

# Bullock Creek School District



## Elementary Handbook (BCEL)

2023/2024

"Children are like wet cement. Whatever falls on them makes an impression." Haim Ginot

Together with our students, families and community, the Bullock Creek School District ensures a safe and positive environment. We promote creativity and excellence in teaching and learning that challenges our students to achieve their full potential.

Collaboration is achieved through communication and cooperation.

Accountability for...

- Providing a physically and emotionally safe environment by being aware of potential safety issues, as well as planning and implementing safety procedures.
- Ethical Practices that promote the staff's ability to educate and the students' ability to learn.
- Student Achievement that meets or exceeds the current standards.

Respect for...

- Diversity that promotes understanding, values individuality and encourages trust, compassion, fairness and dignity.
- Tradition that reflects on our past, while building a foundation for our future.

Excellence in...

- Teaching in a caring and creative environment. Staff members will be knowledgeable and self disciplined and will make every effort to be flexible and adaptable as they help students reach the desired goals.
- Innovative Programs that build creative thinking, support curriculum, capture interest, and broaden perspectives.
- Learning that places responsibility on the students, staff and families.

Adopted 2006

## **Board of Education**

Joel Beeck, President  
Renee Waldie, Vice President  
Sandy Vauhkonen, Secretary  
Jill Derry, Treasurer  
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Heidi Fransen, Trustee  
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### **Bullock Creek Board of Education Statement of Assurance of Compliance with Federal Law**

The Bullock Creek Board of Education complies with all Federal Laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education.

Inquiries concerning the application of section 504 of the Rehabilitation Act of 1973 or Title IX of the Education Amendments of 1972 should be directed to:

Superintendent: Shawn Hale  
Bullock Creek School District  
1420 South Badour Road  
Midland, Michigan 48640  
Telephone: (989) 631-9022

Assurance Statement  
Adopted by the Bullock Creek Board of Education  
November 16, 1989

### Administration

Superintendent – Mr. Shawn Hale  
Director of Business Services – Mr. Stephen Grubaugh  
Supervisor of Special Education – Mrs. Jordan Boyce  
Director of Student Services – Mrs. Vicki Mikusko  
Director of Technology – Mr. Jeramey Valley

### District Wide Staff

Director of Operations – Mr. Shawn Hale  
Supervisor of Transportation – Mr. Mark Murray  
Food Service Director – Mrs. Kim Gagne  
School Psychologist – Mrs. Jordan Boyce  
School Social Worker – Mrs. Jennifer Keister  
Facilities and Grounds Supervisor - Mr. Ryan Nestle  
Custodial Supervisor - Mr. Mark Pitt  
District Nurse - Mrs. Rae Eitel  
Bullock Creek Resource Officer -  
Midland County Sheriff's Deputy Jason Brandt

## Letter from the Principal

Dear Families:

It is my pleasure to welcome you to Bullock Creek Elementary. The teachers and staff join me in saying we are happy to have you as part of the Bullock Creek Elementary family. We are confident this will be a successful and satisfying year for your child.

This handbook contains policies that have been developed over many years. I ask that you take a few minutes to review the handbook and discuss it with your child. Of course, if you have additional questions you are welcome to contact any member of our school staff and we would be happy to provide assistance.

I wish you a happy, safe, and productive school year. On behalf of the entire staff of BCEL I extend a warm welcome back!

Sincerely,

*Beth Bredt*

Beth Bredt  
Bullock Creek Elementary Principal

## **Bullock Creek Elementary Staff:**

Mrs. Bredt – Principal

Ms. Cronkright – Administrative Assistant

Ms. Terrill – Young 5s Teacher

Ms. Heider- Young 5sTeacher

Mrs. Cassow - Kindergarten Teacher

Mrs. Southwell – Kindergarten Teacher

Mrs. Hedlund – Kindergarten Teacher

Mrs. Hupfer- Kindergarten Teacher

Mrs. Woods - 1st Grade Teacher

Mrs. Lombard - 1st Grade Teacher

Mrs. Lacey - 1st Grade Teacher

Mrs. Chappel - 1st Grade Teacher

Mrs. Dopp - 2nd Grade Teacher

Mrs. Napoli - 2nd Grade Teacher

Mrs. Boothe - 2nd Grade Teacher

Mrs. Duhoski - 2nd Grade Teacher

### **Specials:**

Mrs. Cristy Griggs, Music

Ms. Bea Sushynski, Health and Wellness

Mrs. Kristy Chaffin, Physical Education

Mrs. Stacey Kettler, Computer Skills

Mr. Patrick VanCise, Art

Mrs. Erin Hyde, Physical Education

### **Special Education Services:**

Ms. Brown – K-2 Resource Room Teacher

Mrs. Paris – Speech Teacher

Mrs. Keister – School Social Worker

Mrs. Boyce – School Psychologist

Mrs. Clark – School Counselor

Mrs. Bejorge - School Counselor

Mrs. Clapp- School Counselor

Paraprofessional Staff:

Ms. Bennett - Classroom

Mrs. Donahue - Classroom

Mrs. Simms - Classroom

Mrs. Morgan - Classroom

Mrs. Fisher - RTC

Mrs. Lytikainen- Nature

Mr. Schweigert - Nature

Mrs. Rooker - Lunch/Recess

Mrs. Burlingame - Lunch/Recess

Mrs. Angela Guest - Library/Computer Lab Clerk

Mrs. Reinke - Cook

Mrs. Keyes - Literacy Para

Mrs. Erickson - Literacy Para

Ms. Michelle- Custodial staff

Mrs. Schaible- Custodial staff

## **BCEL School Schedule**

Breakfast begins: 8:25 a.m.

Students enter the building at 8:25 a.m.

Dismissal: 3:25 p.m.

## **Notice to Parents:**

As a parent of a student at Bullock Creek Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Michigan Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Beth Bredt at (989) 832-8691.



## **Evaluation of Elementary School Children:**

A report card will be issued at the end of each trimester. Students in grades K-2 will receive a report card based upon the grade level standards identified at that grade level and will inform the parent/guardian as to their child's progress toward those goals.

A report of Progress of Goals will be sent home in report cards with Special Education students.

### **Third – Fifth Grading Scale:**

A (including + and -)	90 – 100%
B (including + and -)	80 - 89%
C (including + and -)	70 – 79%
D (including + and -)	60 – 69%
E	Less than 59% achievement

## **Student** **Attendance**

### **Parent/Guardian Call in System for Absences:**

Please call the school office to report an absence. Please leave your name, the child's name, teacher's name, and reason for absence. Also, please indicate if you will be picking up homework.

### **Excuses for Absences:**

Parent/guardian is to send WRITTEN NOTES for their child's absences upon the student's return to school stating the reason for the absence, even when a call to school has been made. The office will contact parent/guardian when unexplained absences of three or more days occur. The principal acts as the sworn Truancy Officer for the school and the 42nd Circuit Court and will contact parent/guardian in the event of unexplained absences. Be aware that absences on the permanent record are not excused or unexcused at the elementary level. The Truancy Officer will consider all absences and tardiness and will make a referral to the Midland County Probate Court/42<sup>nd</sup> Circuit Court in the case of excessive absences or tardies.

### **Excuses:**

Written excuses are expected for all absences per Board of Education policy. Teachers may not endorse pre-arranged absences. Such requests are to be taken to the building principal. Excused absences require a note from the office of doctor, dentist, counselor or other medical providers, court, etc. All school work associated with any absence should be made up.

### **Truancy:**

Truancies will be handled using the Midland County Truancy Protocol through the 42<sup>nd</sup> Circuit Court. Parents will be notified of the sixth unexcused absence in an effort to assist in improving student attendance. At the tenth unexcused absence, parents will meet with the building principal to sign an attendance contract. If the attendance contract is not upheld, the 42nd Circuit Court Coordinator will be notified.

### **Tardiness:**

A student is considered tardy if he/she arrives later than ten (10) minutes at the start of the day. Students who arrive after the start of the day need to have the parent/guardian communicate to the office of the child's arrival. Ten tardies are equivalent to one day of an unexcused absence.

## **School Health**

### **School Nurse:**

The Midland County Health Department provides nursing services to our school:

Mrs. Rae Eitel: [reitel@milandes.org](mailto:reitel@milandes.org)

### **Communicable Diseases:**

All communicable diseases will be reported to the Midland County Health Department and to the school. If your child has been exposed to any communicable disease while at school, the office will notify each parent/guardian of children in the classroom of the specific exposure via a written note.

### **Head Lice:**

Parents of children found to have live lice will be contacted by the school office and an action plan will be developed with the parents. Parents should administer treatment prior to the child returning to school. Students with live lice will not be allowed to return. Additionally, it is the policy of the Bullock Creek School District to notify parents of children within the same grade level that their child was exposed to live lice. (Adopted from the Michigan Head Lice Manual issued by the Michigan Department of Community Health)

### **Vaccinations:**

Each student enrolling in Bullock Creek Schools must produce evidence of valid records showing a complete set of DPT, POLIO, MEASLES, RUBELLA, and MUMPS vaccinations.

**All new students entering will require HEPATITIS B and CHICKEN POX vaccines.**

Any student lacking proof of these vaccinations may not be admitted to school unless a valid medical, religious or other waiver has been filed with the principal by **October 30<sup>th</sup>**. By **February 1**, students must have completed a basic series of four (4) doses of diphtheria and tetanus toxoids and pertussis vaccine (DPT), three (3) polio and a series of three (3) hepatitis shots.

Failure of providing a valid exemption for vaccinations requires a student to be excluded from school attendance. It is the responsibility of every parent/guardian to keep the school informed of all immunization changes so the school records are updated and the school can comply with the requirements of the law. Valid exemptions must be obtained through the Midland County Health Department.

## **Vision and Hearing Tests:**

Vision and hearing tests are required for specific grades during the school year by the Midland County Health Department. Grades 1 and 3 receive the hearing test and grades 2 and 4 receive the vision screening. Parent/guardian may also call the Midland County Health Department for an appointment.

## **Medication:**

State law strictly governs giving medication in any form to students. The Bullock Creek School District requires that all students who need medication during school hours must do the following for the district to be in compliance with the Michigan State Law (P.A. 289 of 1996, Section 1178): The M.C.L.A. 380.1178

Administration of Medication to Pupil Liability states the following: “A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult pursuant to written permission of the instructions of the physician, is not liable in criminal action or for civil damages as a result of administration except for an act of omission amounting to gross negligence or willful and wanton misconduct.”

Definition: Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epi-pen), applied as drops to the eye or nose, or applied to skin.

\*\*\*\* If medication is prescribed by a physician to be given during school hours, please ask the doctor to write out instructions for school staff. We require that you send the doctor's instructions and your written permission to school in order for the school personnel to dispense the prescribed medication. Forms are available.

\*\*\*\* An adult must transport all medications to school. Medications sent to school should be a sufficient amount. Medication sent to school must be in a childproof medication bottle, properly labeled by the pharmacist. Please ask your pharmacist to provide this for the school when you have the prescription filled. Each medication must have its own container. The school can only accept medication that has been placed in a container labeled by your pharmacist.

\*\*\*\* The rule is for the protection of parent/guardian who unwittingly violates state laws that prohibit repackaging. (G.S.90-85.3 (f).90-85, 40 (c), 1985) and mislabeling drugs (G.S. 106-122, 134, 1978).

## **Student Use of Inhalers and Epi-Pens:**

380.1179 Use of inhaler permitted; conditions; liability; extra inhaler; notice to classroom teachers; definitions.

(1) If the conditions prescribed in subsection (2) are met, notwithstanding any school or school district policy to the contrary, a pupil of a public school or nonpublic school may possess and use 1 or more of the following at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the pupil's school is participating:

(a) A metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or for use before exercise to prevent the onset of asthmatic symptoms.

(b) An epinephrine auto-injector or epinephrine inhaler to treat anaphylaxis. (2)

Subsection (1) applies to a pupil if all of the following conditions are met:

(a) The pupil has written approval to possess and use the inhaler or epinephrine auto-injector as described in subsection (1) from the pupil's physician or other health care provider authorized by law to prescribe an inhaler or epinephrine auto-injector and, if the pupil is a minor, from the pupil's parent or legal guardian.

(b) The principal or other chief administrator of the pupil's school has received a copy of each written approval required under subdivision (a) for the pupil.

(c) There is on file at the pupil's school a written emergency care plan that contains specific instructions for the pupil's needs, that is prepared by a physician licensed in this state in collaboration with the pupil and the pupil's parent or legal guardian, and that is updated as necessary for changing circumstances.

## **Student Illness:**

Parent/guardians of students who become ill during the school day will be notified immediately. Contact forms will be consulted for alternate phone numbers if a parent/guardian cannot be contacted at home. In the event of a serious injury where the parent/guardian cannot be contacted, medical treatment will be sought.

In accordance with recommendations from the Health Department, when a student is vomiting and/or has a fever of 100 degrees, the school will call home for the parent/guardian to pick up their student. Students must be fever free for 24 hours without medication before they return to school.

## **Student Records:**

When a student enrolls in school, a release form is signed by the parent/guardian to secure the records from the school last attended. A birth certificate is also required. If appropriate, a 30 day waiver for Special Education Services is signed. Any parent/guardian may examine the official records, files and data in their child's cumulative record. A request for access to student records must be filed on forms provided at the school office. Upon completion of all forms, access will be given within 45 days. A parent/guardian may challenge the contents of applicable school records and make a written request for a hearing. Under the "Right To Access and Privacy Act", no records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of parents/guardians with the exception of educational staff or specific authorized personnel. Students qualifying as homeless under the McKinney-Vento Homeless Education act can request that the school assist the parent/guardian in obtaining necessary academic records.

## **Change of Status:**

Parents/guardians are asked to notify the school immediately should there be any changes in:

- \*Your home address
- \*Your home or business telephone number
- \*Your emergency contact person

If there is a custody issue, please inform the school office of the situation. Court documentation must be on file in the office. Legally we cannot accept one parent's verbal or written directive that another parent is not able to access their child. Only court documentation is acceptable.

## **Testing and Evaluation**

### **District Examinations:**

During the course of the school year elementary students are assessed in the areas of English Language Arts and Mathematics. These tests are aligned with the adopted curriculum of the Bullock Creek School District. Results are used to help each school make decisions regarding programming for students.

### **M-STEP:**

All third, fourth and fifth grade pupils will take the Michigan Student Test of Educational Progress (M-STEP) in English Language Arts and Mathematics. In addition the fifth grade students will take the Science and Social Studies M-STEP assessments. All K-2 students will take the Michigan Department of Education K-2 Literacy Assessments in Reading and Mathematics. The results help the teachers plan instruction for individuals and groups. Parent/guardian will receive testing results when available. The State of Michigan has no protocol for exempting a student from participation in the M-STEP assessment.

**AIMSweb Plus:**

AIMSweb is an assessment tool used by teachers to identify specific strengths and weaknesses in a student's progress in reading and mathematics. Students in grades K-5 are evaluated annually using various instruments and assessment tools.

**Student Services****School Safety:**

Bullock Creek School District can accept no liability for injuries to pupils while on school grounds. Staff members will supervise students and take every safety precaution to see that safety measures are observed.

**Textbooks:**

Textbooks and essential supplies are furnished by the school district to comply with the ruling of the Michigan Supreme Court. Students are expected to take good care of the supplies and textbooks. Textbooks that are issued to the students should show normal use at the end of the school year.

Students who return books that are excessively abused may be fined according to replacement cost and to the age and condition of the book. The principal assesses the fines and the parent/guardian will be notified in writing.

**Birthday Celebrations/Invitations:**

If your child would like to pass out party invitations, please be sure they have an invitation for each student in their class. If not all students are invited to the party, please send the invitations in the mail. This will reduce the possibility of causing hurt feelings.

## **Transportation**

### **Bus Services:**

As determined by the Board of Education, students have the privilege of riding a school bus. Students are expected to be at their assigned pick-up location on time and proceed to their own home immediately upon drop-off. Bus rules, referred to in the following pages are to be followed. Only Bullock Creek District students and Supervisors are allowed to ride the bus. Students who will not be riding the bus home must bring a note stating permission from a **Parent/Guardian**.

**All transportation concerns should first be addressed to Mr. Mark Murray, Supervisor of Transportation, at 989-832-4015.**

### **Bus Passes:**

Families may register two addresses beyond their home address with Bullock Creek Transportation as alternative bus stop locations. The addresses must be registered with the Bullock Creek Transportation Department 48 hours prior to the first time the address is being used by a student. Once registered, please notify the school when your child will be using the alternative address.

If there is an emergency need, please contact the Bullock Creek Transportation Department.

Bullock Creek Transportation: 989-832-4015.

### **Bus Rules in Brief:**

- ✓✓ Students are to get on and off the bus only at school and their home stop, unless a bus pass is issued by the school.
- ✓✓ Riding the bus is a privilege that is granted upon proper conduct of the student.
- ✓✓ Behavior on the bus is expected to be the same as in the classroom.
- ✓✓ Students are to be on time at designated bus stops. Buses cannot wait.
- ✓✓ Students should stay off the roadway at all times while waiting for the bus. Students are to be at their bus stop location **15 minutes** prior to the scheduled time, and visible to the driver.
- ✓✓ Cross in front of the bus when crossing a road, NOT the back of the bus. Ten feet is the recommended distance for crossing in front of the bus. Look both ways before crossing. Wait for permission to cross from the bus driver. Students are not to check mail while the bus is present.



- ✓✓ Wait for the bus to come to a complete stop before attempting to enter or leave the bus. Stay seated until the bus stops.
- ✓✓ Keep hands and head inside the bus at all times.
- ✓✓ Lighters, matches, or other igniting devices are strictly prohibited.
- ✓✓ Buses will transport items that **fit on the lap**. The following are not transported: bats, golf clubs, glass items, animals, and skateboards. This is per the Michigan State Police Motor Carrier Division. Some items can become projectiles during an accident and therefore they are banned from the bus.
- ✓✓ Inform the driver when you expect to be absent from school. Transportation can be reached at 832-4015 or 698-3206.
- ✓✓ Help keep the bus clean, sanitary and orderly.
- ✓✓ Use no profane or vulgar language. Avoid disturbing noises.
- ✓✓ Horseplay will not be tolerated. (Examples of horseplay: jumping seats, pushing, shoving, throwing things, etc.)
- ✓✓ Due to allergies and other health related issues, the use of cologne and other fragrant sprays on a bus will not be tolerated.
- ✓✓ There is to be **no open suckers** on the bus. You may have them as long as they are closed and in your pocket or backpack.

### **Bus Discipline:**

1. Students will work to meet bus expectations of being safe, responsible, and respectful.
2. Routine student discipline problems on school buses are to be handled by the driver. This includes advising students of bus expectations, assigning seats, encouraging and praising expected behavior, and other generally accepted means of developing and maintaining positive relationships.
3. Instances of significant misconduct shall be reported to the building principal. The principal (or other designated supervising adult) will discuss the reported misconduct with the student and work together to identify strategies that could be used to eliminate the misconduct.
4. If instances of significant misconduct continue to occur, the building principal and/or transportation director will be notified and the student may be denied the privilege of riding the bus for not more than five (5) days.
5. Students are not to be removed from the bus en route to school or their residence.
6. Parents/guardians will be notified when riding privileges have been suspended, the number of days the suspension is in effect, and the reason for the suspension.
7. Discipline beyond bus suspension will be in conjunction with school policy.
8. Parent/guardians who wish to appeal the bus suspension may contact the Bullock Creek Director of Transportation.

**Students Who Walk or Ride a Bicycle to School:**

Students who regularly walk or ride a bicycle to school should bring a note during the first week of school. Students walking should plan to arrive at school no earlier than five minutes prior to the start of the day. At the end of the school day, walkers and bicycle riders must remain in the building and will be dismissed after the buses leave.

**Students Who are a Parent Pick Up:**

**During School Hours:** Any parent/guardian wishing to pick up students should park in the front of the building and report to the school office for assistance. No child will be released to anyone other than the parent/guardian without written notice from the parent/guardian to the office.

**At the End of the Day:** Any parent/guardian wishing to pick up students at the end of the day MUST communicate this with the teacher and school office to ensure the child is dismissed as the parent wishes. Notification needs to take place by noon.

**Visitors During School Hours:**

Upon arrival at school, all parents and other guests must report to the office and sign-in. Badges are provided to identify guests that have approval to be in the building.

**Lost and Found/Personal Property:**

Each year many items are left in the lost and found boxes at the school entrance. It would be helpful to have children's names marked on their clothing. Bullock Creek School District is not responsible for any personal items that are brought to school. Accidents may happen and occasionally personal property is discovered missing. It is our suggestion that all personal property items of value be left at home.

**Telephone Use:**

The students may use phones in the classroom with teacher permission. In case of illness the school secretary, principal, or teacher will notify the parent/guardian.

**Library Use:**

Students are encouraged to take home books from the school library. Books are circulated for one week at a time, and may be renewed. Students are reminded of overdue books; no fines are charged. However, books still not returned after six weeks or longer are presumed to be lost and parent/guardian will be notified of the replacement cost

## **Lunch and Breakfast**

Hot lunch is available for students at a rate that is determined yearly. Hot lunch includes milk. Milk is also available to those who carry their lunch at \$.50 per day. Menus are sent home monthly. Applications are available for free/reduced lunches.

\*\*\*\*Breakfast is available for students at a rate that is determined yearly. Free and reduced breakfasts are available by application.

### **\*\*\*\*Hot Lunch Offer versus Serve Program**

Offer versus Serve will continue in the Bullock Creek School District. Students will be required to take the entree', one other item and milk.

## **School Lunch Charge Procedure**

The Bullock Creek School District establishes the following procedures as it relates to the charging of school meals:

1. The Bullock Creek School District will allow elementary students charge up to a total of \$20.00.
2. The District's student management system, Skyward, will track student charges.
3. Skyward will be used to generate emails and texts that will be sent to parents of a student that charged meals during the week and have a negative balance.
4. Each month the Food Service Department will generate a balance report from Skyward. This report will be sent to the principal at each school to allow for appropriate follow up: i.e. referral to the District's Social Worker and/or completion of a Free or Reduced Family Application.

## **Safety**

Each school practices for the unexpected during fire drills and tornado drills. Emergency routines are clearly set out for teachers and students to follow. In the event of an emergency, parents/guardians are requested NOT to call the school, as phone lines must be kept open for emergency directions. Instead, parents/guardians are encouraged to keep their phone numbers and email addresses up to date in Skyward in order to receive the messages sent out by Bullock Creek School District.

### **Severe Weather - School Closings:**

If you suspect weather conditions that might force school closings, please listen to the radio. DO NOT CALL THE RADIO STATION OR THE SCHOOL. Emergency lines must be kept open. School closings will be phoned into WJRT-TV12, WEYI-TV25, 9 & 10 News, and WNEM-TV5, usually between 5:00 and 6:00 a.m. Robocall is sent to parents in most cases by 6:00 a.m. The district also posts on Twitter, Facebook and the Bullock Creek website ([bcreek.org](http://bcreek.org)). Occasionally it will be necessary to close school early during the day, either because of threatening weather or other emergencies. Students sent home early for any of these conditions should have an alternate assigned place to go, on their own bus route. **PLEASE** make sure your child knows what to do and where to go if sent home early.

### **Evacuations:**

In the event that school evacuation becomes necessary because of weather or other emergencies, students will be moved to prearranged locations by school bus. Parents/guardians are requested NOT TO PICK UP THEIR CHILDREN at school. In order to receive the messages sent out by Bullock Creek School District, parents/guardians are encouraged to keep their phone numbers and email addresses up to date in Skyward. Students may be picked up from the relocated place by the parent/guardian.

## **Student Responsibilities**

### **Behavior Expectations:**

According to Michigan Law, school teachers and administrators stand in place of parent/guardian in their relationship to children, and may administer guidance and/or consequences as a sensible parent would. We have found the Responsible Thinking Process to be the most effective way for reducing disruption while enhancing the student's ability to resolve problems through the creation of effective plans. We believe that all students are responsible for their own actions and must be taught to respect the rights of others.

### **Classroom Rules:**

No student is allowed to disrupt in class or anywhere else in school. When a student chooses to disrupt he/she is given the choice of remaining as a respectful learner, or going to the Responsible Thinking Classroom (RTC). When the student makes the choice to leave the classroom and go to the RTC because of continued disruptions, he/she will work with the RTC paraprofessional under the guidance of the building principal.

The student will develop a plan which will then be used to negotiate his/her return with the person who was in charge of wherever the disruption occurred. The student is permitted to go to all other classes and other areas where he/she is following the rules unless the behavior in the Responsible Thinking Classroom is not acceptable.

There are incidents in which it will be necessary for the building principal to determine the appropriate disciplinary measures for student misbehavior. These disciplinary measures may include suspension from school, removal from certain school activities, and referral of the student to the Superintendent, or referral to the Board of Education for appropriate action.

### **Nonessential Items At School:**

Toys and other nonessential items should not be brought to school without teacher permission or a need determined through a 504 Plan or IEP.

### **Teacher-Imposed Suspensions:**

Pursuant to Michigan School Code, a teacher is authorized to suspend a student from class, a subject, or activity. This policy shall be included in the School Board's Code of Student Conduct.

This policy will take effect for students who continue to display unruly and disruptive behavior. Implementation of "teacher-imposed suspensions" shall not be the first step in dealing with behavior issues.

### **The following policy has been established:**

Pursuant to Michigan School Code, a teacher may immediately remove and suspend a student from class, subject, or activity when the student engages in conduct prohibited by law, Board of Education, or by the School Code of Conduct.

Prohibited conduct includes when a student's behavior is so unruly, disruptive, or abusive that it interferes with the teacher's ability to effectively teach or manage the class, or interferes with the ability of other students to learn.

### **Teacher-Imposed Suspension Components:**

1. A teacher must have a "good reason to believe" the student's conduct warrants suspension under this policy. After determining a student has violated this policy, the teacher shall immediately send the student to the office for the appropriate action. The teacher shall send to the office a "Removal From Class" form with the student when possible and report the suspension to the principal or designee.
2. Any student suspended under this policy shall not be allowed to return to the class, subject, or activity from which he/she was suspended until the passage of one (1) full day of school

from the time of the student's infraction unless otherwise permitted by mutual agreement of the teacher who ordered the suspension and the principal/designee.

3. If the student remains in school, the principal or his/her designee shall ensure that the student is under appropriate supervision.
4. Students attending separate class periods throughout the school day shall be permitted, during the term of the suspension, to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with the Board of Education policy or the school's student handbook.
5. Within 24 hours of the teacher-imposed suspension, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. An administrator shall attend the conference if requested.
6. A written summary of the incident and the parent/guardian contact must be provided to the building principal or designee within 24 hours after the parent/guardian contact was made.

All disciplinary consequences under this policy shall be applied in a manner consistent with applicable student discipline procedures, as well as all federal and state laws for students determined to be eligible for special education programs/services or reasonable accommodations of their disability.

### **Alcohol and Substance Abuse:**

Illegal use or possession of illicit drugs, tobacco, or tobacco products in any form, alcohol or alcoholic beverages in any form, is wrong, harmful and unlawful. Such unlawful possession, use, or distribution of illicit drugs, tobacco, and alcohol by students on school premises can result in immediate contact of parent/guardian, suspension, and referral to legal authorities and social services. This statement complies with the Drug-Free School, "Drug Prevention Program Certification."

### **Student Right to Due Process:**

Whenever a student is accused, whether by an adult or by another student, for having done something wrong, that student is entitled to the right of due process in defending himself or herself. More serious accusations call for more precise elements of due process. Seldom in the elementary school setting will all the elements of due process be required.

The following are some of the elements of "DUE PROCESS" that should be considered:

1. The timely and specific notice of charges against the student.
2. The student's right to question each member of the professional and school staff involved in or witness to the incident.
3. The student's right to present evidence on his/her behalf.
4. The student's right to an impartial hearing.
5. The student's right to confront and to cross-examine adverse witnesses on his/her behalf.
6. The student's right to be represented by qualified counsel at the hearing.

7. The student's right to a record of the hearing.
8. The student's right to appeal an unfavorable decision by the hearing panel to a higher authority.

### **Student Dress:**

Students may select clothing that is conducive to creating a safe learning environment and will receive guidance from the classroom teacher or building principal if deemed necessary.

**Boots should be worn during recess in the wintertime. Students should always come to school prepared for the weather.**

### **Property Damage Due to Vandalism/Destruction:**

A student and/or his/her parent/guardian will be held financially responsible for any vandalism/damage of property from incidents occurring on/to school property. This includes all labor costs and materials necessary to repair/replace damaged property.

## **Student Policies**

### **Selling of Merchandise/Fundraising:**

Due to the fact that our schools are frequently asked to participate in community fundraising events, fundraisers and/or the collection of items will be limited to the following organizations or groups:

- \*Teaching Staff

- \*Building PTO

The purpose of the fundraising/collection of items, has to meet the following criteria:

*All monies generated through fundraising benefits the students at the building or the Bullock Creek Community directly. While our schools recognize the great work of outside organizations, in an effort to alleviate the demand on our families for monetary requests, only fundraising pertaining to the school district can be conducted at the school.*

### **Animals in School:**

Prior arrangements must be made with the teacher before any animals are brought to school. Animals must be transported to and from school by an adult and be properly caged or leashed.

### **Recess:**

Students will participate in recess and outdoor activities unless a doctor's note is received by the school office. Recess will be held indoors when weather conditions are such to render the playground unsafe or the temperature is below 15°F or the wind chill factor is below zero **unless participating in the school's nature program in which case decisions will be made on a daily basis.**

**Student Visitors:**

Student visitors during the school day are not allowed.

**Computer Network Acceptable Use Policy:**

The students of the Bullock Creek School District have the opportunity to access a computer network that allows limited access to the internet. The internet is an important part of the educational environment that prepares students for life and work in the 21st century. An internet filtering system limits student access to downloads, chat rooms, and inappropriate or undesirable addresses. Web pages are blocked based on categories selected by the district.

**McKinney-Vento Homeless Education Assistance Act:**

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

You have the right to:

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.



- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education for help in enrolling in a new school or arranging to continue in your former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Tell your teachers anything that you think they need to know to help you in school.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

District Homeless Liaison: Mrs. Vicki Mikusko

### **Family Educational and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-590**

### **Unacceptable Student Behavior**

We are concerned about student behavior wherever it occurs: in the school, on school property, or in connection with the school. The following is a list of behaviors, which are in violation of the Bullock Creek School District Code of Student Conduct. Also, each teacher has rules that pertain to conduct in particular classes and classrooms. When classroom rules are written, approved by the administration, and distributed to students, they are considered part of this code. Students are advised to become familiar with the rules and guidelines that govern conduct in all of the situations in which they find themselves.

1. Arson: the burning of, or attempt to burn any part of any property of the Bullock Creek School District, or any property of any employee. See Weapon Policy.
2. Assault: physically attacking, intimidating, or threatening any student or Bullock Creek School District employee on school property or going to or from school, including any

activity under Board sponsorship.

3. Bomb Threats: disrupting school procedure by placing, threatening to place, or falsely reporting explosive or flammable devices on school property.
4. Cell Phones: students are prohibited from using cell phones in school or on school property, unless the student can provide the administration documented proof of a need to do so. Administration will determine if the documentation warrants the need for a cell phone. Cell phones may be stored in the student's backpack and if removed without permission, will be stored in the office for parent pick up. Electronic game devices may be allowed by the administration for recess periods but the school assumes no responsibility for lost or stolen games or components. Public Act 215, Senate Bill 8221988
5. Cheating/Plagiarism: willfully and/or knowingly being involved in writing or actions with intent to gain an unfair advantage.
6. Computer Hacking/Copying/Destruction: inappropriate use of computer technology.
7. Disruptive Conduct: conduct, which materially and substantially interferes with the educational process is prohibited. This includes all school programs and activities and refers to behavior such as throwing objects, excessive loudness, boisterousness, and rudeness.
8. Distribution of Unauthorized Materials: distributing materials on school property without the authorization of the building administrator.
9. Drugs and Behavior Altering Substances: possession or use of any stimulating, depressing, or behavior altering substance or any form of hallucinogenic drug, marijuana, or alcohol. Also included are all "look alike" substances.
10. Extortion: securing or attempting to secure money or other items of value in school by use of threats and/or violence without the mutual consent of parties involved.
11. False Alarm: knowingly initiating a fire alarm or initiating a warning of a fire or other catastrophe without just cause.
12. Fighting: participating in hostile bodily contact in or on school property or going to or from school, including any activity under school sponsorship.
13. Fireworks or Explosives: possessing, or threatening to use any substance of prepared chemicals on school property that explode or cause explosion and are capable of inflicting bodily injury.

14. Forgery: false written use of the name of another person.
15. Gambling: participating in any game of chance for money or valuables on school property.
16. Gang Activity: a student shall not wear or possess any clothing, jewelry, or symbol, make verbal, non-verbal gestures and/or written symbols that may reasonably be perceived by administration as evidence of membership in or affiliation with a gang.
17. Indecency/Obscenity/Profanity: vulgar acts by pupils in verbal or written form, pictures, gestures, or caricatures in or on school property. This includes connotations that are vulgar in orientation.
18. Insubordination: failing to respond to or carry out the reasonable requests by authorized personnel. Every student has the opportunity to tell the truth. When a student chooses not to, they are considered to be insubordinate.
19. Non-Constructive Attendance: not being actively involved in the educational process of a classroom or disregarding the corrective efforts of a staff member.
20. Cell Phones: students are prohibited from using cell phones in school or on school property, unless the student can provide the administration documented proof of a need to do so. Administration will determine if the documentation warrants the need for a cell phone. Cell phones may be stored in the student's backpack and if removed without permission, will be stored in the office for parent pick up. Electronic game devices may be allowed by the administration for recess periods but the school assumes no responsibility for lost or stolen games or components. Public Act 215, Senate Bill 8221988
21. Smoking/Possession of Tobacco Products/Vaping: using, holding, passing, disposing of in any manner, or any other overt possession of any tobacco product on school property or while attending a school sponsored activity.
22. Theft/Possession of Stolen Property: taking or acquiring the property of another or others without their consent or dishonestly acquiring the property of another in or on school grounds.
23. Threats and Violence to Staff: any verbal or non-verbal threat to a staff member. This will be in effect both on and off campus.
24. Vandalism: willful destruction or damage to property belonging to the school or others while on school property.

25. Weapons: possessing or transferring any weapons or instruments capable of inflicting bodily harm on school property or threatening to use such an instrument. See Weapon policy.

### **Weapons Policy**

Students who are in possession of a dangerous weapon/firearm, or who commit arson or criminal sexual conduct, on district grounds, in district buildings or at district school-sponsored events shall be expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social or community mental health agency. The parent, legal guardian, and/or student shall also be notified on the referral.

\*\*\*\*The school board reserves to itself the authority to expel students.

\*\*\*\*Each student subject to expulsion shall have his or her situation reviewed by the superintendent on a case-by-case basis.

\*\*\*\*The policy statement is the board's assurance that the district is in compliance with both PL 103.382 and MCL 380-1311.

\*\*\*\*Legal Reference: MCL 380.1311; PL 103.227; PL 103.382

\*\*\*\*Adopted January 16, 1995.

### **Bullock Creek School District** **Physical and Verbal Abuse Policy**

Physical and/or Verbal Abuse of a staff member or student while on school grounds is prohibited. Consequences for such actions can include expulsion from school, upon action by the Board of Education.

For the purposes of this policy, the following definitions will apply:

Physical Assault – intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal Assault – Any intentional threat or offer (oral or written) to do bodily harm to another by force, under circumstances that create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented.

\*The recommendation to suspend up to ten days shall be administered by the building principal or designee. However, the student and parent/guardian maintain the right to appeal this disciplinary action to the Board of Education.

The Superintendent shall ensure that all incidents of assault be reported as required by law. All disciplinary consequences under this policy shall be applied in a manner consistent with applicable student discipline procedures, as well as federal and state laws for students determined to be eligible for special education programs/services or reasonable accommodation of their disability.

Reinstatement: An expelled student and/or parent/guardian shall contact the Superintendent's office to secure information about the services available to the student during the period of expulsion. A Petition for School Reinstatement and an explanation of the reinstatement procedure (coupled with the timelines for submitting the petition and the earliest possible date for reinstatement) may be obtained from the Superintendent's office.

## **Harassment Policy**

Harassment of employees and students will not be tolerated in the school district. Conduct constituting harassment may take different forms, including but not limited to the following:

### **Sexual Harassment**

- A. Verbal – the making of written or oral innuendos, suggestive comments, jokes of a sexual nature, or threats to a fellow student, staff member, or other person associated with the district.
- B. Non-verbal – causing the placement of suggestive objects or pictures in the school environment.
- C. Physical Contact – Threatening or causing unwanted touching, contact, or attempts at the same.

### **Gender/Ethnic/Religious/Disability/Height/Weight Harassment**

- A. Verbal – written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, weight, etc.
- B. Non-Verbal – Placing pictures, objects, etc. in the school environment

Any student who believes that he/she is a victim of the above notions or has observed such actions taken by another student, staff member, or other person associated with the district should promptly take their concerns to either the building principal or the school counselor.

### **Bullying**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual or group). Bullying can be physical, verbal, psychological, written or a combination of all four. 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 and unwelcome physical contact.
- B. Verbal - Taunting, malicious teasing, insulting, name calling and making threats.
- C. Psychological - Spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion and intimidation.
- D. Written - Using computers, internet, texting or any other electronic device to harass another student

## **Summary Chart of Offenses and Penalties**

### **Elementary Level Suspension Guidance**

<b>VIOLATION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<b>Cell Phone</b>  “Cell phones may be stored in the student’s backpack and if removed without permission, will be stored in the office for parent pick up.”	Conference with teacher or principal clarifying cell phone expectations while at school  Student secures phone appropriately	Conference with teacher or principal clarifying cell phone expectations while at school  Student surrenders phone to school staff  Phone is secured in the office for parent pick up	Conference with teacher or principal clarifying cell phone expectations while at school  Student surrenders phone to school staff  Phone is secured in the office for parent pick up
<b>Disruptive Conduct</b>  “Disruptive Conduct Conduct, which materially and substantially interferes with the educational process, is prohibited. This includes all school programs and activities and refers to behavior such as throwing objects, excessive loudness, boisterousness, and rudeness.”	RTC Plan  Parents Notified  Up to a 1 day suspension	RTC Plan  Parents Notified  Up to a 3 day suspension	RTC Plan  Parents Notified  Up to a 5 day suspension
<b>Drugs and Behavior Altering Substances</b>  “Possession of use of any stimulating, depressing, or behavior altering substance or any form of hallucinogenic drug, marijuana, or alcohol. Also included are all the “look alike” substances.”	Conference with principal  Parents notified  Up to a 3 day suspension	Conference with principal  Parents notified  Up to a 5 day suspension	Conference with principal  Parents notified  Up to a 10 day suspension



<b>False Alarm</b>  “Knowingly initiating a fire alarm or initiating a warning of a fire or other catastrophe without just cause.”	RTC Plan  Conference with principal  Parents notified  Up to a 1 day suspension	RTC Plan  Conference with principal  Parents notified  Up to a 3 day suspension	RTC Plan  Conference with principal  Parents notified  Up to a 5 day suspension
<b>Fighting/Provoking a Fight/Threatening a Student or Staff Member</b>  “Participating in hostile bodily contact in or on school property or going to or from school, including any activity under school sponsorship.”	RTC Plan  Conference with principal  Parents notified  Up to a 3 day suspension	RTC Plan  Conference with principal  Parents notified  Up to a 5 day suspension	RTC Plan  Conference with principal  Parents notified  Up to a 10 day suspension
<b>Obscenity/Profanity /Swearing</b>  “Vulgar acts by pupils in verbal or written form, pictures, gestures, or caricatures in or on school property. This includes connotations that are vulgar in orientation.”	RTC Plan  Conference with principal  Parents notified	RTC Plan  Conference with principal  Parents notified  Up to a 1 day suspension	RTC Plan  Conference with principal  Parents notified  Up to a 3 day suspension
<b>Computer Violation</b>  Inappropriate language, content, use, etc.	RTC Plan  Conference with teacher or principal clarifying computer expectations while at school	Conference with principal clarifying computer expectations while at school  Restricted computer use  Parents notified	Conference with principal clarifying computer expectations while at school  Loss of computer privileges up to 30 days  Parents notified
<b>Computer Violation</b>  Damaged computer	RTC Plan  Conference with	Conference with principal clarifying computer	Conference with principal clarifying computer

and/or tech equipment	<p>teacher or principal clarifying computer expectations while at school</p> <p>Parents notified</p> <p>Possible restitution</p>	<p>expectations while at school</p> <p>Restricted computer use</p> <p>Parents notified</p> <p>Possible restitution</p>	<p>expectations while at school</p> <p>Loss of computer privileges up to 30 days</p> <p>Parents notified</p> <p>Possible restitution</p>
<p><b>Persistent Disobedience/Insubordination</b></p> <p>“Failing to respond to or carry out the reasonable requests by authorized personnel.”</p>	<p>RTC Plan</p> <p>Conference with principal</p>	<p>RTC Plan</p> <p>Conference with principal</p> <p>Parents notified</p> <p>Up to a 1 day suspension</p>	<p>RTC Plan</p> <p>Conference with principal</p> <p>Parents notified</p> <p>Up to a 2 day suspension</p>
<p><b>Major Physical Altercation</b></p> <p>(Hitting, pushing, slapping, punching, kicking or similar behavior in which the intent is to injure others)</p>	<p>RTC Plan</p> <p>Parents Notified</p> <p>Up to a 3 day suspension</p>	<p>RTC Plan</p> <p>Parents Notified</p> <p>Up to a 5 day suspension</p>	<p>RTC Plan</p> <p>Parents Notified</p> <p>Up to a 10 day suspension</p> <p>Possible Discipline Hearing</p>
<p><b>Minor Physical Altercation</b></p> <p>(Hitting, pushing, slapping, punching, kicking or similar behavior that may injure others)</p>	<p>RTC Plan</p> <p>Parents Notified</p> <p>Up to a 1 day suspension</p>	<p>RTC Plan</p> <p>Parents Notified</p> <p>Up to a 3 day suspension</p>	<p>RTC Plan</p> <p>Parents Notified</p> <p>Up to a 5 day suspension</p>
<p><b>Weapons</b></p> <p>“Possessing or transferring any weapons or instruments capable of inflicting bodily harm on school property or threatening to use such an instrument.”</p>	<p>Up to 5 Day suspension</p> <p>Parents Notified</p> <p>Discipline Hearing</p>	<p>Up to 10 Day suspension</p> <p>Parents Notified</p> <p>Discipline Hearing</p>	

<b>Smoking/Possession of Tobacco Products/Vaping</b>  “Using, holding, passing, disposing of in any manner, or any other overt possession of any tobacco product on school property or while attending a school sponsored activity.”	RTC Plan  Conference with principal  Parents notified  Up to a 3 day suspension	RTC Plan  Conference with principal  Parents notified  Up to a 5 day suspension	RTC Plan  Conference with principal  Parents notified  Up to a 5 day suspension
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# Bullock Creek School District

## Computer Network Acceptable Use Policy

Technology Mission: All members of the Bullock Creek school community will use technology as a tool for engaged learning, information management, communication, collaboration, curriculum development, and/or staff development to deliver the curriculum approved by the Board of Education.

All members of the Bullock Creek school community have the opportunity to access a computer network that allows limited access to the Internet. This is an important component of the education environment that prepares students for life and work in the 21st century.

An Internet filtering system limits access to downloads, chat rooms, and inappropriate or undesirable addresses. Web pages are blocked based on categories selected by the service provider and sites selected by the district.

In accordance with the Children's Internet Protection Act, the district has implemented this policy, in part to:

- promote the safe, ethical, responsible, and legal use of the Internet;
- support the effective use of the Internet for educational purposes;
- protect students against potential dangers in their use of the Internet; and
- insure accountability

The district's electronic information technologies are intended for educational purposes and is neither a public access service nor a public forum. Only Bullock Creek School District students, its faculty, and staff, who agree to the terms of this policy, may be granted access to the district's network.

Users have no expectation of privacy as to information or activity on the district's electronic information technologies. The district retains the right to monitor all use, including but not limited to personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the district's electronic information technologies.

The district's electronic information technologies are provided on an "as is, as available" basis and are provided without warranties (either express or implied) of any kind for any reason.

### Rules

The district network includes networked and stand-alone computers, hardware, software, and related items provided by the schools for the school community. Use of the Bullock Creek local area network (LAN), wide area network (WAN), Internet, and stand-alone computers is governed by the following rules.

Users of the district's electronic information technologies shall:

1. Access the district network only after the school has received a signed network Acceptable Use Policy.
2. Use the district's technologies (including file storage) only to facilitate learning and enhance information exchange consistent with legitimate educational and work-related purposes.

3. Attend appropriate training sessions in the use and care of hardware, software, and network peripherals.
4. Seek instruction for the use of any available technology for which the user is not familiar.
5. Comply with the rules set forth in this policy, as well as the rules established for using hardware, software, labs, and networks.
6. Maintain the privacy of passwords, which shall not be published, shared, or otherwise disclosed.
7. Promptly notify a school official if a possible security problem is identified.
8. Access only the network account for which the user is authorized.
9. Use email, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes.
10. Promptly notify a school employee about any electronic message received that is inappropriate or makes one feel uncomfortable.
11. Scan all electronic media for virus, dirt, damage, or other contamination before using the district systems.
12. Maintain the integrity of the electronic messaging systems by deleting files/messages that have exceeded the established limit and by reporting any security violations.
13. Keep inappropriate material from entering the district's network or from being reproduced in visual, digital, or written format.
14. Comply with all applicable state and federal laws, including copyright, trademark laws, and applicable licensing agreements, in using the district's electronic information technologies.
15. Exercise caution when purchasing goods and services over the Internet. The user accepts full responsibility for any financial obligations made or personal information provided while using the district electronic information technologies.
16. Make financial restitution for unauthorized expenditures or for damages caused by an appropriate use or access.
17. Not post or disclose personal identification information about yourself or others over the Internet, even if this information is solicited by a website that requests such information.
18. Not use technology to advertise, offer, or provide goods or services for financial gain.
19. Not use technology for political lobbying; although users may communicate opinions with elected representatives.
20. Not use district electronic information technologies to draft, send, or receive inappropriate materials or to engage in behavior which violates district policy, (including the student/staff conduct code) or which violates federal, state, or local law or regulation.
21. Not vandalize district or other electronic information technologies.
22. Obtain permission from the director of technology or technology coordinators before:
  - A. loading any software on to the district network or computers
  - B. connecting any device to the district network or computers

**Consequences of inappropriate conduct:**

Because access to the district electronic informational technologies is a privilege and not right, any user who does not comply with the network acceptable use policy will lose access privileges. Repeated or severe infractions may result in permanent termination of access privileges. Violators may also face additional disciplinary consequences consistent with district policies. Please see the building principal or the director of technology, if interested in the specific policy definitions for: (1) educational purposes (2) harmful to minors (3) inappropriate materials or (4) vandalism.

I have read this document and agree to follow the rules stated in the Bullock Creek School District Computer Network Acceptable Use Policy (AUP).

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I will instruct my child about any other access restrictions in addition to those set forth in district policy. I will emphasize to my child the importance of following the district rules for personal safety.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Publication Privacy Form

Occasions may arise when photographs and/or work products of students are taken for use in the Midland Daily News, other newspapers, school publications, the school yearbook, the school website, television or other media.

By NOT completing and returning this form you are granting permission to use photos and/or work products and the name of your child in news, website and promotional materials.

Student's Name (please print):

School:

\_\_\_\_\_ I **DO NOT** give permission for my student's photograph to be published.

Parent/Guardian's Name (please print):

Parent/Guardian's Signature Date:

This form will be kept in the student's CA60 file for as long as he or she attends the Bullock Creek School District. It may be revoked through a request in writing to release photos and name for publication.

## 2022-2023 Handbook Addendum

**Bullock Creek School District will be working closely with the Midland County Health department to continually monitor the ever-changing conditions of COVID-19. The district may, throughout the year, adjust the safety protocols for students and staff in an effort to reduce the spread of COVID-19.**

*This addendum is fluid and may change throughout the school year.*