure;
- ★ a statement that the student may bring parents, guardians or counsel;
- ★ a statement that the student may give testimony, present evidence, and provide a defense;
- ★ a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

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

Within ten days after notification of expulsion, the expulsion can 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. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Borland 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 subject to appeal. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

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

Students with disabilities will be 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.).

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

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

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

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

This section was revised and approved by the Board of Education 4/03.

### **District Compliance Officers**

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

Mr. Stuart Cameron  
Director of Curriculum and Instruction  
810-724-9863  
634 Borland Rd. Imlay City, MI 48444  
scameron@icschools.us

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

### **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

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

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

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

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

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

#### **Procedure**

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

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

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

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

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

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

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

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

### **Definitions**

**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.

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

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

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

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

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

**Sexual Violence**-The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age (except authorized by law), religion, military status, ancestry, or genetic information in its education programs and activities. The Board is committed to maintaining an educational environment that is free from all forms of unlawful harassment, including sexual harassment.

Sexual harassment, including sexual violence, interferes with students' rights to receive an education free from discrimination, and, in the case of sexual violence, is a crime. Pursuant to its Title IX obligations, the Board is committed to eliminating sexual violence in all forms and will take appropriate action against any individual found responsible for violating this policy. To further its commitment against sexual violence, the Board provides reporting options, an investigative and disciplinary process, and other related service as appropriate (as mentioned above.)

This policy applies to all student complaints, whether filed by a student, his/her parent, an employee, or third party on the student's behalf. It applies to all District operations, programs, and activities, as well as to unlawful conduct occurring on school property or during a Board-sponsored activity. All students, administrators, teachers,

staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

## **Definitions**

**Sexual Harassment**-As detailed further in Policy 5517, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Examples include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. Unwanted physical and/or sexual contact;
- C. Threats or insinuations implying that a person's conditions of education may be adversely affected by not submitting to sexual advances;
- D. Unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexual degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. Sexually suggestive objects, pictures, videotape, audio recordings or literature;
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- 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. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. Inappropriate boundary invasions into a student's personal space and persona life; and
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

**Sexual Violence**-Sexual violence, as used in this policy, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to a student's age, intellectual or other disability, or the use of drugs or alcohol.)

All such acts of sexual violence are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX.

## **SEARCH AND SEIZURE**

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

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

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

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

## **TRANSPORTATION POLICY**

Our district policy requires your child's bus stop be established at the beginning of the school year and maintained throughout the school year. These bus stops will be the child's home address unless a transportation form is completed. Please follow these guidelines when designating your child's bus stop:

- You may choose one morning pick-up location and/or one afternoon drop-off location.

- Any change in transportation must be approved by the Principal.
- If you have a permanent change of residency during the school year, a new transportation form needs to be submitted to the school office.
- In the event of an emergency, the building principal or designee may authorize a temporary change in the drop off address.
- Students will not be allowed to get off at another stop (even if it's the same bus) or ride home with a friend on a different bus.
- All communication regarding your child's bus stop must be through the office of the school your child attends.
- Latchkey is available for those students who may need different services.

### **General Safety Rules**

1. Obey the instructions of the bus driver.
2. Board and leave the bus at designated stops only.
3. Only students who are eligible to ride may be transported. Any changes in daily routine of riding the bus must be arranged through the principal with details stated in writing and given to the bus driver.
4. DO NOT ask to ride home on another bus with a friend.
5. Ride only the bus to which you are assigned.

### **Procedures for Waiting for the Bus**

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

### **Loading the Bus**

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

### **Conduct on the Bus**

1. Do not change seats.
2. Remain seated while the bus is moving.
3. Normal conversation is permitted; any loud noise may distract the driver and create an unsafe condition.
4. Use of profane or vulgar language or obscene gestures is not permitted.
5. Arms, head, and other parts of the body are to be kept inside the bus.
6. Do not throw objects inside, or out of the bus.
7. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
8. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
9. Rude or discourteous behavior will not be tolerated.
10. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
11. Scuffling or fighting is forbidden.
12. Students shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.

13. Students must remain seated at all times. For safety reasons, students are not considered seated when they are not facing the front or sitting on anything, including legs, books, etc.
14. Students must keep books, packages, coats, and all other objects out of the aisles.

### **Departure from School**

PARENTS ARE RESPONSIBLE FOR PROVIDING TRANSPORTATION HOME FROM SCHOOL IF A CHILD MISSES THE BUS.

1. Parents should instruct their children on what procedures to follow if the bus is missed.
2. After boarding the bus, the student is not to get off except at his home bus stop.

### **Getting Off the Bus**

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

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

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. NEVER CROSS THE ROAD BEHIND THE BUS.
4. CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way home.

### **Prohibited Items**

The following items are examples of prohibited items on the bus: tobacco, alcohol, drugs, weapons, explosive devices, chemicals, lighted matches or lighters, live animals or insects, glass containers, radios, CD or tape players, food, drink, any object too large to be held on the lap of the student (musical instrument, shop projects, etc.), or any item that might distract the driver or cause a disruption on the bus.

### **Accidents or Emergencies**

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

### **Extra Curricular Trips**

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

### **Discipline Procedures**

On any problem that might arise, an attempt will be made to solve it between the driver and the student. If such an action fails, the student will be written up by the driver. The Bus Incident Report will be turned over to the



transportation director for appropriate action. A copy of the written report will be sent to the principal's office for review.

- First incident report: may warrant a conference with school administrator, review of bus rules, and a verbal warning.
- Second incident report: may warrant a conference with school administrator, parent notification of second offense, and a 1 to 3 day suspension from the bus.
- Third incident report: may warrant a conference with school administrator, parent notification of third offense, and a 5 to 10 day suspension from the bus.
- Fourth incident report: may result in a conference with school administrator, parent notification of fourth offense, and suspended from riding the bus for the remainder of the school year.

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

Video equipment may be used on school transportation vehicles.

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

### **NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION**

In compliance with federal regulations, the Imlay City Community Schools has established the following guidelines concerning student records:

The Superintendent is the District Records Officer and is responsible for the supervision of all student records. The office is located at the Educational Services Center.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by federal law and district regulations.

A parent, guardian, or adult student has the following rights:

1. Inspect and review the student's education records;
2. Request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
3. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
4. Challenge district noncompliance with a parent's request to amend the records through a hearing;
5. File a complaint with the department of education;
6. Obtain a copy of the district's policy and administrative guidelines on student records.

The District has established the following information about each student as "directory information":

The Board of Education designates as student directory information: A student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

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

### **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substances as defined by state statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the District will also notify law enforcement officials.

The District is concerned about any student who is victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

### **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

The District is subject to federal and state regulations to restrict the spread of Hepatitis B virus (HBV) and Human Immune Deficiency Virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

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

If you have any questions or concerns, please contact the Superintendent's office.

### **IMLAY CITY BOARD OF EDUCATION STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

The Imlay City Board of Education complies with all State and Federal laws and regulations of the U.S. Department of Education. It is the policy of the Imlay City Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subject to discrimination in any program or activity for which it is responsible.