

Elementary Student/Parent Handbook

for

BANGOR TOWNSHIP SCHOOLS

Welcome to Bangor Township Schools. All the members of the staff are pleased to have you as a member of our Bangor family and will do our best to help make your experience as productive and successful as you wish to make it.

Bangor Central Elementary School
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208 State Park Drive
684-8891

Bangor Lincoln Elementary School
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Adopted by the Board of Education on 5-19-25

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ANNUAL ACKNOWLEDGMENT OF HANDBOOK

I understand that it is my responsibility as a Bangor Township School student to be aware of the contents of this manual.

I understand that claiming ignorance of the information contained in the Bangor Township Schools Elementary Handbook does not exempt me from consequences due to my choices and behaviors. I am responsible for my choices and behaviors.

My signature below signifies that I have received, read, and agree to abide by the Bangor Township Schools policies and procedures described in the Elementary School Handbook.

Online Signature: Click Here

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2020**.** If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.bangorschools.org by clicking on "Student Handbook" and finding the specific policy or administrative guideline in the Table of Contents for that section.

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of Bangor Township Schools. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2024 the language in the most current policy or administrative guideline prevails.

VISION OF THE DISTRICT

Bangor Township Schools is committed to providing dynamic learning experiences that prepare students for the opportunities of tomorrow.

Bangor Township Schools K-12 education will ensure that all students will develop their potential in order to lead productive and satisfying lives. All students will engage in challenging and purposeful learning that blends their experiences with content knowledge and real world applications in preparation for their adult roles, which include becoming:

- Literate individuals
- Effective communicators
- Healthy and fit people
- Responsible family members
- Collaborative, productive workers
- Involved citizens
- Self-sufficient individuals
- Lifelong learners

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Jamie Doran
Director of Human Resources
989-684-8121

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

PARENT/GUARDIAN INVOLVEMENT

District Parent Involvement Plan

Bangor Township Schools parent involvement policies are a joint effort between building leaders, district leaders, and the Board. The policies are reviewed annually.

The district supports building level parental involvement by:

- Providing support necessary to assist schools in planning and implementing parental/guardian involvement to improve student academic achievement and school performance.
- Building the schools' and parents'/guardians' capacity for more effective involvement.

Building Level Requirements

- Annual evaluation of the effectiveness of the school's Title I parent involvement policy and parent/guardian activities will be conducted, including:
    - Academic quality of the school has improved
    - Parent/guardian participation has increased, and
    - Barriers exist that hinder greater participation by parents/guardians.
- This evaluation, distributed to all of the school's Title I parents, may be conducted through a written survey, an electronic survey, or in person.
- The evaluation findings must be documented and summarized and indicate how the information will be used to improve the parent/guardian involvement program at the school.

School Parent/Guardian Involvement Procedures

The school's written procedures must describe how the school will hold a Title I Parent/Guardian Meeting each fall. Schools must offer a flexible number of meetings to encourage parent/guardian participation. To increase participation, schools can offer meals, provide child care, or pair with other school events. School must address the following at the meeting:

- inform parents/guardians of their school's participation in Title I,
- explain Title I requirements, and the parent's/guardian's right to be involved, relating to the child's education
- Involve parents/guardians in the planning, review and improvement of the parent/guardian involvement programs
- Provide parents/guardians of Title I:

- Timely information about Title I programs;
- School performance reports, including district/ school curriculum and common core state standards;
- Student's assessment results;
- Description and explanation of the curriculum used at the school and the types of assessments used to measure student progress;
- Additional opportunities for parents to offer suggestions and to participate in decisions relating to the education of their children.

School-Parent/Guardian Compacts
Each Title I school must develop a school-parent compact jointly with parents/guardians of Title I participating students that:

- Describes the school's responsibility to provide a high quality curriculum and enables Title I children to meet the district and state academic achievement standards.
- Describes parent's/guardian's role in supporting their children's learning, such as monitoring attendance, homework completion, television watching, volunteering in their child's classroom, participation in decisions relating to their child's education and positive use of extracurricular time.
- Addresses the importance of establishing ongoing, good communication between teachers and parents/guardians through: at least annual parent/guardian-teacher conferences, frequent progress reports to families on student academic progress, and reasonable access to staff and opportunities to volunteer, observe and participate in classroom activities.

Each year the school parent/guardian compact is signed by the parent/guardian, student, and teacher and kept on file in the building.

SCHOOL DAY

SCHOOL HOURS
All Bangor Township elementary schools begin at 8:15 a.m. and dismiss at 3:05 p.m.
Please do not bring your children to school before 8 a.m.

The number of minutes a child is in school is set and required by the State School Code. It is required by law that all children arrive at school on time each day and that they remain in school until the end of the day dismissal bell. Please do not pick your child up early from school except in the case of an emergency. When picking up children at the end of the day, parents are asked to remain in the designated parent areas. Parents/guardians may not go directly to classrooms or stand outside the classroom door. This is a distraction to students and end of the day instruction and procedures.

If there is going to be a change to your child's normal end of day routine, please notify the office via a signed note or phone call. You must call before 2:30 p.m. to notify us of any changes. Phone calls placed after 2:30 p.m. may not be relayed to student and teacher.

Tardies

If a student comes in late in the morning, before 8:45 a.m., they are considered tardy. After 8:45 a.m. it is a half day AM absence.
If they leave before 2:45 p.m., it is a half day PM absence.

STUDENT RELEASES DURING SCHOOL HOURS

For the safety of our students, children who leave school at a time other than regular dismissal times are to be dismissed to parents or guardians through the Elementary School Office only.

- *Parents/Guardians must come to the office and sign their child out.*
- *NO student is to ever leave school unless it is through the school office.*
- *Students will only be released to adults who are specified on the emergency form or with notification from parents. Adults who are not known to office personnel may be asked for identification.*
- *Students returning to school must be signed back in by a parent or guardian.*

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

STUDENT WELL-BEING

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

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office. Please give us written information about the health condition, signs and/or symptoms to

watch for and specific steps to follow in case of an emergency. When situations arise where we are unsure about a child's health condition, we will contact the parent, guardian and/or designee on the emergency card. A request will be made to pick up the child for an evaluation by a family physician or healthcare specialist.

INJURY AND ILLNESS

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

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

HOMEBOUND INSTRUCTION

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

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

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

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

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

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

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

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

SCHEDULING AND ASSIGNMENT

Elementary level

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. In isolated incidents, a phone call will be made to the parent for verbal permission, in order to release their child to someone that is not already listed.

TRANSFER OUT OF THE DISTRICT

Parents/guardians must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from the school, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents/guardians are encouraged to contact the Principal for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

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

LOCKERS

School lockers are the property of Bangor Township Schools and are assigned to students for the purpose of storing supplies, coats, or other essential school items. The administration has the right to search student lockers and the contents at any time, without notice, without student consent, and without a search warrant. State of Michigan House Bill 5233 states that students have no privacy expectations in the use of school lockers. The student is at all times responsible for material contained within the locker. Students have the responsibility of keeping their lockers clean and free of trash at all times and must be completely clean and empty out their locker at the end of the school year or upon the student leaving elementary school. Bangor Township Schools cannot assume responsibility for lost or stolen items. It is advisable for students to leave valuable items and cash at home. Personal locks may not be used on school lockers. Each student is responsible for the condition of his/her assigned locker. Items are not allowed to be placed on the front of lockers.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. We will try to contact parents/guardians first. If they are not available, we will use the names and numbers on the emergency card. If no one can be reached we will use our best judgment, including arranging for the child to go to the hospital. In all cases every effort will be made to reach you or your designee.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program. Please contact the school office any time during the school year if you have a change in address or telephone for the emergency card.

USE OF MEDICATIONS

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

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

B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the Principal's office.

D. Medication that is brought to the office will be properly secured. All medicine must be kept in the original pharmaceutical container, labeled with the child's name, type of medication, the dosage, and the times.

1. Medication must be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended.
2. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.

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

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

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

ASTHMA INHALERS AND EPI-PENS

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

NON PRESCRIBED (OVER THE COUNTER MEDICATIONS)

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

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent/guardian. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent/guardian along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child.

Cough drops are considered over the counter medication and also requires a consent form. We require that parents/guardians bring the medication to the office at the school. Do not send it with your child. **Only** authorized and trained personnel will administer the medication.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

The school has a high concentration of people, therefore, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Occasionally it is brought to our attention that a student may have live head lice. It is our policy to check the student and notify parents immediately.

If a child is sent home, parents/guardians need to seek and administer treatment. Parents/guardians must then bring the child to school the next day to be rechecked by office personnel. A student may not ride a school bus until the student is rechecked in the school office.

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

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

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

INDIVIDUALS WITH DISABILITIES

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

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

LIMITED ENGLISH PROFICIENCY

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

STUDENT RECORDS

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

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes: Name, address, phone number, grade level, dates of attendance, enrollment status.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent/guardian. Parents/guardians may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the website.

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

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

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

Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian or adult student

must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

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

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

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

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

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

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

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

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

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

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

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

STUDENT FEES, FINES, AND SUPPLIES

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student's family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152) Please avoid supplies that can be distracting. Supplies need to fit inside a properly closed locker (wheeled backpacks typically do not fit inside lockers).
Parents/guardians are responsible for the cost of textbooks and other supplies lost or damaged beyond reasonable wear and tear. Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Students are responsible for books checked out from the library.

STUDENT FUND-RAISING

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

1. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
2. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
3. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

4. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending themself to the point of potential harm.
5. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

HOMEWORK

Students are expected to come to school with all assignments completed as directed by the teacher. The building administrator and teacher has the right to make arrangements during in-school activities in order for the student to complete missing or unfinished work as deemed appropriate.

MEAL SERVICE

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

The school participates in the National School Lunch Program and makes lunches available to students. No glass bottles or pop should be included as part of a child's lunch.

In accordance with food service guidelines, no food purchased at a commercial establishment may be consumed within the building during breakfast or lunch hours.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, contact the Principal. All families are expected to complete a free/reduced eligibility application and household survey. This allows our district to receive state funding to support our nutritional services program.

FIRE, LOCK DOWN AND TORNADO DRILLS
The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a continuous alarm.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a pattern of three alarm bursts.

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

INCLEMENT WEATHER AND EMERGENCY CLOSINGS AND DELAYS
If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio and television stations.

The district's website and Facebook page will notify of the closing, as well an automated phone call to all primary phone numbers.

Please be sure your children come to school dressed for the weather. They are expected to wait outside before school, at the bus stop, and go outdoors for recess. When winter coats are needed, children should also have hats, boots, mittens or gloves and snow pants.

Weather conditions occasionally prohibit us from allowing children to be outdoors before school or during lunch break. Children will be kept indoors:

- when the temperature is below 10° F or
- when the wind chill is below 10° regardless of the temperature
- when it is raining
- when the playground is too wet or muddy

Parents/guardians and students are responsible for knowing about emergency closings and delays.

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

PARENTS/GUARDIANS AND VISITORS TO THE SCHOOL
Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering through the front entrance of the school to obtain a pass. Visitors must be prepared with their license or another form of identification to enter the school grounds. Any visitor found in the building without a pass shall be

reported to the Principal. If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

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

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental/guardian consent. Attendance rules apply to all field trips. Students are expected to demonstrate appropriate behavior to participate in field trips.

GRADES

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the teacher.

Grading Periods

Students shall receive a report card at the end of each 12 week period indicating their grades for each course of study for that portion of the academic term.

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

PROMOTION, PLACEMENT, AND RETENTION

Elementary - Middle School

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement (*3RD GRADE READING LAW)
2. potential for success at the next level
3. emotional, physical, and/or social maturity

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the teachers.

COMPUTER TECHNOLOGY AND NETWORKS

Computers, network service, internet and email are available at school and are used by students with teacher direction. Students are responsible for good behavior on school computers and/or networks. Access is a privilege – not a right. As outlined in Board policy 7540 and procedures, the following are not permitted: sending or displaying offensive messages or pictures, sexual references or references to alcohol, tobacco or drugs; using obscene language; harassing, insulting or attacking others; damaging computers, computer systems or computer networks; violating copyright laws; using another's password; trespassing in another's folders, work or files; intentionally wasting limited resources or employing the network for commercial purposes are not permitted. Additionally, taking photos/videos of students without prior approval from school personnel is prohibited. Violations may result in a loss of computer and internet access and privileges. Additional disciplinary action may be given. When applicable, law enforcement agencies may be involved.

BOARD POLICY BRING YOUR OWN DEVICE (BYOD)

Introduction: The availability of wireless Internet access and cloud based services in our schools makes it easier than ever for students to bring their own internet connected technology devices to school for educational purposes. In order to access the Bangor Township Schools' wireless network, students must comply with the District Acceptable Use Policy (AUP) as outlined in the BTS Student Code of Conduct and this BYOD Policy. It is important to understand that the students' opportunity to bring personal technology devices to school is a privilege and is solely at the discretion of Bangor Township Schools' staff.

Device: For the purpose of the BYOD policy, a personal technology device is a privately owned, wireless electronic device such as a laptop, Chromebook, tablet, or smartphone, cellphone, and smart watch. Note that this is a district policy, and that the district BYOD program has minimum requirements for permitted devices. All cell phones and smart watches must be turned off and

kept in backpacks during school hours. Students may not use devices to text, call, record, take photos, access social media, or browse on the internet during school hours.

Security and Damages: The individual owner is personally and solely responsible for the care and security of their Wireless Communication Device (WCD). The Board and school assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices including lost or corrupted data. However, some homeowner policies may cover loss or damage to personal devices.

Access to the Bangor Township Schools wired and wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the Bangor Township Schools networks grants permission to the Bangor Township Schools staff to conduct investigations regarding inappropriate Internet use at any time by administrator request. Bangor Township Schools cannot be held responsible for any possible device charges that might be incurred during use (e.g. texting fees, download costs, roaming fees).

BRING YOUR OWN DEVICE RULES

In order for an individual to bring their personal technology to a Bangor Township Schools' facility, the District Acceptable Use Policy and the following BYOD terms must be understood, agreed and adhered to:

- Devices must be placed in silent mode while on school campuses and buses.
- Devices may not be used to plagiarize or cheat.
- Devices may not be used to record, transmit, or post photographic images or videos of a person or persons on school property without prior approval by a staff member.
- No expectation of confidentiality will exist in the use of WCDs on school premises/property.
- Devices must not be used to transmit content of a bullying nature.
- Devices must not be used to send messages that violate federal, state, and local laws or any School Board policy.
- The school's network filters must be applied and may not be bypassed.
- Infecting any Bangor Township Schools property with a virus or program that damages, alters, destroys, or provides access to unauthorized data/information is a violation of School Board policy. This includes bypassing network security policies.
- The school district has the right to collect and examine any device.
- Games are not permitted without teacher permission.
- The student complies with the teacher's request to shut down the technology or close the screen.
- Devices must be charged prior to coming to school.
- Using any device at unauthorized times may result in the loss of privileges.

CONSEQUENCES FOR MISUSE/DISRUPTION (one or more may apply):

- Device taken away and kept in the front office until parent picks it up
- Student is not allowed to use personal devices at school

- Disciplinary Referral

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

No non district-sponsored organization may use the name of the school or school mascot.

SECTION III - STUDENT CONDUCT

ATTENDANCE

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic. This is a habit the School wants to help students develop as early as possible in their school careers. Any time a student is absent, the parent/guardian will receive a phone call from the school's messaging system. If the parent/guardian has already excused the absence, please ignore the message. If not, please call in to excuse your child. It is our process that once a student reaches 12 absences in the school year, they will receive a notification letter that is sent home. This letter is sent regardless of the reason for absence. Students and/or family may be contacted by our Student Services Coordinator to offer support before referral is made to the District Truancy Officer.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. After 12 days of truancy in a school year, a student will be considered an "habitual truant" which can result in:

- a hearing before a judge in a court of law;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

EXCUSED ABSENCES

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents/guardians must call the main office and provide an explanation for their child's absence by no later than the following day. They are to call the office and explain the reason for the absence and make arrangements to assist the student in making up the missed school work.

Students who have unexcused absences for more than 12 days in the school year will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents/guardians will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

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

Positive Behavior Expectations

At Bangor Township Schools, our first approach to discipline is centered on teaching expectations thoroughly and using positive reinforcement.

Dress and Grooming

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

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

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

Gangs

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

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

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

CARE OF PROPERTY

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

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

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. **Discipline is within the sound discretion of the School's staff and administration.** Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Parent permission is not required to conduct an investigation.

Bangor Township Schools implements a proactive approach to school wide discipline through the use of Positive Behavior Expectations and Procedures. When re-teaching of expectations and/or positive incentives do not prove effective for students who exhibit chronic behaviors, and/or display inappropriate conduct, progressive disciplinary action will be taken. The purpose of disciplinary action is to maintain an appropriate learning environment that is free from unnecessary disruptions to the learning process.

Progressive Discipline

Progressive discipline is an approach that promotes positive student behavior and enables the principal to determine the appropriate consequences to address reoccurring inappropriate student behavior. In an event a child reaches 10 days of suspension in the progressive discipline process, an expulsion hearing may be recommended.

Please note that a suspension occurring on a snow day (or any other unexpected day off or district-scheduled breaks) will be served on the next day school is in session. These consequences apply on all Bangor Township School Property, within sight of a school building, or at a school-sponsored event.

Disciplinary Action

When a student behaves inappropriately, the Principal or acting disciplinarian will consider factors such as the student's age, the circumstances of the behavior, and the student's history before determining the most appropriate way to respond to each situation. They will consider a range of options to address the behavior and help the student learn from their choices. Please refer to our Behavior Expectation matrix for specific examples.

Elastic Clause

The administration reserves the right to assign appropriate discipline in situations that are included in the handbook and situations that may not be specifically stated in this handbook. In all cases, Board of Education Policy, the rule of law, and courtesy to others will be considered.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

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

1. Use of drugs

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

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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

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

2. Use of Breath-Test Instruments

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

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

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

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

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or

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

4. Student disorder/demonstration

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

5. Possession of a weapon

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

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

A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle

C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

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

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely setting a fire

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

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

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

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

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

11. Extortion

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

12. Gambling

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

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

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

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

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

17. Theft
When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

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

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

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

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

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

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

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

25. Possession of Wireless Communication Devices (WCDs)
a. A student may possess a wireless communication device iPod, MP3 or similar electronic storage device while on school property in school facilities at school sponsored activities or events.
b. Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10 day suspension, loss of privileges, and may be recommended for expulsion.

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

27. Violation of bus rules
Please refer to Section IV on transportation for bus rules.

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

29. Harassment
Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents/guardians, guests,

contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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

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

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

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

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

Sexual Harassment, may include, but is not limited to:

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

29a. Hazing

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

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

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

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

29b. Bullying and Other Aggressive Behavior

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

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

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

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

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

Notification

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

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

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

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

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

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

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

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and their parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may

violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

Definitions

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

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

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

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

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

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

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents/guardians, school visitors, service contractors, vendors, or others engaged in

District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

*** **Cyberbullying** tends to occur out of school, but often carries over into the school day. Incidents of cyberbullying can be reported to the police by the victim of the bullying. Parents/guardians should monitor students' computer activities. According to Facebook policy, the minimum age for participation and creating a Facebook page is 13. Efforts will be made to report underage users if posts affect or disrupt at school.

For further definition and instances that could possibly be construed as: Harassment, see Policy 5517; Hazing, see Policy 5516.

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

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

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

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

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

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

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

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

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered

double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

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

Safety Concerns

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

Profanity

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

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.
Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

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

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, they may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Restorative Practices

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Discipline of Students with Disabilities

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

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, they and their parents/guardians will be notified of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

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

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

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

Long-term suspension or expulsion from school

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

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

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

Within two (2) days after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent/guardian have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

Discipline of Students with Disabilities
Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a

student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal.

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

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

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

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

PARENT/GUARDIAN CODE OF CONDUCT

We value the partnership between families and the school in supporting each child's success. To maintain a positive, safe, and respectful environment for all students, staff, and families, we ask that all parents and guardians follow this Code of Conduct:

- Communicate Respectfully
- Support a Safe and Positive School Climate
- Respect Staff Professionalism
- Foster Student Responsibility
- Maintain Appropriate Boundaries

Violation of the Parent Code of Conduct may result in limited access to school property, meetings with administration, or additional restrictions to ensure a safe and productive school environment for all.

SECTION IV - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live within Bangor Township. The transportation schedule and routes are available by contacting the Transportation Supervisor.

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

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

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The school bus is an extension of the school day and students are expected to behave accordingly. The rules are established to enable us to provide the safest possible transportation for our students. Violation of these rules can result in exclusion from bus transportation.

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

Students must comply with the following basic safety rules:

1. Pick-up and drop-off locations must remain the same for the entire week. It is impossible to keep track of changes in schedules that vary from day to day. Pick up schedules can differ from drop off schedules, but must remain consistent. We cannot add bus runs to meet individual requests. Young children should have directions pinned to their outer clothing for the first two weeks of school and anytime a change occurs.

2. Students are required to ride to and from school on the bus to which they are assigned. In extreme cases a student may get written permission from the Principal or Transportation Supervisor to ride an alternative bus. This is only done through contact with the parent/guardian.

3. If a student causes distraction to the bus driver or an unsafe situation, the bus driver will issue a discipline slip. This slip needs to be signed by a parent/guardian, and then returned to the bus driver the next time the student rides.

4. The bus driver is in charge of and responsible for the students and bus while in transit.

5. Students must be on time at the bus stops. Bus drivers are on a very tight schedule and cannot wait for riders.

6. The use of tobacco in any form is not permitted on the bus.

7. Students are to stay back off the roadway while waiting for buses.

8. Students must cross in front of the bus when it is necessary for them to cross the roadway. Cross in front of the bus only after the bus driver has given the signal that traffic is clear.

9. Students are asked to wait until the bus has come to a complete stop before attempting to enter or leave the bus. Please enter and exit in a single file.

10. Riders must keep hands and head inside the bus at all times.

11. Students are to remain seated while the bus is in motion. Moving around or changing seats could cause severe injury if the bus driver has to make a sudden stop.

12. The bus driver reserves the right to assign seats. Students are expected to cooperate.

13. Students are asked to report any damage to the bus. This will help them avoid blame.

14. Certain violations will warrant an automatic ten-day suspension. Fighting, bringing illegal substances on the bus, damaging the bus in any way, throwing objects at the bus, opening or going out the emergency door and causing or using fire of any source will result in a suspension.

15. Should a classroom field trip be planned during a time when a child is suspended from riding privileges, the parent/guardian will need to find alternate transportation to/from the field trip destination. Should the parent/guardian not provide transportation, the child will remain at school during the field trip in a supervised setting.

16. Parents/guardians are not to enter the buses to address the driver or students riding on the bus. If there is a problem related to transportation, bus drivers, or students call the Transportation Supervisor at 684-6150.

17. Disrespect to drivers can result in immediate loss of riding privileges for up to 10 days at the discretion of the driver.

18. Serious or repeated infractions could result in a 30 day suspension and/or loss of riding privileges for the remainder of the school year.

<u>Previous to loading (on the road and at school)</u>
Each student shall:

a. be on time at the designated loading zone (5 minutes prior to scheduled stop);
b. stay off the road at all times while walking to and waiting for the school transportation;
c. line up single file off the roadway to enter;
d. wait until the school transportation is completely stopped before moving forward to enter;
e. refrain from crossing a highway until the driver signals it is safe to cross;
f. go immediately to a seat and be seated.

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

During the trip
Each student shall:

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

Leaving the bus
Each student shall:

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

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

VIDEOTAPES ON SCHOOL BUSES

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

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

PENALTIES FOR INFRACTIONS

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

BANGOR TOWNSHIP SCHOOL DISTRICT

OPT-OUT FORM

NOTICE FOR RELEASE OF STUDENT DIRECTORY INFORMATION FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Valid for the 2025 - 2026 School Year

Student Name:

_____	_____	___	_____	_____
Last Name	First Name	MI	Student ID	Grade

School: _____

In accordance with the Bangor Township School District's Public Notice Regarding Student Records (as published in the Student Handbooks and Board Policy 8330), I hereby request directory information from my child's education records ***not be released*** for use by the school district or outside organizations. *Note: Bangor Township School District limits the release of student directory information to entities with a legitimate educational purpose, such as companies that manufacture class rings or public yearbooks, colleges/universities and military recruiters.*

Please note that you have the choice to opt-out of releasing all directory information or only address and/or telephone listing. If you choose to opt-out from allowing all directory information to be released, your child's name, photograph and other information *will not* be made available in publications, including:

- A playbill showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- District and school websites and videos

The following information is designated as directory information by FERPA and the Bangor Township School District.

- Student's name
- Parent/Guardian's name
- Address
- Telephone listing
- Photograph and images
- Date of birth
- Major field of study
- Dates of attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Check options below:

- ❑ Do not release my child's address.
- ❑ Do not release my child's telephone listing.
- ❑ Do not release any of my child's directory information as defined above

_____	_____	_____
Parent/Guardian Signature	Parent/Guardian Name (please print)	Date

This Opt-Out form will become part of the student's cumulative record. After you have read and signed the permission form, please return it to your child's school.