STUDENT HANDBOOK
2025-2026

DELTON KELLOGG ELEMENTARY SCHOOL

HOME OF THE PANTHERS

327 N. Grove St.
Delton, MI 49046
(269) 623-1530
www.dkschools.org

Principal: Ms. Marti Lindstrom

Hello Families!

Welcome to Delton Kellogg Elementary School, where a small school atmosphere meets big school opportunities!

Whether you're joining us for the very first time or you've walked these hallways before, we're thrilled to have your family as part of our school community. Our team is ready to jump into another year filled with creativity, discovery, and growth. From the first bell to the final high-five, we're here to support your child's journey—academically, socially, and emotionally.

This handbook is your guide through our routines, expectations, and special happenings. Think of it as your map to our little learning adventure!

I am excited for a great school year filled with laughter, wonder, and a whole lot of "aha!" moments. Let's make it our best one yet!

Ms. Marti Lindstrom- Elementary Principal

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word "Policy" in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school's educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

DISTRICT VISION STATEMENT

Small school atmosphere with big opportunities!

DISTRICT MISSION STATEMENT

We strive to provide an environment for students to realize their full potential for a positive impact on the community.

DISTRICT BELIEF STATEMENT

We believe…

- all students deserve a safe, inclusive, and non-bias learning environment.
- in providing a variety of quality learning opportunities to meet student needs.
- effective relationships are built on collaboration, ownership, and accountability.
- positive relationships are built upon mutual respect and accountability.
- transparent communication builds a foundation of trust.

FIGHT SONG

Maroon and White will always be on top,
Give us a team that we can beat or stop,
We're out for victory and all its fame,
Give us a chance and we'll win this and every other game,
We're holy terrors once we're in,
We'll pack a wallop that will make us win,
We're out for victory so team let's go,
Rah, Rah, Rah,
Delton High. Fight!!

All Hail to Delton High School,
We are full of fight,
Hail to our Panthers,
We will win tonight,
Rah, Rah,
All Hail to those school colors,
Maroon and White, too,
We'll fight for Delton High,
In all we do.
Fight

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Important Information

District Website

https://www.dkschools.org/

District Athletic Website

https://www.dkpanthers.com

Board Policies

Board Policies are available HERE.

Addresses

Delton Kellogg Elementary School
327 N. Grove St.
Delton, MI 49046

Delton Kellogg Middle School
6325 Delton Road
Delton, MI 49046

Delton Kellogg High School
10425 Panther Pride Drive
Delton, MI 49046

Contact Information

Main Office: 269-623-1501

Fax: 269-623-1508

Student Services: 269-623-1501

Special Education: 269-623-1501

Transportation: 269-623-1515

Athletics: 269-623-1520

Adminstration Contact Information

Name	Title	E-Mail	Phone
Jeremy Wright	Superintendent	jeremy.wright@dkschools.org	269-623-1501
Anne Crylen	Director of Student Services	anne.crylen@dkschools.org	269-623-1501
Greta Munger	Athletic Director / HS Assistant Principal	greta.munger@dkschools.org	269-623-1520
	Transportation Director		269-623-1515
Tiffany Haines	Food Service Director	tiffany.haines@dkschools.org	269-623-1223
Jim Hogoboom	High School Principal	jim.hogoboom@dkschools.org	269-623-1520
Bobby Tillman	Middle School Principal	bobby.tillman@dkschools.org	269-623-1540
Marti Lindstrom	Elementary School Principal	marti.lindstrom@dkschools.org	269-623-1530

2025-2026 District Calendar

Delton Kellogg

2025 | 2026

District Calendar

MONDAY,SEPTEMBER 1ST	NO SCHOOL | LABOR DAY
TUESDAY, SEPTEMBER 2ND	FIRST DAY OF SCHOOL HALF DAY
TUESDAY, OCTOBER 14TH	HALF DAY PARENT-TEACHER CONFERENCES 1PM- 5PM
TUESDAY, OCTOBER 21ST	HALF DAY PARENT-TEACHER CONFERENCES 2 PM-4PM 5 PM-8 PM
FRIDAY, OCTOBER 24TH	END OF 9 WEEK MARKING PERIOD
FRIDAY, NOVEMBER 14TH	NO SCHOOL PROFESSIONAL DEVELOPMENT
WEDNESDAY, NOVEMBER 26TH	NO SCHOOL | THANKSGIVING BREAK NOVEMBER 26TH- NOVEMBER- 28TH
WEDNESDAY, DECEMBER 17TH	HALF DAY | HS EXAMS
THURSDAY, DECEMBER 18TH	HALF DAY | HS EXAMS
FRIDAY, DECEMBER 19TH	HALF DAY | HS EXAMS END OF FIRST SEMESTER
MONDAY, DECEMBER 22ND	HOLIDAY BREAK DECEMBER 22ND - JANUARY 2ND
MONDAY, JANUARY 5TH	SCHOOL RESUMES
MONDAY, JANUARY 19TH	NO SCHOOL PROFESSIONAL DEVELOPMENT
MONDAY, FEBRUARY 16TH	NO SCHOOL PROFESSIONAL DEVELOPMENT
THURSDAY, MARCH 12TH	HALF DAY PARENT-TEACHER CONFERENCES 5 PM-8 PM
FRIDAY, MARCH 13TH	HALF DAY
FRIDAY, MARCH 20TH	END OF MARKING PERIOD
FRIDAY, APRIL 3RD	NO SCHOOL
MONDAY, APRIL 6TH	NO SCHOOL SPRING BREAK | APRIL 6TH - APRIL 10TH
MONDAY, APRIL 13TH	SCHOOL RESUMES
FRIDAY, MAY 15TH	LAST DAY FOR SENIORS
MONDAY, MAY 25TH	NO SCHOOL - MEMORIAL DAY
TUESDAY, JUNE 2ND	HALF DAY | HS EXAMS
WEDNESDAY, JUNE 3RD	HALF DAY | HS EXAMS
THURSDAY, JUNE 4TH	HALF DAY | HS EXAMS LAST DAY OF SCHOOL END OF THE SECOND SEMESTER

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

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19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24		26	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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JANUARY

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FEBRUARY

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15	16	17	18	19	20	21
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MARCH

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APRIL

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MAY

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NO SCHOOL | HALF DAY | OTHER IMPORTANT DATES

Building doors open: 7:40 AM

Elementary School starts: 7:45 AM | Middle & High School start: 7:55 AM | Regular Dismissal: 2:50 PM | Half-Day Dismissal: 11:30 AM

All makeup days will occur after June 4.

2025-2026 Daily Schedule

School staff will supervise students on school grounds at 7:35 am before the school day begins and until 3:30 pm after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

The academic school day is from 7:50 am- 2:50 pm. Half Days are 7:50 am-11:30 am.

Emergency School Closing Procedures

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

- Thrillshare (automated phone messaging system)
- District website (www.dkschools.org)
- Local TV stations – WWMT 3, WOOD TV 8, WZZM 13, Fox 17 News
- Local Radio stations
- Facebook

Athletic event cancellations occur close to noon, sometimes as late as 2:00 pm. There will be times the weather clears, and events are able to take place in the evening. Please check the athletic Facebook page, coach communications, and dkpanthers.com for the latest on cancellations and rescheduled events.

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with

jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Marti Lindstrom, Principal
327 N. Grove Street, Delton, MI, 49046
269-623-535
marti.lindstrom@dkschools.org

Second Title IX Coordinator
Jeremy Wright, Superintendent
327 N. Grove Street, Delton, MI, 49046
269-623-1501
jeremy.wright@dkschools.org

Designated Section 504 Coordinator
Anne Crylen, Director of Student Services
327 N. Grove Street, Delton, MI, 49046
269-623-1501
anne.crylen@dkschools.org

Designated Civil Rights Coordinator/Employment Compliance Officer
Justine McCowan
327 N. Grove Street, Delton, MI, 49046
269-623-1501
justine.mccowan@dkschools.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at:
https://www.dkschools.org/page/board-of-education-overview

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3115A. Policies 3115-3115H are attached to this handbook as Appendix A.

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the main office by 8:20 am on the day of the absence.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's notifies the office or the student is an emancipated minor or 18 years old.

The **ATTENDANCE HOTLINE NUMBER IS 623-1530.** Please leave messages regarding attendance at any time using this number.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

Students arriving between 8:00-8:20 a.m. will be marked tardy. If the student is signed in after 8:20 a.m. the student will be marked absent for the a.m. If the parent does not contact the school before 8:30 AM on the day of the student's absence, a robo call will contact the number on file to report the absence. Failure to contact or notify of an absence within **24 hours**, will result in an unexcused absence.
If non-documented absences are more than 5 per semester, the school will follow the truancy procedure.

Students leaving before 2:15 p.m. will be marked absent for p.m. attendance.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of schoottl hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

Truancy Procedure

1. Parents will be notified by a letter when their child has 5 and then 10 unexcused or undocumented absences during a semester.
2. According to the Michigan Compulsory Attendance Law, children under the age of eighteen must regularly attend school. If the absences are excessive, a letter will be sent to parents setting a time and date for an appointment to discuss their student's absences.
3. In the event of continued absences, Barry County Intermediate School District Superintendent will become involved and the student's attendance/truancy history will be sent to the Barry County Prosecutor's Office. The Barry Intermediate School District (BISD) may have a truancy intervention program to offer families as an alternative to a court appearance.
4. Barry County Youth Service Bureau or the school liaison officer may be involved in this procedure.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents

may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cafeteria Rules

Breakfast/Lunch Procedures

Come prepared to the cafeteria by bringing your lunch, money, jacket, and anything else you may want during this time.
Food service staff appreciate deposits to lunch accounts being made before school starts (7:40 – 8:00AM) or they can be dropped off at the Elementary Office.

- **Students are expected to behave in a respectful manner.**
- **All students are responsible for cleaning up after themselves. All trays, dishes, eating utensils, etc… are to be taken care of properly.**
- **Open beverages and food are not to be taken from the cafeteria.**
- **Tables must be wiped clean.**
- **Students must get permission from staff to get out of their seats.**
- **Students will follow SK2R Cafeteria expectations.**

Disregarding lunchroom procedures may result in the cafeteria clean up, detention, assigned seating, loss of recess privileges, referral to team and documentation as a minor misconduct violation.

Students are expected to remain inside the designated boundaries during lunch/recess. Delton Kellogg Food Service staff provides a number of nutritious meals for breakfast and lunch.

Breakfast: Breakfast (hot and cold entrees) is served each day from 7:55 AM to 8:15 AM in the classroom.

Wellness & Energy Drinks

DKES supports student wellness. We recommend healthy snacks for our students. Energy Drinks (Beverages that contain large doses of caffeine, and other legal stimulants like ephedrine, guarana, and ginseng), are known to have dangerous side effects for children and are not permitted for student consumption on school grounds during the school day. (This includes transportation and lunch beverage.) All beverages need to have the ability to be sealed and spill proof. Open containers are not allowed.

Cell Phone Use

Students may not use cell phones or other electronic devices during school hours **(arrival-2:50)**. Cell phones or other electronic devices must be stored in the student's locker or backpack during school hours if a student chooses to bring them to school.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device. All confiscated devices must be picked up from the office by a parent and/or guardian.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

The cell phone policy will be enforced as follows:

- **First Offense**: The cell phone will be confiscated and the student can pick it up from the office at the end of the school day.
- **Second Offense:** The cell phone will be confiscated and the student's parent/guardian will have to pick it up from the office.
- **Third Offense:** Students must drop their phone off in the office at the beginning of each school day and pick it up at the end of each school day. Failure to turn in

the device each day will result in additional consequences which may include detention, suspension and/or loss of privileges (i.e. after school events, field trips, all-school assemblies).

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline as aligned with the DKES Discipline Rubric, up to and including expulsion..

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow which reflect our goal to provide every student with the finest educational opportunities available to be successful. All students at DKES have the right to attend school in a safe and orderly

environment. Therefore, it is important that everyone cooperate and work together to maintain a respectful school climate. We use the guiding principles of Safety, Kindness, Respect and Responsibility (SK2R) and Capturing Kids' Hearts in all classrooms at DKES.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. All undergarments must be fully covered. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Other clothing items that are **NOT** considered appropriate for the school environment include, but not limited to:

- Headwear. For example: bandanas, hoods, caps, hats, and scarves.
- Sunglasses.
- Clothing, jewelry, wallets with sharp studs, spikes, and chains.
- Writing on the skin of themselves or others with ink, paint, etc.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular

activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

Delton Kellogg School District Meal Charging Policy

The purpose of having a meal charging policy is to establish consistent and clear meal account procedures throughout the district. There is a fine line between considering the fiscal integrity of the district and the solvency of the food service program, while also meeting the nutritional needs of students. To access the "education benefit form, free or reduced lunch application" and also set up and make student meal accounts and payments, please use:
deltonkellogg.familyportal.cloud

Goals of Food Service

- To ensure that students have a healthy meal and that no child goes hungry. Reimbursable lunches will include all five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk) and a breakfast must include a grain, milk and fruit and/or vegetable component. *Breakfast begins thirty (30) minutes prior to the school day beginning and ends 10 minutes after the first bell. Lunch times are set by each building administration.*
- To treat all students with dignity and confidentiality in the serving line.
- To foster clear and positive communication among staff, administrators, teachers, students and the parent/guardian.
- To establish fair practices that will be used consistently throughout the district regarding meal charges and the collection of said charges.

Scope of Responsibility:

The Food Service Department:

- Responsible for providing quality meals that meet all nutritional requirements as set by the state and federal government.
- Responsible for maintaining meal account records. Robo calls and low balance emails are made to households when a student has a negative lunch account balance.
- Responsible for providing written documentation of lunch activity when requested and working with households towards a reasonable resolution.

- Responsible for notifying school administration of potential problems and/or repeat offenders.

The Parent/Guardian:

- Responsible for immediate payment when their student has a negative balance.
- Responsible for completion of the Free/Reduced Lunch Application when circumstances reflect the need. Applications can be completed any time during the school year and a family can apply multiple times when income and/or living scenarios change. Must be renewed annually.
- Responsible for notifying your student's building Principal or Food Service Director if a family is doubled up or living in a homeless situation. This situation may qualify all students in the household for free meals during the school year under the McKinney Vento Act.
- Responsible for monitoring lunch activity.

Although not required by law through the National School Lunch Act or the Healthy Hunger Free Kids Act, limited meal charging will be allowed as a courtesy to families, under the following conditions:

> We understand that an occasional emergency, shortage of funds, or forgetfulness may make charging a meal necessary. Meal charges are a temporary solution and are not intended to address the broader issue of whether a parent/guardian has an inability to pay for a meal for his/her child. In those instances, an application for Free or Reduced Meal Benefits should be completed. Applications can be obtained from all building level offices, the Superintendent's office and accessed online at lunchapp.com. The parent should be reassured that this process will be treated with the utmost of confidentiality.

As a matter of practice, parents/guardians are encouraged to make meal payments in advance. Personal checks and cash deposits are accepted daily at the schools. Payments can be made for one week, several weeks or even months in advance. The District uses a computerized meal credit system to account for student meals and a la carte sales. All students have personal accounts regardless of their form of payment. The process is the same whether the child is a free, reduced or full pay student. This process maintains the integrity of the child. Similar to a bank account, each student has a school ID number that stays with them for their duration in Delton Kellogg School District.

At times the school receives donations from individuals or groups wanting to help offset any negative charges students may have. Students will only be eligible to receive this donation IF an application has been filled out during the current school year or are free or reduced thru direct certification from the state. A student does not have to qualify for free or reduced status but an application must be on file to receive assistance from a donation towards any negative balance.

Please email: tiffany.haines@dkschools.org for your student ID# or with any questions about the food service department.

Visitors & Volunteers

Any person who is not a DKES preschool to 4th grade student or a current DKES staff member is considered a visitor. For safety and security reasons, all visitors/volunteers must enter our building through the main office. All visitors/volunteers must sign in to obtain a visitor tag. This tag must be worn at all times, visible by staff members, and are to be returned to the office at the end of the visit when the visitor signs out. An annual background check is required for all visitors/volunteers. Forms are available in all 3 building offices and is a district wide database. A minimum of 2 weeks is needed to process. Forms are available every year in August, continuing throughout the school year. No drop in visitors will be accepted unless directly under the supervision of a member of the staff. All visitors/volunteers must pre-arrange their visit or volunteering with their classroom teacher.

1. Throughout the year, many meetings and appointments are held. Any parent/guardian attending a meeting,or appointment, must sign in and will receive a “Visitor’s Badge”. The parent/guardian may be escorted to and from the meeting location by a school staff member. Once the meeting/appointment is completed, the visitor is to return to the office, sign out, and return their tag.
3. If a student wishes to bring a guest to school, approval must be obtained from the classroom teacher and the office. A guest will not be allowed to ride the school bus, thus other transportation must be arranged. Please realize and respect the fact that a teacher may indicate a certain day is not a good day for visitors, due to previous plans or commitments.
4. Parents, grandparents, guardians and community members are encouraged to volunteer in our school. Help is GREATLY APPRECIATED! We ask that prior arrangements be made so teachers can have prepared materials with plans and to help eliminate classroom disruptions and interruptions.

DKES is always looking for volunteers for the following programs:

- Classroom Volunteer / Room Parent
- Field Trip Chaperones
- Mileage Club and The Fun Run
- P.I.E. (Partners In Education)
- School Improvement Team

There are so many ways to help! If you are interested in helping, please inquire in the

office.

Field Trips

Throughout the year, elementary classes will be invited to participate in field trips. Payment in cash only for all field trips, with the exception of the 4th grade Mackinac Trip.

Field trips are provided to enrich student's overall educational experiences. In some cases, student behavior impacts whether or not your child will be permitted to attend a school sponsored field trip. In such cases, the school may ask that an adult attend the field trip to chaperone their child and help with any potential behaviors that the school or teacher feel may impede the overall safety of the child on the field trip.

Students with disruptive behavior may be excluded from attending a field trip due to behavior difficulties at school or on the bus. If your son/daughter has exhibited such disruptive behaviors and has been suspended or has had excessive referrals, then they may be excluded from attending a field trip with their classmates.

If your child is suspended from the bus at the time of the departure, for the field trip, then the student will not be able to attend

Furthermore, if a student has received an "out of school" suspension for any reason, the grade level team and the building administrator will decide if the student will be allowed to attend the field trip.

Our hope is that with these parameters set, students will understand that their actions have consequences, and that it is our responsibility to provide a safe and educational experience for our students.

Because of the expected responsibilities and duties involved in chaperoning on field trips, parents are not to bring other children. Chaperoning experiences are a special time for parents and children and can be enjoyed more when there are no added responsibilities of children outside of that grade level. Due to the tobacco free policy of our district, parent chaperones are requested to refrain from smoking, vapes or use of tobacco products while on a field trip.

For the safety of our students, **Field Trip Chaperones are considered to be volunteers and must comply with volunteer background checks <u>two weeks</u> prior to a scheduled field trip. Field Trip Chaperones must be at least 21 years of age.**

It is our policy that all students attending a school sponsored field trip ride the school bus with their classmates and teachers to the location of the trip. Parent/guardian chaperones need to drive to the destination. Parents/guardian chaperones will be allowed to sign their students out at the conclusion of the field trip with their student's teacher. Parents/guardians cannot sign out other students unless written permission from said student is given to the teacher prior to the field trip. This will not result in any attendance markings, but will only be noted for record keeping.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Justine McCowan
327 N. Grove Street, Delton, MI, 49046
269-623-1501
justine.mccowan@dkschools.org

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and

instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Lost and Found

All lost and found items are to be taken to the desginated lost & found area. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

All lost and found cell phones, chromebooks, electronic devices, or other valuable items should be taken to the middle school office. Students

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the semester, the student may have to pay for the replacement cost. Students may also have to pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.

- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher, building administrator or other relevant during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

1. Be SK2R (Safe, Kind, Respectful, Responsible)
2. Follow directions given by the adult supervisors.
3. Be courteous to others. When a problem arises, use your words to help solve it. We solve problems by talking them through. Using the "Bug and a Wish" and "Rock, Paper, Scissors".
4. Use hands, feet, and objects in a safe manner.
5. Be responsible for your actions. Do not blame others.
6. Take turns on the playground equipment.

Students will remain inside during inclement weather, i.e. rain or wind-chill temperature of 10 degrees or below. Due to the safety factor of providing supervision to all students, it is our policy that all students go outside during their scheduled recess.

Students who violate these rules may be disciplined accordingly to the behavioral consequence chart in the handbook.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

a. student names, addresses, and telephone numbers;

b. photographs and videos depicting a student's participation in school-related activities and classes;

c. date and place of birth;

d. major field of study;

e. grade level;

f. enrollment status (e.g., full-time or part-time);

g. dates of attendance (e.g., 2023-2027);

h. participation in officially recognized activities and sports;

i. weight and height of athletic team members;

j. degrees, honors, and awards received; and

k. the most recent educational agency or institution attended.

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

Address Confidentiality Program

The District will not disclose a student’s or parent’s phone number or address or the parent’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student’s parent notifies the District that the student or the student’s parent has obtained a participation card issued by the department of attorney general.

Student Success Team (SST)

1. The Student Success Team Process (SST) is initiated to implement early academic and/or behavioral interventions for students who are having difficulty in social, emotional and/or academic areas.

2. The SST process utilizes a systematic problem-solving process that links functional assessment with strategic peer-reviewed evidence or research based interventions.

The SST process will prepare, through collaborative consultations involving educational professionals, identified strategies to implement in the classroom, along with instructional assistance and/or available supports that impact and increase student learning and success.

3. The SST may consist of parents, classroom teachers,Title I teacher, (when applicable), school psychologist, administrator, and the school counselor.

4. A SST meeting may be requested by the classroom teacher, the administrator, or the parent/guardian.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

Mark Doster
School Resource Officer
269-623-1501
mark doster_prairieville@mei.net

The District's Threat Assessment and Response is found in Policy 5714.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.

5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal and transportation director for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

Section II: Academics

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact our office staff at 269-623-1530.

Grades

Report cards are emailed upon the completion of each semester. (January/June) Please ensure your email information is up-to-date with our office. Hard copies are available upon request.

Individual Reading Improvement Plan (IRIP)-(October, January, June)
Multiple times a year your child will be screened using both Acadience and Star Assessments. As part of the 3rd grade reading law, once a student is identified as having concerns in reading, we have to develop what is called an *Individualized Reading Improvement Plan* (IRIP). An IRIP is designed to inform you and to work collaboratively with you to increase the likelihood that your child will make improvements in reading. IRIPS are created by the classroom teacher and signed by both the building principal and parent/guardian and is a part of the student's educational file.

M-STEP
In the spring 3rd and 4th grade students will take the Michigan Student Test of Educational Progress (M-STEP).

Promotion, Placement & Retention

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Teacher & Classroom Requests

Classroom assignments at DKES are selected by the building Admististrator. Student classroom assignment is a data driven decision and many parameters are considered when making class lists. Once the school year has begun, teacher and classroom change options are limited. At DKES, we do recognize that there are extenuating circumstances. Changes made in placement in a classroom is an Administrative Decision.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Anne Crylen, Director of Student Services.

Summer School

Summer school is invite only for those who qualify by IRIPs intervention services based upon IRIPs and/or reading and standardized testing given throughout the school year.

Section III: Student Clubs, Activities, and Athletics

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Due Process

1. The student shall be informed of the reason for his/her possible disciplinary action/suspension. Provisions shall be made for the student to be heard and to present his/her view of the occurrence.
2. An informal investigation shall be conducted by the administration for the purpose of obtaining all information pertinent to a fair decision.
3. Access to an appeal procedure.

Appeal Procedures

While most disciplinary actions are final, a parent/guardian who believes the suspension is unjustified may proceed as follows:

- Initiate appeal by contacting the principal within 24 hrs of the suspension to request a meeting.
- If dissatisfaction still exists at this level, a meeting may then be requested with the superintendent. Contact must be made within 24 hours of the previous action taken.

- Appeal meetings/hearings are expected to be held during school hours.
- During the appeal process, the student will be allowed to attend classes at the discretion of the principal. Separation of the student from the school may be necessary to ensure the safety and welfare of all concerned.
- The student has the right to be represented by legal counsel at any point in the process.

Forms of School Discipline & Applicable Due Process

After-School Detention

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

Saturday School

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the

building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.]

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or

extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)	Days (ISS/OSS)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral	10 days OSS and referral to Delton Kellogg Board of Education for possible expulsion
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral	5 days OSS and referral to Law Enforcement
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Suspension or Expulsion	1st & 2nd offense- Behavioral referral to PSR & parent contact 3rd offense- Behavior Plan signed by parent/student 4th offense- OSS for the day 5th offense- OSS for day and 1 day OSS 6th offense- 2 days OSS 7 or more- 5- 10 days OSS
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with	• Restorative Practices	10 days OSS and referral to Delton

a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral	Kellogg Board of Education for possible expulsion Threat Assessment / Admin Review
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral	5 days OSS, Possible Expulsion based on intent Threat Assessment / Admin Review
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral	5 days, Possible Expulsion, Police Report Threat Assessment / Admin Review
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral	10 days, Rec Expulsion, Police Report
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through	• Restorative Practices • Parent	1st offense- 1day OSS 2nd offense- 2 day

intentional use of force or violence.	Notification ● Suspension or Expulsion up to 180 school days ● Police Referral	OSS 3rd offense- 3 day OSS 4 or more 5-10 days OSS
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion from all Michigan public schools ● Police Referral	1st offense- 2 day OSS 2nd offense- 4 day OSS 3rd offense- 5-10 day OSS and possibly rec expulsion
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral	1st offense- 1-33 day OSS 2nd offense- 3-5 day OSS 3rd offense- 5-10 days OSS, Rec Expulsion, Police Report
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	● Restorative Practices ● Credit Loss or Grade Reduction ● Parent Notification ● Suspension or Expulsion	1st offense- parent contact 2nd offense- 1 day OSS 3rd offense- 2 days OSS
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	● Restorative Practices ● Parent Notification ● TItle IX Investigation ● Suspension or	3 Days OSS

	Expulsion	
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral	10 days OSS and referral to Delton Kellogg Board of Education for possible expulsion
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion	3 Days OSS
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Title IX Investigation • Suspension or Expulsion • Police Referral	5 Days OSS referral to Law Enforcement
Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral	1st offense- Behavioral referral to PSR and parent contact 2nd offense- Removal of technology for one week & parent contact 3rd offense- Removal of

		technology for semester & parent contact

Discipline Overview

Two of the most important lessons education teaches are respect and responsibility. DKES promotes a positive behavior support system (SK2R) and students are expected to behave in an acceptable manner and always consider the rights, safety, property, and feelings of others. All behavior has consequences. Students exercising self-discipline, respect, and responsibility will have positive consequences for their choices. Students who choose inappropriate behavior will face appropriate consequences. Each situation will be assessed individually.

DKES has an obligation to its students and their parents to provide an atmosphere where students can learn and develop to the best of their abilities. Positive consequences and discipline will be used to provide a safe and orderly environment for everyone.

Student Responsibility: Students are expected to follow the student Code of Conduct and be aware of its content. Students are expected to take responsibility for their actions. Students must be aware of the consequences for continued unacceptable behavior.
Teacher Responsibility: When teachers are having difficulty with individual students regarding behavior and/or academics, they will choose the appropriate strategies/consequences for working with the students and keep a written record of their efforts.
Parent/Guardian Responsibility: Parents/Guardians are expected to review and have an awareness of the student Code of Conduct.

Minor Behavior Violations

The teacher/staff, working with the student, initially handles minor behavior violations. Warnings, reminders, phone calls etc…. may occur to help children become aware of expectations. Following warnings/reminders offenses will be dealt with as described in the section: Procedures for Minor Behavior Violations.

1. All Behavior – potentially disruptive or unsafe: running, pushing, shoving, horseplay, etc… on any school grounds/bus stops.
2. Cafeteria Behavior: throwing food, not taking care of trays and water properly, not staying in the cafeteria and/or designated areas.
3. **Food/Beverages in halls**: Open food and beverage containers are not allowed in halls/lockers. These items will be confiscated and only returned upon discretion of the teacher/staff member.
4. Insubordination: refusal to follow a reasonable request/directive by school personnel.
6. Student Appearance: clothing determined to be in violation of our dress code
7. Uncooperative Classroom Behavior: not following directions, throwing paper, spit wads, interrupting or talking out, disrespect, and/or using put-downs.
8. Classroom Ethics: cheating, plagiarism, forgery, etc….
9. Public Displays of Affection: romantic affection such as hand holding, arms around each other, hugging, kissing, etc… are not permitted on school grounds or during school sanctioned events.
10. Teasing/Taunting: persistent unwanted joking/ teasing, unwanted comments and disrespect for another person's property/self; may include verbal, electronic or written
11. Behavior with a Substitute Teacher/Volunteer: uncooperative behavior with substitute teachers may range in consequences from classroom removal to suspension.
12. Misuse of Internet/Network/Technology (minor): may result in restriction from internet usage or DK technology for up to one week.
13. First time possession of media (CD, magazine, video/music clip etc.) with inappropriate content depicting/advocating use of/for violence, sex, drugs, alcohol, etc…
14. Inappropriate language or gestures: use of offensive or vulgar language or acts.
15. Unauthorized areas: for example: dugouts, high school, playgrounds etc….

Procedures for Minor Behavior Violations

Teachers will handle minor behaviros in the classroom. When needed there will be added support from Behavior Lisasion and/or Admin. Upon repeated warnings/reminders/conversations the Level System will begin. In all instances, problem solving conversations will occur with the referring staff member. Once a student has been removed from class for the same minor violation, a leveling system will begin and restoration will take place before student re-enters the classroom.

1. A behavior plan will be developed by the student and behavior liasion and be

approved by staff and parent
2. Administration involvement. Notification will be sent home informing the parent/guardian of the level three status and potential future consequences if behavior persists (Persistent Misconduct). The student will again develop a behavior plan, confer and receive agreement from the teacher and obtain parent signatures.

Note in some instances a student may be required to serve lunch detention, to write a plan, or confer with the teacher. In other instances a student may be released from another class to confer/problem solve with the referring staff member.

The goal of this process is to help students make more responsible choices. Therefore, if a student has shown improvement by making appropriate choices, they could remain at the same point in the process if they are written up again. This decision will be made by the teacher/team and/or administration.

Major Behavior Violations

When the judgment of the administration, faculty or staff, a student's behavior adversely influences others, interferes with the educational process, or infringes on the rights of others, this behavior is grounds for suspension and possible expulsion from the Delton Kellogg Schools.

Examples – but not limited to:

1. Persistent disruptive, disrespectful, disobedience misconduct
2. Gross insubordination: blatant, disrespectful, disruptive refusal to follow a reasonable request/directive by school personnel
3. Profanities/Obscenities: gross use of unacceptable, offensive or vulgar language or acts
4. Bullying/Intimidation: severe/persistent use of physical aggression or taking the victim's property; verbal or physical harsh, hurtful teasing or intimidation; attempting to control relationships by persuading rejection of others; this may include verbal, electronic or written intimidation because of a person's race, ethnicity, color, religion, gender, national origin, sexual orientation, disability or physical characteristic(s).
5. Harassment: prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or legally

protected characteristics

6. Extortion: obtaining another's possessions through the use of verbal intimidation or threats. \
7. Fighting

   Verbal Altercations: verbal utterances of violence or alluding to violence between two or more students

   Physical Altercations: physical acts of violence or leading to violence between two or more students (1-10 days OSS)
8. Theft: taking of someone else's property
9. Vandalism: intentional property and/or equipment damage (see unlawful behavior)
10. Possession of a laser pointer: 1st offense – the laser will be confiscated and kept in the office until a parent picks it up. 2nd offense – will result in a minimum 1 – 3 day suspension
11. Second offense or Serious Misuse of Internet/Network will result in a minimum 1 – 3 day suspension and a loss of access to the internet and/or computers for a minimum of one week. Continued misuse will lead to increased consequences. Some examples of misuse are: sexually explicit material or information which could present a safety threat to persons or property.
12. Second time possession of media (CD, video clip, magazine, etc…) with inappropriate content depicting/advocating use of/for violence, sex, drugs, alcohol, etc…
13. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
14. Possession/Use/Sale of lighters, matches and/or drug paraphernalia is prohibited on school premises
15. Possession/Use Sale of non-prescription drugs (out of accordance with the mediation policy) is prohibited on school premises

Procedures for Major Behavior Violations

Major Behavior violations will be referred to administration in writing by teachers and/or staff members. Informal investigation will occur and students will be afforded their due process rights. The administration has the final decision as to what consequences will be issued.

Students who are assigned a suspension by a building administrator will be afforded the opportunity to make up class work missed for credit..

In some instances, contingencies may be put in place prior to a student returning to school or the classroom. Also, a reduction in the number of days served as suspension may occur if written documentation is provided for appointments /attendance at rehabilitation services,

substance use/abuse classes etc… Parents/Guardians are responsible for all such costs.

NOTE: When deemed by the administration that major.

Consequences for Major Behavior Violations

Committing any major behavior violation may impact a student's ability to participate/attend curricular and non-curricular field trips. Committing an unlawful behavior violation will result in a denial of an invitation to non-curricular trips, or curricular trips where content can be delivered at school. Decision to be made by administration. Note: if a student is denied attending a curricular trip, an alternative form of the curriculum covered will be provided.

Other Major Behavior Consequence Options Include (but are not limited to):

1. Conferences – meetings may include students, teachers, parents, counselors, and administration.
2. Time Out - isolation of a student for the purpose of calming them down and/or removing them from a situation.
3. Community Service – providing service for the school and/or community, for example, light custodial work (generally served after school in one hour increments)
4. Referral to outside agencies
5. Classroom suspension – removal of the student from a specific classroom/class.
6. Suspension (1-10 days) out-of-school suspension (OSS) or in-school-suspension (ISS). The administration has the final authority as to whether a suspension is in-school or out-of-school. **During the time of any suspension or expulsion, students are not allowed on school property at any time (not including time spent in the building for ISS). This means you will not be allowed to attend and/or participate in any school sponsored athletic program or other school sponsored activities.**
7. Contracts – include targeted behavior (daily) and progressive disciplinary action for failure to meet expectations/positives for meeting expectations.
8. Re-Entry Conferences – a conference with parents and teachers and/or administrators may be required before a student will be allowed to return to the classroom.
9. Adjusted school day – a reduction in the hours of the school day or number of days per week in attendance.
10. Police reports – the police will be contacted if deemed necessary
11. Meetings with Superintendent/Board of Education members – before recommending further disciplinary action or expulsions
12. Expulsion: removed from Delton Kellogg Schools.

Section V: Building-Specific Rules and Procedures

Student Dismissal/Pick up Procedures

Leaving School Early

To prevent disruptions to the classrooms, all early pickups must be communicated with the office (written note, a phone call, or email) prior to **2:00 PM**. All students must be signed out in the elementary office when leaving early. Leaving early is defined as any time prior to 2:50. Parents/guardians must come directly to the office. The secretary will call the student to meet them in the office. Parents/guardians are not to go to the classroom to retrieve their student to help prevent disruption of the classroom. For the safety of our students, only parents/guardians and those listed on the student's Emergency Card/Pick-up Note may sign out a student. If someone not listed on the student's Emergency Card/Pick-up Note needs to pick up a student, please see "Changing Your Student's End of the Day Plan". Also see "Absences/Attendance" regarding attendance and leaving school early. Please note that all uncommunicated early pickups may not happen immediately. Students will finish the task they are working on, clean up their workspace, or finish meetings/assemblies before being allowed to leave. Please help us by planning ahead.

Changing your Student's End of Day Plan

Students will follow their normal transportation plan unless one of the following is done. Changing your student's end of the day plan includes leaving school early.

1. The student brings a signed note from a parent/guardian to school and gives it to their teacher. This change will be logged in the office. A parent/guardian can call the office **prior to 2:00 p.m.,** and a note will be delivered to the student's teacher.
2. A parent/guardian can email the office **prior to 2:00pm,** and a note will be delivered to the student's teacher.
3. Plan changes include temporary changes to the Emergency Card/Pick-Up Note and any pick ups prior to normal dismissal.
4. Changes to this plan will not be accepted after 2:00 p.m. except in the case of an emergency situation.

Student Dismissal for K-4 Pickups

Parents will follow the drop off lane just like they do in the morning, but utilize both lanes. first pick-up spot will be the far North end of the gymnasium. We will have spotters with cellphones relaying the numbers displayed in the vehicles that match the number assigned to each student. We will start our pick up loop at 2:50 and will be out there until 3:00. Pick up vehicles are **REQUIRED** to have numbers displayed and visible for all spotters.

Students will be staged in the gymnasium and escorted out to the appropriate vehicle.

1. Students/families are all assigned a number and it will be displayed on the student's-backpack. The assigned number will correlate to the number displayed in the~~ir~~ parent's or guardian's vehicle.
2. If a parent makes changes for the end of the day it is their responsibility to get their number to the family member or friend that will be picking up their student. If they do not have a number they will need to park and we will check the parent pick up list and make sure the person picking up the student is on the list and has been cleared for pick up.

Crosswalk

Our community has a crosswalk located directly in front of the elementary school. We encourage any student who must cross M-43 to cross at the crosswalk.

Bus Riders

1. Teachers will escort all bused students to their assigned buses.
2. Parents, guardians or siblings may NOT remove students off of school buses.
3. A DKES staff member is the only adult allowed to retrieve a student from a bus for the parent/guardian-upon request. For bus changes, please see "School Bus Transportation".

Pick up and Drop off for Preschool Students

All preschool parents/guardians are to use the preschool door for preschool drop offs at 7:45. Any DK preschool parent/guardian volunteering in the building must enter the building at the main office doors, sign in to receive a "Visitor's Badge." Any preschool parents/guardians arriving early to pick up their student prior to the designated pick up time must enter our building through the main office entrance. Only families with pre-school children, are allowed to drop off at pre-school doors. Staff will be checking families in as they enter the building.

Pick up and Drop off for Panther Clubhouse and Wrap Around

Please refer to the Panther Clubhouse handbook for exact opening and closing times. Parents/guardians entering the building during school hours must enter at the office, your student will be brought to you there.

Telephone

The office telephones must be free for school business and may be used for discipline, illness and emergency calls only. The office phone is to be used only before and after school, during lunch (with a pass), and with a pass from the teacher during class time. It is not recommended but, if parents wish their child to use a cell phone, they are to report to the office and make the call in the presence of office personnel. In all cases, students must have permission to use phones during school hours. Making false 911 phone calls is illegal and will be referred to law enforcement officials.

Assemblies

Throughout the year, elementary classes may attend, participate, or perform in assemblies that are sponsored by PIE (Partners in Education), the student council, administration, and various classes at DKES. These activities are considered an extension of the classroom. Student behavior at these events is a reflection of our school and community, thus students are expected to demonstrate self-control and respect so that participation and observation can be enjoyed by all in attendance. Behavior should be in alignment with our code of conduct. Should a concern arise that a student has repeatedly demonstrated the inability to follow such guidelines, a teacher and administrative decision may be made that the student may not attend. Parents will be notified of any such decisions prior and other arrangements will be made.

Some assemblies are outside of our building. In such cases where our students need to travel, parents/guardians must sign out of the office prior to departure and travel to the assembly site on their own. Students will be escorted to the assembly site by DKES staff. During the assembly, parents/guardians are to be seated in the designated locations. Upon the conclusion of the assembly, DKES staff will escort the students back to their classrooms. For safety, security, and organization of all students, parents/guardians are not to travel back with the students. Any changes to student's end of the day plans must be communicated with the office prior to 2:00pm. For safety, security, and organization of all students, early sign outs from the office on the special assembly days will not be permitted. Please plan accordingly.

APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION (INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.

B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.

C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.

D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.

E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.

F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.

G. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements and Policy Notice.

APPENDIX B: ANTI-BULLYING

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

   a. substantially interfering with a student's educational opportunities, benefits, or programs;

   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 District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited. DKES utilizes Okay2Say

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. “Telecommunications access device” means any of the following:

   a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

   b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications service provider” means any of the following:

   a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

   b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted: 7/1/2025

Date revised:

Appendix C: Protection of Pupil Rights

5308-F Protection of Pupil Rights

PPRA Notice and Consent/Opt-Out

The Protection of Pupil Rights Amendment (PPRA) requires that the District notify you and obtain your consent, or allow you to opt your student out of, participating in any school survey, analysis, or evaluation that involves one or more of the following 8 subjects ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's Parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's Parents; or
8. Income, other than as required by law to determine program eligibility.

The notification and opt-out requirement also applies to the collection, disclosure, or use of a student's personal information for marketing purposes ("marketing surveys") and certain physical exams and screenings.

Below is a list of the protected information or marketing surveys that require parental notice and consent or opt-out for the upcoming school year. You have the right to review a protected information or marketing survey before it is given to your student to determine whether you want your student to participate. If you want to review materials that will be used in a protected information or marketing survey please submit your request to Building Principal. The Superintendent will let you know where and when you may review those materials.

If the District schedules a protected information or marketing survey after the school year starts, the District will notify you within a reasonable amount of time and give you an opportunity to consent or opt your student out. The District also will give you an opportunity to review the newly scheduled surveys or instructional materials.

Sample disclosure list of surveys/activities

Surveys/Analyses/Evaluations funded by the U.S. Department of Education

- *Provide approximate dates, grades of students affected, summary of survey/activity*
- *Parents must be notified of survey/analysis/evaluation and must consent in writing*

I _____ allow my student, _____, to take the _____survey of on _____ (date).

_____
Parent signature

Please return this form no later than September 15 to the following school official:

Building Principal, 327 N. Grove Street Delton, MI 49046

Surveys not funded by the U.S. Department of Education

- *Provide approximate dates, grades of students affected, and summary of survey/activity.*
- *Parents must be notified of survey/analysis/evaluation and have right to opt out.*

Contact DKES Principal at 269-623-1535 or 327 N. Grove Street Delton, MI 49046 no later than September 15, if you do not want your student to participate in this survey/activity.

Activities involving collection/disclosure/use of student directory information for marketing

- *Provide approximate dates, grades of students affected, and summary of survey/activity.*
- *Parents must be notified of survey/analysis/evaluation and have right to opt out.*

Contact Building Principal at 269-623-1535 or 327 N. Grove Street Delton, MI 49046 no later than September 15, if you do not want your student to participate in this survey/activity.

Non-emergency, invasive physical exam or screening (administered by school but not necessary to protect immediate health or safety of student)

- *Provide approximate dates, grades of students affected, and summary of activity.*
- *Parents must be notified of activity and have the right to opt out.*

Sample disclosure list of surveys/activities

Contact Building Principal at 269-623-1535 or 327 N. Grove Street Delton, MI 49046 no later than September 15, if you do not want your student to participate in this activity.

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

5309-F-2 Directory Information and Opt-Out

Student's Name: _____

School: _____ Grade:_____

The Family Educational Rights and Privacy Act (FERPA) requires that Delton Kellogg Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by September 15th.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

"Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

a. student names, addresses, and telephone numbers;

b. photographs and videos depicting a student's participation in school-related activities and classes;

c. date and place of birth;

d. major field of study;

e. grade level;

f. enrollment status (e.g., full-time or part-time);

g. dates of attendance (e.g., 2023-2027);

h. participation in officially recognized activities and sports;

i. weight and height of athletic team members;

j. degrees, honors, and awards received; and

k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

Delton Kellogg Schools *may not* disclose my student's directory information for the following purposes:

A. student names, addresses, and telephone numbers;
B. photographs and videos depicting a student's participation in school-related activities and classes;
C. date and place of birth;
D. major field of study;
E. grade level;
F. enrollment status (e.g., full-time or part-time);
G. dates of attendance (e.g., 2023-2027);
H. participation in officially recognized activities and sports;
I. weight and height of athletic team members;
J. degrees, honors, and awards received; and
K. the most recent educational agency or institution attended.

☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.

☐ For School or District auto-dialer system to communicate School or District information.

☐ To news media outside the School or District.
☐ To the School PTO or District Parent organization.

☐ To other groups and entities outside of the School or District, including community, advocacy, and/or Parent organizations.

☐ On official school-related websites or social media accounts.

☐ On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.

☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

_____ _____

Parent/Eligible Student Signature Date

5309 Student Records and Directory Information

The District may collect, retain, use, and disclose student education records consistent with state and federal law.

A. Definitions

1. An "education record" is a record directly related to a student that the District or its agents maintain, except that an education record does not include:

   a. records kept in the maker's sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;

   b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;

   c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student's treatment (exclusive of remedial educational activities or educational activities that are part of the District's instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student's choice);

   d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person's attendance as a student in the District;

e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or

f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person's employment, and are not available for any other purpose. Records relating to a person employed as a result of that person's status as a student are, however, "education records."

2. "Personally identifiable information" means a student's name; the name of a student's Parent or family member; the student's address or the address of a family member; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

3. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

   a. student names, addresses, and telephone numbers;

   b. photographs and videos depicting a student's participation in school-related activities and classes;

   c. date and place of birth;

   d. major field of study;

   e. grade level;

   f. enrollment status (e.g., full-time or part-time);

   g. dates of attendance (e.g., 2023-2027);

   h. participation in officially recognized activities and sports;

   i. weight and height of athletic team members;

   j. degrees, honors, and awards received; and

   k. the most recent educational agency or institution attended.

   The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's

participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

B. Collection and Retention of Records

School officials may collect and retain information about the District's students that is reasonably necessary for the District to perform its role as a public school district, including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

The Superintendent or designee will ensure that all student records are retained consistent with the Records Retention and Disposal Schedule for Michigan Public Schools and Policy 3502 and that reasonable steps (including, without limitation, physical or technological controls) are taken to protect education records, including those stored electronically, from inadvertent or unauthorized disclosure.

C. Right to Inspect and Review Education Records

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Parents may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

The District will make arrangements for a Parent or eligible student to inspect and review the student's education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or, if the student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing.

D. Right to Request Explanation or Interpretation of Student Education Records

A Parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

E. Right to Request Amendment of Education Records

A Parent or eligible student may request that a student's education record be amended if the Parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. The Superintendent will develop administrative guidelines explaining the process by which a Parent or eligible student may request an amendment to the student's records and that the Parent or eligible student has the right to a hearing if the District refuses the request.

F. Disclosure of Education Records to School Officials

A school official may receive and review personally identifiable information from a student's education record only if the school official has a legitimate educational interest in the information. A school official has a "legitimate educational interest" if the record review is necessary for the school official to perform an administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the student or the student's family. For purposes of this Policy, a "school official" is any person employed by the District. The Board further designates the following persons and entities as "school officials":

1. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);

2. a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, an employee of an intermediate school district, or an authorized information technology specialist);

3. a Parent or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and

4. a person, including a volunteer, who is assisting another school official in performing the official's duties.

The above-identified persons and entities must: (a) perform institutional services or functions for which the District would otherwise use its own employees, (b) be under the direct control of the District as to the use and maintenance of education records, and (c) be subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

The Superintendent or designee will adopt procedures, including physical and technological controls, to ensure that only those school officials with a legitimate educational interest may access personally identifiable information from a student's education records.

G. Disclosure of "Directory Information"

Except as otherwise stated in this Policy, school officials may disclose "directory information" without the prior written consent of a Parent or eligible student unless the Parent or eligible student specifically notifies the District that the Parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

The District will provide Parents and eligible students with a Directory Information Opt Out Form, listing all uses for which it commonly discloses student directory information. The form will allow the Parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

The Superintendent or designee will provide the Directory Information Opt Out form to all Parents or eligible students within the first 30 days of the school year. The form will also be made available at a Parent's or eligible student's request at any time during the school year. If the Parent or eligible student does not return the form, the District may release directory information as permitted by law. The Directory Information Opt Out form will be kept on file for 1 year.

To ensure that directory information is not improperly used, the Superintendent or designee may require that a person requesting directory information execute an affidavit stating that, if disclosed, the directory information will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

The District will not disclose a student's or Parent's phone number or address or the Parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's Parent notifies the District that the student or the student's Parent has obtained a participation card issued by the department of attorney general.

H. Disclosure of Education Records to Another School

School officials may release or disclose personally identifiable information contained in a student's education record without the consent of the Parent or eligible student to another school or post-secondary institution in which the student seeks or intends to enroll, is enrolled, or from which the student receives services, if the disclosure is related to the student's enrollment or transfer.

I. Tagged Records and Record Transfers

Upon notification by a law enforcement agency that a student under age 17 is missing, the building principal or designee will tag the student's record in a manner that will alert both District and ISD personnel that the student is

considered missing. Within 7 calendar days after receiving notice from a law enforcement agency that a student is no longer considered missing, the building principal or designee will remove the tag from the student's record.

Within 30 calendar days after receiving a request from a school in which a student has enrolled, the building principal or designee will forward the student's education records to the requesting school unless the student's record has been tagged as described in this Policy. If the record has been tagged, the building principal or designee will not forward the student's education records to the requesting school and will notify law enforcement.

J. Disclosure to a For-Profit Business Entity

School officials will not sell or otherwise provide any personally identifiable information that is part of a student's education records to a for-profit business entity, except as follows:

1. an employee or agent of a business entity acting as a "school official" as defined in this Policy;
2. pursuant to a management agreement between a public school academy and an educational management organization;
3. as necessary for standardized testing; or
4. as necessary to a person who is providing educational or educational support services to the student pursuant to a contract with the school.

K. Disclosure of Education Records in Response to Subpoena/Court Order

To the extent consistent with state law, including the nondisclosure requirements of Revised Judicature Act Section 2165, school officials may release or disclose personally identifiable information contained in a student's education records without the consent of the Parent or eligible student upon receipt of a court order or lawfully issued subpoena requiring disclosure of the information. To the extent permitted or required by law, before complying with a court order or subpoena, school officials must notify the Parent or eligible student, in writing, that the District intends to comply with the court order or subpoena.

L. Disclosure of Education Records in Other Circumstances

Except as provided in this Policy, the District and its employees and agents are prohibited from disclosing personally identifiable information from a student's education records without the written consent of a Parent or eligible student unless the disclosure is otherwise permitted or required by law, including, without limitation, if the disclosure is:

- necessary because of a health or safety emergency;
- to authorized state or federal officials;

- in connection with a student's application for or receipt of financial aid;
- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

A school official may not disclose personally identifiable information from a student's education records unless disclosure is consistent with the requirements of state and federal law, including FERPA.

M. Disclosure Logs

The Superintendent or designee will maintain, to the extent required by law, a log of those persons to whom personally identifiable information from a student's education records has been disclosed. The record will identify the student whose information was disclosed, the person or entity who requested or received the information, the information that was disclosed, the date the Parent or eligible student provided written consent (if necessary for the disclosure), a legitimate reason for the disclosure, and any other information required by law.

Subject to the limitations below, a Parent or eligible student may request, in writing, information related to disclosure of personally identifiable information by the District. This information includes:

- the specific personally identifiable information that was disclosed by the District;
- the name and contact information of each person, agency, or organization to which the District disclosed the student's personally identifiable information; and
- the legitimate reason that the person, agency, or organization had in obtaining the personally identifiable information.

The District is not required to provide information about the disclosure of personally identifiable information if the personally identifiable information is:

1. provided to MDE or CEPI;
2. provided to the eligible student or the student's Parent;
3. provided to an intermediate school district providing services pursuant to a written agreement;

4. provided by an intermediate school district to a school district or to a public school academy in which the pupil is enrolled or to a school district or public school academy providing services to the pupil pursuant to a written agreement;

5. provided to a person, agency, or organization with the written consent of the eligible student or the student's Parent;

6. provided to a person, agency, or organization in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;

7. provided as necessary for standardized assessments that measure the student's academic progress and achievement;

8. covered by the District's Directory Information Opt Out Form, unless the Parent or eligible student has signed and submitted the Opt Out Form.

N. Video Recordings

A video recording that is directly related to a student may be an "education record" (e.g., when it is maintained to document student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The Superintendent or designee will determine, on a case-by-case basis, upon receipt of a request for the video's disclosure, whether a particular video is an "education record" and whether it contains "personally identifiable information" about a student. If the Superintendent or designee determines that a video recording is an "education record," its disclosure and the rights of Parents and eligible students to inspect and review the video recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

O. Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official's right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a student's education records to law enforcement without the prior written consent of a Parent or eligible student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or a court order or subpoena).

If a school official reports possible criminal activity of a student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the student's special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written consent to transmit the records of a student with a

disability immediately after reporting the student's potential criminal activity to authorities.

P. Disclosure of Information to Military Recruiter

The District will provide recruiters of the Armed Forces of the United States with at least the same access to the high school campus and to directory information as is provided to other entities offering educational or employment opportunities to those students, as required by state and federal law. "Armed Forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student's directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written "opt out," school officials may not release the student's directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.

Q. Annual Notice Requirements

The Superintendent or designee will send an annual notice to Parents and eligible students notifying them of the following:

1. the right to inspect and review their student's education records;
2. the right to seek amendment of their student's education records, the process for requesting amendment, and applicable hearing procedures;
3. the identity of designated "school officials" and the definition of "legitimate educational interest";
4. the definition of "directory information" and notice that their student's directory information may be disclosed without consent unless the Parent or eligible student opts out of allowing disclosure;
5. the District's practice to disclose a student's education records, including disciplinary records, to another school or post-secondary institution in which the student seeks or intends to enroll or is enrolled;
6. the right to consent to the disclosure of personally identifiable information from a student's education record before its disclosure, unless a nonconsensual disclosure is otherwise authorized by law;
7. the right to opt out of disclosure of directory information to recruiters for Armed Forces of the United States and their service academies;

8. the right to file a complaint with the U.S. Department of Education alleging that the District violated FERPA; and

9. the right to obtain a copy of the Board's policies and administrative regulations about student records.

Appendix E: Acceptable Use Agreement

Series 3000: Operations, Finance, and Property & & 3100 General Operations

3116-F-1 Agreement for Acceptable Use of Technology Resources Students

Grades K-4

_____ _____

Building/Program Name Student Name

I understand that I may be permitted to use the school's computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my Parent or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my Parent or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my Parent or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my Parent.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

_____ _____

Student Signature Date

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

Parent Signature _____ Date _____

cc: Parent, student file

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Agreement and agree to its terms.

_____ _____

Parent Signature Date

cc: Parent, student file

Appendix F: Athletic Code of Conduct

Participation in Delton Kellogg's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Greta Munger 269-623-1524

greta.munger@dkschools.org

Assistant Athletic Director: Hunter Myers 269-623-1222

hunter.myers@dkschools.org

Available Sports

Fall Sports	
Sideline Cheer-Girls	9th-Varsity
Cross Country-Boys/Girls	7th-Varsity
Football-Boys	7th-Varsity
Soccer-Boys	9th-Varsity-CoOp with Martin
Volleyball- Girls	6th-Varsity
Swim & Dive-Girls	6th-Varsity- CoOp with Hastings

Winter Sports	
Basketball-Boys	6th-Varsity
Basketball-Girls	6th-Varsity
Competitive Cheer	6th-Varsity
Wrestling	7th-Varsity
Swim & Dive-Boys	6th-Varsity- CoOp with Hastings

Spring Sports	
Baseball-Boys	9th-Varsity
Softball-Girls	9th-Varsity
Soccer-Girls	9th-Varsity- CoOp with Martin
Track & Field- Boys/Girls	6th-Varsity
Golf-Boys	9th-Varsity- CoOp with Martin

Participation Fees

Student athlete participation fees are as follows:

High School
$90 ($85 participation fee + $5 insurance fee)
$45 ($40 participation fee + $5 insurance fee) If student qualifies for reduced lunch
$5 ($5 insurance fee) If student qualifies for free lunch
Middle School
$50 ($45 participation fee + $5 insurance fee)
$25 ($20 participation fee + $5 insurance fee) If student qualifies for reduced lunch
$5 ($5 insurance fee) If student qualifies for free lunch

ALL ATHLETES MUST PAY $5 INSURANCE FEE
Please note that if your student participates in more than one sport during a season, the $5.00 insurance fee is paid only one time—not for both sports. (But, you do owe the $5.00 insurance fee for EACH SEASON, fall, spring and winter.) For instance, if your high school student participates in fall football and soccer, the total fee would be $175 ($85 + $85 + $5) for a student paying full lunch price, $85 ($40 + $40 +$5) if the student qualifies for reduced lunch, or $5 if the student qualifies for free lunch.

Family cap information: Families pay a maximum of 4 participation fees per school year. After the fourth sport of participation (regardless of whether Middle School or High

School), the student will only be required to pay the $5 insurance fee. This pertains to school-sponsored athletics only.

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

The District will comply with the concussion protocol in Policy 5712.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association.

7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent Involvement

5401 Parent Involvement in Education

A. Parent Involvement

The District will take the following steps to encourage Parent involvement in their student's education:

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.

   a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.

   b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.

2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

   Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.

   Parents are not permitted to observe testing.

3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.

4. A copy of this Policy must be included in the Student Handbook.

5. See Policy 5405 for Parent and Family Engagement Policy at schools receiving Title I funds.

B. Assessments and Surveys

1. State assessments

   Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.

2. National Assessment of Educational Progress

   As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

   The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

3. Surveys

   Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

Legal authority: MCL 380.1137, 380.1280b, 380.1295, 380.1507(3)

Date adopted: 7/1/2025

Date revised: 7/22/2025