

Bloomingtondale Public Schools

Student Handbook 2023-24

Bloomingtondale Elementary Pullman Elementary

MISSION: *“Cultivating a community of lifelong learners.”*

VISION: *“Where students of today become valued contributors to tomorrow’s community.”*

Bloomington Public Elementary Schools

Statement of Belief

This Handbook is not intended to cover all situations that arise. Therefore, please, feel free to contact your child's teacher or principal in the event you have an unanswered question.

The district reserves the right to use students' pictures or videos of students in district publications. If you prefer not to have your child or your child's work utilized in this way, please notify, in writing, the appropriate elementary office.

School Calendar

The school calendar is in alignment with Policy 8210 and explains State requirements regarding holidays for Michigan Schools.

A school session shall not be held on the following public holidays in Michigan Public Schools: January 1st, New Year's Day; the last Monday of May, Memorial or Decoration Day; July 4th, Independence Day; the first Monday in September, Labor Day; the fourth Thursday of November, Thanksgiving Day; and December 25th, Christmas Day.

If one (1) of these days falls on Sunday, the Monday following shall be a public holiday in the public schools.

The District shall provide at least 1,098 hours during 180 days of student instruction per school year, unless it obtains a waiver from this requirement.

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August, 2023. If you have questions or would like more information about a specific issue or document, contact your school principal or office secretary, or access the document on the District's website: www.bdalecards.com by clicking on the school you are looking for and then clicking on "Student Handbook" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2023. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023 the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

The Bloomingdale Public School District does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, height, weight, or marital status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies/Title IX:

Dr. Deanna Dobbins,
Superintendent/Title IX Coordinator
629 E Kalamazoo St
Bloomington, MI 49026
(269) 521-3900
ddobbins@bdaledcards.org

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

PARENT INVOLVEMENT

PARENT AND FAMILY ENGAGEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development, and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

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

A. Relationships with Families

1. Cultivating school environments that are welcoming, supportive, and student-centered.
2. Providing professional development for school staff that helps build partnerships between families and schools.
3. Providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers.
4. Providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.²

B. Effective Communication

1. Providing information to families to support the proper health, safety, and well-being of their children.
2. Providing information to families about school policies, procedures, programs, and activities.
3. Promoting regular and open communication between school personnel and students' family members.

4. Communicating with families in a format and language that is understandable, to the extent practicable.
5. Providing information and involving families in monitoring student progress.
6. Providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions.
7. Preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

1. Providing volunteer opportunities for families to support their children's school activities.
2. Supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events

D. Learning at Home

1. Offering training and resources to help families learn strategies and skills to support at-home learning and success in school.
2. Working with families to establish learning goals and help their children accomplish these goals.
3. Helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Engaging Families in Decision Making and Advocacy

1. Engaging families as partners in the process of school review and continuous improvement planning.
2. Engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.

F. Collaborating with the Community

1. Building constructive partnerships and connecting families with community-based programs and other community resources.
2. Coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan, will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel

and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

SCHOOL DAY

Bloomingtondale and Pullman Elementary Schools

7:35 A.M. Breakfast begins at Bloomingtondale

7:30 A.M. Breakfast begins at Pullman

Any student not in his/her classroom at 8:00 A.M. will be counted as tardy.

3:10 P.M. Students are dismissed on a regular school day.***
(On a half day, students are dismissed at 11:20 AM.)

***Any students who are in attendance for 1-3 hours in a given day will be credited with only one-half day of attendance. Any student in attendance for less than an hour will be counted as a full day absent.

In order to ensure the safety of all students and minimize educational disruptions, please report to the office if you are picking up your child prior to the end of the school day.

SPECIAL SCHOOL CLOSINGS

There are times when the weather, or other unforeseen circumstances, prohibits the opening of school at the regular time or requires that we close school early.

If there is a closing or delayed opening a phone message will be sent via School Messenger.

The information will also be carried on:

Radio:

COZY 103.7 FM South Haven

WKZO 590 AM Kalamazoo

B93 93.7 FM Grand Rapids

WZXC 100.9 FM Otsego

WQLR 106.5 FM Kalamazoo

WHFB 99.9 FM Benton Harbor

Television:

WWMT Channel 3 Kalamazoo

WXMI Channel 17 Grand Rapids

WOOD Channel 8 Grand Rapids

WOTV Channel 41 Battle Creek

Two-Hour Delay

Breakfast WILL be served when there is a two-hour delay. School doors will open for students at **9:30 A.M.** Children must be in their classrooms at **10:00 A.M.** Your child's bus will arrive two hours later than the normal bus stop time.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

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

HOMEBOUND INSTRUCTION

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

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

- () Unless enrolling under the District's open enrollment policy.
- () Unless enrolling and paying tuition.

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

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

Parents need to complete the following information sheets:

- a. Family Data Sheet
- b. Transportation Request Form
- c. Home Language Survey
- d. School Lunch Form
- e. Emergency Plan/Student Medical & Health Needs
- f. Emergency Plan
- g. Concussion Form
- h. Living Arrangements
- i. Volunteer Release Form
- j. Internet Access Authorization
- k. Photography/Video Opt-Out Form

Students may begin school 2 school days after their date of enrollment. Students also must be enrolled at Bloomingdale Public Schools for one week prior to attending field trips or off campus activities.

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

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

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

New students eighteen (18) years of age or older are not required to be accompanied by a parent/guardian when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by () the parent/legal guardian () a person whose signature is on file in the School office or the parent/legal guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents/guardians must notify the office about plans to transfer their child to another school. If a student plans to transfer from **Bloomington Public Schools**, the parent/guardian must notify the office. Transfer will be authorized only after the parent/guardian 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 for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents/guardian.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the office may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the office.

Please keep your child home:

1. If the child has a temperature in the morning over 99.6 degrees. The child should remain home until they have been fever free for 24 hours.
2. If the child is vomiting, feels nauseous, or has diarrhea. The child may return to school when they have been symptom free for 24 hours.
3. If the child has a cough that cannot be silenced.
4. If the child has a sore throat for 3 days and it hasn't improved. The child should stay home and see a doctor.
5. If the child has yellow or green-colored phlegm or nasal discharge. The child should stay home and see a doctor.
6. If the child goes to bed with a stomach ache and wakes up with a stomach ache, they should stay home until they feel better.
7. If the child has more than one of the above symptoms, call the doctor.

Lice

Bloomington Public schools has a lice-free policy as recommended by the Center for Disease Control. Students may not attend school with live lice or nits and must be brought in by a parent to be checked before they may return to school.

Head checks will be completed approximately every 4-6 weeks. If lice or nits are found, a letter will be sent home and a phone call will be made informing the parents/guardian that the student may not ride the bus until the student has been checked in the office and cleared of lice and/or nits.

USE OF MEDICATIONS

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

- A. Parents/guardians should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.

- [] Medication may be conveyed to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - [] Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their/his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
 - F. The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
 - G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

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

Elementary Grades K to 5

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF 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 their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent/guardian involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the office at to inquire about evaluation procedures and programs.

STUDENT RECORDS

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

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

Directory information includes:

[District Policy can be found here.](#)

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board.

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

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

Bloomington Public Schools charges specific fees for the following non curricular activities and programs:

Field trips, student activities, assemblies, etc.

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

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

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

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

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

STUDENT FUND-RAISING

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

- () Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- () Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- () Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- () Students may not engage in house-to-house canvassing for any fund-raising activity.
- () Students who engage in fund-raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- () Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents/guardians and the public at large, to be involved in a community-wide effort to promote, support,

and model such healthy behaviors and habits. Parents/guardians interested in being involved should contact the office.

The school participates in the National School Lunch Program and makes lunches available to students for a fee of charge. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal and the student's parent/guardian.

All families will be asked to complete a Title I form for Free and Reduced-Priced Meal program.

EMERGENCY PROCEDURES (FIRE, LOCK DOWN AND TORNADO DRILLS)

The school may need to suspend normal operations from time to time as situations warrant.

Bloomington Public Schools has partnered with the I Love You Guys Foundation and their Standard Response Protocol to have uniform language and procedures regarding abnormal school situations. More information can be found at

<https://iloveyoguys.org/standard-response-protocol/>

HOLD (SOFT LOCKDOWN)	
Students	Staff
Clear hallways and remain in room or area until the all clear is announced. Regular instruction can continue.	Close and lock classroom doors. Account for students and adults. Regular instruction can continue.
SECURE	
Students	Staff
If outside, return to building and assigned area. Regular instruction can continue.	Bring students indoors if outside. Lock outside doors. Account for students and adults. Regular instruction can continue.
LOCKDOWN (HARD LOCKDOWN)	
Students	Staff
Move away from sight and seek cover in area. Maintain silence. Do not open classroom or area doors. Regular instructional activities are suspended for the duration of the event.	Recover students from hallway if possible. Lock classroom or area door(s). Turn off the lights. Move away from sight and seek cover in area. Do not open classroom or area door(s.) Prepare to evade or defend. Regular instructional activities are suspended for the duration of the event.

EVACUATE	
Students	Staff
Leave personal items behind if required to. If possible, bring your phone. Follow staff instructions.	Lead students to evacuation location. Account for students and adults. Notify administration of any missing, extra or injured students or adults.
SHELTER	
Students	Staff
Use appropriate safety strategy for the hazard	Lead safety strategy. Account for students and adults. Notify administration of any missing, extra or injured students or adults.
Hazard: Tornado (evacuate to or remain in shelter area.) Hazardous material outside (remain in current area and await further instructions.)	

The school complies with all relevant statutes regarding fire, tornado and lockdown drills and will conduct drills in accordance with state law. Additional information about fire and tornado drills is below.

Fire Evacuation Procedure

Move out of the building:

1. Move as an organized group and keep in line. Follow all teacher/staff instructions.
2. Do not do anything that will create excessive noise or commotion.
3. The first person to reach the outside door will hold the door open for the others.
4. The alarm signal will be a loud siren with flashing lights.

Once outside:

1. Move a minimum of 150 feet away from the building in the indicated direction.
2. Remain in orderly class groups with your instructor. Remain quiet to allow for attendance.
3. Stay outside until signaled to come in. The bell will ring 3 times to indicate you are to return to your classroom.

WARNING: Pulling a fire alarm when there is no fire is a crime and is punishable in court as well as through school disciplinary procedures. Pulling a fire alarm when there is no fire is a

misdemeanor punishable by up to a \$500 fine and 90 days in jail. In addition to the legal penalties, the student will be suspended from school.

Tornado Safety Procedures

TORNADO WATCH means that weather conditions are capable of developing a tornado. Students will remain in school during a tornado watch.

TORNADO WARNING means that a tornado has been sighted in the immediate area. Students and staff will be moved to a shelter area. After being informed by way of an announcement teachers will move students to designated areas. Assume a position on the floor close to the walls away from the outside windows. Face away from the windows. Bend over so that your face is not exposed to the possibility of flying debris. If possible, hold a book over your head. Remain quiet to allow the sharing of pertinent information from teachers and staff.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

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

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

Any parent, community member or organization wishing to use school equipment or facilities must complete a Building Use Form. Forms may be found at our website online.

LOST AND FOUND

The lost and found area is in the office. 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 at the close of the school year.

STUDENT SALES

Periodically, each elementary building has fund-raisers to support extra activities. When a child participates, it is the parents' responsibility to return the money and/or the product. All student sales must be approved by the building principal. Parents/guardians will be held responsible for any products or money not returned to the school that is a part of a fundraiser.

USE OF TELEPHONES

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

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF PERSONAL COMMUNICATION DEVICES

[District's Personal Communication Device Policy](#)

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

SECTION II - ACADEMICS

COURSE OFFERINGS

General core academic requirements that include: reading, writing, mathematics, science, social studies, and specials (physical education, STEM, Art).

GRADES

Pullman Elementary and Bloomingdale Elementary Schools have a standards-based grading procedure. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are scored based upon their progression toward mastering the essential standards.

The school uses the following grading system:

- 4 = above expectations
- 3 = at expectations
- 2= below expectations
- 1= well below expectations

Grading Periods

Students shall receive a report card at the end of each 9-week period indicating their progress for each course of study for that portion of the academic term.

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

PROMOTION, PLACEMENT & RETENTION

Students will be promoted to the next grade level if they have met the current grade level expectations. These expectations are assessed using a variety of classroom and district assessments. In special circumstances, the teacher, parent, and building principal may agree to place a student in the next grade with a plan of assistance. Students not meeting grade-level expectations may be retained.

READ BY 3RD GRADE LAW

In an effort to boost reading achievement, Michigan lawmakers passed Public Act 306 in October, 2016. To help more students to be proficient by the end of the 3rd grade, the law requires extra support for K-3 students who are not at grade level in reading. The law also requires that a child be retained in 3rd grade if they are not reading at grade level at the end of the 3rd grade.

The law also states that a child may be retained in 3rd grade if he/she is one or more grade levels behind in reading at the end of 3rd grade. Your child's reading progress will be closely monitored. If your child is not reading where expected, a plan to improve reading will be created. This includes: extra instruction or support in areas of need, ongoing checks on reading progress, and a read at home plan.

If you are notified your child may be retained you have the right to meet with school officials and to request if a Good Cause Exemption is in the best interest of your student.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, the students and their parents/guardians 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 the termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed.

STUDENT ASSESSMENT

All students will be assessed 3 times per year to determine their progress toward mastering the essential standards that are being taught.

All students in grades 3 - 5 will take the M-STEP as required by the Michigan Department of Education. This test is an online assessment and assesses ELA and Math for grades 3, 4, and 5. 5th-grade students will also take a science and social studies test.

Students who qualify for English as a Second Language (ESL) services will take the WIDA as required by the Michigan Department of Education. This is a paper/pencil and online assessment. It assesses the following areas: reading, writing, listening, and speaking.

Parents and students should watch school newsletters and the local press for announced testing times.

LIMITED ENGLISH PROFICIENCY

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

SECTION III- STUDENT ACTIVITIES

FIELD TRIPS

1. A child must be enrolled at least five days before being allowed to attend special activities or field trips off campus. Exceptions will be at the discretion of the building administrator.
2. Students must ride on the bus to and from the destination unless the parent/guardian attends the trip and signs out his/her student with the classroom teacher.
3. Students and chaperones must stay with the trip for the duration unless there is an emergency.
4. The trip is under the teacher's supervision.
5. Any student suspended from bus transportation cannot attend a field trip scheduled for those dates.
6. Some students may have their parents required to accompany them on the trip.
7. No pre-schoolers or other siblings may attend the trip.

CHAPERONE EXPECTATIONS

1. Chaperones may be any family members at least 21 years of age.
2. Chaperones will receive information outlining their responsibilities.
3. Any adult who goes on the trip will be considered a chaperone and will be assigned to students.
4. Chaperones must accompany the students they are responsible for during the entire trip, including time spent on the bus.
5. Chaperones may not smoke for the duration of the trip and must use appropriate language at all times.
6. Chaperones may not leave with their own child until after the group returns to school.
7. Chaperones must have completed the Volunteer Release Form and the background check must be returned all clear.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Bloomingtondale Elementary and Pullman Elementary provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

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

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include: Student Council, Lego Club, etc.

Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

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

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

Youth Baseball, Basketball, Cheer, Football, Soccer, and Softball are available for student participation. (Please note, Youth Sports is not associated with Bloomingdale Public Schools).

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

ATHLETICS

Bloomingdale Public Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

SPECIAL COMMUNITY PROGRAMS

We have several groups which offer programs for students. Notes will go home throughout the school year for available activities such as 4-H, Girl Scouts, Boy Scouts, Rocket Football, Summer Baseball, etc. Each program relies on parents and community volunteers. Please check with the office for more information.

PARENT/TEACHER ORGANIZATIONS AND INVOLVEMENT

The Parent/Teacher Organization (PTO) and Parent Volunteers are important members of the school team and work with the School Improvement Committee. Together they assist and supplement the learning of our children. For these groups to best serve both students and teachers, we need your continuing interest, support and participation. Whether you are working full-time or part-time outside or inside the home, please, ask what you might be able to do to improve your child(ren)'s school. The school staff can help you find a way of helping.

SECTION IV - STUDENT CONDUCT

ATTENDANCE, TARDIES, AND EARLY RELEASES

It is extremely important to the success of all children that students be on time and remain in school the entire day. **When a child is late, or leaves early, it disrupts the academic day.**

When a child is tardy, he/she must obtain a pass from the school office before being admitted to his/her classroom. If you are removing your child from school early, you must sign him/her out at the office.

If a child is tardy three times, the office will make an attempt to notify the parents that there is a problem.

A student will receive one ½ day absence for each four tardies. If a student leaves school between 2:45 and 3:05 he is marked "ER" for Early Release. A student will receive one ½ day absence for each four "ER".

Attendance

Regular school attendance is vitally important to each student as it affects his/her progress academically and his/her development of attitudes and habits for later life. Absenteeism is one of the most frequent causes of poor school work. Those students who attend regularly find it much easier to keep up with their daily assignments and find success with their academics.

If A Child Is Absent:

1. The parent must contact the school to inform the office staff that the child will be absent that day. To be an excused absence for an extended illness, a child must bring a note from the doctor.
2. If the office is not contacted, an automated school messenger call will be sent to the contact number.
3. If the parent does not call the school informing the office why their child is absent, the parent must send a note to school with the child when he/she returns. The note must state why the student was not in school.
4. All absences will be unexcused except for the following: funerals with documentation, immediate family emergencies, pre-planned absences, or medical/dental appointments with documentation. Truancy letters are sent home when a student receives 8, 12, and 16 absences in a school year. See guidelines and procedures below for unexcused and excused absences:
 - a. 8 unexcused absences in the school year = a warning letter issued to the parent or guardian
 - b. 12 unexcused absences in the school year = a letter issued inviting the parent or guardian to meet with the building principal.
 - c. 16 unexcused absences in the school year = a letter issued inviting the parent or guardian to meet with the building principal.

- d. 18 excused and/or unexcused absences = a letter issued inviting parents or guardians to a meeting with the building principal and the Truancy Officer.
 - e. The courts will be contacted when a student receives excessive absences.
 - f. Exemptions will be made for medical purposes that are substantiated with a note from the doctor.
5. If a student exceeds 18 excused or unexcused absences in a single school year, retention may be considered. This “18 ABSENCES RULE” is consistent with the No Child Left Behind federal policy. While we realize that students will need to miss school for various reasons, please be aware that only in rare cases, such as extended illness and deaths in the immediate family, can absences be exempted from inclusion in the maximum 18 allowable absences within a school year.
6. See individual building Parent Compact.

Suspension from School

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

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student’s return to school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

Elementary Level

A student who is not in their assigned location by 8:00AM shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Vacations During the School Year

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

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

DRESS AND GROOMING

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

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Would I interview for a job in this outfit? (yes)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

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

Student dress must be neat, clean, and in good taste.

1. Shoes or sandals must be worn at all times.
2. No wearing of headgear in the school building.
3. No wearing of sunglasses in the school building.
4. No demeaning or obscene T-shirts.

5. No beach-wear, halter tops, bare midriffs, or tank tops.
6. Students may wear shorts if they are at or below fingertip length.
7. Skirts must meet the length requirements of shorts.
8. Sleeveless shirts (not including tank tops) may be worn. The top of the shirt should reach the end of the shoulder.
9. Pajama pants, or other leggings designed as sleepwear, are not appropriate for school.

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

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

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

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

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

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

1. Use of drugs

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

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

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

2. Use of Breath-Test Instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the Principal has reasonable suspicion to believe that a student has consumed an alcoholic beverage.

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

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

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

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco () or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is

intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other “smoking” paraphernalia or tobacco products on one’s person is also prohibited by this policy. The term “tobacco” includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

4. Student disorder/demonstration

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

5. Possession of a weapon

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

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

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

6. Use of an object as a weapon

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

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely setting a fire

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

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

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

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

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

11. Extortion

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

12. Gambling

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

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

14. False alarms, false reports, and bomb threats

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

15. Explosives

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

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, the student 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 teacher. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

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

19. Damaging property

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

20. Persistent absence or tardiness

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

21. Unauthorized use of school or private property

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

22. Refusing to accept discipline

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

23. Aiding or abetting violation of school rules

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

24. Displays of affection

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

25. Possession of Personal Communication Devices (PCDs)

A student may possess a personal communication devices (PCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions () provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the PCD or other ECD/ESD remains off.

Except as authorized under Board policy, use of PCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” “Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, the student will fail the exam.

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Section V on transportation for bus rules (or please refer to bus rules provided by the bus driver.

28. Disruption of the educational process

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

29. Harassment

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

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

Harassment

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

Sexual Harassment may include, but is not limited to:

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

[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

29a. Hazing

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

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

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

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

G. undressing or otherwise exposing initiates.

29b. Bullying and Other Aggressive Behavior

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

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

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

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

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

Notification

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

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

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

Implementation

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

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

Procedure

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

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

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a 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 an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

Definitions

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

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

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

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

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

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

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

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

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

“Staff” includes all school employees and Board members.

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

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

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

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

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

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

Criminal acts

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

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

Safety Concerns

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

Profanity

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

DISCIPLINE

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

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

It is our goal to provide a safe and orderly environment for all students to ensure academic, social, and emotional growth.

Bloomington Public Schools has implemented Positive Behavior Interventions and Supports (PBIS). We focus on identifying and teaching the expected behaviors in all of the locations of the school environment. Each building within BPS has created a matrix to describe the expected behaviors. The behaviors are posted and taught to the students throughout the school year to ensure that students understand what is expected of them consistently.

Discipline infractions are documented through office referrals. All disciplinary situations will be handled with a restorative justice approach. We will treat disciplinary situations as an opportunity to learn from mistakes. If the infraction requires parent/guardian attention, communication will be made to the parent/guardian by either the teacher or the building administrator.

[Pullman Elementary PRIDE Matrix](#)

[Bloomington Elementary PRIDE Matrix](#)

If non-academic items are brought to school and they are a disruption to the learning process, they will be taken and may not be returned. Items will be returned to parents upon request, and this will be considered a warning. If an item is taken a second time, it will not be returned until the end of the year.

Exception: Situations involving weapons and assault will be handled in accordance with state law.

Minor Behaviors and Major Behaviors

Behavior infractions will be determined by the staff member as minors or majors depending on infraction. Behaviors that don't require attention outside of the immediate staff member that observed the behavior will be considered "minors". Some minor behaviors will be handled by the classroom teacher and/or the principal. However, behaviors that require additional attention from the classroom teacher or the principal will be considered "majors".

Each situation and child is unique in its own way. Therefore, disciplinary action is at the discretion of the principal.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Writing assignments;
- Change of seating or location;
- Lunch-time ;
- In-school restriction;
- Use of restorative practices
- Detentions
- In-School Discipline

Formal Discipline

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

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

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

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Discipline of Students with Disabilities

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

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that

informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the students/he and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent (another administrator). The request for an appeal must be in writing.

Suspension from co-curricular and extracurricular activities may not be appealed. During the appeal process, the student 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. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, they may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

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

Long-term suspension or expulsion from school

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

- * the charge and related evidence;
- * the time and place of the Board meeting;
- * the length of the recommended suspension or a recommendation for expulsion;
- * a brief description of the hearing procedure;
- * a statement that the student may bring parents, guardians, and counsel;
- * a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- * a statement that the student may give testimony, present evidence, and provide a defense;
- * a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- * the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

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

Within 10 days (as in AG 5610) after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

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

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

SEARCH AND SEIZURE

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

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

A. A material cannot be displayed if it:

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

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The transportation schedule and routes are available by contacting the transportation office at (269)521-3906.

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

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

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

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

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)
Each student shall:

- () be on time at the designated loading zone (10 minutes prior to scheduled stop);
- () stay off the road at all times while walking to and waiting for the school transportation;
- () line up single file off the roadway to enter;
- () wait until the school transportation is completely stopped before moving forward to enter;
- () refrain from crossing a highway until the driver signals it is safe to cross;
- () go immediately to a seat and be seated.

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

During the trip each student shall:

- () remain seated while the school transportation is in motion;
- () keep head, hands, arms, and legs inside the school vehicle at all times;
- () not litter in the school vehicle or throw anything from the vehicle;
- () keep books, packages, coats, and all other objects out of the aisle;
- () be courteous to the driver and to other riders;
- () not eat or play games, cards, etc.;
- () not tamper with the school vehicle or any of its equipment.

Leaving the bus each student shall:

- () remain seated until the vehicle has stopped;
- () cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- () be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

Each bus will conduct an emergency evacuation drill at least three times a year. Students are to obey the directives of the driver and return to the bus after the driver gives the “all clear”.

In bad weather or emergency situations, school may start late, close early or be canceled for the day. Be informed! Listen to one of the following radio stations for announcements when the weather is bad.

WCSY	South Haven	103.7 FM	
WQLR	Kalamazoo	106.5 FM	
WOOD	Grand Rapids	105.5 FM	1300 AM
WKZO	Kalamazoo		590 AM
WAOP	Otsego		980 AM

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Category I

1. Possession of weapons: No student is to have any weapons. The possession of a weapon in school or on the way to or from school will result in referral of the case to police and suspension from school with referral to the Board of Education for permanent expulsion as required by law.
2. Use of Weapons: See #1 Possession of Weapons.
3. Injury to others with a weapon: See #1.
4. Physical or verbal abuse of school bus driver:

Disciplinary Action: Loss of riding privileges up to ONE HUNDRED EIGHTY (180) days, and possible expulsion from school.

1. Gross insubordination - needing to be removed from the bus.

Disciplinary Action: The number of days of suspension will be determined by the building principal and/or assistant principal within FIVE (5) working days. A meeting will be held at the request of the driver, parent(s), and principal or assistant principal.

Category II

Substance Abuse, Theft, Fighting, Vandalism, Arson, Insubordination, Smoking, Sexual Harassment, Talking or Yelling at RR Crossing, and Throwing Hard Objects:

Disciplinary Action: Up to TEN (10) days suspension from riding privileges and possible school expulsion and/or loss of riding privileges, up to ONE HUNDRED EIGHTY (180) days. The number of days of suspension will be determined by the building principal and/or assistant

principal within TWO (2) working days. A meeting may be held at the request of the driver, parent(s), or principal or assistant principal.

Category III

Small Incidences - Yelling, Swearing, Racial Slurs, Standing, Moving to Another Seat, Picking on Others, and Throwing Soft Objects, Etc.

Disciplinary Action:

1st Slip - Depending on the circumstances a warning slip may be issued. If a warning slip is issued, it must be signed by the parent or legal guardian indicating that they have read it. The slip must be returned to the bus driver before the student may return to riding the bus. If the situation warrants, the driver may elect to go directly to the next step.

2nd Slip - TWO (2)-day suspension from riding starting with the next day after the slip is issued. The signed slip must be returned to the driver after TWO (2) days off the bus.

3rd Slip - Five (5)-day suspension from riding starting with the next day after the slip is issued. A conference with student, parent(s), bus driver, principal and/or assistant principal may be held if requested by any of the above parties.

4th Slip - Up to TEN (10)-day suspension from riding starting with the next day after the slip is issued. A conference must be held with student, parent (s), bus driver and principal and/or assistant principal.

5th Slip - NINETY-TWO (92) day suspension from riding starting with the next day after the slip is issued. A conference must be held with student, parent(s), bus driver and principal and/or assistant principal.

All discipline slips that are not served out completely by the end of the school year will be fulfilled in the following school year.

VIDEO RECORDINGS ON SCHOOL BUSES

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

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

PARENTS/GUARDIANS PICKING UP STUDENTS

Parents picking up children at the end of the day, please **DO NOT** pick your child up in the area where the buses are loading. A special place is provided at each school for parents to pick up children. Please park in the visitor parking lot.

It is important for children to attend school each day from the opening to the closing bell at 3:10 PM. If it is **ABSOLUTELY** necessary for you to pick up your child before the closing bell, you must stop in the

office and sign out your child. Children will be released ONLY to a parent or person specified on the emergency plan form, **unless we have a note or telephone verification from the parent/guardian.** Please communicate with your child at home regarding their afterschool arrangements. If there is a change from the normal routine, send a note to school in the morning for the classroom teacher. Changes in plans and phone calls to the office should be in emergency situations only. Please plan ahead and communicate with your child before they arrive at school.

ALTERNATIVE ARRANGEMENTS AFTER SCHOOL

Bus riders will be put on their regular take-home bus unless that child has a note from his/her parent/guardian specifying that an alternative arrangement has been made.

If the student is to go home with another student, each student must have a note from their parent/guardian. This indicates to us that both sets of parents are aware of this new arrangement.

Without the proper notes, a student will not be allowed to change his/her normal going home arrangements. Please advise your child **in the morning** where he/she will be going after school.

CHILDREN LEFT AFTER SCHOOL HOURS

Parents/Guardians must make sure children have a way home after school. The school doors will be locked at 3:30 P.M. If children are left after this time on a regular basis, and we are unable to contact parents, we will select one of the following options:

1. Contact the emergency number;
2. Contact CPS;
3. Contact the police.

SECTION VI - CIVIL RIGHTS

BLOOMINGDALE PUBLIC SCHOOLS BOARD OF EDUCATION GRIEVANCE PROCEDURES TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990 SECTION 504 OF THE REHABILITATION ACT OF 1973 AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 AGE DISCRIMINATION ACT OF 1975

Section I – Right to Invoke Grievance Procedure

Any persons, including students, parents or employees, who believe that they have been unlawfully discriminated, harassed or retaliated against, denied equal opportunity or that the Bloomington Public School District or any part of the school organization has unlawfully discriminated against or harassed, based upon a protected class as defined by (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination of Employment Act of 1967, (5) Title II of the Americans with Disability Act of 1990, and (6) the Age Discrimination Act of 1975 may forward a complaint, which shall be referred to as a grievance to:

Dr. Deanna Dobbins
Civil Rights Coordinator
629 E Kalamazoo St
Bloomington, MI 49026
(269) 521-3900

If the Complaint is against the Civil Rights Coordinator, the Complaint may be filed with the Board of Education President.

Section II – Civil Rights Coordinator

The District's civil Rights coordinator is responsible for overseeing legal requirements of the laws identified in Section I and providing for proper, prompt and equitable administration of this grievance procedure. The Civil Rights coordinator may be contacted through the District's Administration Offices: % Deanna Dobbins, Superintendent, 629 E Kalamazoo Street, Bloomington, Michigan 49026

Section III – Notice of Policy

Notice of the existence of this procedure will be provided on a regular basis to students, parents of students, and employees by placement of the procedure in student handbooks and the staff handbook, on the district's online website and in conspicuous locations in each building. The civil Rights Coordinator will provide this procedure to any individual upon request, or upon filing of a complaint under this procedure.

Section IV – Reporting and Investigative Requirements

Any person, including but not limited to students, parents and employees, may report allegations of unlawful discrimination on the basis of sex, race, color, national origin, disability and age, including harassment or retaliation, to the Civil Rights Coordinator even if the allegations may also raise criminal or other disciplinary concerns. In the event that any person makes such a report to an employee other than the Civil Rights Coordinator, the employee who received the report must inform the Civil Rights Coordinator of the report. The District, through the Civil rights statutory/regulatory purview of the statutes and/or that assert that unlawful discrimination, harassment, or retaliation has occurred regardless of any criminal investigation related to the same or similar grievance or complaint. An impartial investigation will include interviewing witnesses reasonably likely to have relevant information and provide the parties, including the complainant, with the opportunity to present witnesses, other evidence and review relevant records. Criminal investigations will not eliminate the need for an independent district investigation.

With respect to any discrimination, harassment and/or retaliation that the District knows or reasonably should know about, the District will take immediate action to eliminate it, prevent its recurrence and address its effects. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

Section V – Grievance Procedure Process

Any person, student, parent or employee, who believes a valid basis for grievance exists may discuss the grievance informally with, or provide a complaint in writing to the Civil Rights Coordinator. The grievance is to be promptly reported, generally within thirty (30) calendar days. The Coordinator shall investigate the complaint and generally reply with an answer to the complainant within five (5) business days. Additional time may be necessary to conduct the investigation.

Step 1

The complaint shall to the extent possible identify the nature of the complaint, the facts underlying the complaint, any witnesses, and the relief sought. If the investigation takes longer than five (5) business days, the Civil Rights Coordinator shall notify the complainant in writing within five (5) days, and furnish the complainant with the reason for the delay and an estimation of when the investigation will be completed. The Civil Rights Coordinator shall use a preponderance of the evidence standard to evaluate the evidence presented and obtained through his or her investigation. Following the conclusion of the investigation, the Civil Rights Coordinator shall make recommendations as to the findings and remediation, if any, in writing, to the parties. The Civil Rights Coordinator will further inform the complainant of his or her appeal rights.

Step 2

If the complainant remains unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Civil Rights Coordinator response in step one. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties (should it be appropriate under the circumstances and should all parties so agree – for example, a victim of sexual harassment will not be required to meet with the alleged harasser), and/or their representative within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Section VI – Remediation

The District will take the steps to: 1) prevent the occurrence or reoccurrence of any unlawful discrimination, harassment or retaliation; 2) provide a safe and nondiscriminatory environment for students, parents, employees and applicants for employment; and 3) to the extent provided by law without impeding the investigation, protect the confidentiality of complainants, the accused and witnesses. To the extent reasonably practicable, the District will take Reasonable, timely, age appropriate and effective action designed to remediate the effects of any unlawful discrimination on any complainant or others, to eliminate any hostile environment that has been created, and to prevent the recurrence of any unlawful discrimination, harassment or retaliation. Remediation may include, but is not limited to, student discipline, expulsion or expulsion, from school property. The District will also take steps to protect any complainant as necessary, including to the extent such steps must occur prior to the final outcome of the District's investigation.

Section VII – Protection Against Retaliation

This Policy and the laws in Section I prohibit retaliation against any individual who files a complaint or participates in an investigation pursuant to this procedure.

Section IX – US Department of Education Contacts

Anyone at any time may contact the U.S. Department of Education Office for Civil Rights to file a complaint, as well as for information or assistance at the following: U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750 Cleveland, OH 44114-2602: phone (216) 522-4970; email: ocr.cleveland@ed.gov

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