

# **Au Gres-Sims Elementary School Handbook**



**2023-2024**

Dear Au Gres-Sims Families,

It is a pleasure to welcome you to the Au Gres-Sims School community. We take great pride in our strong commitment to building effective home/school partnerships. It is the essence of what makes our students feel safe, confident and ready to learn.

Our experience tells us that students are most likely to succeed when there is collaboration between home and school. Clear and consistent communication and cooperation creates an environment which fosters the greatest possible academic, social and emotional growth.

This handbook is designed to familiarize you and your child with our school's structure, programs, policies and procedures. We hope you find many opportunities to participate as active members of our school community. The PTO offers many avenues throughout the year for you to stay informed and involved. The staff and I are happy to talk with you at any time. We look forward to working with you so that all of our students will realize their greatest potential.

Please feel free to contact me if you have any questions, suggestions or concerns. Again, I am delighted to welcome you to the Au Gres-Sims School District. I look forward to your support and participation as together we continue the tradition of excellence at Au Gres-Sims.

Chad Zeien,  
K-12 Principal

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# AU GRES-SIMS SCHOOL DISTRICT

## 2023-2024 SCHOOL CALENDAR

August 22	First Day for Teachers - Professional Development for Staff
August 23	Open House
	Elementary Open House 4:30-6:00 pm
	Middle/High School Open House 5:00-6:30 pm
August 23 & 24	Professional Development for Staff
August 28	First Day for Students
September 1	No School
September 4	No School
	September 20 Early Dismissal for Students @ 1:00 p.m. – Professional Development for Staff
	October 18 Early Dismissal for Students @ 1:00 p.m. – Professional Development for Staff
October 19	MS/HS Parent/Teacher Conferences 4:00 p.m. - 7:00 p.m.
October 27	End of First Marking Period
November 7	Professional Development for Staff -NO SCHOOL FOR STUDENTS
November 13	Elementary Parent/Teacher Conferences 4:00 p.m. - 7:00 p.m.
	Regular Student Day
November 14	Elementary Parent/Teacher Conferences 4:00 p.m. - 7:00 p.m.
	Regular Student Day
November 15	No School
November 23- 24	No School - Thanksgiving Break
Dec. 22 - Jan. 2	No School - Holiday Recess
January 3	School Resumes
January 10	Early Dismissal for Students @ 1:00 p.m. - Final Exams
	Regular Teacher Day
January 11	Early Dismissal for Students @ 1:00 p.m. - Final Exams
	Regular Teacher Day
January 12	No School / Records Day / End of Second Marking Period & End of First Semester
February 9-12	Mid-Winter Break
	February 21 Early Dismissal for Students @ 1:00 p.m. – Professional Development for Staff
	March 20 Early Dismissal for Students @ 1:00 p.m. – Professional Development for Staff
March 21	MS/HS Parent/Teacher Conferences 4:00 - 7:00 p.m.
March 22	End of Third Marking Period
March 29	Good Friday
April 1– April 7	No School - Spring Recess
April 8	School Resumes
	April 10 Elementary Parent/Teacher Conferences 4:00 p.m. - 7:00 p.m.
	April 17 Early Dismissal for Students @ 1:00 p.m. - Professional Development for Staff
	May 15 Early Dismissal for Students @ 1:00 p.m. - Professional Development for Staff
	Parent / Teacher Conference / Graduation Attend Exchange for Secondary Staff

May 27	No School - Memorial Day
May 31	HS Graduation Class of 2023
June 5	Early Dismissal for Students @ 1:00 p.m. - Final Exams
June 6	Early Dismissal for Students @ 1:00 p.m. - Final Exams End of Fourth Marking Period & End of Second Semester Last Day for Students
June 7	Last Day for Teachers - Records Day

### **MISSION STATEMENT**

IT IS THE MISSION OF THE AU GRES-SIMS SCHOOL DISTRICT TO EDUCATE ALL STUDENTS TO BE CARING, PRODUCTIVE, AND SELF-FULFILLED CITIZENS.

### VALUES OF THE AU GRES-SIMS SCHOOL DISTRICT

The Au Gres-Sims School District will provide:

- .....a caring, positive atmosphere for students, staff, and community
- .....all students with an education to reach their potential while also providing for their ethical and physical development
- .....all students with the preparation to function successfully in the world upon graduation
- .....opportunities for community enrichment and involvement

### AU GRES-SIMS SCHOOL DISTRICT PERFORMANCE PROFILE

- .....self esteem
- .....a fundamental knowledge and skill in science, math, and communication: including current technology, cultural heritage, and the arts
- .....problem solving and organizational skills necessary to make rational decisions and set realistic goals
- .....a caring attitude, respect for others, pride in their community, concern for environment
- .....the ability to make wise use of time, resulting in physical fitness, cultural awareness, and lifelong learning

Each of the above outcomes were defined and clarified in the 1992-1993 school year.

### **STUDENT DIRECTORY INFORMATION**

All parents and guardians of students under eighteen years of age and all students eighteen years of age or older have the right to examine the official record, files, and data of the school directly related to the student. They also have the right to challenge the content of student records for accuracy and fairness.

Please be informed that the Family Educational Rights and Privacy Act requires the school district to publicly notify the parent that certain student directory information will be released upon request unless the district is notified in writing by the parent or the adult student not to do so. The following is a summary of those identified by board policy as being student directory information: student name, address, telephone number, picture, name of parent or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received and the most recent educational agency or school attended by the student.

### **NOTICE OF NON-DISCRIMINATION (TITLE IX COMPLIANCE)**

In accordance with the Board adopted on Nondiscrimination On The Basis Of Sex In Education Programs Or Activities, Policy 2266, the Au Gres-Sims School District ensures equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following people have been designated to serve as the District's Title IX Coordinators and Compliance Officers for matters involving alleged discrimination.

Any inquiries regarding the School District's nondiscrimination policies should be directed to:

Jennifer Socha

Au Gres-Sims School District



310 S. Court St. P.O. Box 648  
Au Gres, MI 48703  
Telephone: 989.876.7150  
Fax: 989.876.6752

Chad Zeien  
Au Gres-Sims School District  
310 S. Court St. P.O. Box 648  
Au Gres, MI 48703  
Telephone: 989.876.7150  
Fax: 989.876.6752

For further information, you may also contact:  
Office for Civil Rights  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325 Cleveland, OH 44115  
Telephone: 216-522-4970  
FAX: 216-522-2573 ; TDD: 877-521-2172  
E-mail: OCR.Cleveland@ed.gov

### **TITLE ONE PROGRAM**

Title One is a federally funded program that offers special attention to those students who are experiencing difficulty in reading, math, science, social studies, and writing. Small group or individual instruction is provided as a supplement to the regular classroom instruction. Results of the Michigan Student Test of Educational Progress (M-STEP) as well as overall classroom performance determine eligibility for Title assistance.

### **SPECIAL EDUCATION**

A special education program is available for any students identified by the Individual Educational Planning Team (IEPT) as needing special education intervention. Eligible children must meet qualifications as outlined by the State of Michigan.

### **SECTION 504**

The Au Gres-Sims School District has a Section 504 Policy in place as required in the Individual Disabilities Education Act. This establishes the procedure by which the school district meets the commitment for a free appropriate education to each qualified handicapped student within its jurisdiction.

## **SPEECH THERAPIST**

A speech therapist is available through the Bay-Arenac Intermediate School District (BAISD) two days a week, and meets individually or in small groups, with students who have been diagnosed as needing assistance with articulation, fluency, or quality of language.

## **SCHOOL PSYCHOLOGIST**

The services of a school psychologist are available through the Bay-Arenac Intermediate School District (BAISD) one day per week or as needed. The psychologist evaluates current educational information and conducts the psychological screening necessary to identify individual learning styles and behaviors. The knowledge gained is used to help determine the extent of special programs for students.

## **CURRICULUM**

Au Gres-Sims Elementary School provides a complete academic curriculum in the areas of English/language arts, mathematics, science, social studies, and handwriting. In addition, the Michigan Model for comprehensive school health is the adopted health curriculum.

Art and Vocal Music: Specialized teachers for art and vocal music currently are not employed in the district. Individual classroom teachers are encouraged to develop their own programs in these areas of instruction.

Instrumental Music: Instrumental music instruction begins with the fourth grade recorder class. It continues to be available to interested students in the fifth grade. Students must demonstrate some degree of musical proficiency. They participate under the direction of the high school instrumental music director.

Physical Education: Kindergarten through fifth grade is taught under the direction of the school physical education teacher. Swimming may be a part of the curriculum for first and second grade students. A note from your physician is necessary to exempt your child from participation in the swimming program.

## **ACHIEVEMENT TESTING**

Michigan Student Test of Educational Progress: The M-STEP English language arts and mathematics tests are administered to all third through fifth grade students. The M-STEP summative tests are taken in English Language Arts and Math in grades 3-5 and Science and Social Studies in grade 5. All grade levels will take these tests in the Spring of each year, determined by a released calendar created by the Michigan Department of Education.

## **REPORT CARDS/INTERIM PROGRESS REPORTS**

Formal report cards are issued four (4) times during the school year. This takes place at the end of each nine (9) week marking period. Interim reports are intended to inform parents of student progress and are issued midway through each marking period.

## **CONFERENCES AND/OR VISITORS**

If a parent has questions regarding their child's progress, they are encouraged to call the school at 876-7157, or write a note to make an appointment to speak with the classroom teacher. If parents would like to visit the school while in session, they must report to the principal's office first. We are always happy to have you visit our school. If necessary to speak with the teacher during your visit, please make arrangements when the teacher does not have classroom responsibilities. From time to time, we receive requests to allow other visitors (i.e., cousins, friends from out of town or other districts, etc.). This creates a number of problems for the teacher and the school, therefore requests will be denied.

## **EMERGENCY SCHOOL CLOSING**

Sometimes it becomes necessary to close school for weather, mechanical, or other emergency reasons. Parents should arrange a "second home" for their child (ren) in case no one is home when this situation arises. If there is time to notify parents in advance, announcements will be made through our School Messenger system and over the following stations:

WNEM TV5  
WJRT TV12  
WBKB TV11  
WEYI TV25  
WSGW 790 am and 100.5 fm  
WGER 106.3 fm  
WTLZ 107.1 fm  
WCEN 94.5 fm  
WIOS 1480 am  
WKJC 104.7 fm  
WQLB 103.3 fm  
WKJZ 94.9 fm

## **FIRE/TORNADO/LOCKDOWN POLICY**

Fire Evacuation Procedures: By law, the school is required to hold six (6) fire drills during the school year. Every attempt will be made to hold the drills during ideal weather conditions.

Tornado Evacuation and Safety Procedures: By law, the school is required to hold two (2) tornado drills during the school year. If an official weather bureau notice is received that a tornado watch or warning is in effect for the Au Gres area, the following policy will be followed:

Tornado Watch: Weather conditions are such that a tornado could develop in this vicinity. Students will remain in school, and be transported home at the end of the day.

Tornado Warning: Upon the official weather bureau notification that a tornado has been sighted in the vicinity, students will be instructed to move to a designated shelter area. Busses are not permitted to leave

the school grounds. If parents wish to pick up their students, they may do so at their own risk, otherwise; the students will remain at school until the all clear has been issued.

School Lockdown: By law, the school is required to perform a minimum of 2 drills in which the occupants are restricted to the interior of the building and the building secured. At a minimum, schools must conduct these drills in coordination with their local emergency management coordinator (appointed under section 9 of the emergency management act, 1976, PA 390, MCL 30.409), and the county sheriff for the county or the chief of police or fire chief for the municipality where the school is located, or the designee of the sheriff or chief of police or fire chief. This legislation does not prohibit other law enforcement agencies (i.e., Michigan State Police) under whose jurisdiction school buildings may fall, from participating in this initiative. The emergency management coordinator, sheriff, police chief, fire chief or their designee need not be present for the drill, but schools are encouraged to include these entities to ensure that the type of drill being completed satisfies the requirements of this policy.

### **TEXTBOOKS AND SUPPLIES**

All textbooks, workbooks, and major instructional supplies will be furnished by the Au Gres-Sims School District. Any lost or damaged materials will become the responsibility of the parent/guardian. All students will be assigned appropriate textbooks and workbooks at the beginning of each school year. Each student will indicate his/her name on the designated space inside the front cover of the book. The teacher will keep a record of the book number assigned to each student.

In the event that a textbook is lost, the teacher will notify the parent immediately, and another textbook will be issued. If the missing book is not returned prior to the end of the school year, the principal will be notified by the classroom teacher, and a billing statement will be sent to the parent. Likewise, the following year, books will not be issued to a student who owed money from the previous year. Replacement cost will be used to determine the amount due for lost or damaged materials.

### **REMAINING IN FROM RECESS**

Students attending school should be in good health to engage in the regular school program. Students who have a cold or other similar condition should remain home for their own good, and the protection for other students in school.

Although there are exceptions such as asthmatic difficulties, a doctor's note is required before we can allow the student to remain indoors for more than three (3) days.

Students are on the playground during recess periods and should come to school dressed properly for the weather. For example, a cold weather coat, gloves, hat, boots, etc.

### **STUDENT ARRIVAL AND DEPARTURE TIME**

Students should not arrive at school before 7:45 am. Students are not to enter the building until that time. The school day begins at 8:15 am. and concludes at 3:10 pm. Students are expected to exit the building promptly.

## **EARLY RELEASE OF STUDENTS**

**PARENT TO OFFICE:** When a student is required to leave early, arrangements should be made in advance with the principal's office. Anyone picking up a student for an early release must report to the office and complete the appropriate form. Students will be released to parents or those listed on the emergency card only.

Otherwise, a note must be provided. Telephone calls for early release are discouraged.

## **GRADING (STANDARDS BASED)**

Au Gres-Sims Elementary utilizes Standards-Based Grading for all of our students in grades K-5. Standards-Based Grading Scales provide detailed information about what the teacher is looking for while assessing an objective on a scale of 1-4. The Standards-Based Grading Scale takes the guesswork out of where the students are and need to be and provides the essential information teachers need to create lessons, assignments, and assessments that reflect true grade-level objectives. The teacher can use that information to plan future instruction; the student can use that information to understand and adjust her learning; and parents can use that information to get an overall picture of their student's progress towards the learning goals. Having a specific target and being able to show a student's progress toward that target is what makes Standards-Based Grading a powerful tool for teachers, students, parents, and caregivers. By our definition, a score of 3 means that your child is achieving at grade-level and mastering expectations. A score of 2 means the student has partial understanding or needs assistance to complete.

<b>Standards-Based Grading Scale</b>	
4	Advanced
3	Meets Expectations for Target
2	Partial Mastery of Target. Demonstrates partial understanding, or can perform portions of the target with assistance.
1	Little or no mastery. Cannot demonstrate mastery, even with instructor assistance.

## **NOTES FROM HOME**

Notes from home are needed in the following instances:

**ABSENCES:** When a student is returning to school after an absence, it is required that a note be given to the teacher detailing the reason for the absence. When a physician treats students for a contagious disease/illness, they must present the office with a doctor's statement when he/she is able to return to

school. Students will have one day to complete work missed during their one day absence. For example, if a student misses school on Tuesday, they will have Wednesday to complete the work, and the work will be due on Thursday.

BUS: If a student must ride a bus other than the one he/she normally rides two (2) notes must be given to the classroom teacher; please include the address that the student is getting dropped off at. The teacher will sign one and return it to the student for the bus driver.

Bus stops are approved according to the state guidelines. When requesting a different drop off location, the stop must be an approved stop. Telephone requests are discouraged. In emergencies, students will be redirected to a location on the emergency card or picked up by someone listed on the emergency card. This is necessary for the safety and protection of all students.

### **EMERGENCY CARDS**

The Board has established a policy that every student must have an Emergency Card completed and signed by his/her parent in order to participate in any activity on or off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Card is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program and ability to participate in school activities.

If there is a change in residence or telephone numbers (either home/emergency, or work), please notify the teacher and office immediately. It is very important that you keep your emergency card updated. WE NEED TO BE ABLE TO CONTACT AN EMERGENCY NUMBER/PERSON IF NEEDED.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. For the safety of our students, there are guidelines that need to be adhered to and help ensure the safety of all of our students from the time they leave the classroom until the minute they return back to school. Students must ride to and from the designated destination(s) on school provided transportation. Students are not allowed to ride with any other individuals during the field trip time frame and cannot be picked up at any time during the course of the field trip by a parent unless permission is granted by the principal prior to the field trip. No student may participate in any school-sponsored trip without parental consent. Permission slips must be signed and returned to the teacher the day before the trip by the end of the school day. This allows for needed teacher organization and to provide proper guidance during the trip. There are also other local trips within the city of Au Gres that are part of the school's co-curricular and extra-curricular program. In order to participate in these local trips parents must sign their child's emergency card granting access to these opportunities. If you wish to chaperone a field trip you must have a volunteer form filled out at least 2 days prior to the trip and approved by the superintendent at least one day prior. This allows the teacher to plan the trip accordingly and ensure student safety throughout the field trip. Chaperones cannot have any other family member/individuals with them when monitoring students. The chaperones sole responsibility is to provide student safety while facilitating academic endeavors. Chaperones are responsible for the safety and

behaviors of students while under their guidance.

### **BREAKFAST AND LUNCH PROGRAM**

The cafeteria is in operation in our multi-purpose building that provides a hot breakfast and noon meals for all interested students. Milk and juice is 25 cents for classroom snacks. Classroom snacks are not covered under the free and reduced lunch program. In some instances, students are entitled to free or reduced breakfast and lunch. Application forms are provided at the beginning of the school year and may be picked up at the principal's office throughout the school year, if your financial status changes.

Any student wishing to purchase a hot lunch or breakfast should make payment in advance.

Proper nutrition plays an important part of a student's ability to think and learn. We do not want any of the students to do without meals at the school. We realize that it is common for students to forget and/or lose their lunch money. It is our policy to allow students to charge breakfast and/or lunch occasionally when this happens. However, we are not able to extend credit to parents for the purchase of breakfast or lunch. Parents, who find it difficult to make payment on time, should contact the kitchen by telephone or in writing indicating when payment can be expected. By following this procedure, the students' meals will not be interrupted.

IF YOUR CHILD HAS \$15 OR MORE UNEXPLAINABLE MEAL CHARGES, ONE OF THE DISTRICT'S FOOD SERVICE PERSONNEL WILL CONTACT YOU. STUDENTS WITH \$15 OR MORE IN MEAL CHARGES WILL NOT BE ABLE TO CHARGE ADDITIONAL MEALS.

### **CAFETERIA RULES**

1. TAKE ONLY WHAT YOU WANT TO EAT.
2. DO NOT SHARE YOUR BREAKFAST/LUNCH OR TAKE ANYTHING FROM ANOTHER'S BREAKFAST/LUNCH.
3. ONCE SEATED, DO NOT MOVE TO ANOTHER PLACE.
4. FILL THE TABLES IN ORDER.
5. EAT WITH GOOD MANNERS.
6. USE A LOW VOICE WHEN TALKING TO YOUR NEIGHBOR.
7. FOLD YOUR MILK CARTON FLAT BEFORE YOU THROW IT AWAY.
8. ONLY PAPER OR PLASTIC GOES INTO THE WASTEBASKETS.
9. FOOD PRODUCTS STAY ON YOUR TRAY AND ARE DISPOSED OF IN THE DISHWASHING AREA.
10. CLEAN UP YOUR EATING AREA.

11. GET AN ADULT TO HELP YOU MOP UP SPILLS.

12. IF YOU DROP SOMETHING, PICK IT UP.

### **DRESS CODE**

It is expected that students and parents will use good judgment when selecting appropriate dress. In certain instances, the principal may use his/her discretion to determine appropriate dress attire.

Because of different physical developmental stages in students, there are two separate clothing guidelines for upper and lower elementary students. For clothing purposes, upper elementary is considered 4<sup>th</sup> and 5<sup>th</sup> grades, and lower elementary is 3<sup>rd</sup> grade and below. In regards to short/skirt length for upper elementary, a good rule to follow is for the student to relax their arms at their sides and that the shorts/skirt is the proper length if the hemline is at or below the tips of the fingers. In regards to shirts, upper elementary students are required to wear shirts with sleeves. Lower elementary can wear sleeveless shirts, but no shirts with just spaghetti straps.

CUTOFF T-SHIRTS AND APPAREL WITH VULGAR OR SUGGESTIVE MESSAGES WILL NOT BE ALLOWED (this includes beer and cigarette advertising).

### **IMMUNIZATIONS**

As of June 9, 1992, Michigan Law requires every student enrolled in a Michigan school to meet the minimum requirements for immunization.

<b>IMMUNIZATION</b>	<b>AGES 4-6</b>	<b>AGES 7-18</b>
Diphtheria, Tetanus, Pertussis**	4 doses DTP or DTaP. 1 dose must be on or after 4 years of age.	4 doses of D and T or 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap for children 11 through 18 years if 5 years since the last dose of Tetanus/Diphtheria containing vaccine.
Polio	4 doses. If dose 3 administered on or after 4 years of age, only 3 doses are required.	3 doses.
Measles*, Mumps*, Rubella*	2 doses on or after 12 months of age	2 doses on or after 12 months of age
Hepatitis B*	3 doses required.	3 doses required.
Meningococcal	None	3 doses required.
Varicella (Chickenpox)***	2 doses of Varicella vaccine at or after 12 months of age or current lab immunity or reliable history of disease.	2 doses of Varicella vaccine at or after 12 months of age or current lab immunity or reliable history of disease.



Chart courtesy of Michigan Department of Community Health

\*Part 2, Act 368 of the Public Acts of 1978, as amended.

\*\*Children ages 4-6 must have received 4 doses of Pertussis. DT is only accepted if a signed waiver is on file for that particular dose of Pertussis vaccine.

\*\*\*Reliable history of Chickenpox disease is acceptable in lieu of the vaccine.

Children who have not received the required immunizations as of February 1 of the current school year WILL BE EXCLUDED from school until parents prove that all required immunizations have been given, or have a waiver on file.

## **ATTENDANCE**

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. A child who was age eleven on or after December 1, 2009 or who was age eleven before that date and entered grade 6 in 2009 or later shall attend school from age six to eighteen.

Regular attendance at school is vitally important to each student because it directly affects academic progress. Studies of student achievement in school show a high correlation between good attendance and academic success.

Regular attendance at school is also important because the habits and attitudes that students develop during school will carry over into their future careers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the Au Gres- Sims School District wants to help students develop as early as possible in their school careers. The combined effort of students, parents, and the school will develop attendance habits and attitudes that will facilitate school performance.

Students are required to attend school on a regular basis. Learning takes place in each class every day. The learning experience cannot be duplicated when a student is absent.

Parents/guardians are responsible for contacting the office at 876-7157 on the date that the student is absent, informing the office of the reason for the absence. If a phone call cannot be made to the school office, the student is to bring a note from his/her parent or guardian on the day the student returns to school giving the reason for the absence. The administration may investigate information provided and use this information when determining the acceptability of the absence. All absences will be considered "unexcused" if verification of the absence is not provided by 8:30 a.m. the following day. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

Please understand that a tardy at the elementary level is constituted as being less than one hour late, leaving for less than an hour during the school day, or leaving less than one hour early. After one hour it is considered an absence. All absences, whether excused or unexcused, still count towards the total number of absences for each student in their attendance record.

Definition: Attendance is the act of being present, on time, and attentive in school.

Rationale: Attendance is necessary for:

1. in class instruction
2. developing peer relationships
3. interaction with peers
4. teacher monitored progress
5. reinforcement
6. enrichment
7. interaction with teachers
8. films, field trips, etc.
9. development of responsibility

Parent Responsibilities:

1. Whenever a student is absent or tardy from school, the parent must notify the school by a written note or telephone call.
2. Family vacations should be planned to coincide with the school calendar.
3. In the event that a vacation must be scheduled when school is in session, the following procedures should be followed:
  - A. The parent must contact the principal regarding the necessity of such absence.
  - B. The parent must contact the student's teacher regarding the necessity of such absence.
  - C. A week's notice is required.
  - D. All completed assignments should promptly be returned to the classroom teacher as arranged.
  - E. It is the responsibility of the parent to arrange alternate testing times and transportation, if necessary.

Staff Responsibilities:

1. After five (5) absences in one semester, the parent/guardian will be notified in writing of such absences.
2. After eight (8) absences in one semester, a parent/guardian conference may be called, and a second letter will be sent home.
3. After eleven (11) absences in one semester, the truant officer for the district will be contacted.

EXCELLENT ATTENDANCE AWARDS WILL BE GIVEN TO THE STUDENTS WHO MISS NO MORE THAN FIVE (5) DAYS AND ARE NOT TARDY MORE THAN FIVE (5) TIMES DURING THE SCHOOL YEAR. (AWARDS ARE GIVEN OUT AT THE END OF THE YEAR ASSEMBLY)

### **HEALTH SERVICES/STUDENT WELL BEING**

Au Gres-Sims Elementary School has an adequate and a well-planned health service program to

assist its students in maintaining and improving their mental and physical health. The faculty is encouraged to work with parents and community agencies to assist each student in developing a healthy body, and gaining a positive attitude toward health.

1. Students shall participate in the Michigan Model for Comprehensive School Health in kindergarten through the fifth grade. All equipment and teacher training necessary to operate the program is to be provided.
2. Other health services include; vision/hearing-screening, speech therapist, school social worker, psychologist, and school counselor. These services and agencies are available to do screenings, and make appropriate referrals and recommendations.
3. The school faculty will make appropriate referrals to the Student Assistance Program regarding the mental and emotional need of students.
4. Parents/Guardians are contacted as soon as possible concerning individual student health problems.

When dealing with pandemic illnesses and/or emergency situations, normal operating procedures may be altered throughout the year based upon guidance from health and governmental agencies to ensure the safety of all families on and off campus.

### **MEDICATION POLICY AND PROCEDURES**

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

Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

The Medication Request and Authorization Form must be filed with the building principal before the student will be allowed to begin taking any medication during school hours.

All medications must be registered with the principal's office.

Medication that is brought to the office will be properly secured.

Medication may be conveyed to the school directly by the parent or transported by transportation personnel (bus driver) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about the student, except for emergency medications for allergies and/or reactions.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

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

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

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

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

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication in the presence of appropriate school personnel in the main office.

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

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

**\*Cough drops must be kept with the teacher accompanied by a signed note from the parent allowing their child to take cough drops during the school day.**

### **BIRTHDAY CELEBRATIONS**

It is encouraged that students bringing in treats for their birthday be limited to those in kindergarten through second grade only. It is suggested that upper elementary students wishing to celebrate a birthday in school present a book to the school library. It will be dedicated in the student's name, and in the presence of his/her entire class. Please contact the school for a list of suggested books or more details regarding this area.

Invitations for student get-togethers, such as birthday parties, are not to be distributed at school.

### **CANCELLATIONS OF AFTER SCHOOL ACTIVITIES**

If sponsored events such as Boy Scouts, Girl Scouts, Brownies, t-ball, softball, baseball etc., are canceled, the school will attempt to notify the students and parents in advance. Under these circumstances, telephones can become tied up with students calling parents for last minute instructions. It is suggested that parents

have an alternate home that your child could go to in case of such an occurrence.

### **USE OF SCHOOL TELEPHONE**

The uses of the telephone by students are for emergency uses only. Teachers should screen student requests to use the telephone to make certain that calls are necessary. Telephone calls will not be allowed without permission from the teacher.

### **BUS CONDUCT POLICY**

The Au Gres-Sims Board of Education has the responsibility of providing a safe, economical and efficient school bus transportation system. Such a system can only be achieved with the complete cooperation of the students who ride the busses, the parents, the school office, and the bus drivers. The board of education had adopted a School Bus Conduct Policy to protect the safety of the students. Note to Parents: Riding to and from school by bus is a privilege that may be suspended by law. If your child is suspended from riding the bus, it is your responsibility to transport him/her to school.

1. Bus drivers may assign seats, and students are to remain in the assigned seats.
2. Students must have a dated and signed note from their parent/guardian before drivers can let them off at a stop other than their own.
3. Elementary students may be required to walk up to one-half (1/2) mile and secondary students may be required to walk one (1) mile to the nearest stop.
4. Bus drivers are responsible for all students on their bus, and the driver must be obeyed at all times.
5. Students will wait until the bus has come to a complete stop before attempting to enter or leave the bus. No students will be allowed to either stand or walk in the bus aisle when the bus is in motion.
6. Any student who pulls hair, scuffles, uses unfit language, hits other students, or engages in other misconduct may be refused the privilege of riding the bus the next day. Students are to observe the same conduct as in the classroom. Loud talking, shouting, or fighting can be very disturbing to the driver, and should be avoided.
7. Students are to keep their hands and heads inside the bus at all times. Students shall not be allowed to pass between busses parked in the loading zone.
8. Litter is to be deposited in the wastebasket, not on the floor.
9. Smoking, use of tobacco, alcoholic beverages, or any substance which produces abnormal behavior, is prohibited. Penalties for these offenses will be levied according to the school policy governing smoking, alcoholic beverages, and mind-altering substances and will result in the same penalties used.
10. Vandalism of any type will not be tolerated. The rider inflicting the damage shall pay for any damage to the bus. All riders should help keep the bus clean and sanitary on the inside.
11. Bus riders in the elementary grades who must cross a street at their bus stop should wait for the driver to signal them.

ANY VIOLATION OF THE ABOVE POLICY, EXCEPT #9 AND #10 WILL BE HANDLED IN THE FOLLOWING MANNER:

FIRST VIOLATION: Student will receive a "Transportation Discipline Form" and parents will be contacted by phone from the bus driver. The parent/guardian must sign the form agreeing to improved student behavior and return the form to the driver if the student is to ride the bus the next morning.

SECOND VIOLATION: Student will receive a "Transportation Discipline Form" and parents will be contacted by phone from the principal. Student will be suspended from the bus for three (3) days. The parent/guardian must sign the form agreeing to improved student behavior and return the form to the driver prior to resuming bus riding privileges.

THIRD VIOLATION: Students will receive a "Transportation Discipline Form" and parents will be contacted by phone from the principal. Students will be suspended from riding the bus for five (5) days. The parent/guardian must sign and return the "Transportation Discipline Form" in addition to meeting with the principal and bus driver prior to bus riding privileges being reinstated.

FOURTH OFFENSE: Student will receive a "Transportation Discipline Form" and parents will be contacted by phone from the principal. Student will lose bus privileges for the remainder of the school year.

\*Some bus misconduct issues are so severe that they warrant immediate suspension from the bus. If this is the case, the student and parent will be notified by the principal and steps #1, #2, and #3 may be bypassed.

### **PLAYGROUND RULES**

Recess is an important part of the elementary school day. It allows for change in activity, fresh air, healthy exercise, and generally allows the students to function at a higher level of efficiency for the remainder of the school day. Rules for the playground have been developed to help the students be well mannered, thoughtful, and to help generate acceptable behavior. Students who disregard the rules will be issued a disciplinary form. The playground rules are as follows, and will follow the same guidelines set forth in our Responsible Thinking Process (RTP).

1. Do not throw stones, snowballs, sticks, or other dangerous items.
2. No pushing or fighting.
3. No hardballs are allowed.
4. No sitting or standing on the crossbars.
5. No climbing under the merry-go-around. Do not push anyone off. Do not lay down with head, arms, or legs hanging off.
6. Chains on swings are not to be twisted. Do not use the swings for bumper cars, and do not bail out of the swings while moving.

7. Do not stand on the slide or slide down backwards.
8. No tackle football is permitted.
9. Teeter-totters are to be used in the proper manner. Do not stand on the board or push anyone off.
10. The courtyard is off limits to all students without direct adult supervision.
11. Games such as King-of-the-Hill and Red Rover are not permitted on the school grounds.
12. Do not jump off the playground equipment.
13. Do not loiter in the halls or in the classrooms. Once outside, you will not be allowed to reenter the building, except for emergencies, and with the permission of a playground paraprofessional.

### **STUDENT CODE OF CONDUCT**

The key to appropriate behavior is respect for faculty, one another, school property, and the property of others. Appropriate conduct at Au Gres-Sims Elementary School is the responsibility of all individuals. The classroom teacher, paraprofessional, principal, or person in authority that witnessed the behavior will deal with the discipline problem firmly. In addition to the regular school day, the Student Code of Conduct applies to extracurricular activities and school sponsored events as well.

Au Gres-Sims Elementary Students are expected to act as follows:

1. Walk quietly.
2. Show respect to all students and adults.
3. Show respect to all facilities.
4. Show good citizenship at all times.
5. Display care and concern for others.
6. Display responsibility with school work.
7. Demonstrate school pride.

### **BEHAVIOR GUIDELINES**

The following behavior is prohibited and will be handled in accordance with the Au Gres-Sims Elementary School Student Code and all applicable board policies and regulations up to and including expulsion. The following list is not intended to be an exclusive list of inappropriate conduct, but serves only by way of

example.

1. Gum chewing is prohibited.
2. Throwing objects such as snowballs, stones, sticks, or other items, which may cause injury.
3. Insubordination: the act of showing disrespect, or failure to carry out reasonable requests of the teacher, principal, or any adult supervisor. Any blatant refusal to follow an adult's reasonable instructions.
4. Disrespectful/Offensive Language: the use of offensive, disrespectful language in verbal, or written form, on or non-school property.
5. Fighting, hitting, roughing, or physical abuse of fellow students or staff.
6. Stealing: the act of acquiring the property of another by theft, coercion, or fraud.
7. Vandalism/Arson: the attempted, or actual destruction, burning of school property, or the property of others. Punishment for attempted, or actual arson will be as specified in the district's Weapon Free School Zone Policy, which is incorporated by reference thereto.
8. Tobacco: Smoking, chewing, snuffing, or any other act violating the smoking regulation for students.
9. Gross Misbehavior: Deliberate or willful conduct detrimental to normal function of the classroom program, or activity under school sponsorship.
10. Drug/Alcohol: Possession, use, or transfer of illegal or controlled drugs or substances without a prescription; alcohol, or other substances, which produce abnormal behavior (sniffing glue, etc.). This prohibition includes non-alcoholic beverages and look alike substances.
11. Sexual harassment is prohibited. The adopted board policy will be followed.
12. Technology from home, such as cell phones, is prohibited in the classroom. The school is not responsible for broken, lost, or stolen cell phones.
13. Electronic or remote controlled toys are not permitted. Toys may be allowed for special activities such as show and tell. The school is not responsible for broken, lost, or stolen toys.
14. Extortion is prohibited.
15. Betting/gambling of any kind is prohibited. This includes the possession of trading cards.
16. Gang or gang look-alike apparel, or symbols are prohibited.
17. Possession or Use of Weapons: the act of possessing, using, or threatening to use a



dangerous weapon, explosive, or instrument capable of inflicting bodily injury to others. Punishment will be as specified in the district's Weapon Free School Zone Policy, which is incorporated by reference thereto.

These rules also apply to extracurricular activities as well and the same discipline guidelines will be followed.

### **POSSESSION OF CELL PHONES AND COMMUNICATION DEVICES/ELECTRONIC COMMUNICATION DEVICES(ECDs)/ELECTRONIC LISTENING DEVICES (ELDs)**

Students that bring cell phones or electronic communication devices to school do so at their own risk. The school is not responsible for items that are lost, broken, or stolen. The following disciplinary action will be taken when the student is found to be using a cell phone during school hours at prohibited times:

The first time a student is found to have a cell phone visibly in their possession (either turned on or being used in class), the phone will be confiscated and kept with the teacher; the student may retrieve it at the end of the school day. Upon the second occurrence, the phone will be confiscated and sent to the office; it will only be returned to a parent or guardian after school. The third infraction will result in the phone being confiscated and sent to the office, the parent will have to pick it up, and additional student disciplinary measures will be taken. The fourth infraction will result in the phone being confiscated and sent to the office, the parent will have to pick it up, and the student will also lose the privilege to have a cell phone in their possession for the remainder of the school year. Students who refuse staff members' direct request to immediately give up their cell phone will receive a suspension for the remainder of the day and the subsequent day. Each refusal offense will result in an additional day of suspension.

### **ANTI-BULLYING POLICY**

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

#### **A. Prohibited Conduct**

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- B. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

- C. Having an actual and substantial detrimental effect on a student's physical or mental health; or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

### **ELEMENTARY BULLYING POLICY**

Behavior	Offense #1	Offense #2	Offense #3
Low Level (Green) Examples: Teasing, exclusion, mean looks, mild name calling	1) Student and teacher call parents 2) Warning 3) Student fills out reflection form at school, parent sign, return	1) Student and teacher call parents 2) Silent lunch 3) Reflection form filled out at school, parent sign, return	1) Student and teacher call parents 2) Silent lunch 3) Reflection form filled out at home with parents, signed, returned 4) Behavior plan put in place
Moderate Level (Yellow) Examples: Hitting, kicking, low level, threats, spreading, rumors, intimidation, malicious teasing, name calling, manipulating	1) Student and teacher call parents 2) One (1) after school detention (which includes two (1 day) recesses at the wall)- reflection form filled out during detention	1) Student and teacher call parents 2) Two (2) after school detentions (which will include four (2 days) recesses at the wall)- reflection form filled out during detention 3) Student meets with counselor	1) Student and teacher call parents 2) Three (3) after school detentions (which will include six (3 days) recesses at the wall) - reflection form filled out during detention 3) Parents meet with all team members to create behavior plan
High Level (Red) Examples: Severe physical contact, severe/intentional threat of violence, severe harassment	1) Teacher calls home 2) Silent lunch for a week 3) Reflection form filled out at home with parents, signed, returned 4) Out of school suspension for 1 day	1) Teacher calls home 2) Silent lunch for a week 3) Reflection form filled out at home with parents, signed, returned 4) Out of school suspension 2-4 days 5) Parents meet with all team members to create behavior plan	1) Teacher calls home 2) Silent lunch for a week 3) Reflection form filled out at home with parents, signed, returned 4) Out of school suspension 5+ days 5) Parents meet with all team members to create behavior plan

- With the exception of offense Low Level #1, all offenses will dictate that the student will miss the

current month's PAWS assembly.

- Consequences may be greater based upon what the student has done, relevant board policy, and state/federal law.
- Personnel are to include any and all adult witnesses to the incident. They will meet with the parents whenever all concerned parties are required to meet.
- The Counselor and administration is a part of the team to meet with parents when necessary.
- If the parent fails to make a team meeting, the child is suspended from school until they are able to meet with the team.

### **SCHOOL REACTIONS TO MISBEHAVIOR**

The Board of Education of the Au Gres-Sims School District prohibits school personnel from using corporal punishment in the disciplining of students. This regulation includes slapping, striking, or any other form of physical contact not permitted by law. It does not include restraining, or removing a student who is interfering with the orderly exercise and performance of school functions. It also does not apply to self-defense or defense of another to prevent a student from inflicting harm on himself/herself, causing a disturbance that threatens physical injury to any person, or obtaining possession of a weapon or damaging property.

### **ACCEPTABLE DISCIPLINARY OPTIONS**

Teachers are encouraged to use a variety of firm discipline techniques in a positive manner with students. Examples of effective disciplinary measures include, but are not limited to, verbal reprimands, teacher-student conferences, special assignments related to the offense, withdrawal of classroom and playground privileges, strict supervised study, timeout, detention, note to parent/guardian, telephone call to parent/guardian, parent/teacher conference, or conference with principal. These types of discipline may be used individually, or in combination.

### **DISCIPLINARY SYSTEM**

The disciplinary system at Au Gres-Sims Elementary School holds the students accountable for their behavior, and is designed to be of assistance to all school personnel in maintaining a consistent, disciplined atmosphere in which children can learn and play. The teacher can, and should always, deal with discipline needs in his/her own manner. Our PAWS (Positively Awesome Wolverine Students) Program is an ongoing program that recognizes and rewards students for displaying positive behaviors. Students can receive PAWS awards such as certificates and PAWS necklaces for "getting caught being good", in addition to receiving special monthly school wide celebrations.

Disciplinary forms will be issued for violations of any conduct listed under the Behavior Guidelines, and Playground Rules sections.

The disciplinary form is the official record of the rule violation and will be kept on file in the elementary office. Upon issuing a discipline form, the issuer (adult witness of the offense), student assistance

coordinator, or principal will contact the parent/guardian by telephone and/or in writing explaining the offense and the penalty.

School personnel that does not witness a behavior, but has substantial reason to believe that such behavior existed, should report the student to the principal. If the student is found to have acted inappropriately, the principal will decide the appropriate disciplinary action.

The Au Gres-Sims School District uses the Responsible Thinking Process (RTP) to address general misbehaviors in and out of the classroom throughout the school day. RTP is a behavior management program that allows students the power to make individual choices and take personal accountability for their actions.

**RTC (Responsible Thinking Classroom) Discipline Guidelines:**

<b>Visit Number</b>	<b>Response</b>
Pre-RTC Visit	Classroom procedures are explicitly taught. Warning given to student and RTP questions are asked. Student is redirected.
1st	Student calls home from RTC Room. Student must get permission to come back to where offense occurred.
2nd	Staff member calls home. Student must get permission to come back to where offense occurred.
3rd	Staff member calls home and RTP coordinator notifies principal/counselor who in turn will speak with student regarding behaviors. Student must get permission to come back to where offense occurred.
4th	Staff member calls home and sets up an intervention meeting. 2 recess detentions are assigned in the intervention meeting. Student must get permission to come back to where offense occurred.
5th	Staff member calls home and Administrator assigns 4 recess detentions plus 2 lunch detentions (sack lunch given). Student must get permission to come back to where offense occurred.
6th	Staff member calls home and Administrator assigns 1 after school detention. Student must get permission to come back to where offense occurred.
7th	Staff member calls home and Administrator assigns 2 after school detentions.
8th	Staff member calls home and Administrator assigns ISS. Student must get permission to come back to where offense occurred.
9th	Staff member calls home and Administrator assigns one day out of school suspension. Student must get permission to come back to where offense occurred.

10th	Staff member calls home and Administrator assigns two days of out of school suspension. Student must get permission to come back to where offense occurred.
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\*RTC visits are reset every marking period.

RTP Classroom Teacher Questions:

1. What are you doing?
2. What are the rules?
3. What happens when you break the rules?
4. Do you want that to happen?
5. What are you going to do now?
6. What will happen if you disrupt again?

### **SUSPENSIONS AND PROCEDURES**

Under certain conditions, it may be in the best interest of students and school personnel for an administrator to deny a student the privilege of attending school. The superintendent or principal may suspend a student for not more than ten (10) days at a time.

If the administrator suspends a student, the administrator will:

1. Notify the parent/guardian by telephone and/or written communication identifying the reason and duration of the suspension, as well as the necessary steps for the student's return.
2. Meet with the parent/guardian and the student to plan the satisfactory return of the student to the school setting.

Suspensions may include, but are not limited to, the following (Board Policy will be followed):

1. Fighting, hitting, roughing, or physical abuse of fellow students or staff.
2. Insubordination: the act of showing disrespect, or failure to carry out a reasonable request of the teacher, principal, or any adult supervisor. Any blatant refusal to follow an adult's instructions.
3. Disrespectful/Offensive Language: the use of offensive or disrespectful language in verbal or written form, in or on school property.
4. Stealing: the act of acquiring the property of another by theft, coercion, or fraud
5. Vandalism/Arson: the attempted or actual destruction or burning of school property or the property of others. Punishment for attempted or actual arson will be as specified in the district's Weapon Free School Zone Policy, incorporated by reference thereto.

### **SCHOOL SAFETY LEGISLATION**

SNAP SUSPENSIONS

Public Act 103 of 1999, Section 1309 of the revised School Code

This policy will only take effect for students who continue to display unruly and disruptive behavior. Implementation of “snap suspension” shall not be the first step in dealing with behavior issues in the classroom. This will only be an option after the appropriate procedures have been followed as defined in the student handbook or classroom management plan.

As per section 1309 of Public Act 103, a teacher is authorized to immediately remove and suspend a student from the class, subject, or activity when the student’s behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher’s ability to effectively teach the class, subject, or activity, or the student’s behavior interferes with the ability of other students to learn.

After consulting with the building administrator, a teacher may be authorized immediately to remove the student from the class, subject, or activity when the student engages in conduct prohibited by law, board of education policy, or the school’s student handbook. Prohibited conduct includes, but is not limited to, the following:

1. Throwing objects that can cause bodily injury or property damage
2. Fighting
3. Directing profanity, vulgar language, or obscene gestures toward the teacher or other students
4. Violating safety rules as communicated in the student handbooks or classroom rules
5. Failing to comply with directives given by the teacher
6. Expressing racial or ethnic slurs toward the teacher or another student
7. Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence
8. Possessing a laser pointer
9. Violating district dress code standards
10. Destroying/defacing school property
11. Violating computer use policies, rules, or agreements

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he/she was suspended from, until the passage of one full school day from the time of the student’s infraction unless otherwise mutually agreed to by the teacher who ordered the suspension and the building administrator.

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 board of education policy and the school’s Student Code of Conduct.

Any student suspended from the same class, subject, or activity for ten (10) accumulative days or more during the school year shall be given a formal procedural hearing in accordance with due process requirements required by board policy.

### **ASSAULTS COMMITTED BY STUDENTS**

## Assaults Committed Against School Personnel

### Physical Assaults:

The board shall permanently expel a student in grade six (6) or above if the student commits a physical assault, as defined by MCL 380.1312a (12) (B), against a district employee, a person engaged as a volunteer, or contractor for the district on school property, school bus, or other school related vehicle or at a school sponsored activity event.

### Verbal Assaults:

Any student in grade six (6) or above who commits a verbal assault on school property, school bus, or any other related vehicle, at a school sponsored activity, school event, against a district employee, a person engaged as a volunteer, or contractor for the district shall be expelled by the board of education or its designee, up 180 days. For the purpose of this policy, “verbal assault” shall be defined as any willful verbal threat to inflict injury upon another person, under such circumstances, which create a reasonable fear of imminent injury, coupled with the apparent ability to execute the act. This includes bomb threats or any similar threats directed at a school building, school property, or a school related event.

### Reinstatement:

The parent/guardian of a permanently expelled student or an emancipated permanently expelled student may petition the board for reinstatement. The board will provide all due process rights to reinstatement as outlined in state law.

### Application to Students with Disabilities:

The policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

### Implementation:

The board of education has established that the due process procedures dealing with suspensions/expulsions authorized by this policy should be the same as those set forth in Section J. Policy 12.0, Student Disciplinary Policy suspensions and expulsions.

## **APPEAL OF SUSPENSION**

(ADOPTED BOARD POLICY WILL BE FOLLOWED)

If the parent/guardian is dissatisfied with the decision to suspend their child, they may appeal that decision to the superintendent of the schools within five (5) working days after the notification of suspension. The decision of the superintendent may be further appealed to the board of education within five (5) working days after the notification of his/her decision.

## **LIBRARY/MEDIA CENTER**

The Au Gres-Sims Elementary Library /Media Center is available to all current elementary students. The library guidelines are as follows:

1. Books and magazines will be checked out for one (1) week at a time. Kindergarten students will start checking books out in the second semester.
2. Kindergarten, first, and second grade students can have one (1) book/ magazine out at a time.
3. Third, fourth, and fifth grade students can have two (2) books/magazines out at a time.
4. Students must return books before any other books will be allowed to be checked out. Books/Magazines may be renewed.
5. Lost books/magazines are to be paid for at the current replacement cost.

Each student must have a signed permission form on file to check books and magazines out of the Au Gres-Sims Elementary Library/Media Center and agree to follow the above rules. The permission form signed by the parent/guardian is kept until the student leaves the elementary school.

### **SKYWARD (FAMILY ACCESS)**

The Au Gres-Sims School District is pleased to offer parents and guardians of our students a tool to help them stay abreast of their children's academic performance. Our AGS Family Access system gives parents and guardians, with proper authorization, the ability to view their child's assignments, grades, attendance, and discipline via the internet.

Parent access to the AGS Family Access is given strictly to the parents or guardians of a specific child. Information is provided through a secured network connection that can only be accessed using your assigned user name and password. Parents or guardians have the responsibility of protecting the confidentiality of their user name and password. The Au Gres-Sims School District will not be responsible for access gained to another student's information due to sharing, misplacing, or unsecured user names and passwords. The Family Access account may be disabled at any time by the parent or guardian by calling the school office and requesting that the account be deactivated.

To activate this service and register to view your student's information you must sign and return the AGS Parent Gateway User Agreement to the school office. Registration forms are sent home the first day of school and are also available in the school office. You only have to register once as you will have access to your child's account throughout their school career in the Au Gres-Sims School District.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate.

Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Authorization by parents is provided through each student's emergency card provided at the beginning of each school year and preceding each student login.



