

Essexville-Hampton Public Schools
Bush Elementary
800 Nebobish
Essexville, MI 48732

Student/Parent Handbook



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Health Policies

Injuries and Illnesses

- **Injuries**-All injuries should be reported to a teacher, support staff, or office staff. If the injury is major in nature a phone call will be made home. Any minor injuries will be treated and the student will return to class. If medical attention is required the office will follow the procedures in place.
- **Illnesses**-Students who become ill during the day should report to the main office. If they are unable to stay in the classroom, we will contact a parent to pick up their child. Students should be fever free without medication, diarrhea and vomiting free for at least 24 hours before returning to school.

Use of Medications

The following procedures must be followed when a parent requests a student be permitted to take medication at school.

- Student medications that are prescribed by a physician **must** be brought to the main office for distribution during the school day.
- All such medications must be in the original prescription container with the student identification and dosage clearly labeled.
- The pupil(s)/parent(s)/guardian(s), must provide the school with written permission and a written request to administer medications to their child.
- Written instructions from a physician, which include the name of a pupil, name of the medication, dosage of the medication, route of administration, and the time the medication is to be administered to the pupil shall accompany the request.
 - Field Trips
 - Medication will be placed in a bag that will be clearly labeled with the date, student's name, medication name, dosage and time of administration.
 - The bag will be carried by a staff member trained to administer the medication.
 - The adult that administers the medication will report the necessary information to the office staff on the medication dispensation form upon return from the trip.

Control of Casual-Contact Communicable Disease and Pests

Because the 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 or bed bugs. School personnel will follow the protocol listed below in paragraph E for any of the following diseases: head lice, bed bugs, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Head Lice

The school will observe the following protocols regarding head lice.

- The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
- Students with head lice will be sent home following notification to the parent/guardian.
- The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

- A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by school staff and the child is determined to be free of head lice and eggs (nits).
- Students who had head lice are prohibited from riding the bus to school to be checked for head lice.

Homebound/Hospitalized Instructional Services

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services. For information on homebound or hospitalized instructional services, please contact the building principal.

Students with Severe Food Allergy or Chronic Illness

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (989) 894-9760. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed support and accommodations so that he/she can access educational programs and services. Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- A valid medical contraindication exists to receive the vaccine. The child's physician must provide written certification of the contraindication.
- The student's parent/guardian must provide a waiver from the health department.
- The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

Safety Policies

Fire, Lockdown and Tornado Drills

- The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by teachers. Teachers and support staff will ensure that evacuation will be safe, prompt and orderly.
- Tornado drills will be conducted during the tornado season using the procedures outlined by the State.
- Lockdown drills will be conducted in collaboration with school personnel and our school resource officer utilizing the LockOut USA System.
- To ensure all students become familiar with these procedures, maps designating evacuation routes and instructions are posted in each classroom.

Cameras/Metal Detectors

The school reserves the authority to have cameras in the hallways, cafeteria, gymnasium, parking lots or other public areas. If deemed necessary by administration, metal detectors may be used for detection of inappropriate materials.

Student Support Information

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 involvement in this procedure is important and required by Federal (IDEA) and State law. Contact your child's Principal to inquire about evaluation procedures and programs.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the district. It is, therefore, the policy of this district that those students identified as having limited English proficiency and in accessing the education and extracurricular program offered by the district. Parents should contact the building Principal to inquire about evaluation procedures and programs offered by the district.

Building Policies

Lockers

Lockers are installed for the convenience of students. Each year, students may be assigned a locker. Students are not allowed to use locks on their lockers. Since the building is used by the community, the school is open many hours beyond the normal school day. This makes it extremely important not to keep valuable items in the lockers. Lockers are the property of the school and as such, are subject to inspection. This may be done on either a prearranged or an unannounced basis. The school is not responsible for lost or stolen articles from any locker located in the building.

Lost and Found

If you lose an item, check the lost and found located in the lobby in front of the office. Please turn in any items you find.

Electronic Devices:

Electronic devices should not be in school or on the playground, including gaming devices or tablets, unless authorized by the teacher or school administrator. If they are brought to school, the device will need to remain in the book bag during the entire school day. Cell phones are permitted for emergency purposes only, but must remain in the book bag and kept in the locker.

Telephone Calls

Necessary messages will be taken at the office and delivered at the close of class periods. Students will not be called from class to answer the telephone unless the call is of a serious or urgent nature. The office and classroom phones are only to be used with permission.

Books

Students are responsible for reasonable care of all school books. At the end of the school year when books are collected, students will be charged for unusual wear and tear. Students

should not write in their books and lost or damaged books will result in a fee being assigned to the student.

Classroom Visits

Upon arrival at school, please come to the main entrance and report directly to the office before proceeding to other areas of the building. If you would like to visit a classroom, set a time with the teacher to volunteer to help. (We will need your Volunteer Information Sheet approved.) This will give you an opportunity to observe the classroom while also helping the students. We definitely want parents to feel welcome in our school, however, not at the expense of valuable instruction time.

Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory. Gifts for your child, including but not limited to, flowers, balloons, etc. should not be brought or delivered to school.

Birthday Treats

Birthday treats are allowed. Please check with your child's teacher to see the number of students or if there are any allergies. Please refrain from sending cupcakes or anything too messy. Pre-packaged, easy, and mess-free treats are preferred. Keep in mind we do not have access to refrigerators or freezers.

Animals on Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

BUSH SCHOOL ACTIVITIES

The following is a list and brief description of school events. We hope this information is helpful in explaining our programs. It's fun to be involved in your child's school activities and we encourage all of you to work with us in building friendships, making memories, and making a difference in your child's school experience. We not only encourage but depend on participation from our parents and hope that you will take the time to get involved.

Book Fair

This is an opportunity to encourage your children to read, as well as support our literacy at our schools. Books are on display at the school for the children to look at and purchase if given parental permission. Volunteers assist the children during school hours.

Fundraiser

Each year students are involved in raising funds that are used for a variety of school activities. Parents support this by organizing a sale and helping with the daily operation.

Fun and Field Day

An end-of-the-school year event. Students enjoy a partial day of organized fun and "athletic" activities on the Bush playground.

Family Reading Night

Throughout the ~~Several times a year~~, families will have the opportunity to read books together and enjoy the school library.

Field Trips

Field trips are an important part of the educational experience. No student may participate in any school sponsored activity without parental permission.

Model Duke Luncheon

One student from each classroom is selected each month to have lunch with the principal as a reward for modeling our duke values..

Parent Volunteers

A sign-up sheet for parents to help with the many different school activities is sent home in the back-to-school parent packet Committee chairpersons will be assigned to each activity as needed. They will be responsible for contacting other parents who have volunteered to help.

If you would like to volunteer, please stop by the office for a list of our coordinators.

Popcorn and Bake Sales

Students can purchase either popcorn or bake sale goodies once a week for \$1.00. Parents assist in popping and bagging the popcorn. The profits help support special classroom projects.

School Pictures

In the fall the school pictures will be taken and photo packets will be available to purchase. Parent volunteers will help students with any grooming needs. There will also be an opportunity for spring picture packets to be purchased.

School Improvement

The School Leadership Team is involved in a monthly ~~School Improvement is a~~ planning process, which incorporates the research on effective schools, effective teaching, organization development and staff development. It is building based, but organizationally supported. It is goal directed, in that schools decide what it is they want to accomplish. It is also outcome oriented in that schools decide what student outcomes they value most and evaluate to determine if those results are being achieved. It is data driven and uses a variety of instruments to assess building/district strengths and weaknesses. Our school district is currently implementing improvements in the area of Reading and Positive Behaviors through ~~Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI)~~ Multi-Tiered System of Supports (MTSS).

ATTENDANCE

Attendance

Regular school attendance is an important indicator of student achievement.

- When a student is absent from school, a phone call to the attendance hotline should be made by the parents before 8:00 a.m.

Excused Absences

For absences to be considered excused a note must be provided from the medical professional providing care. This may include but is not limited to:

- Physician

- Dentist
- Orthodontist

Tardies

Any student arriving late to school is to report to the office. Upon arrival please sign your child in at the front desk. A student who is not in their assigned location at the official start time will be marked tardy. Anything over 30 minutes late will result in an AM absence. Any student who leaves school 30 minutes prior to dismissal will result in a PM absence.

Truancy Protocol

- When a student accumulates 10 or more absences and/or tardies, a letter from the school will be sent to the parent.
- A copy of this letter will be placed in the student's cumulative record file.
- If a student develops a continued pattern of chronic absence from school, the Bay County Truancy Office will be notified. Continuous and consecutive attendance in school is required by state law. Section 380.1561 of the school code states: "Every parent, guardian, or other person having control and charge of any child from the age of 6 to the child's 16th birthday, shall send such child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the district in which the child is enrolled. The school code further states, "A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor..."

P rearranged Absences

Parents are reminded that extended or repetitious prearranged absences may adversely affect the student's schooling and shall be avoided whenever possible. The importance of regular school attendance is emphasized by the Michigan Compulsory School Attendance Law. Every student and parent is obligated by law to ensure proper attendance by students at school. Absences by pre-arrangement for reasons approved by the principal can be granted under the following conditions:

- The parent must initiate a request for a prearranged absence either in writing or by telephone.
- Arrangements must be worked out in advance with the student's classroom teachers.
- Teachers may not provide work ahead of time when a student is to be absent, but rather save work for the student to give them upon their return.

Release of Children from School

In the event a child must be released from school for a medical or dental appointment, we ask that the following procedure be followed:

1. A note should be sent to the teacher indicating the reason and time for early dismissal.
2. Students will be released from the office. Please do not go to the room to pick up your child.
3. A sign out sheet will be in the school office. The sheet must be signed and dated prior to the student leaving.

If your child is to be picked up by someone other than yourself, a **signed note** from you is required before the student can be released.

Late Pick-up

Any student who is being picked up by a parent/guardian will need to wait with their teacher on the south side of the building until their parent picks them up.

If the parent does not pick the child up, he/she will be brought to the office by the teacher and a phone call will be made to the parent. After 2:50 p.m. the child will be taken to daycare and the parent will be charged a fee.

Calling in Absences (From Telephone)

To Report an Absence – 989-460-2445

As directed provide (**Note: Wait for the beep before responding**)

Your full name; your child's name and teacher; the date of the absence; the reason for the absence.

Academic Information

Report Cards

Report cards will be distributed three times a year, at the end of each trimester. Parents should read the card carefully. In case of unsatisfactory or failing grades, a conference with the teacher is desirable and recommended.

Parent-Teacher Conferences

~~Parent Teacher conferences will be~~ Parent-Teacher conferences will be held in the Fall with all students, and in the spring as needed or if requested by parents/guardians.

IRIPS

Essexville-Hampton Public Schools are committed to supporting your child in his or her reading development. Research shows that possessing good reading skills is directly linked to a child's success in school. In compliance with Michigan's Read by Grade Three Law, your child's progress is regularly assessed. Based on the beginning of the year reading assessments, your child will receive an Individualized Reading Improvement Plan (IRIP) to highlight support that your child will be receiving. This instruction is based on your child's specific needs and will continue to be monitored and supported.

DISCRIMINATION/HARASSMENT

A. Compliance with Federal Laws

Essexville-Hampton Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Essexville-Hampton Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible, for which it receives financial assistance from the U.S. Department of Education.

B. Sexual Harassment Complaints Procedures

Sexual harassment procedures are consistent with district policy and procedures. Copies of this policy are maintained in the district central office.

C. Bullying/Cyber Bullying

It is the policy of the district to provide a safe educational environment for all students. Bullying, including cyberbullying (electronic communications) of a student is strictly prohibited per board policy 8260. Each case will be considered individually by building administration when determining disciplinary sanctions. Bullying educational pamphlets are available in the office or upon request.

D. **Due Process**

The right to confidentiality, both the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Dress and Appearance

1. Reasonable cleanliness of the person and wearing apparel is expected. This is a matter of health and consideration of the students and staff.
2. To avoid injury to feet and to curtail the possibility of disease, footwear shall be worn at all times.
3. No hat or head covering is allowed in the building.
4. Students shall not wear clothing or hair styles that can be hazardous to school property, themselves, other students or in school activities such as shop, lab work, physical education, swimming, art, etc.
5. Personal dress and grooming practices shall not create a disruption of the learning process.
6. There may be cases where individual sponsors, directors, or coaches may require, because of certain activities, a more rigid dress and grooming policy. Outerwear is not allowed in classrooms without permission of the instructor.
7. It is the policy of the Board of Education that no student or school employee is to be permitted to wear items of clothing which promote or advertise any substance which is illegal to use or possess on school property or during student activities. In addition, no item of clothing is permitted which depicts or promotes sexism, violence, obscenity, vulgarity, tobacco, alcohol, etc.
8. Any student or employee appearing at any school function or activity wearing an article of clothing banned by this policy will be ordered to immediately change the offending article of clothing. If the student or employee has nothing else to wear, he/she will be sent home, not to return until the offending article of clothing is changed.
9. No student may wear any jewelry or decorative item that violates this policy. Tattoos in violation of this policy must be covered. In addition, wallet chains are not allowed.
10. Students are required to dress appropriately for school. Students wearing clothing, make-up and hair styles that cause a distraction and/or disruption to the learning environment, will be required to make suitable changes.

NON-CLASS TIME STUDENT ACTIVITIES

Lunch Program

The lunch room is in operation for the use of students and faculty. Prices are established by the Board of Education.

1. Students will report to their assigned table. Student lunches will be provided by the program and labeled for students.
2. Those who eat in the cafeteria are expected to help keep it clean and sanitary.
3. Appropriate behavior is expected inside and outside during the lunch period.
4. If you carry your lunch, you must eat in the lunchroom. Eating lunch or treats outside the lunchroom is prohibited.

Use of the Building, After School

Students are not to be in school at night or during the weekend unless under the supervision of a faculty member or another adult. Likewise, students should not be in the building or using school equipment unless under the supervision of a faculty member or another adult. These activities must have administration approval. Further, the adult supervisor must have prior approval of the administration if he/she is not a faculty member. Use of the gym or building space can be rented by contacting Dave Schwartz at 989-894-9700.

PBIS at Bush Elementary

What is PBIS?

PBIS is a process that focuses on creating safer school environments. The program includes the development and teaching of specific behavioral expectations for all students. These behaviors are positively reinforced throughout the school on an individual basis, as a class, and as an entire school. PBIS is based on the practice that students learn behavior expectations through continued instruction, positive reinforcement, and recognition.

PBIS at Bush Elementary

The students at Bush Elementary will follow a set of behavior expectations. These behavior expectations are known as "Duke Values". Duke values are: I will persevere, I will be responsible, I will be respectful, I will act with integrity, and I will be kind. These values will be taught in the classroom as well as throughout the school. It is our hope that these values will follow our students throughout the day.

Duke Badge

As part of PBIS when a student is recognized for positive behavior they will receive a Duke badge. When a staff member notices a child following the Duke Values a teacher will give that child a Duke badge. The staff member will circle the character trait that matches the behavior. The Duke badge will go into the classroom container. Duke badge drawings will be held on Friday and will consist of choosing from the prize cabinet, Pledge Leader, ~~skipping to the front of the line for lunch~~, office helper or a positive note home. As part of the long term celebrations each classroom will have an opportunity to have a pajama day with a movie and popcorn.



Discipline Referrals

We understand that as children grow and learn there will be times when a child doesn't follow the Duke Values. When a student does not follow the Duke Values there will be a consistent system of responses that staff will use to follow through with appropriate consequences. (See Table 1.)

How can Parents Help

1. Work cohesively with the school to develop a positive school environment.
2. Help with teaching behavior expectations at home as well as in the community.
3. Volunteer in school activities.
4. Celebrate your child's successes at home.+

Check In Check Out (Daily Connections)

Check in Check out is a school-wide intervention for students who may need more positive adult attention. The intention of the intervention is to provide a consistent, structured feedback to the student in a positive manner. The goal for check in check out is to support the student in becoming successful at school. Student's are identified for check in check out through office discipline referrals as well as teacher input. Once a student is referred to check in check out a building mentor will be

paired with the student. One of the building coordinators will reach out to family members to share the procedures of check in check-out as well as to answer any questions a family member may have.

DISCIPLINE

Code of Conduct

The following procedures are a guideline to the due process for student conduct. It is the discretion of the administrator in charge to implement the consequences of violating the code of conduct.

Discipline policy enacted by the Board of Education will always take precedence over the guidelines below (see alcohol, drugs, tobacco, sexual harassment and possession of dangerous weapons). The list of infractions is not all inclusive and other conduct may also result in discipline.

The following policies are in effect:

- While students go to or from school
- On school property at any time
- At all school sponsored or approved events and activities
- On a school bus for any purpose
- With respect to any misconduct toward any school employee or Board of Education member.

Student Conduct Violations That May Lead To Discipline, up to and Including Expulsion

Violation	Definition
Abusive Language/ Inappropriate Language/ Profanity	<i>Minor</i> -Student engages in low-intensity instances or inappropriate language. <i>Major</i> -Student delivers verbal messages that include swearing, name-calling, or using words in an inappropriate way.
Arson/ Tampering with Fire Extinguishers, Fire Alarms, Lockout System, or other safety devices.	<i>Major</i> -Student plans and participates in any dangerous action or malicious burning of school or personal property. Tampering with, impairing and/ or damaging safety devices.
Assault and Battery	<i>Major</i> -Threatening, attempting, or striking or unlawful touching of a victim with or without the use of a weapon which intimidates or causes infliction of an injury.
Bomb Threat/False Alarm	<i>Major</i> -Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Breaking and Entering	<i>Major</i> -Breaking and entering any school building, facility, automobiles, office, room, storage space, other enclosures without authority to do so.
Bullying	<i>Major</i> -The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Cell phones/ Electronic devices	<i>Minor</i> -Students may have their phones out before/after school. At no time is the phone allowed to be used in hallways, restrooms, or the classroom. The phone should be shut off while at school.
Defiance Insubordination/ Non-Compliance	<i>Minor</i> - Student engages in brief or low-intensity failure to follow directions or talks back. <i>Major</i> -Students engage in refusal to follow directions or talk back.

Disrespect	<i>Minor</i> -Student delivers low-intensity, socially rude or dismissive messages to adults or students. <i>Major</i> -Student delivers socially rude or dismissive messages to adults or students
Disruption	<i>Minor</i> -Student engages in low-intensity, but inappropriate disruption. <i>Major</i> -Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing: and/or sustained out-of-seat behavior.
Dress Code Violation	See "Dress & Appearance" policy, in the "Health and Safety" section on page 10 of the student handbook.
Fighting	<i>Major</i> -Student is involved in mutual participation in an incident involving physical violence.
Forgery/Theft/ Plagiarism	<i>Minor</i> -Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Fraudulent/Solicitation	<i>Minor</i> - Fraudulent and unauthorized solicitation of money or property with or without using the name of the school.
Gambling	<i>Minor</i> -Participation in games of chance for money and/or other things of value (including trading items of value).
Harassment	<i>Major</i> -The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Inappropriate Display of Affection	<i>Major</i> -Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location/ Out of Bounds Area/ Eloping	<i>Major</i> -Student is in an area that is outside of school boundaries (as defined by school).Student leaves or misses class without permission.
Lying/Cheating	<i>Minor</i> -Student delivers a message that is untrue and/or deliberately violates rules.
Physical Contact Physical Aggression	<i>Minor</i> - Students engages in non-serious, but inappropriate physical contact. <i>Major</i> - Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Property Misuse	<i>Minor</i> -Student engages in low-intensity misuse of property.
Property Damage/ VanStealing, Possession Transfer of Property of Others	<i>Major</i> -Student participates in an activity that results in destruction or disfigurement of property. <i>Major</i> -The act of taking possession or transferring the property of another without the consent of the owner.

Tardy	Student is late (as defined by the school) to class or the start of the school day (and Tardy is not considered a minor problem behavior in the school).
Technology Violation	<i>Minor</i> - Student engages in non-serious, but inappropriate use of iPads or Chromebooks OR items brought from home. <i>Major</i> -Student engages in inappropriate (as defined by school) use of Chromebooks and/or iPads OR items brought from home.
Threats and Violence To Staff	<i>Major</i> -Self-explanatory
Truancy	Student develops a pattern of chronic absence from school.
Use/Possession of Combustibles	<i>Major</i> -Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
Use/Possession of Drugs	<i>Major</i> -Student is in possession of or is using illegal drugs/substances or imitations.
Use/Possession of Tobacco	<i>Major</i> -Student is in possession of or is using tobacco.
Use/Possession of Weapons	<i>Major</i> -Student is in possession of knives (>6 in., <6 in.) and guns (real or look alike), or other objects readily capable of causing bodily harm.

Disciplinary Measures

- Conference with Student
 - The staff member will confer with and provide redirection and remind the student of the expected behavior.
- Reteach Behavior
 - The student will spend time with a staff member reteaching the expectations for the correct behavior.
- In-School Suspension (ISS)
 - A short-term (normally one class period) suspension from the regular school program. Students receiving ISS may be required to write behavior contracts before they go back to their regular classrooms. Students in ISS are required to make up all missed assignments. Students who are disruptive in the ISS will receive an out-of-school suspension.
- Out of School Suspension (OSS)
 - The exclusion of a student from school for a specific amount of time (one to ten days depending on the severity of the rule infraction). This exclusion extends to all school-related activities, including Co-op work and athletic games whether held in or out of the school district. Work missed during suspension should be made up, allowing the student to keep up with the class. If the student chooses not to complete the work missed, a grade of zero (0) will be entered for the work. Tests covering material prior to the suspension may be made up. Students who are suspended from school are excluded from all school property.
- Loss of Privilege
 - May include loss of participation in activities depending on the severity of the action.
- Parent/ Guardian Contact

- May be a phone call, email, or class tag message depending on the severity of the action.
- Time Away from Room
 - May include time in the office or with support staff in a specified location including the intervention office, or social work office.
- Time in Office
- Long Term Suspension (LSS)
 - Depending on the severity of the offense, administration may petition the superintendent for a long-term suspension that consists of 11-59 student days. Upon acceptance by the superintendent, the Board of Education shall convene to review the facts of the case and make the final determination for a long term suspension within the first 10 days of the suspension.
- Expulsion
 - The removal of a student for any length of time from school for over ten days. This must be a Board of Education action taken as a result of the principal and superintendent's recommendation. A written explanation of the expulsion procedures will be made available in the school office.

Table 1.



W.R. Bush Elementary
Discipline Referral Form

Student Name: _____
Referring Staff: _____
Date: _____ Time: _____ Grade: _____
Classroom Teacher: _____

*Choose up to TWO behaviors; circle primary behavior.

Locations: <ul style="list-style-type: none"> • Bathroom • Cafeteria • Classroom • Hallway • Library • Office • Playground • Other: _____ 	Major Staff Managed: <ul style="list-style-type: none"> • Defiance/Insubordination • Disrespect • Disruption • Inappropriate Language • Physical Contact • Property Misuse • Technology 	Major Office Managed: <ul style="list-style-type: none"> • Abusive Language • Bullying • Defiance/Insubordination • Physical Aggression • Property Damage/Vandalism • Technology • Theft • Threats • Weapons 	Actions Taken: <ul style="list-style-type: none"> • Conference with Student and Reteach Behavior • In-School Suspension ___ days • Out of School Suspension ___ days • Loss of Privilege • Parent Contact • Seclusion/Restraint • Time Away from Room • Time in Office
Perceived Motivation: <ul style="list-style-type: none"> • Avoid Adult • Avoid Peers • Avoid Task/Activity • Obtain Adult Attention • Obtain Peer Attention • Obtain Items/Activity 	Others Involved: <ul style="list-style-type: none"> • None • Peers • Staff • Substitute • Teacher • Unknown 	Comments: _____ _____ _____ _____ _____ _____ _____ _____	

Table 2.

Minor Behaviors Teacher Staff managed	Major Behaviors Teacher/ Staff Managed	Major Behaviors Office Managed
Classroom disruptions- as defined in the Consistent Response System	Chronic Level 1 Behaviors	Chronic Level 2 Behaviors
Reckless behavior not causing injury	Physical Contact/ Aggression	Physical aggression or assault
Misuse of voice levels	Disruption	Bullying
Off-task	Technology Violation	Skip Class; Eloping and/or hiding
Student causes interruption	Inappropriate Language	Inappropriate Language / Abusive Language /Profanity
Misuse of school materials/supplies/technology	Cheating/Lying	Prolonged or Repeated Defiance /Insubordination / Non-compliance
Running at inappropriate times	Disrespect	Property Damage/Vandalism
NOT maintaining personal space with others & materials		Use/Possession of Weapons
Inappropriate use of bathroom		Arson/ Tampering with Fire Extinguishers, Fire Alarms, Lockout System or other safety devices.
Inappropriate use of time		
Recess avoidance		
Spitting		
School materials used as a weapon		
Aimless Wandering		
Disciplinary Process Level 1	Disciplinary Process Level 2	Disciplinary Process Level 3
<ul style="list-style-type: none"> • Verbal correction/redirection • Moved to different area of room • Possible Consequences: <ul style="list-style-type: none"> ○ Logical consequences ○ Verbal redirection ○ Note home ○ Reteach expectations <p>Chronic behavior, determined by the building behavior team, move to level 2 consequences</p>	<p>1st Referral Option</p> <ul style="list-style-type: none"> • Re-teach expectations • Discipline referral form completed <p>2nd Referral Option</p> <ul style="list-style-type: none"> • 1 or more days loss of or restricted recess • Student calls parent <p>3rd Referral Option</p> <ul style="list-style-type: none"> • Multiple days loss of or restricted recess • 1 in or out of school day suspension <p>Note:-Additional referrals, from any behavioral level, may result in further consequence, to be determined by administration and could lead to progressive discipline/suspensions.</p>	<p>1st Referral Option</p> <ul style="list-style-type: none"> • Multiple days loss of or restricted recess and parent notification or 1 day suspension <p>2nd Referral Option</p> <ul style="list-style-type: none"> • 1 or 2 day suspension <p>3rd Referral Option</p> <ul style="list-style-type: none"> • Multiple day suspension <p>Note: Additional referrals, from any behavior level, may result in further consequences, to be determined by the administration.</p> <p>**Financial compensation may be required</p> <p>***Possibility of progressive suspension.</p>

+Administration reserves the right to take appropriate disciplinary action for any infraction of school rules that take place at school, on school grounds, at school-sponsored events or activities, on the way to and from school, on the bus, or at a bus stop.

Table 3.

Bush Elementary School Consistent Response System

	Minor Misbehaviors (Teacher/Staff Managed)	Major Misbehaviors (Teacher/Staff Managed)	Major Misbehaviors (Office Managed)
	<ul style="list-style-type: none"> • Student causes interruption • Off-task • Reckless behavior not causing injury • Misuse of school materials/supplies • Running at inappropriate times • NOT maintaining personal space with others & materials • Inappropriate use of bathroom • Inappropriate use of time • Recess avoidance • Misuse of voice levels • Incorrect application of technology • Aimless wandering • School materials used as a weapon 	<ul style="list-style-type: none"> • Physical contact/aggression • Disruption • Technology Violation • Inappropriate language • Lying/Cheating • Disrespect 	<ul style="list-style-type: none"> • Physical aggression or assault • Bullying • Skip Class; Eloping and/or hiding • Inappropriate Language / Abusive Language /Profanity • Prolonged or Repeated Defiance /Insubordination / Non-compliance • Property Damage/Vandalism • Use/Possession of Weapons • Arson/ Tampering with Fire Extinguishers, Fire Alarms, Lockout System or other safety devices.
Prevention	Staff Response	Staff Response	Staff Response
<ul style="list-style-type: none"> • Build positive relationships • Calm tone • Consistency • Active supervision • Teach, brief and specific expectations • Model expected behavior • Provide visuals 	<ul style="list-style-type: none"> • Eye contact • Non-verbal cue • Proximity • Calm tone • Verbal redirection • Reframe request • Remind of expected behavior • Planned ignoring • Acknowledge desired behavior • Invite physical movement • Use humor • Modified seating 	<p>Previous responses PLUS:</p> <ul style="list-style-type: none"> • Calm tone • Teacher/student conference • Parental contact • Reteach expected behavior • Restitution • Positive practice • Teacher offers a place to cool down and regroup within the class 	<p>Previous response PLUS:</p> <ul style="list-style-type: none"> • Calm tone • Parental involvement • Re-teach expected behavior • Timeout in office • Detention • Suspension • Interagency support

Bus Transportation Regulations

(These regulations are for the safety and convenience of all persons)

1. Your child(ren)s safety is our primary concern while on the bus. Students who disrupt or otherwise cause safety concerns by distracting the driver with their behavior, may be removed temporarily or even permanently, from using school transportation.
2. Students must obey bus drivers promptly as they are in full charge of buses and students while in transit.
3. Students must be on time at the designated bus stop. BUSES CAN NOT WAIT.
4. Students must stay off the roadway at all times while waiting for buses.
5. Students must always pass in front of a bus when crossing a highway.
6. Students must wait until the bus has come to a stop before attempting to enter or leave the bus.
7. Students must keep their hands and heads inside the bus at all times.
8. There will be no moving around or changing of seats on buses.
9. Offensive language is prohibited.
10. Throwing articles of any kind in a bus will not be tolerated.
11. Any student disfiguring or mutilating a bus will be required to pay for the damage and may be denied further use of buses.
12. Students are encouraged to keep buses clean.
13. Use of tobacco or eating on the bus is prohibited.
14. If necessary, seat assignments on buses may be made by the driver.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Student Records

School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the

education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

3. RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. RIGHT TO COMPLAIN: You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
600 Independence Ave, SW
Washington, DC 20202-4605

5. RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Essexville-Hampton Public Schools
303 Pine Street
Essexville, MI 48732

6. RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

7. You have **4 weeks** from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to:

Principal
Bush Elementary School
800 Nebobish
Essexville, MI 48732

Search and Seizure

Search of lockers, desks, and persons: To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a proper search yields illegal or contraband material, such findings shall be turned over to proper legal authorities for ultimate disposition.

Cameras/Metal Detectors: The school reserves the authority to place cameras in the hallways, cafeteria, gymnasium or other public areas. If deemed necessary by administration, metal detectors may be used for detection of inappropriate material.

BUSH STUDENT PLAYGROUND/SCHOOL GUIDELINES & PROCEDURES

- **Students are not to arrive at school prior to 7:30 a.m.** We do not have supervision available until that time.
- Baseballs, golf balls, roller skates and skateboards are not to be used at school. Ice skates are only to be used after school with a parent's supervision.
- Students need to dress for the weather. The students are expected to go outside unless the weather is dangerous. **If a student is recovering from illness** a doctor's excuse must be provided to ensure the student stays inside from recess.
- Students are not to enter the school prior to the start of school to get equipment to be used on the playground.
- Students must stay in their designated playground area at all times. If they need to leave the area to retrieve a ball, they must get permission from a supervisor.
- Students are not allowed to take food from the cafeteria to eat elsewhere in the school or on the playground.
- During the lunch period, students are encouraged to use the main bathrooms prior to going outside. Once students are outside they may use the other bathrooms only during emergencies. They need to have permission before doing so. We do not want students to congregate in the bathrooms during the lunch period.
- Students returning to their rooms/lockers to get coats and clothing items are not to remain there for any length of time. They are to quickly get their belongings and move directly outside where there is supervision.
- Students are not to stay in their classroom during the lunch period without their teacher and/or principal's permission.
- Gum, candy, etc. should not be brought on the playground or in the building unless they are to be shared as a treat for the entire class on special occasions.
- Knives, bean shooters, toy guns, slingshots, squirt guns, shaving cream, matches, lasers, and other potentially dangerous objects should not be brought to school. These articles will be confiscated if found in the possession of children. ****A jackknife is considered as a weapon.**
- We discourage students from bringing expensive toys such as handheld games, tablets, I-pods, etc. If you do bring these items to school, it is with the understanding that if they are damaged, lost or stolen, it is not the responsibility of the school to repair or locate them.
- Games or activities which involve tackling, play fighting, jumping on one another, including piggyback rides, are not permitted.
- Snowball throwing is not permitted at school.
- Students are asked to use the sidewalks while they are entering and exiting the school grounds, especially in front of the school. Students are to walk behind the yellow line at the curb while going to their buses.
- Students are not to climb any fences on or near the school property.

- Students playing in the snow must wear snow pants and boots. King of the Mountain or playing on the ice will not be permitted. Students will not be allowed to re-enter the building for hats, coats, etc. They must remember to dress appropriately when they go out the first time.
- Objects such as sticks, stones, etc., are not to be kicked or thrown on the playground.

Equipment Use:

All playground equipment is to be used in the manner that it is meant to be used.

A. Swings:

1. Only one child is permitted on a swing at a time;
2. There is to be no standing on swings;
3. Jumping from or pulling others from swings is not permitted;
4. Swings are to be used to go back and forth not sideways;
5. Under dogs are not allowed;
6. Students are not allowed to run between swings.

B. Slides:

1. Only one child may slide down at a time;
2. Students are to slide only in a sitting position, not on their feet, knees or face first;
3. Running or walking up the slide is not permitted.

C. Playground structures, climbers, and Jungle Gym:

Students are not to pull on students hanging from bars. Students need to be cautious when dropping from play equipment so they land properly.

D. Hardballs or bats are not allowed at school.

GENERAL SCHOOL INFORMATION

Playground.....No students prior to 7:30 a.m. – No supervision

School Hours.....7:42-2:35

Emergency Dismissal and School Closing

On days that the school needs to be closed due to the weather conditions and/or other emergencies please check local stations, social media, and the district webpage. You will also be notified by the School Messenger Phone system.

Additional Telephone Numbers

Administration Office.....894-9700

- Transportation Line-(989)460-2447

Bush Elementary.....894-9760

- Bush Attendance Line-(989)460-2445

Verellen Elementary.....894-9770

- Verellen Attendance Line-(989)460-2494

Cramer Jr. High.....894-9740

- Cramer Attendance Line-(989)460-2333

Garber High School.....894-9710

- Garber Attendance Line-(989)460-2425

Bush Preschool and Daycare.....460-2510

Boys and Girls Club.....460-2496

If you would like to speak to a teacher prior to or after school or be put into their voicemail during the school day, please contact the Bush office at 989-894-9760



ESSEXVILLE-HAMPTON PUBLIC SCHOOLS DISTRICT CALENDAR 2023-2024



JULY	AUGUST	SEPTEMBER	OCTOBER	
Mo Tu We Th Fr 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	Mo Tu We Th Fr 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	Mo Tu We Th Fr 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	Mo Tu We Th Fr 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	8.17.23 - New Teacher PD 8.22-8.24.23 - PD 8.28.23 - First Day of School 9.1.23 - No Teachers or Students 9.4.23 - Holiday - Labor Day - District Closed 10.9.23 - PD - No Students 11.7.23 - BAISD PD - No Students 11.22-11.24.23 - No Teachers or Students 11.23-11.24.23 - Holiday - Thanksgiving/Day After - District Closed 12.20.23-1.2.24 - No Teachers or Students 12.25-12.26.23 - Holiday - Christmas Eve and Day Observed - District Closed 1.1-1.2.24 - Holiday - New Years Eve and Day Observed - District Closed 1.15.24 - Holiday - MLK Day - District Closed 1.26.24 - Half Day Morning Students - Full Day Teachers 2.16.24 - PD - No Students 2.19-2.20.24 - No Teachers or Students 3.29.24 - Holiday - Good Friday - District Closed 4.1-4.5.24 - No Teachers or Students 5.24.24 - Make Up Day - No Teachers or Students 5.27.24 - Holiday - Memorial Day - District Closed 6.6.24 - Last Day of School - Half Day Morning Students - Full Day Teachers
NOVEMBER	DECEMBER	JANUARY	FEBRUARY	
Mo Tu We Th Fr 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30	Mo Tu We Th Fr 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	Mo Tu We Th Fr 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	Mo Tu We Th Fr 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29	
MARCH	APRIL	MAY	JUNE	
Mo Tu We Th Fr 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	Mo Tu We Th Fr 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30	Mo Tu We Th Fr 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	Mo Tu We Th Fr 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	4



ESSEXVILLE-HAMPTON PUBLIC SCHOOLS DISTRICT CALENDAR 2024-2025



JULY	AUGUST	SEPTEMBER	OCTOBER	
Mo Tu We Th Fr 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	Mo Tu We Th Fr 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	Mo Tu We Th Fr 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	Mo Tu We Th Fr 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	8.15.24 - New Teacher PD 8.20-8.22.24 - PD 8.26.24 - First Day of School 8.30.24 - No Teachers or Students 9.2.24 - Holiday - Labor Day - District Closed 10.14.24 - PD - No Students 11.5.24 - BAISD PD - No Students 11.27-11.29.24 - No Teachers or Students 11.28-11.29.24 - Holiday - Thanksgiving/Day After - District Closed 12.23.24-1.3.25 - No Teachers or Students 12.24-12.25.24 - Holiday - Christmas Eve and Day - District Closed 12.31.24-1.1.25 - Holiday - New Years Eve and Day - District Closed 1.17.25 - Half Day Morning Students - Full Day Teachers 1.20.25 - Holiday - MLK Day - District Closed
NOVEMBER	DECEMBER	JANUARY	FEBRUARY	
Mo Tu We Th Fr 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	Mo Tu We Th Fr 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	Mo Tu We Th Fr 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	Mo Tu We Th Fr 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	18



ESSEXVILLE-HAMPTON PUBLIC SCHOOLS DISTRICT CALENDAR 2025-2026



JULY				
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14	15	16	17	18
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SEPTEMBER				
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29	30			

OCTOBER				
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NOVEMBER				
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DECEMBER				
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JANUARY				
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FEBRUARY				
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MARCH				
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30	31			

APRIL				
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MAY				
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JUNE				
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22	23	24	25	26
29	30			

8.14.25 - New Teacher PD
8.19-8.21.25 - PD
8.25.25 - First Day of School
8.29.25 - No Teachers or Students
9.1.25 - Holiday - Labor Day - District Closed
10.13.25 - PD - No Students
11.4.25 - BAUSD PD - No Students
11.26-11.28.25 - No Teachers or Students
11.27-11.28.25 - Holiday - Thanksgiving/Day After - District Closed
12.22.25-1.2.26 - No Teachers or Students
12.24-12.25.25 - Holiday - Christmas Eve and Day - District Closed
12.31.25-1.1.26 - Holiday - New Years Eve and Day - District Closed
1.16.26 - Half Day Morning Students - Full Day Teachers
1.19.26 - Holiday - MLK Day - District Closed
2.13.26 - PD - No Students
2.16-2.17.26 - No Teachers or Students
3.30-4.6.26 - No Teachers or Students
4.3.26 - Holiday - Good Friday - District Closed
5.22.26 - Make Up Day - No Teachers or Students
5.25.26 - Holiday - Memorial Day - District Closed
6.4.26 - Last Day of School - Half Day Morning Students - Full Day Teachers