

PAW PAW EARLY ELEMENTARY STUDENT HANDBOOK

2023 – 2024



At Paw Paw Early Elementary:
“Our Pack’s Pride is Hard to Hide!”

Principal’s Welcome

On behalf of our staff, welcome to Paw Paw Early Elementary! We want our students to understand the importance of having pride in our school, our district, our community, and, most importantly, in themselves. We will work together as an Early Elementary family to support one another in reaching our maximum potential with energy and enthusiasm in everything that we do.

Leah Barnes, Principal

Jesey Davis, Dean of Students
Jessie Reagan, Behavior Management Specialist
Rick Reo, Superintendent



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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 July 1, 2023. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

At Paw Paw Early Elementary, we are all-in for all kids!

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/he has been discriminated against on the basis of his/her 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:

Corey Harbaugh
Director of Curriculum/Instruction and State/Federal Programs
(269) 415-5200

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.

PAW PAW PUBLIC SCHOOL'S MISSION STATEMENT

The mission for Paw Paw Schools is *to develop, support, challenge and inspire every child for life-long success.*

PAW PAW PUBLIC SCHOOL'S VISION STATEMENT

United with our community to build success.

PAW PAW PUBLIC SCHOOL'S CORE VALUES

1. Integrity: Without compromise, we do what is legal, ethical, and fair.
2. Community: We value our differences and collaborate for the common good.
3. Success: We commit to providing opportunity and reaching high levels of achievement for every child.
4. Innovation: We pursue opportunities to create, adapt, and grow.
5. Kindness: We treat ourselves and others with empathy, compassion and respect.

BOARD OF EDUCATION

Meetings are typically held on the 2nd Monday of each month at 7:00 p.m. An updated meeting schedule is available on the District website www.ppps.org, under the School Board tab.

Board Members & 2022-23 Offices Held	Term Expiration
Brent McNitt – President	Dec 31, 2026
Jon Vick – Trustee	Nov 2024
Nate Mitchell – Trustee	Dec 31, 2028
Thomas Baney – Trustee	Dec 31, 2024
Ray Martin – Secretary	Dec 31, 2028
Dale Pease – Vice President	Dec 31, 2028
Lindsey Clark – Trustee	Dec 31, 2024

PAW PAW ELEMENTARY PTO

Paw Paw Early Elementary has an active Parent Teacher Organization (PTO). All parents are welcome to participate. PTO meetings are held the 2nd Tuesday of the month at 6:30 p.m.

Board Members & 2022-23 Offices Held
Marlesa Johnson – President
Heather Milhollin – Vice President
Kristy Lounsbury – Secretary
Jen Zachary – Treasurer
Barb Ameling – Teacher's Treasurer

PAW PAW EARLY ELEMENTARY STAFF DIRECTORY

512 W. North Street

Paw Paw, MI 49079

Main Number: (269) 415-5300 **Fax:** (269) 415-5301

Arnold, Hannah	First Grade
Ayres, Jennifer	Physical Education
Baker, Suzanne	Kindergarten
Barnes, Leah	Principal
Bovee, Terra	Second Grade
Burleson, Emily	Art
Burnett-Massop, Cassie	Second Grade
Clemons, Nikki	Kindergarten
Conner, Ashley	Second Grade
Criger, Tammy	STEM
Dalton, Jennifer	Kindergarten
Davis, Jesej	Dean of Students
Davison, Roberta	Second Grade
DeVries, Kristin	Special Education
Emery-Dumas, Erin	Music
Farnquist, Jessica	Kindergarten
Felicijan, Lindsay	First Grade
Forker, Jodi	Special Education
Glidden, Liz	Young Fives
Heine, Angel	Young Fives
Hills, Katy	Special Education
Jones, Jessica	Math Coach, K-5
Lindsay, Jaime	First Grade
Majcher, Mark	First Grade
Mayne, Pat	Literacy Coach, K-5
Parmley, Kelsey	Second Grade
Reagan, Jessie	Behavior Management Specialist
Reeves, Kalani	Kindergarten
Sampson, Katey	Kindergarten
Shugg, Melissa	Second Grade
Smith, Sarah	Title 1 Teacher
Tapper, Myranda	Kindergarten
Thompson, Sierra	First Grade
Thorbjornsen, Anna	First Grade
VanDenBoom, Tracy	First Grade
Verville, Katie	Special Education
Warzybok, Britnee	Second Grade
White, Flisha	Secretary Clerk

Student Absentee Line (269) 415-5398

SCHOOL CALENDAR

PAW PAW PUBLIC SCHOOLS 2023-2024 CALENDAR

Published 08/15/2023

(178 Student Days; 3 Qualifying Professional Development Instructional Days, 186 Teacher Days)

<u>Date</u>	<u>Event</u>	<u>Details</u>
Aug 14	Kindergarten Jumpstart	8:30-11:30 A.M.
Aug 21-23	Teacher Professional Development Days (18 Hrs*)	No Students
Aug 21	Open House (HS)	6:00-7:30 P.M.
Aug 21	Open House (MS)	5:00-6:30 P.M.
Aug 22	Open House (ELEM)	5:30-7:00 P.M.
Aug 22	Open House (Aspire)	6:00-7:30 P.M.
Aug 23	Open House (Early Childhood)	5:00-6:30 P.M.
Before Aug 27	FLEXIBLE Teacher Workday	7 working hours
Aug 28	First Student Day	½ Day in A.M. for K-12 Students
Sep 1	No School	No School
Sep 4	Labor Day	No School
Sep 29	District-Wide Professional Development (Half)	½ Day in A.M. for K-12 Students
Oct 4	Fall Student Count Day	
Oct 12, 16	Parent-Teacher Conferences (HS, CS)	4:00-7:15 P.M.
Oct 12, 17	Parent-Teacher Conferences (MS)	4:00-7:15 P.M.
Oct 31	District-Wide Professional Development (Half)	½ Day in A.M. for K-12 Students
Nov 15, 16	Parent-Teacher Conferences (ELEM)	1:00-7:15 P.M. / Half Day A.M. for Y5 and K-5 Students
Nov 17	End of First Trimester	
Nov 20	Teacher Workday	No Students
Nov 21	District-Wide Professional Development (Full)	No Students
Nov 22	No School**	No School
Nov 23-24	Thanksgiving Break	No School
Dec 25-Jan 5	Winter Break	No School
Jan 8	School Resumes	
Jan 25, 30	Parent-Teacher Conferences (MS)	4:00-7:15 P.M.
Jan 25, 29	Parent-Teacher Conferences (HS, CS)	4:00-7:15 P.M.
Feb 9, 12	Mid-Winter Break	No School
Feb 14	Spring Student Count Day	
Feb 28, 29	Parent-Teacher Conferences (ELEM)	1:00-7:15 P.M. / Half Day A.M. for Y5 and K-5 Students
Mar 1	End of Second Trimester	½ Day in A.M. for K-12 Students
Mar 29	No School**	No School
Apr 1-5	Spring Break	No School
Apr 8	School Resumes	
Apr 29	Parent-Teacher Conferences (HS, CS)	4:00-7:15 P.M.
Apr 30	Parent-Teacher Conferences (MS)	4:00-7:15 P.M.
May 2	Parent-Teacher Conferences (ELEM)	1:00-7:15 P.M. / Half Day AM. for Y5 and K-5 Students
May 3	Half Day**	½ Day in A.M. for K-12 Students & Staff
May 24	PPHS Graduation	7:00 P.M.
May 27	Memorial Day	No School
May 31	Aspire Academy Graduation	7:00 P.M.
June 5	Next to Last Student Day	½ Day in A.M. for K-12 Students
June 6	End of Third Trimester, Last Student Day	½ Day in A.M. for K-12 Students

* 18 hour maximum for Prof Development on Aug. 21-23 to compensate for teachers required attendance at Open House.

** Release time on Nov. 22, Mar. 29, and May 3 is scheduled to compensate for teacher attendance at parent-teacher conferences.

"No School" means no students and no teachers

"No Students" means teachers only

"District-Wide Professional Development (Half)" means half day for K-12 students

"District-Wide Professional Development (Full)" means no school for students

On All Wednesdays the district will have a 1-hour early release for students at the discretion of the district



SUPPLY LIST



Young Fives Supply List	Kindergarten Supply List	First Grade Supply List	2nd Grade Supply List
Backpack (Large enough to fit folders and papers coming home)	Backpack (Large enough to fit folders and papers coming home)	Backpack (Large enough to fit folders and papers coming home)	Backpack (Large enough to fit folders and papers coming home)
Pencil Box	Pencil Box	Pencil Box	Pencil Box or Pouch
1 set of corded headphones (no earbuds or bluetooth headphones)	1 set of corded headphones (no earbuds or bluetooth headphones)	2 sets of reinforced heavy-duty corded headphones (no earbuds or bluetooth headphones)	1 set of corded headphones (no earbuds or bluetooth headphones)
3 Boxes of Crayola Crayons-(24 Count)	4 Boxes of Crayola Crayons-(24 Count)	2 Boxes of Crayola Crayons-(24 count)	2 Boxes of Crayola Crayons-(24 Count)
3 Boxes Crayola Washable Markers	2 Dozen #2 Ticonderoga Pencils, Sharpened	2 Dozen #2 Ticonderoga Pencils, Sharpened	4 Dozen #2 Ticonderoga Pencils, Sharpened
6 Elmer's Glue Sticks	2 Packs Expo Dry Erase Markers, Black	4 Expo Dry Erase Markers,Black	6 Elmer's Glue Sticks
1 Box of Crayola Colored Pencils-(24 Count)	1 Box Crayola Washable Markers	6 Elmer's Glue Sticks	1 Bottle of Elmer's White Glue
1 Box Ziploc Gallon Bags	2 Highlighters	1 single set of Crayola Watercolors	5 Count Expo Dry Erase Markers, Black, Fine Tip
1 Box Ziploc Quart Bags	1 Bottle of Elmer's White Glue	1 pkg. of Pencil Top Erasers	1 pkg. of Pencil Top Erasers
2 Boxes of Kleenex Facial Tissues	1 Pink Pearl Eraser, Large	1 Box Ziploc Gallon Bags	2 Pink Pearl Erasers, Large
3 Containers of Clorox Wipes-Bleach Free	8 Elmer's Glue Sticks	1 Box Ziploc Quart Bags	1 Box of Crayola Colored Pencils-(24 Count)
2 Containers of Hand Sanitizer	3 Boxes Ziploc Gallon Bags	2 Boxes of Kleenex Facial Tissues	4 Boxes of Kleenex Facial Tissues
1 Package-Napkins	3 Boxes Ziploc Quart Bags	3 Containers of Clorox Wipes-Bleach Free	3 Containers of Clorox Wipes-Bleach Free
1 Package-Paper Towels	1 Package-Napkins	2 Containers of Hand Sanitizer	2 Containers of Hand Sanitizer
	1 Package-Paper Towels	Please do not send individual pencil sharpeners or rulers	1 Box Ziploc Gallon Bags
	2 Boxes of Kleenex Facial Tissues		1 Box Ziploc Quart Bags
	3 Containers of Clorox Wipes-Bleach Free		1 Box Ziploc Snack Bags
	2 Containers of Hand Sanitizer		

EARLY ELEMENTARY SCHOOL HOURS

Our school day is as follows: 8:30 a.m. – 3:45 p.m.
The building is locked until 8:25 a.m., at which point students may enter the building.

SCHOOL DAY

Teachers: 8:25 a.m. - 3:55 p.m. (may vary)
Students: 8:30 a.m. - 3:45 p.m.
Breakfast Program: Now served in classroom upon student arrival

All students who are walkers may leave the building at 3:45pm if all the buses haven't arrived.
Half Day Dismissal is at 12:15 p.m.

BREAKFAST/LUNCH PROGRAM

We are pleased to inform you that Paw Paw Early Elementary will be participating in the Community Eligibility Provision (CEP) as part of the National School Lunch and School Breakfast Programs for the School Year 2023-2024.

The GREAT NEWS is that ALL students enrolled at our school can receive a healthy breakfast and lunch at NO CHARGE to your household each day.

In place of the Free and Reduced-Price Meal Application we still need your household to **fill out and sign the Household Information Report**. This report is *critical* in determining the amount of money that our school receives from a variety of State and Federal supplemental programs like Title I A, At-risk (31a), Title II A, E- Rate, etc.

These supplemental programs have the potential to offer supports and services for our students including, but not limited to:

- Instructional supports (staff, supplies & materials, etc.)
- Non-instructional services (counseling, social work, health services, etc.)
- Professional learning for staff
- Parent and community engagement supplies and activities
- Technology

We are asking that you please complete and submit it as soon as possible to ensure that additional funding for our school is available to meet the needs of our students. All information on the report submitted is confidential. Without your assistance in completing and returning the attached report, our school cannot maximize the use of available State and Federal funds.

If we can be of any further assistance, please contact us at korrie.perkins@ppps.org

AFTER SCHOOL ACTIVITIES

After school activities begin after 3:45 p.m. Students will be dismissed for these activities when the bell rings. Students cannot remain in the building after 3:45 unless supervised by staff.

LEAVING SCHOOL EARLY

Any student leaving the building during school hours will be required to be signed out by a parent or designee THROUGH THE OFFICE ONLY. Parents/guardians are not able to go directly to their child's

classroom. Your child will be called to the office when you arrive. This procedure will guarantee the accountability of all children during the regular school day. We ask for your support and understanding to try not to pick up your child before school is out unless it is unavoidable. Unfamiliar parents, guardians, or designees will be asked for identification and the student's emergency card will be checked before release is approved. Please contact the office if anyone other than someone approved on your student's emergency card will be picking up your child.

Students returning to school must sign in at the office to return to class. It is necessary for parents to come in with the child when they return.

IF YOUR CHILD IS LEAVING SCHOOL DIFFERENTLY (I.E. PICKED UP INSTEAD OF RIDING THE BUS) OR IF YOUR CHILD IS LEAVING WITH SOMEONE DIFFERENT (I.E. A FRIEND'S PARENT INSTEAD OF THE CHILD'S PARENT), YOU MUST NOTIFY THE SCHOOL IN WRITING OR PHONE CALL BY 3:15. ALL STUDENTS MUST TAKE THEIR REGULAR TRANSPORTATION UNLESS WE RECEIVE A NOTE OR PHONE CALL.

END OF DAY DISMISSAL

Students will exit the building at the end of the school day. All doors at the elementary buildings will remain locked during the school day for security reasons. Please wait outside the building to pick up your child.

FAMILY / VISITOR PARKING

Parking is designated for families/visitors in front of the main entrance outside of the drop-off drive. Parents, it is important for you to please help us to avoid congestion in the drop-off drive by parking in the designated visitor parking lot. No parking is allowed in the drop-off lane in the morning and in the bus loop or staff parking lot at any time. Families may park in the drop-off lane at the end of the day, but we ask that you be mindful of the vehicles behind you and the students and other guests walking through the parking lot at dismissal time. Thank you in advance for helping us to reduce traffic congestion at the beginning and end of the day.

ATTENDANCE

Students enrolled in the Paw Paw Public School District are expected to be in attendance each day that school is in session, except in cases of illness or other situations of personal nature which are unavoidable. The Principal reserves the right to determine if an absence should be exempt. It is the State of Michigan's expectation that all students be given the opportunity to attend school for at least 1096 hours (approximately 175 days) each year. Regular attendance is a necessary part of a student's education. In cooperation with parents, the school's goal is to teach promptness and responsibility. We strongly urge parents to support us in reaching this goal by scheduling appointments for students during non-school hours and planning family vacations to coincide with the school calendar. Lack of consistent attendance is one of the most common causes of poor student performance. Frequent absences or repeated tardiness will be grounds for the school to take action to resolve the problem in order to ensure the student's academic success in school. An attendance officer may be utilized to assist with this process.

Absences must be documented either by a telephone call or in writing by a parent/guardian and submitted to the school before or when the student returns to school. After 10 absences, medical absences (documentation provided by a physician) will be the only form of excused absence.

Our attendance policy will generate truancy letters based on the following:

5 absences - 1st attendance letter. Warning

- 8 absences - 2nd attendance letter. Restates warning and expectations.
- 10 absences - 3rd attendance. Final warning letter issued. Mandatory meeting with the Principal to discuss absences and next steps in the truancy process. Expectations will be thoroughly reviewed.

A truancy referral will be filed for 10 unexcused absences. A meeting will be scheduled with the truancy officer and administration.

This policy is based on the whole school year, not trimesters. Documentation must be received within 30 days of an absence for it to be excused.

TARDINESS

Tardies are a disruption to the educational process and interrupt teaching and learning. Students are not counted as tardy if their bus is late. Students are expected to be in their rooms by the start of the school day. Students interrupting class by arriving late will find that tardies become absences after every four tardies, four early dismissals, or a combination of the two. Students will need a pass (issued by the office) to enter class after the 8:30 AM bell rings. Tardies and early dismissals are considered unexcused unless the school receives appropriate documentation from a physician to excuse them.

Parents are requested to call the Early Elementary absence line (269-415-5398) by 9:00 a.m. Voicemail is available if you would like to notify us the night before of your child's absence. If no call has been received by this time; the office will place a call to your home or work asking to verify the student's absence. Once contact has been made with a parent, the student's absence will be marked as "Excused." If no contact is made, the student's absence will be left as "Absent."

STUDENT/FAMILY ADDRESS AND TELEPHONE CHANGES

During the school year, it is sometimes necessary to change your address or telephone number. We request that you access the PowerSchool parent portal to make changes to your family information to keep our files current in case of an emergency.

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 obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of their 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, 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 his/her educational goals.

Students must arrive at school on time, be 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 or classroom teacher.

HEALTH PRECAUTIONS

If your child has or is suspected to have a communicable disease such as COVID, Measles, Rubella (German Measles), Mumps, Hepatitis, Chickenpox, Scarlet Fever, Strep Throat, Scabies, Flu or Pediculosis (Head Lice,) please call the school office.

Students cannot return to school for 24 hours after vomiting, diarrhea, or having a fever of 100 or higher, (fever-free for 24 hours is without the use of fever-reducing medications). The school nurse will be consulted as needed.

During the winter season, teachers receive notes asking that students be allowed to remain indoors because of illness, inadequate clothing, etc. **WE FEEL THAT IF THE CHILDREN ARE WELL ENOUGH TO RETURN TO SCHOOL, THEY SHOULD PARTICIPATE IN ALL ACTIVITIES INCLUDING OUTDOOR RECESS AND LUNCH PERIODS. An exception to this will be a note from your family doctor.**

PEDICULOSIS (HEAD LICE)

The following procedure reflects our district policy whenever a student is found to have head lice: The student will be checked by the secretary, principal, school nurse, or other designated school personnel. A student is considered to be “infested” with head lice if live lice cannot be removed and/or many untreated nits are found (Student is still contagious):

- 1) Parents notified (phone call and/or letter)
- 2) Parents requested to pick up their child from school
- 3) Treatment at home requested
- 4) Information sheet about treatment of head lice given to parent
- 5) Parent must return to school with their child following treatment for examination by secretary/principal/school nurse/designated personnel for readmission to school.

If lice can be removed and/or few nits found (Student is no longer contagious):

- 1) Lice/Nits removed
- 2) Student returns to classroom
- 3) Parents are notified (phone call and/or letter)
- 4) Treatment at home requested
- 5) Information sheet about treatment of head lice sent home with student
- 6) Follow up if deemed necessary by secretary/principal/school nurse/designated personnel.

If secretary/principal/school nurse/designated personnel feel other students in the classroom are presenting symptoms of head lice, s/he may conduct head checks for these students.

Please caution your child(ren) about sharing combs, hats or other clothing.

IMMUNIZATION RECORDS

Before enrolling for the first time in Paw Paw Public Schools, students must comply with minimum immunization requirements. The Van Buren County Health Department provides immunizations for school age children. Please keep the school fully informed of shot records and any illness your child experiences. A record is kept on file in our office for each child. Your cooperation in phoning this information promptly is appreciated.

HEALTH

The Van Buren County Health Department provides students with vision and hearing screening on a bi-yearly basis. Parents are notified of the results only if the exam indicates that medical attention is

advisable. Please inform the office if your child has any special health problems so that we can record the information on his/her health record.

ACCIDENTS AND ILLNESS

Whenever a student is involved in a bodily injury accident on school premises or at a school sponsored activity, the school employee in charge should be notified immediately. As soon as possible after the accident, an accident report should be completed and filed with the office.

First aid will be administered in compliance with board policies; and, if medical attention is deemed necessary, school officials will follow instructions indicated on student emergency cards. In all cases, attempts will be made to contact parents as soon as possible.

MEDICATION AUTHORIZATION

If your child takes medication which must be administered at school, Paw Paw Public Schools require an authorization form to be on file. All medication (aspirin, Tylenol, etc.) **MUST** be provided by the parent with physician's documentation. It is the responsibility of the parents to provide ANY medication. Please complete and sign the form and send it to school. The school will not allow the student to bring medications home on the bus—all medications should be dropped off and picked up by an adult.

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.

Medication should be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her 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 shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

- 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.

MEDICATION FORMS ARE AVAILABLE IN THE SCHOOL OFFICE

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent 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.

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.

Asthma Inhalers and Epi-pens

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

Non Prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non prescribed medication using a form which is available at the school office. A physician must 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 his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

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 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 involvement in this procedure is important and required by Federal (IDEA) and State law. Contact our Director of Special Education at (269) 415-5200 to inquire about evaluation procedures and programs.

STUDENT RECORDS

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

Neither the Board nor its employees 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:

- A. a student's name;
- B. major field of study;
- C. height and weight, if member of an athletic team;
- D. date of graduation;
- E. awards received;
- F. honor rolls;
- G. scholarships;
- H. school photographs or videos of students participating in school activities, events or programs.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service

provider and internal users of the district's education technology. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents 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.

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, 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. To review student records please provide a written notice identifying requested student records to Alisa Clark, Administrative Assistant to the Superintendent. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents 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 or adult student must request the amendment of a student record in writing and if the request is denied, the parent 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, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her 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 his/her parents; 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 may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents 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 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 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 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 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 school charges specific fees for the following non curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The district will provide all basic supplies needed to complete the required course curriculum. The student and/or their 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)

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.

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 fund-raisers.

Crowdfunding activities are governed by Policy and Administrative Guideline 6605.

Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

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.

Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

Students may not engage in house-to-house canvassing for any fund-raising activity.

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 over-extending himself/herself to the point of potential harm.

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, toys, 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.

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 flashing strobe lights, an audible alarm, and verbal instructions over the public address system.

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 verbal, spoken notification over the public address system.

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 verbal instructions provided by administration of their designee.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will provide notification of the closing by a district-wide phone call, as well as notifications through email, social media, and local television and radio stations.

Parents 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.

VISITORS/PARENT VOLUNTEERS

The district welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines. All volunteers will be required to complete a Volunteer Information form and Waiver of Liability form.

The superintendent, principal, assistant principal or program director has the authority to prohibit the entry of any person to a school of this district or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents/guardians, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Conditions may be imposed, including but not limited to the following: must have prior permission, must check in, must have approved escort in the building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educational process and learning environment and should not occur on an excessive basis.

SMOKE-FREE ENVIRONMENT

Paw Paw Public Schools is in compliance with Michigan Compiled Law 333.12601 which requires the maintenance of a smoke-free environment on/in school district premises.

In order to protect students and employees who choose not to use tobacco, the use of tobacco IS PROHIBITED on school premises including all buildings, vehicles and grounds at all times, except in

outdoor areas between 6 p.m. and 6 a.m., anytime on Saturdays, Sundays and other days when school is not in session. Violators will be subject to disciplinary procedures.

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.

LOST AND FOUND

The lost and found area is located at the front entrance. Students who have lost items should check there and may retrieve their items if they give a proper description. Lost valuables are secured in the office. Unclaimed items will be given to charity after 30 days.

STUDENT SALES

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

ADVERTISING OUTSIDE ACTIVITIES

Students and/or outside organizations 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 forty-eight (48) hours of their receipt.

PAW PAW PUBLIC SCHOOLS' MEDIA RELEASE

Recording, by way of photography, audio, and video equipment of various school and classroom activities is done in Paw Paw Public Schools throughout the school year. The recording might circulate to other students' classrooms, families, be used in district or other local publications, be posted on the school website, School District App, or Social Media. A Photographic/Media Release notice will be published in the Back-To-School (August) edition of the Pride & Progress newspaper. Families who wish to have their child/children exempt from school district media must contact their child's school to have them removed for the current school year.

ANIMALS

In all cases, parents must contact and consult the teacher and/or the principal first before bringing any animals to school at least one week in advance. All animals must be properly immunized and kept under control at all times. Animals may not be transported on the school bus. No animals should be on school property for any reason without prior administrative approval. Please refer to our Board policy for further information.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents 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 who wishes to review materials or observe instruction must contact the principal or Director of Curriculum prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

STUDENT SERVICES

The following services are available to all Paw Paw Public Schools' students.

1. **HEALTH**

1. Vision and hearing screening provided by the Public Health Department (waivers are available upon request).
2. Information about the treatment of head lice.
3. MI-Child health insurance (fee).
4. Accident insurance (fee).

2. **COMMUNITY SERVICE**

1. Van Buren County Mental Health Clinic
2. Youth Services Bureau
3. Department of Social Services

3. **SPECIAL SERVICES** (based on student needs)

1. Speech and Language Therapist
2. Migrant/Bilingual Teacher
3. Social Worker
4. School Psychologist
5. Special Education Teachers
6. Special Education Support Staff
7. Physical Therapist
8. Occupational Therapist
9. Vision Therapist

4. **TITLE I**

1. Remedial support services for students who qualify.
 - a. Title I Instructional Specialist

PARENT INVOLVEMENT

[Please see Board policy 2112](#)

FAMILY RIGHTS AND PRIVACY ACT

The Paw Paw Board of Education has established a policy whereby all student records may be reviewed by the parents. In addition, a child's records may not be transferred or given to other institutions without a signed release from parents. Parents wishing to review their child's records are urged to contact the school office, as there may be up to a fifteen (15) day waiting period after a parent has signed a written request to review records.

STUDENT PLACEMENT

In the spring, students will be assigned to their next year's teacher. If parents have information that should be considered when making placements, they need to share these considerations with their child's current teacher.

SPECIAL CLASSES

All students are exposed to a variety of learning experiences at school. Along with their time with their

classroom teachers, each student participates in Physical Education, Music Education, STEM, and Art.

TITLE I/AT-RISK PROGRAM

Title I is a federally funded program intended to provide service to eligible students who are identified as failing or most at-risk of failing the state's student performance standards.

Section 31A or "At-Risk Program" is a state funded program designed to provide supplemental instructional services to K-12 students who have less than moderate scores on the Michigan standardized test or are below grade level and have other "at-risk" factors.

Paw Paw elementary schools provide instructional services to eligible students in grades K-5 through the use of certified Instructional Specialists who tutor or work with eligible students in their classrooms or in small groups.

Paw Paw Early Elementary, as a school that receives funds under Title I Part A, hereby notify all parents that they may request information regarding the professional qualifications of their child's classroom teacher including:

- Whether the teacher has met State qualification and licensing criteria for the grade level(s) and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by Title I Specialists and, if so, their qualifications.

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. Paw Paw Public Schools provide educational support services to students in grades K-12 who have limited English proficiency as determined by a formal oral, written, and reading language assessment.

Parents should contact Diana Rodriguez at (269) 415-5456 to inquire about evaluation procedures and programs offered by the District. Services are coordinated and implemented by our Intermediate School District along with our district support staff.

The primary educational goal is to assist students in achieving reasonable English proficiency to effectively complete classroom work. Emphasis is given on oral language development; however, support services are provided in other subject areas such as reading, math, science, and social studies.

Our ISD also provides supplemental educational support services to migratory children ages 0-21.

SPECIAL EDUCATION

All Special Education students at the Elementary are mainstreamed. We offer varying degrees of support from pull-out programs to full inclusion programming, depending on each child's individual needs. The child's needs and program planning are determined using a team approach. This team consists of parents,

regular education teachers, special education teachers, administration, and Van Buren Intermediate staff (Psychologist, Social Worker, Speech Therapist, Occupational Therapist, Physical Therapist, Hearing, Vision or Mobility Consultants).

Our goal is to help children improve their academic and social skills while building their self-esteem.

PAW PAW DISTRICT LIBRARY

The Paw Paw Public Library is located at 609 E. Michigan Avenue. The hours are as follows:

Monday, Tuesday & Thursday:	9:00 a.m. to 8:00 p.m.
Wednesday:	12:00 – 8:00 p.m.
Friday and Saturday:	9:00 a.m. to 5:00 p.m.
Sunday:	CLOSED

Phone number (269) 657-3800

MEDIA/TECHNOLOGY CENTER

Students who check out materials from the Media Center are responsible for their return and/or cost of the replacement if they are lost or damaged. When materials become overdue, the student is not permitted to check out other materials until the overdue materials are returned.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The district's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the district's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the district computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity, (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not

limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the district's computer network and/or internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities

of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the district with whom they are communicating for school-related projects and assignments.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

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.

A student may possess a personal communication devices (PCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours it is kept off and put away, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants.

Except as authorized under Board policy, use of PCDs 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 suspension, loss of privileges, and may be recommended for expulsion.

STUDENT TEXTBOOK POLICY

Students are issued textbooks at the beginning of the year and various paperback novels for reading classes throughout the year. The students are responsible for these books during the course of the school year.

These responsibilities include:

1. Keeping books clean and dry.
 - Cover hardcover books if requested by the classroom teacher.
 - Transport paperback books between home and school in envelopes or plastic bags provided by the school.
2. Keeping books in good condition.
 - No bent corners, torn pages or writing in books.
3. Return books upon request to the classroom teacher.
 - If a book has been lost or damaged, a replacement fee will be assessed. Families will be asked to pay to the best of their ability so there will always be enough copies to use for a class.

GRADING



**Paw Paw Public Schools
Paw Paw Early Elementary**

512 North Street p 269.415.5300 w ppps.org
Paw Paw, MI 49079 f 269.415.5301

Standards Based Grading allows students to be more aware of what they are expected to learn and their progress toward the essential standards that our teachers have identified for each content area and each grade level. It will provide parents with a more detailed outline of their student's growth/achievement. Clear communication between school and home throughout the school year is crucial to student success. We look forward to working together to provide your child the knowledge and tools needed to reach their fullest potential.

What will I see as a parent/guardian?

Proficiency scores (1-3) replace letter grades and percentage scores. The proficiency scores are tied to descriptions of what the students know and are able to do. Teachers will provide feedback to students and your child will have opportunities to meet proficiency (3) on the standards. Final grades are determined based on the most recent evidence of student learning. Students will receive separate grades for behaviors that support learnings.

Proficiency Scale:

It is important that parents and teachers have honest, straight-forward conversations with our students about their learning and achievement. It is important that we convey to our students that learning is a process. Some concepts and skills are more difficult than others to learn. A score of 1 or 2 while learning a new skill or concept is appropriate and not intended to be punitive. **A score of 3 is the target, it shows proficiency and is to be celebrated!** Some standards may not reflect a proficiency score because not all standards have been introduced at this time during the school year, but we will introduce and assess students on all Essential Standards by the end of the school year.

3. Proficient Student has mastered the standard.	2. Progressing Student is able to demonstrate understanding of the standard, but lacks consistent proficiency.	1. Developing Student demonstrated difficulty understanding the key concepts of the standard.
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"Our Pack's Pride Is Hard To Hide!"

PROGRESS REPORTS

The reporting of students' progress at school is made with parent/teacher conferences in the Fall and early Spring and with three report card marking periods. Telephone calls and other contacts with parents are made throughout the year.



We welcome parents to call the school if they wish to talk to a teacher or the Principal. We encourage frequent exchange of information so that children can reach their maximum potential from their school experience.

FIELD TRIPS

Paw Paw Public Schools recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools. Field trips are also considered a privilege and an activity above and beyond regular classroom instruction.

In most cases, we visit facilities and buildings. Out of district field trips are approved through the principal's office and require a permission slip with a parent/guardian's signature. All pertinent information about the field trip including any fees, when necessary, will be included in the permission slip. Teachers and chaperones expect appropriate behavior at all times to ensure that the field trips are successful. Students who do not behave appropriately or break school and classroom rules may not be allowed to go on field trips. All volunteers/chaperones will be required to complete a Volunteer Information Form and Waiver of Liability Form.

MAKE-UP WORK

Sometimes students are required to miss school for more than one day. In the case of a special family vacation or other event, teachers appreciate being informed as soon as possible. In case of illness, if you would like homework for your child, please call the school office in the morning and allow some time for the teachers to prepare the assignments. This allows for less classroom disturbance. Parents can usually pick up the work 24 hours after requested.

COMMUNICATION WITH PARENTS

Information and announcements are sent to parents frequently using the following means of communication:

- School Aptegey message system
- Paw Paw Pride and Progress
- Courier Leader
- WWW.PPPS.ORG
- Social Media (Facebook)
- Weekly phone calls
- Weekly emails
- Classroom newsletters
- Notices to parents (about parent group meetings, special events, etc.)
- Monthly menus and calendars

SECTION III - CODE OF CONDUCT

CODE OF CONDUCT

The primary objective of student discipline is to produce a school environment in which complete attention may be directed to the teaching/learning activities. Discipline may be defined as the control of conduct by

the individual or by external authority. It is extremely important that each home has a copy of this booklet and refers to it when questions or concerns arise.

Since behavior is a learned discipline, just as math or reading, we do not expect students at this age to be without fault in this area. We do, however, expect that students take responsibility for their own actions. When parents are notified of an inappropriate behavior, it is not meant as punishment, but as information to parents that there has been a problem. It is the interest and intent of the elementary staff that a proper educational environment be maintained, that the health and safety of the students and staff be protected, and that the integrity of the property of the school be preserved. Discipline is within the sound discretion of the school's staff and administration. Discipline shall be administered in a firm, fair, consistent, expedient and equitable matter, recognizing individual differences and relevant circumstances as they relate to the education of all students in each case.

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.

COMMON AREA EXPECTATIONS

Students are expected to follow the school-wide rules:

- Personal Responsibility
- Respect
- I Am A Learner
- Demonstrate Safe Behavior
- Excellence in Attitude

Paw Paw PRIDE Matrix

	Classroom Voice level 0.2	Hallways Voice level 0	Cafeteria Voice level 0.2	Playground Voice level 2.4	Arrival Voice level 0.1	Restroom Voice level 0.1	Buses Voice level 0.2	Assemblies Voice level 0.1
IPPS								
P Personal Responsibility	<ul style="list-style-type: none"> - I can clean up after myself - I can do my best work 	<ul style="list-style-type: none"> - I can use my walking feet - I can keep my place in line 	<ul style="list-style-type: none"> - I can clean up my space - I can stay in my seat and raise my hand when I need help 	<ul style="list-style-type: none"> - I can use equipment properly - I can clean up before lining up 	<ul style="list-style-type: none"> - I can sit on my bottom while waiting for the bell - I can use walking feet 	<ul style="list-style-type: none"> - I can use soap and paper towel properly - I can use toilet paper properly 	<ul style="list-style-type: none"> - I can sit back to back and bottom to bottom - I can pay attention for my stop 	<ul style="list-style-type: none"> - I can stay seated with my class - I can look at the speaker and listen
R Respect	<ul style="list-style-type: none"> - I can look at the speaker and listen - I can let others learn 	<ul style="list-style-type: none"> - I can respect all hallway work - I can keep the hallway clean 	<ul style="list-style-type: none"> - I can wait my turn in line - I can use my manners (please, thank you) 	<ul style="list-style-type: none"> - I can take turns - I can include others 	<ul style="list-style-type: none"> - I can use the right side door while entering - I can silently wave to others 	<ul style="list-style-type: none"> - I can remember to flush - I can keep the restroom clean 	<ul style="list-style-type: none"> - I can wait my turn to get off the bus - I can thank the bus driver for my ride 	<ul style="list-style-type: none"> - I can participate when asked - I can laugh and clap when appropriate
I I Am A Learner	<ul style="list-style-type: none"> - I can follow directions the first time - I can be prepared 	<ul style="list-style-type: none"> - I can model good hallway behavior - I can walk on the right side 	<ul style="list-style-type: none"> - I can model good cafeteria behavior - I can follow directions the first time 	<ul style="list-style-type: none"> - I can model good playground behavior - I can follow directions the first time 	<ul style="list-style-type: none"> - I can model good hallway behavior - I can follow directions the first time 	<ul style="list-style-type: none"> - I can model good restroom behavior - I can follow directions 	<ul style="list-style-type: none"> - I can model good bus behavior - I can pay attention to the driver when crossing 	<ul style="list-style-type: none"> - I can model good assembly behavior - I can follow directions the first time
D Demonstrate Safe Behavior	<ul style="list-style-type: none"> - I can keep my body to myself - I can stay with my teacher unless I have permission to leave 	<ul style="list-style-type: none"> - I can keep my body to myself - I can follow directions the first time 	<ul style="list-style-type: none"> - I can keep my body to myself - I can eat my own food 	<ul style="list-style-type: none"> - I can keep my body to myself - I can stay within the fence 	<ul style="list-style-type: none"> - I can keep my body to myself - I can go directly to my classroom meeting spot 	<ul style="list-style-type: none"> - I can keep my body to myself before entering 	<ul style="list-style-type: none"> - I can keep my body to myself - I can keep my voice and not distract the driver 	<ul style="list-style-type: none"> - I can raise my hand to get help - I can keep my body to myself
E Excellence in Attitude	<ul style="list-style-type: none"> - I can stay positive - I can be nice 	<ul style="list-style-type: none"> - I can silently wave to others - I can be nice 	<ul style="list-style-type: none"> - I can help others - I can be nice 	<ul style="list-style-type: none"> - I can use kind words - I can be nice 	<ul style="list-style-type: none"> - I can use kind words - I can be nice 	<ul style="list-style-type: none"> - I can use kind words - I can be nice 	<ul style="list-style-type: none"> - I can help others - I can be nice 	<ul style="list-style-type: none"> - I can use kind words - I can be nice

VOICE LEVEL EXPECTATIONS

“What do our voice levels sound like?”

0-No Sound

This means that we are silent. When passing other classrooms or the computer lab during testing times, we should be at a “0” voice level

1-Whisper

This means that we can whisper quietly to the people next to us.

2-Small Group

This is our small group voice where we can speak at a level where a small group of students can hear us without disrupting other small groups.

3-Large Group

A large group would be the same as speaking at a level where everyone in the classroom can hear you.

4-Recess Voice

This level is appropriate outside for recess where it would not disrupt instruction in our classrooms.

Arrival Time Expectations

Voice Level is 0-2

Parents are expected/encouraged to support our goal of fostering independent behavior with our students. Parents that choose to wait with their child in the morning should send their child off for the day from the main doors of the building when the bell rings.

Parents are not allowed to enter the building unless there is a meeting scheduled with a teacher in advance. ALL parents must check in at the office before entering the building.

Cafeteria Expectations

Voice Level 0-2

- Teachers walk their classes to the cafeteria door on time. Students are to be seated at their assigned lunch tables
- Students are expected to raise their hand to ask permission to leave the cafeteria.
- Food can not be taken onto the playground
- Students will be respectful of each other’s food at all times and leave their space clean before leaving the cafeteria
- Students are dismissed to recess from the cafeteria or vice versa by adult supervision

Students exit the cafeteria to recess with a 0 voice level through the hallway until they exit the building. Students enter the playground through various building doors. Students that disrupt will be pulled from line to the wall to review our expectations about behavior / voice level

Indoor Recess

Voice Level 0-2

Students will always go outside for recess unless the following occurs:

- Inclement weather
 - Rain

- Cold weather in the winter where air temperature is below 0 degrees or a combination of air temperature and wind chill combine for a “real feel” of 0 degrees or below.
- Doctor’s note stating that the child should be exempt from participating in recess due to a health condition/concern

Students will spend indoor recess in their classrooms with adult supervision. Activities permitted during indoor recess vary from teacher to teacher.

Playground / Recess Expectations

Voice Level 0-4

- Adult supervision must be able to see ALL students at ALL times.
- All equipment is collected at the end of each recess.

Monkey bars

- Hang with hands only. Students cannot hang by the legs or feet.
- No grabbing or pulling on other students hanging from the monkey bars.

Playground swings

- Students must hang on at all times
- No jumping off of swings
- No twisting or hanging on to side-by-side swings
- Be respectful by taking turns

Slides

- Students go DOWN slides, we never climb up
- Students go down feet first, face forward, on your bottom
- No hanging from the sides of the slide
- Be respectful by taking turns

Games

- Share
- Single file line while waiting to play
- Be respectful by taking turns

Assembly Expectations

Voice level 0

- Students must use the restroom before entering assembly. Please plan accordingly
- Classes must sit on floor, in straight lines, with criss-cross legs
- Keep hands and feet to yourself
- Students are expected to sit facing forward and attentive to the presentation/person speaking
- Be respectful of those around you
- Be respectful to our guests/speakers with a positive, supportive attitude
- At the end of assemblies, students should demonstrate a 0 voice level while waiting for directions to return to class

DRESS CODE

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.

Students and their families should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug/alcohol-related, gang-related, or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

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.

Responsibility for personal dress rests primarily with the home. Parents must use proper judgment with their child's clothing attire. Parents will be contacted and asked to bring in appropriate clothing for the student to wear. The student may be told to stay in the office until the change of clothing is made.

The following styles or manners of dress are prohibited:

- Student is wearing a muscle shirt with excessively large arm holes.
- Student is wearing a tank top with straps thinner than two finger-widths
- Student is wearing a hooded sweatshirt with the hood covering their head and face.

Students who are representing Paw Paw Early Elementary 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.

Student dress code violations will be reviewed on a case-by-case basis by administration.

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.

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 their 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.

PERSONAL ELECTRONIC DEVICES

Using a cellular telephone, smartphone, earbuds, AirPods, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, record physical altercations, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices

must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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.

TITLE IX SEXUAL HARASSMENT

[This section should include reference to the Board adopted policy on Nondiscrimination On the Basis of Sex In Education Programs Or Activities (Policy 2266)]

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, 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 are the victim of harassment should immediately report the situation to the teacher, the principal, or Dean of Students. 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, 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.

Harassment

- 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 unwelcome 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.

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.

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, 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 annually circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as 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.

Reporting

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 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 his/her 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, 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.



is it
BULLYING?



When someone does something unintentionally hurtful, and they do it once that's

RUDE

When someone does something intentionally hurtful, and they do it once that's

MEAN

When someone does something intentionally hurtful, and they KEEP doing it - even when you tell them to stop or show them that you're upset - that's

BULLYING

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

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.

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.

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 to the use or possession of tobacco products by students in district buildings, on district property (owned or leased), on district buses, and at any district-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

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 his/her 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 they bring onto or have 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

Because 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 may 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. Plagiarism and cheating

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, they 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 teacher or building 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. Excessive absence could lead to suspension from school.

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 or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. 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.

26. Violation of bus rules

Please refer to Section IV on transportation for bus rules.

27. 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.

28. 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.

Prevention/Training/Restorative Practices

The District shall provide and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

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 a 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, 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.

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.

Two types of discipline are possible, informal and formal.

Informal Discipline: Informal discipline takes place within the school. It includes:

- Verbal warning/redirection;
- Change of seating or location;
- Re-teach expectations;
- Time-out/Time owed;
- Lunch-time detention;
- After-school detention;
- Writing assignments;
- In-school suspension;
- Restitution;
- Restorative Practices.

Detentions

A student may be expected to serve an after school detention or asked to come to school early by the building principal or Dean of Students, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

A student-teacher conference and/or parent contact/conference will be made as deemed necessary. Parents may be required to meet with the administrator following any student suspension. The student will not be allowed to return to school until the meeting has taken place.

Formal Discipline: Formal discipline removes the student from school.

It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

A student-teacher conference and/or parent contact/conference will be made as deemed necessary. Parents may be required to meet with the administrator following any student suspension. The student will not be allowed to return to school until the meeting has taken place.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the building principal and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents 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.

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 his/her side and the administrator will then provide the student and their family 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 will be notified, in writing within one (1) day, 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 shall not be allowed to remain in school.

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 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 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 may bring a translator or request a translator for hearing impaired students or parents;
- * 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 part to the action or accused the student of the infraction;
- * the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if the 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 building principal during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 2 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the building principal. 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.

Paw Paw Early Elementary 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 have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

DUE PROCESS APPEAL PROCEDURE

Teachers and administrators, as representatives of the Board of Education, have the freedom to use a variety of procedures in disciplining students who fail to accept responsibility as an integral part of student behavior in which rights and privileges are enjoyed, but they must carry out their assignments in such a manner as to avoid discrimination. School personnel must act within the law with full recognition of student rights. Their actions must be reasonable and not capricious.

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Paw Paw Public Schools.

1. The hallmark of the exercise of disciplinary authority will be fair to all parties concerned.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. A student must be given an opportunity for a hearing if he/she or his/her parent or guardian indicates the desire for one. A hearing shall be held to allow the student and their parent or guardian:
 - a. to contest the facts which may lead to disciplinary action, or
 - b. to contest the appropriations of the sanction imposed by a disciplinary authority; or
 - c. if the student and his/her parent allege prejudice; or
 - d. if the student alleges unfairness on the part of the school district official responsible for the discipline.
4. The hearing authority may request the student and parent or guardian to attempt conciliation first, but if the student and parent or guardian decline this request, the hearing authority shall schedule the hearing as soon as possible.
5. The following procedural guidelines will govern the hearing:
 - a. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian.
 - b. Parents or guardians shall be present at the hearing.
 - c. The student, parent, or guardian may be represented by legal counsel.
 - d. The student shall be given an opportunity to give his version of the facts and their implications. He/she should be allowed to offer the testimony of other evidence.
 - e. The student shall be allowed to observe all testimony offered against him/her. In addition, he/she shall be allowed to question any witness.
 - f. The hearing shall be conducted by an impartial hearing authority who shall make his determination solely upon the evidence presented at the hearing.
 - g. A record shall be kept of the hearing.
 - h. The hearing authority shall state within a reasonable time after the hearing his/her findings as to whether or not the student charged is guilty of the conduct charged and his/her decision, if any, as to disciplinary action.
 - i. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.
 - j. The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

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 his/her 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. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, 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 building principal or Dean of Students 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, s/he 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 s/he has 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.

SECTION IV - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live farther than 1 mile from school. The transportation schedule and routes are available by contacting the transportation department at (269) 415-5220.

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 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 driver may assign seating/direct students in any reasonable manner to maintain safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

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

It is the parents' 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:

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

Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- 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;
- 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 they have proper authorization from school officials.

VIDEO RECORDINGS ON SCHOOL BUSES

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

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings 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.