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**231-477-5353**

**TABLE OF CONTENTS**

Principal's Letter.....	4
KND School Calendar.....	5

Foreword.....	6
Scope of Handbook.....	6
Mission of the School.....	7
Equal Education Opportunity.....	8
Parent/Guardian/Community Involvement.....	8
School Day.....	8-9
Student Rights and Responsibilities.....	9
Student Well-Being.....	10
Injury and Illness.....	10
Homebound Instruction.....	10
Emergencies and Accidents.....	11
Emergency Information.....	11

### **Section I - General Information**

Enrolling in the School.....	12
Scheduling and Assignment.....	13
Early Dismissal.....	13
Transfer Out of the District.....	13
Withdrawal from School.....	13
Immunizations.....	13
Emergency Medical Authorization.....	13
Use of Medications.....	14-15
Control of Casual-Contact Communicable Disease and Pests.....	15
Control of Noncasual-Contact Communicable Diseases.....	15
Individuals with Disabilities .....	16
Student Records.....	16-18
Student Fees, Fines, Supplies.....	19
After School Activities.....	19
Student Fund-Raising.....	19
Review of Instructional Materials and Activities.....	20
Meal Service.....	21
Fire, Lock Down and Tornado Drills.....	21-22
Emergency Closings and Delays.....	22
Preparedness for Toxic and Asbestos Hazards.....	22
Visitors.....	22
Use of the Library.....	23
Use of School Equipment and Facilities.....	23
Lost and Found.....	23
Student Sales.....	23
Use of Telephones.....	23
Advertising Outside Activities.....	23

### **Section II - Academics**

“Being There” Trips.....	24
Grading Periods.....	24
Assessment and Progress Reporting.....	24
Promotion, Placement, and Retention.....	25-26
Recognition of Student Achievement.....	26
Homework.....	26
Computers Technology and Networks.....	26

**Section III - Student Activities**

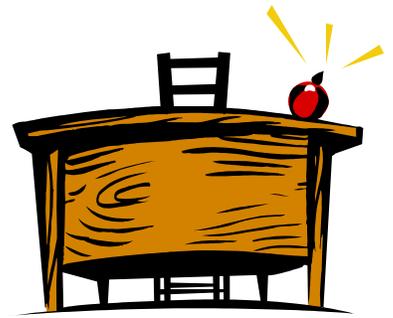
Nonschool-Sponsored Clubs and Activities.....27

**Section IV - Student Conduct**

Attendance.....27  
Truancy.....27  
Absences.....28  
Suspensions from school.....28  
Notes from Parent/Guardian.....29  
Tardiness.....29  
Vacations from School.....29  
Student Attendance at School Events.....29  
Code of Conduct.....30  
Dress & Grooming.....31  
Student Valuables.....31  
Skateboards, Rollerblades & Scooters..... 31  
Student Discipline Code.....31  
**Discipline.....32-44**  
Search and Seizure.....45  
Due Process Rights.....46-47  
Student Rights of Expression.....48  
Student Concerns, Suggestions, and Grievances.....48  
**Non Discrimination Policy.....49-50**  
**Transportation-Policies/Procedures.....50-52**

**APPENDIXES:**

A. Area Human Resources.....53  
B. Transportation Form.....54  
C. Form for Prescribed Medication.....55  
D. Getting Nits Out.....56  
E. Healthy School Parties.....57  
G. Notifications..... 58-62  
H. Disciplinary Referral Form.....63  
**KND Elementary Staff.....64**  
**KND Administration & School Board.....65**  
**Handbook/Technology Agreement.....66**



## 2019-20 Calendar

<u>Date</u>	<u>Event</u>
Tues. Sept 3	Student's first day
Wed. Oct 2	Count Day
Thurs. Oct 24	Conferences--no school for students
Fri. Nov 1	End of 1st marking period
Fri. Nov 15	No School - students / teachers
Wed. Nov 27	Students and teachers 1/2 day
Thurs, Fri Nov 28 & 29	Thanksgiving Break
Fri. Dec 20	Last day before Christmas Break ( <i>school in session</i> )
Mon. Jan. 6	School resumes
Fri. Jan 17	End of 2nd marking period
Mon. Jan 20	Teacher record day - no school for students
Wed. Feb 12	Count Day
Mon. Feb 17	President's Day - no school
Wed. Mar 25	Conferences--1/2 day for students
Fri. Mar 27	End of 3rd marking period
Fri. Mar 27	Last day before Spring Break ( <i>school in session</i> )
March 30-April 6	Spring Break
Tues. Apr 7	Return to school
Fri. May 22	Graduation
Mon. May 25	Memorial Day - no school
Thur. June 11	Last day for students
Fri. June 12	Teacher record day

**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 August 30, 2018. If any of the policies or administrative guidelines referenced herein are revised after August 30, 2018 the language in the most current policy or administrative guideline prevails.

### **SCOPE OF HANDBOOK**

It is particularly difficult to anticipate every disciplinary infraction, potential danger, or inappropriate behavior that might occur. The disciplinary guidelines outlined in this handbook may not be appropriate for every situation and it is understood that the school's actions will include, but not be limited to, the guidelines outlined in this handbook.

**MISSION OF THE SCHOOL**

**KALEVA NORMAN DICKSON  
ELEMENTARY SCHOOL**

4400 N. High Bridge Rd  
Brethren, MI 49619

231.477.5353



*MISSION STATEMENT*

Growing Responsible Citizens

We believe that:

- A democratic society needs competent and productive participants
- Everyone can learn and achieve personal success
- Learning is a life-long process
- Education is a shared responsibility
- Everyone needs a caring and safe environment
- A variety of learning experiences is vital to individual growth
- Each individual is responsible for his/her own choices
- A successful individual learns to adapt to an ever changing world

## **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:

Jakob Veith  
K/12 Principal  
231.477.5353

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

## **PARENT/GUARDIAN/COMMUNITY INVOLVEMENT**

KND encourages and welcomes parental involvement for the betterment of education. This can be accomplished in many ways such as volunteering in the classrooms, special projects or parent groups. Parents or guardians are offered an opportunity to choose various educational programs for their children offered by the school district. Newsletters and calendars of events are sent home throughout each month informing our families of special activities to attend.

## **ELEMENTARY SCHOOL DAY**

The School day begins with Breakfast in the classroom at 8:10 a.m.  
Students arriving after 8:10 a.m. will be considered Tardy  
School Dismissed @ 3:10 p.m.

**Please Note:** Parents or authorized adults are asked to wait in the designated area to pick up their child(ren). The designated area is in the hallway opposite of the main office.

## School Procedures

### Lunchroom

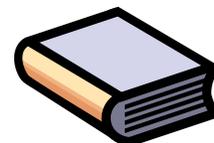
- Stay seated while you are eating:
- Indoor Voices
- Eat your own food
- Use good manners
- When you are finished eating:
  - Clean your area
  - Throw away garbage
  - Raise your hand
  - Wait to be excused

### Hallway

- Be Safe
- Be orderly
- Be respectful
- Keep hands and feet to self
- Use quiet voice
- Walk

### Line

- Face forward
- Single file
- Hands and feet to self
- Stay quiet



### Bathroom

- Be Safe: Use material/equipment properly
- Personal Space: Fewer than 6 in bathroom at once

**GO, FLUSH, WASH, LEAVE**

### Playground

- Have fun
- Be safe
- Use equipment appropriately
- Freeze on long whistle
- Walk quietly and line up with classmates

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

## **STUDENT WELL-BEING**

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

State law requires that all students must have student enrollment data forms completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Please inform the secretary of any changes, such as phone numbers or emergency contacts, which may occur during the school year.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **INJURY AND ILLNESS**

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

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

## **Homebound Instruction**

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

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

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



## EMERGENCIES AND ACCIDENTS

- A. If an accident occurs, an attempt will be made to notify the child's parents or guardian immediately.
- B. If parents or guardians cannot be contacted, the emergency phone number(s) will be called. Emergency phone numbers are very important! We suggest at least two emergency numbers, if at all possible.
- C. An ACCIDENT REPORT form will be filled out by school personnel.
- D. No medication will be administered by school personnel. Band-Aids, or bandages for minor cuts and scrapes or ice for swelling are available.
- E. In special situations, upon written request from parents, maintenance medication will be administered by the office, as per school medication policy and procedures.

## SECTION I - GENERAL INFORMATION

### ENROLLING IN THE SCHOOL



### EMERGENCY INFORMATION

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under

- A. Current address and phone number are especially important in cases of emergencies.
- B. In the beginning of each school year or when your child starts school, the following information package will be made available to you:
  - 1. Enrollment Card
  - 2. Emergency Procedure Card
- C. Please fill out all forms and return them to school promptly.  
**If you have a change of address, phone number or name during the school year, please notify the office immediately.**
- D. The school must have a phone number to call in case of emergency.  
Several emergency numbers are helpful.

the District's open enrollment policy.

New students and

er the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),

- C. proof of residency,
- D. proof of immunizations.

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

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

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

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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

## **SCHEDULING AND ASSIGNMENT**

Students will be assigned to the appropriate grade, classroom, and program. Any questions or concerns about the assignment should be discussed in the main office.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. Authorized adults will be required to sign the student out at the office.

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the main office about plans to transfer their child to another school. If a student plans to transfer from the school, the parent must notify the office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the school secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

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

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, or take a course with the Health Department to have an authorized waiver from the State immunization requirements. If a student does not have the necessary shots or waivers, they will not be allowed to attend school. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school secretary

## **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 "Being There" trips, spectator trips, athletic and other extra-curricular 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.

## 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 may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about 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.

## **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.

## **Nonprescribed (Over-the-Counter) Medications Elementary (Grades K to 6)**

A physician's prescription or order is necessary to allow students to take any nonprescription medication at school. **No staff member will be permitted to dispense nonprescribed, over-the-counter (OTC) medication to any student.** A parent or guardian may come to the school and administer the (OTC) medication to the child.

## **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 NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-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 his/her 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.

Noncasual-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, HPV, 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 American's 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 Tina Fairbanks, Special Education Director to inquire about evaluation procedures and programs.

## **LIMITED ENGLISH PROFICIENCY**

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

## **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by District employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
  - 1. interest inventories and aptitude tests
  - 2. vocational preference inventories

- 3. achievement tests
- 4. standardized intelligence tests
- D. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. family backgrounds and other pertinent information

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a non-custodial parent, both shall have access the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

The District shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

### **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; or telephone numbers only for inclusion in school or PTO directories. The district also provides positive pictures and posts, which includes student names to the newspaper, television, and school sponsored social media.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written request.

### **STUDENT FEES, FINES, AND SUPPLIES**

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her 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.

### **AFTER-SCHOOL ACTIVITIES**

All activities that are held at the school or information that an organization wants to be sent through the school must be approved by the principal. Present activities that are being offered by the school or community are:

- |                  |              |
|------------------|--------------|
| 1.) Scouts       | 4.) T-Ball   |
| 2.) Basketball   | 5.) Ski Club |
| 3.) Safe Net     | 6.) Football |
| 7.) SEEDS        | 8.) Soccer   |
| 9.) Cheerleading |              |

Fee

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 student participating in other activities when soliciting funds.

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 fund raisers 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.

The annual elementary school sponsored fund-raiser requires parental permission in order for the child to participate.

### **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 prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits

### **BREAKFAST AND LUNCH PROGRAM**

- A. The cafeteria serves breakfast and hot lunch each day. Free or reduced-price meal applications are available in the office and must be completed and returned to the office for approval before a student's eligibility for free or reduced-price meals can be determined. Applications must be filled out and submitted each new school year.
- B. Every student will be assigned at least a 30-minute lunch/recess period.
- C. Glass containers, energy drinks, and soda pop are not permitted.
- D. Students have the option to carry a cold lunch or purchase a hot lunch.
- E. Students are requested to bring all lunch money for the week on Monday.

### **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a steady horn blast with strobe lights.

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 an announcement from the office.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announced code word.

## **EMERGENCY CLOSINGS AND DELAYS**

A. Students will not be allowed to leave the school at any time during the school day unless supervised. **All children must be picked up at the office.** A sign out sheet for parents or guardians to complete is in the office.

B. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

Channel: 9/10 (CBS), 7/4 (NBC), 29/8 (ABC), 33/40 (FOX)

Radio: 98.1 FM (WGFM), 99.3 FM (WBNZ);  
103.5 FM (WTCM), 106.3 (WMTE, WKLA).

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**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of one week. To check out any other materials, contact the librarian.

## **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 in the main hallway. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

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

## **USE OF TELEPHONES**

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

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Students with cellular devices or other electronic communication devices must keep them in their lockers during the instructional day, except for health or other unusual reasons approved in advance by the principal. KND Schools will not be held responsible for any lost or stolen items, including electronic devices.

***“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation.***

## **ADVERTISING OUTSIDE ACTIVITIES**

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

The school has a central bulletin board located in the entry way or main hallway which may be used for posting notices after receiving permission from the principal.

## **SECTION II - ACADEMICS**

### **“BEING THERE” TRIPS**

Students learn through a variety of experiences. In some cases, the classroom cannot provide the same quality learning experience as a trip to a particular site or event. All planned trips are considered to be the part of the students’ educational program for the day. Although, we expect all students to participate in the activity, students may be excused due to health reasons or other factors such as misbehavior, as identified by parents or teachers. Also, parents are expected to be positive role models for the students and not smoke during this school sponsored activity. their

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

## ASSESSMENT AND PROGRESS REPORTING

Students are evaluated on their academic progress daily by their teachers. Report cards are issued to students and parents or guardians every nine weeks. Progress reports are also used by teachers to keep parents or guardians updated and informed during the marking period. Students in grades 4-6 receive a daily assignment/planner book. Parents or guardians are asked to review this book each day with their child. If parents or guardians have questions regarding their child's progress, please feel free to contact the teacher. Parents or guardians are asked to pick-up their child's report card from the office at the end of the school year.

The DIBELS, STAR Early Literacy, Accelerated Reading scores are used to assess and evaluate our students' reading in grades Kindergarten through grade 3. Portfolios are also kept on each student, grades K-6. The portfolios contain work samples that demonstrate the students' skill level and development in the core curriculum areas (Reading/Language Arts, Science, Math and Social Studies).

Students are evaluated by the state Michigan using the MSTEP. These tests are used to evaluate student progress and our district's programs. Individual student results for these tests are sent to the school. An announcement will be made upon their arrival. Parents or guardians will be encouraged to come in, pick up the results and discuss them with your child's teacher. Elementary MSTEP Testing will take place in the Spring.

### 3<sup>RD</sup> GRADE READING LAW

1. **What is the law all about:** In an effort to boost reading achievement, Michigan lawmakers passed Public Act 306 in October of 2016. This act was passed to help more K-3<sup>rd</sup> grade students be proficient in reading on the State assessment by the end of 3<sup>rd</sup> grade. The law also states that a child may be retained in 3<sup>rd</sup> grade if they are one or more grade levels behind in reading at the end of third grade.
2. **What do I need to know as a parent:** Your child's reading will be closely monitored beginning in kindergarten. If your child is not reading where expected, a plan of improvement will be created. Your child's teacher, and the school will work with your child to find where they need extra support. The plan developed is called an Individualized Reading Improvement Plan (IRIP). As your child develops throughout the school year, the plan will be adjusted accordingly to maximize reading improvement.
3. **What can I do to support my child:**
  - \*Read out loud to your child
  - \*Listen to your child read
  - \*Echo Read... you read a line, then they repeat
  - \*Read together at the same time
  - \*Ask your child to share what they remember about the reading
  - \*Ask questions about the reading
  - \*Talk about the pictures and how they connect to the story
  - \*Help your child make connects with their life to the story
  - \*Utilize the Read at Home Plan that comes with the IRIP

**If you have any questions about the 3<sup>rd</sup> grade reading law, or would like more information on improving your child's reading, please contact the main office.**

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

### DEFINITIONS

**A. Promotion:**

Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established below.

**B. Placement:**

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the Child Study Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

**C. Retention:**

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Child Study Team with the concurrence of the building administrator.

**D. Child Study Team:**

A Child Study Team may be appointed by the principal each year to consider situations in which students may not be promoted to the next grade or may not graduate. Such a team should include:

1. classroom teachers,
2. counselors and other support staff
3. building principal
4. parents

Final decisions on student promotion, placement, or retention rest with the building principal.

## **CRITERIA**

Student placement for grade levels Kindergarten, First and Second grades will be based upon:

1. Current level of achievement
2. Potential for success at the next grade level
3. Emotional, physical, cognitive and social maturity

Beginning at the Third grade, promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and social maturity
4. **A student must earn a passing grade in *three of the four core subject areas (English Language Arts, Math, Science and Social Studies)*, and in 3<sup>rd</sup> grade, the student must score *proficient in the reading portion of the State assessment.***

### Time Line for Elementary Grade Placement Changes

1. October-January: Teachers should inform parents of student progress.
2. Early March: Teacher will notify principal, if an alternative grade placement or retention is being considered. The Child Study Team may be convened by the principal.
3. Early April: If placement or retention is still being considered, parents should be notified by this time.
4. May-June: Decision on placement or retention is made and student Grade Placement Recommendation is completed.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

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

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of many types of work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed. (See Appendix F)

## **SECTION III - STUDENT ACTIVITIES**

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and

that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

## **SECTION IV - STUDENT CONDUCT ATTENDANCE**

### ***School Attendance Policy***

It is imperative that students be in attendance and arrive on time each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After **5** days of truancy in any grading period, a student will be considered an "habitual truant" which can result in a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

### **Absences**

- A. If your child is absent, you must place a phone call on the day of the absence, or send a note with him/her to school upon his/her return explaining the reason for the absence.
- B. If a child has been absent for more than three consecutive days, please phone the office to make arrangements for homework.
- C. If a child is going to be absent for an extended period of time (i.e., for a family trip), inform the child's teacher and the office in writing at least one week prior to the expected absence to make arrangements for homework.
- D. Truancy - All student absences may be excused (or not counted toward the maximum of 10 absences per semester referred to below) for the following reasons:
  - 1.) Illness- home confinement and/or hospitalization
  - 2.) Medical/dental appointments that cannot be arranged during non-school hours
  - 3.) Funerals
  - 4.) Court appearances
  - 5.) Family vacations that are prearranged with administration
  - 6.) Authorized, school-sponsored activities
  - 7.) Religious holidays
  - 8.) Suspensions

Documentation must be provided to the main office to excuse the absence.

~~A suspended student will be responsible for making up school work lost due to~~

suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

## **NOTES FROM PARENT/GUARDIAN**

All notes to school personnel should be dated and signed by the adult writing the note. Please write a note whenever possible. WE ASK THAT NOTES BE SENT TO SCHOOL FOR ANY OF THE FOLLOWING REASONS:

- A. In case of absence from school, when child returns to school, unless a phone call has been made to the office on the day of the absence
- B. In response to notices of school progress
- C. For a student to be dismissed early from school
- D. For a student to go home with another student
- E. For a student to ride a bus other than his/her own
- F. Any after school activities

### **Tardiness**

A student who is not in his/her assigned location by **8:10 A.M.** shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

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

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

# CODE OF CONDUCT

## LIFELONG GUIDELINES AND LIFESKILLS

We understand that in order for learning to take place, students need a safe environment that is absent of threat. We also know that if our students are to achieve the district’s goal- “help learners of all ages develop the skills to succeed”, then students must learn and demonstrate Lifelong Guidelines and Lifeskills. The guidelines and skills provide the foundation on how everyone is expected to behave in our schools. When we show these skills in our everyday life, then our schools become a welcoming, friendly and caring place where learning is fun.



### Lifelong Guidelines

- Trustworthiness – To act in a manner that makes one worthy of trust and confidence
- Truthfulness – To be honest about things and feelings with oneself and others
- Active Listening – To listen with the intention of understanding what the speaker intends to communicate
- Stay Positive – To use positive words, actions and/or body language that encourages others
- Personal Best – To do one’s best given the circumstances and available resources

### LifeSkills

- Caring – To feel and show concern for others
- Common Sense – To use good judgment
- Cooperation – To work together toward a common goal or purpose
- Courage – To act according to one’s belief despite fear of adverse consequences
- Curiosity – To desire to investigate and seek understanding of one’s world
- Effort – To do your best
- Flexibility – To be willing to alter plans when necessary
- Friendship – To make and keep through mutual trust and caring
- Initiative – To do something, of one’s own free will, because it needs to be done
- Integrity – To act according to a sense of what’s right and wrong
- Organization – To plan, arrange and implement in an orderly way; to keep things orderly and ready to use
- Patience – To wait calmly for someone or something
- Perseverance – To keep at it
- Pride – Satisfaction from doing one’s personal best
- Problem Solving – To create solutions to difficult situations and everyday problems
- Resourcefulness – To respond to challenges and opportunities in innovative and creative ways
- Responsibility – To respond when appropriate; to be accountable for one’s actions

## **Dress and Grooming**

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

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

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable and dressed appropriately to participate in all school day activities? (yes)

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.

## **STUDENT VALUABLES**

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

## **SKATEBOARDS, ROLLERBLADES & SCOOTERS**

Skateboarding, rollerblading, shoes with skates built in and riding scooters are not permitted on school property. Should a student bring a skateboard, rollerblades, or scooter to school must be checked in to office immediately upon arrival and may be picked up when the student goes home.

## **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.

## Behavioral Violations

**It is not possible, nor is it intended, to identify all infractions that may occur. The following is a list of certain violations and disciplinary results. Administration has the authority in his/her discretion to identify other acts which constitute infractions under this policy and to establish appropriate discipline.**

**In rare circumstances, the discipline outlined in this section may be increased or reduced, depending on the seriousness of the behavior in question.**

### 1. Academic Cheating/Plagiarism

Cheating includes, but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to an instructor.

Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling term papers or other academic materials. Copying or cut and paste from the Internet or other computer sources without proper documentation shall also be considered plagiarism.

The acts of cheating, plagiarism, or forgery in connection with academic endeavor or school processes or procedures are detrimental to the educative process and one's character. Whenever a student is guilty of this misconduct, the following discipline will take place. Individual teachers may also apply their own penalties for cheating/plagiarism.

1<sup>st</sup> Occurrence: Collection of works/no credit for the work/parent notification/ three (3) days missed recess.

2<sup>nd</sup> Occurrence: Collection of work/no credit for work/parent notification/ up to one (1) day in school suspension.

3<sup>rd</sup> Occurrence: Collection of work/no credit for the work/parent notification/ up to three (3) days in school suspension.

### 2. Alcohol, Tobacco, and Other Substances

The manufacture, distribution or intent to distribute, sale, possession, use, or being under the influence of the following substances is prohibited:

- A. Alcohol or any alcoholic beverage;
- B. Tobacco or tobacco products in any form;
- C. *Electronic nicotine devices, vapes;*
- D. Illicit drugs;
- E. Any abusable glue, aerosol, or other chemical substance, including, but not limited to, lighter fluid and other fluids for inhalation;
- F. In accordance with school policy #5330, all medication, prescription or non-prescription, must be administered in the school office by an adult and all medications must be stored in the office;
- G. Steroids, human growth hormones, or other performance-enhancing drugs;
- H. Substances purported to be illegal, abusive, or performance-enhancing, i.e., "look-alike" drugs;

I. Drug paraphernalia.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to district policy.

**DEFINITIONS**

Manufacture – Altering or combining existing substances to create a new substance that causes physical or emotional charge.

Use and/or under the influence – Any physical condition that indicates a controlled substance has been consumed.

Possession – Physical possession of (including a student’s hall or gym locker or vehicle, or backpack, purse, jacket, etc.) or admittance of physical possession.

Sale, distribution, or intent to distribute – Any student who shall intend to provide or distribute or offer to sell any controlled substances on school property, at a school-related or school-sponsored function to any person at any time.

**ALCOHOL/ILLCIT DRUG**

Possession of, use of, and/or being under the influence of any drug, alcoholic beverage, controlled substance, or any other substance which implies or induces abnormal behavior while on school property or at a school-sponsored, school-related activities is strictly prohibited.

Use and/or under the influence (any physical condition that indicates a controlled substance has been consumed):

1<sup>st</sup> Occurrence: Up to ten (10) days suspension and a police referral OR reduced to five (5) day suspension with police referral and assignment to a Student Assistance Program. A Parent meeting is required before student returns to school.

2<sup>nd</sup> Occurrence: Recommendation for expulsion to the Board of Education.

Possession (physical possession of-including student’s hall or gym locker or vehicle or backpack, purse, jacket, etc.) or admittance of physical possession.

1<sup>st</sup> Occurrence: Up to ten (10) days suspension and a police referral OR reduced to five (5) day suspension with police referral and assignment to a Student Assistance Program. A parent meeting is required before student returns to school.

2<sup>nd</sup> Occurrence: Recommendation for expulsion to the Board of Education.

Sale, distribution, or intent to distribute (any student who shall intend to provide or distribute or offer to sell any controlled substances on school property, at a school-related or school-sponsored function to any person at any time):

All Occurrences: Out-of-School Suspension with recommendation for expulsion to the Board of Education.

**TOBACCO**

State law prohibits a minor (under 18) from unlawfully purchasing, possessing, or using tobacco products. As a result of the above, minors are subject to criminal penalties. A person who violates the above is guilty of a misdemeanor. All tobacco violations will result in appropriate law enforcement agency notification for court disposition.

In addition, the following school policy will also be enforced:

No student, regardless of age, shall possess tobacco (examples include, but are not limited to, cigarettes, cigars, snuff, and chewing tobacco) nor smoke, furnish, or use tobacco products on school property, during school, or at school-related activities. Tobacco products found in lockers, backpacks, purses, jackets, etc. are considered to be in a student’s possession.

1<sup>st</sup> Occurrence: Up to ten (10) days suspension/parent notification/police notification.

2<sup>nd</sup> Occurrence: Recommendation for expulsion to the Board of Education.

### **3. Bomb Threats/False Fire Alarms**

Causing, by an act or in written form, a false fire alarm, bomb threat, or 911 call is prohibited.

All Occurrences: Recommendation for expulsion/notification of legal authorities.

### **4. Closed Campus Policy Violation**

Under closed campus policy, students are to remain on campus for the entire school day unless leaving for reasons of illness, appointments, etc. Students are to immediately enter the building upon arrival; upon dismissal, students are to leave the building unless they have proper authorization to stay. All students must check out in the Principal's office for early dismissals. Students who are referred for violation of this procedure will be subject to the following disciplinary action:

1<sup>st</sup> Occurrence: Five (5) days of missed recess.

2<sup>nd</sup> Occurrence: Up to One (1) day suspension/parent notification

3<sup>rd</sup> Occurrence: Up to Three (3) days suspension/parent notification.

4<sup>th</sup> Occurrence: Up to Five (5) days suspension/parent notification.

### **5. Computer/Internet Policies and Procedures**

#### **A. Computer Use/Network Etiquette:**

1. Each student and staff member will be given a unique username, and will select a password. The password must be kept secret. Users are encouraged to change their passwords regularly.
2. Each student will be assigned a computer or IPAD for school use. Students (parents/guardians) are personally responsible for the device and may be responsible for damages.

**B. Internet Use:** Access to the Internet is a privilege granted by the school, not a right. Unless the Principal is otherwise advised, all students will have access to the Internet while at school. Any parent who wishes that his or her child not use the school's network and or the Internet should notify the Principal of the intent in writing. Although we cannot guarantee that the student will never violate his/her parents' wishes, the school will do its best to ensure that these wishes are followed at all times.

**C. Web Pages:** Postings of school activities, including photos and first (or last) names of students may appear on the school web site. The first and last names of students are not to be used together. Any parent who does not want their student's picture or name to appear on the web site must notify the Principal in writing.

**D. Internet Access Policy:** In short, students are not allowed to view, download, or create internet pages of other online material that contain information that is in violation of the schools behavior policies. This material includes, but is not limited to: violence, pornography, weapons, bomb making, making threat, computer "hacking", or is offensive racially, ethnically, or sexually. Any student activity that is detected which is illegal will be reported to law enforcement officials at once. A full copy of the official board policy is available, contact the school office to request a copy.

**E. Other activities that are **not** allowed** are the use of chat rooms, instant messaging, Facebook, Twitter, InstaGram, etc., and any games during the school day, unless

specifically approved by a supervising teacher.

- F. Reading/sending e-mail is limited to before and after school or during lunch, unless the supervising teacher allows it during class as part of a class assignment.
- G. Only educational games are permitted to be played on, or downloaded to the computers. Students may not save games to either the computers or the file server.
- H. No music is permitted to be played on, or downloaded to the computers without specific teacher permission and for educational purposes. No music may be saved to either the computers or the file server by any student without specific teacher permission.
- I. Deep Freeze is installed on all student computers to help guard against viruses, accidental file deletion, and to maintain the overall stability of the operating system and software.
  - A. Students are not allowed to operate their computer with Deep Freeze in the thawed state unless consent is given by the technology department.
  - B. If a student notices that their computer is thawed at any time, they are to report it immediately to the technology department.
  - C. The technology department has the authority to remotely freeze computers on the network at anytime without warning.
- J. Outside Software: Because of licensing problems, and the risk of spreading computer viruses, students and staff will not be allowed to bring in outside software to use on the school computers unless approved by the Director of Technology or Technology Committee. Anybody found installing unapproved software, vandalizing any computer, or tampering with the computer security will be subject to the consequences listed below.
- K. Devices are to be used as tools. If the tool is not needed in class, it should remain in the student's locker or in a designated storage location until needed.
- K. Devices may not be used in the halls, nor may headphones be worn in the hall.
- L. Students must log off and close their devices by the end of each class period.
- M. Students are reminded to follow copyright laws. Plagiarism includes such practices as copying information or papers from the Internet without proper documentation, using other people's work and claiming as your own, cutting and pasting another's work and using it for your own. Outside sources must be cited.
- N. Students logging in using another's password will be removed from all computer privileges up to nine weeks, and other disciplinary action may occur.
- O. Some computer violations will violate other sections of the school handbook and will be disciplined under both sections. For example, a student downloading pornography will receive a suspension for Indecency/Obscenity and will lose computer privileges. A student violating copyright laws while using a computer or the Internet will be disciplined for plagiarism and will lose computer privileges.
- P. Consequences for misuse of the Internet, the network, or any school computer:
  - 1<sup>st</sup> Occurrence: Up to One-week loss of all computer privileges.
  - 2<sup>nd</sup> Occurrence: Up to Four weeks loss of all computer privileges.
  - 3<sup>rd</sup> Occurrence: Up to Nine weeks loss of all computer privileges.
  - 4<sup>th</sup> Occurrence: Up to the loss of all computer privileges for remainder of the year.

**6. Disrespect**

Speaking to any adult member of the school community in a discourteous, insulting, or profane manner will not be tolerated.

1<sup>st</sup> Occurrence: Up to Three (3) days suspension/parent notification.

2<sup>nd</sup> Occurrence: Up to Five (5) days suspension/parent notification.

3<sup>rd</sup> Occurrence: Up to Ten (10) days suspension/parent notification.

**7. Disruptive/Disorderly Behavior**

A willful act or behavior that jeopardizes or destroys the educational atmosphere will be considered disruptive classroom behavior.

1<sup>st</sup> Occurrence: 1-3 days missed recess

2<sup>nd</sup> Occurrence: 3-5 days missed recess

3<sup>rd</sup> Occurrence: Up to a 1 day suspension/parent notification

4<sup>th</sup> Occurrence: Up to a 3 day suspension/parent notification

5<sup>th</sup> Occurrence: Up to a 5 day suspension/parent notification

6<sup>th</sup> Occurrence: Up to a 10 day suspension/parent notification

7<sup>th</sup> Occurrence: Recommend for expulsion

**9. Electronic Devices**

The use of cell phones, IPODs, and other electronic devices can be disruptive to the educational process; such devices are not to be used during instructional time. Upon the start of school, students must place these items in their lockers and must not use them again until leaving the building at the end of the day.

1<sup>st</sup> Occurrence: Warning/Confiscation/parent notification.

2<sup>nd</sup> Occurrence: Conference/one (1) day of missed recess/confiscation/parent notification. Device will be returned at the end of the day

3<sup>rd</sup> Occurrence: Three (3) days of missed recess/confiscation/parent notification. Device must be picked up by the parent or guardian.

4<sup>th</sup> Occurrence: Up to Three (3) days suspension/parent notification/confiscation. Device must be picked up by the parent or guardian

**10. Extortion/Blackmail/Coercion**

Obtaining money, property, or service by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force is prohibited.

1<sup>st</sup> Occurrence: Five (5) days suspension/parent notification.

2<sup>nd</sup> Occurrence: Ten (10) days suspension/parent notification.

3<sup>rd</sup> Occurrence: Recommendation for expulsion.

## **11. Fighting**

The intentional/deliberate act of pushing, shoving, hitting, biting, or striking another student on school property, or while going to or from school, including any activity under school sponsorship, will not be tolerated. This standard will be applied to participants regardless of who started the fight.

1<sup>st</sup> Occurrence: Kindergarten and First Grade: May be sent home the day of the fight/two (2) days of missed recess.

1<sup>st</sup> Occurrence: All other grades: May be sent home the day of the fight, and up to a 3 additional days of suspension.

2<sup>nd</sup> Occurrence: May be sent home the day of the fight, and up to 5 additional days suspension/parent conference.

3<sup>rd</sup> Occurrence: May be sent home the day of the fight, and up to 10 additional days suspension/parent conference.

4<sup>th</sup> Occurrence: Recommendation for expulsion to the Board of Education/parent notification.

## **12. Fireworks**

The act of possessing, using, or transferring items such as firecrackers, smoke bombs, stink bombs, caustic or noxious substance etc., on school property or at any school-sponsored activity is prohibited.

1<sup>st</sup> Occurrence: Up to Five (5) days suspension/parent notification.

2<sup>nd</sup> Occurrence: Up to Ten (10) days suspension/parent notification.

3<sup>rd</sup> Occurrence: Recommendation for expulsion.

## **13. Forgery/False Representation**

The act of fraudulently using, verbally or in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data such as excuses, days of missed recess, and/or teacher's forms which request parent signature shall constitute forgery or false representation.

1<sup>st</sup> Occurrence: Up to Three (3) days suspension/parent notification.

2<sup>nd</sup> Occurrence: Up to Five (5) days suspension/parent notification.

3<sup>rd</sup> Occurrence: Up to Ten (10) days suspension/parent notification.

## **14. 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.

1<sup>st</sup> Occurrence: Up to One (1) day suspension/parent notification.

2<sup>nd</sup> Occurrence: Up to Five (5) day suspension/parent notification.

3<sup>rd</sup> Occurrence: Up to Ten (10) day suspension/parent notification.

4<sup>th</sup> Occurrence: Recommendation for expulsion.

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

### **Implementation**

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

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

### **Procedure**

Any student who believes s/he has been or is the victim of bullying. Hazing or other aggressive behavior should immediately report the situation to the 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.

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. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of any anonymous report.

The Principal (or other administrator as designated) 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 and should be completed within three (3) school days 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.

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 of an annual basis.

#### Non-Retaliation/False Reports

Retaliation of 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 indicted above. The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

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

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber 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, s/he 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 gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held 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 a n 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 posting, and graffiti.

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

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

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district in intra-district athletic competitions or other school events.

### **Confidentiality**

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.

1<sup>st</sup> Occurrence: One-Three (1-3) Days suspension.

2<sup>nd</sup> Occurrence: Up to Five (5) suspension.

3<sup>rd</sup> Occurrence: Up to Ten (10) days suspension/ recommendation to Board for expulsion

**16. Indecency/Obscenity**

Offensive acts, which include acts of immoral conduct, against commonly recognized standards of propriety or good taste as interpreted by the administration and/or teaching staff; also vulgar acts in verbal or written form, pictures, gestures, caricatures, or suggestive/inappropriate clothing during the school day or during any school activity shall be deemed inappropriate.

1<sup>st</sup> Occurrence: Up to Three (3) days suspension/parent notification/possible recommendation to guidance department.

2<sup>nd</sup> Occurrence: Up to Five (5) days suspension/parent notification/recommendation to guidance department.

3<sup>rd</sup> Occurrence: Up to Ten (10) days suspension/parent notification/guidance involvement.

**17. Insubordination**

Willful failure to respond to or carry out a reasonable request by a staff member or other person in authority, including bus drivers, cooks, custodians, or any other school personnel shall be considered an act of insubordination.

1<sup>st</sup> Occurrence: Up to One (1) day suspension/parent notification.

2<sup>nd</sup> Occurrence: UP to Three (3) days suspension/parent notification.

3<sup>rd</sup> Occurrence: Up to Five (5) days suspension/parent notification.

4<sup>th</sup> Occurrence: Up to Ten (10) days suspension/parent notification/possible further disciplinary action up to and including expulsion.

**18. Persistent Disobedience**

When a student reaches twenty (20) days of suspension (ISS or OSS) as a result of disrupting the educational atmosphere, s/he will be recommended for expulsion to the KND Board of Education. At the tenth (10<sup>th</sup>) and fifteenth (15<sup>th</sup>) day, parents will be notified.

**19. Physical Assault**

A willful physical attack on another person is prohibited.

1<sup>st</sup> Occurrence: Up to Five (5) days OSS/parent notification.

2<sup>nd</sup> Occurrence: UP to Ten (10) days OSS/parent notification.

3<sup>rd</sup> Occurrence: Recommendation for expulsion to the Board of Education/parent notification.

**20. Plastic or Resealable Beverage Containers**

Only juice or water in resealable bottles will be allowed outside the cafeteria. Juices are not permitted in classrooms without teacher permission. Only a resealable water bottle will be permitted in the classroom during the day. Beverages in cups or glasses of any kind will not be permitted within the school. Students are not permitted soft drinks (pop) within the building during school hours.

1<sup>st</sup> Occurrence: Written warning/confiscation.

2<sup>nd</sup> Occurrence: One (1) day of missed recess/confiscation.

3<sup>rd</sup> Occurrence: Three (3) days of missed recess/confiscation.

4<sup>th</sup> Occurrence: One (1) day suspension/confiscation.

**21. Cell Phones/Electronic Devices**

The use of cell phones, IPODs, and other electronic devices can be disruptive to the educational process; such devices are not to be used during the instructional day. Upon the start of school, students must place these items in their lockers and must not use them again until leaving the building at the end of the day.

1<sup>st</sup> Occurrence: Warning/Confiscation/parent notification.

2<sup>nd</sup> Occurrence: Conference/one (1) day of missed recess/confiscation/parent notification. Device will be returned at the end of the day

3<sup>rd</sup> Occurrence: Three (3) days of missed recess/confiscation/parent notification. Device must be picked up by the parent or guardian.

4<sup>th</sup> Occurrence: Up to Three (3) days suspension/parent notification/confiscation. Device must be picked up by the parent or guardian

**22. Possession or Use of Potentially Dangerous Objects**

Potentially dangerous objects include, but are not limited to, squirt guns, bean shooters, glass containers, rubber bands, lighters, snowballs, wallet chains, laser pointers, etc. Possession of any potentially dangerous object which has a blade of less than three (3) inches shall result in a minimum suspension of five (5) days.

1<sup>st</sup> Occurrence: Confiscation/three (3) days of missed recess/parent notification.

2<sup>nd</sup> Occurrence: Confiscation, and up to three (3) days suspension/parent notification.

3<sup>rd</sup> Occurrence: Confiscation, and up to five (5) days suspension/parent notification.

**23. Profanity**

Profanity, or inappropriate language or hate speech, will not be tolerated.

1<sup>st</sup> Occurrence: Up to Two (2) days of missed recess, or lunch detentions

2<sup>nd</sup> Occurrence: Up to Five (5) days of missed recess, or lunch detentions

3<sup>rd</sup> Occurrence: Up to Two (2) days suspension/parent notification.

4<sup>th</sup> Occurrence: Up to Three (3) days suspension. Parent notification.

5<sup>th</sup> Occurrence: Up to Five (5) days suspension/parent notification.

All Other Occurrences: Up to Ten (10) days suspension/parent notification.

**24. Stealing/Burglary/Theft and/or Unauthorized Possession of Property Belonging to Others**

Stealing of school property or personal effects of others, or stealing from an individual by force of threat of force is prohibited.

All Occurrences: Full restitution/possible police notification/parent notification.

1<sup>st</sup> Occurrence: Up to Three (3) days suspension/parent notification.

2<sup>nd</sup> Occurrence: Up to Five (5) days suspension/parent notification.

3<sup>rd</sup> Occurrence: Up to Ten (10) days suspension/parent notification.

4<sup>th</sup> Occurrence: Recommendation for expulsion.

**25. Striking or Threatening School Personnel**

Intimidating school personnel or interfering with administrators or teachers by force, violence, or threat of violence is prohibited.

All Occurrences: Immediate suspension from school with recommendation for expulsion/police notification.

**26. 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.

1<sup>st</sup> Occurrence: Five (5) days of missed recess or lunch detentions

2<sup>nd</sup> Occurrence: Up to Three (3) days suspension/parent notification.

3<sup>rd</sup> Occurrence: Up to Five (5) days suspension/parent notification.

**27. Vandalism**

The acts of willful destruction of school property and property belonging to others; and defacing school property such as lockers, desks, books, etc., are prohibited.

**Report Graffiti and Vandalism**

The KND Community has given students of the District the special opportunity to attend school in a new state of the art facility. It is the goal of the Administration and the Board of Education to ensure that the new facility is maintained free from graffiti and vandalism so that students and the KND Community can enjoy our beautiful new facility long in to the future. This District is committed to undertaking this responsibility. We cannot accomplish our goal without the help of our students. We ask that each student show the Community his or her appreciation for this facility and share in the responsibility for maintaining the new high school free from graffiti and vandalism.

**Major Offenses:** Examples include, but are not limited to, defacing school property, painting, glass breakage, and physical destruction of school property.

1<sup>st</sup> Occurrence: Up to Five (5) days suspension/restitution/parent notification.

2<sup>nd</sup> Occurrence: Up to Ten (10) days suspension/restitution/parent notification.

3<sup>rd</sup> Occurrence: Recommendation for expulsion/restitution to the Board of Education.

**Minor Offenses:** Examples include, but are not limited to, writing on school property or property of others, etching, spitting, etc.

1<sup>st</sup> Occurrence: Three (3) days of missed recess or lunch detentions, restitution/parent notification.

2<sup>nd</sup> Occurrence: Up to One (1) day suspension/restitution/parent notification.

3<sup>rd</sup> Occurrence: Up to Three (3) days suspension/restitution/parent notification.

4<sup>th</sup> Occurrence: Up to Five (5) days suspension/restitution/parent notification.

## 28. Weapons

### Weapon-Related Conduct/Arson

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. 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 will make 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 school 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 expelled from school for a period of one (1) year if s/he brings onto or has in his/her 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.

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 or school personnel. Failure to report such knowledge may subject the student to discipline.**

**If a student possesses a dangerous weapon, or commits arson in the school building or on the school grounds, or rapes someone in the building or on school grounds, the board of education or its designees shall expel the student permanently from all Michigan school districts, subject to possible reinstatement, unless the student establishes in a clear and convincing manner at least one of the following:**

1. The object possessed by the student was not intended for use as a weapon or for delivery to another person or use as a weapon.
2. The student did not know that s/he was in possession of the weapon.
3. The student did not know that the object was a dangerous weapon.
4. The weapon was possessed by the student with the express permission of the school or police authorities.

### **Dangerous Weapon**

A dangerous weapon incased, but is not limited to, a firearm, dagger, stiletto, knife with a blade over three (3) inches in length, knife opened by mechanical device, iron bar, brass knuckles, or martial arts device.

A “firearm” is defined as:

1. A weapon which will or is designed to or may be readily converted to expel a projectile by an explosive, or by gas or air.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or silencer.
4. Any destructive device, including explosives , incendiaries, poison gas, or any weapon which will (or may be readily converted to) expel a projectile by the action of an explosive or other propellant.

### **Weapons Not Covered by the State Law**

1<sup>st</sup> Occurrence: Ten (10) days suspension/parent notification.

2<sup>nd</sup> Occurrence: Ten (10) days suspension/parent notification/recommendation for expulsion to the Board of Education.

### **Appeals Process (Other than Attendance Appeals)**

If a student, parent, or legal guardian disagrees with a disciplinary action or feels his/her due process rights have been violated, the Appeals Process is as follows:

### **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.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions 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 safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, disks 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 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 teacher and office.

Anything that is found in the course of a search that 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.

## DUE PROCESS - DISTRICT POLICY

### A. Suspension from school

When other procedures fail to attain satisfactory behavioral changes, or where specifically required by the nature of the problem, a student may be excluded from school. Such exclusion may involve temporary suspension for a period of five (5) days or less, suspension for a period of ten (10) days or less, or expulsion. Expulsion is defined as “permanent removal of the student from school attendance in the district.”

The purpose of a suspension is to turn the student over to the parent or guardian for disciplinary action for a period of time. The level of suspension will be dependent upon the severity of violation.

#### 1.)Types of Suspension

- a. In school - The student is not allowed to attend class but is required to be AT SCHOOL in a designated area.
- b. Suspension 1 - The student is suspended from school by action of the administration, pending a conference with the parents or guardian.
- c. Suspension II - A student is suspended from attendance at or participation in a school district sponsored activity.

A student who is suspended is required to make up all school work missed and will earn credit for it. A student who is suspended from school is not to be on school grounds, enter the buildings or take part in school activities.

### B. Due Process - District Policy

While students have rights to have hearings and to appeal decisions, as stated below, these hearings and appeals are not automatic. Students must apply for them. All appeals or requests for hearings must be made by the end of the third day following the date that the disciplinary action was imposed or the previous appeal was heard. The student has the following rights when action is taken against him/her by a teacher or administrator:

- 1.) To be informed of the reason for the disciplinary action.
- 2.) To present school administrators with any facts that will support his/her defense.
- 3.) To have a hearing to contest the appropriateness of the action.

The student also has the right to appeal disciplinary action taken by school personnel, as follows:

- 1.) Disciplinary action taken by a teacher may be appealed to the principal.
- 2.) A decision by the principal may be appealed to the Superintendent of Schools.
- 3.) A decision by the superintendent of schools may be appealed to the Board of Education.



## **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 may give testimony, present evidence, and provide a defense;
- \* a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent and Board 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 Policy 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the 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.

KND Schools 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 Principal.

## **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, nonsponsored, 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 and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

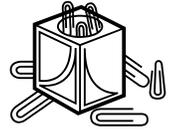
The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student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

## NONDISCRIMINATION POLICY

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
THE AGE DISCRIMINATION ACT OF 1975



### NONDISCRIMINATION POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Kaleva Norman Dickson School District that no person shall, on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of or be subjected to discrimination during any program or activity or in employment.

### GRIEVANCE PROCEDURES

#### Section 1

Any person believing that the Kaleva Norman Dickson School District or any part of the school organization has inadequately applied the principles and/or regulations of

- 1) Title VI of the Civil Rights Act of 1964
- 2) Title IX of the Education Amendment Act of 1972
- 3) Section 504 of the Rehabilitation Act of 1973
- 4) Title II of the Americans with Disability Act of 1990
- 5) the Age Discrimination Act of 1975

may bring forward a complaint, which shall be referred to as a “grievance” to the District’s Civil Rights Coordinator at the following address: Marlen Cordes, Brethren High School, 4400 N. Highbridge Rd., Brethren, MI 49619

#### Section 2

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the District Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

1. A written statement of the grievance signed by the complainant shall be submitted to the District Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

2. A complainant wishing to appeal the decision of the District Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
3. If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of the meeting.
4. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, DC 20202.

Inquires concerning the nondiscriminatory policy may be direct to Director, Office of Civil Rights, Department of Education, Washington, DC 20202. The District Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the District Civil Rights Coordinator's office.

## **TRANSPORTATION - POLICIES/PROCEDURES**

We at the Kaleva Norman Dickson School District attempt to meet the busing needs of all our students. It should be remembered, however, that busing is a privilege, not a right. If the welfare and safety of others is involved and it becomes necessary to discipline a bus student, the following procedure will be followed:

### **A. Bus Riding Guidelines:**

- Students are asked to follow the directions of the driver - do as they are asked.
- Students will be at the bus stop 5 minutes before the bus arrive, waiting in a safe place, clear of traffic, 10 feet from where the bus stops and behaving themselves.
- Students will cross the roadway in front of the bus:
  1. After the bus has stopped
  2. After they have looked at the driver for a have signal
  3. After they have looked in both directions for traffic
- Students will signal the driver with a waving motion when boarding or departing the bus if something is dropped and wait for the driver to give a signal before picking up the object.
- Students will go directly to an available or assigned seat when entering the bus, keeping the aisles and exits clear.

Students will remain properly seated, back against the back of the seat,

bottoms against the bottom of the seat and keep hands to themselves.

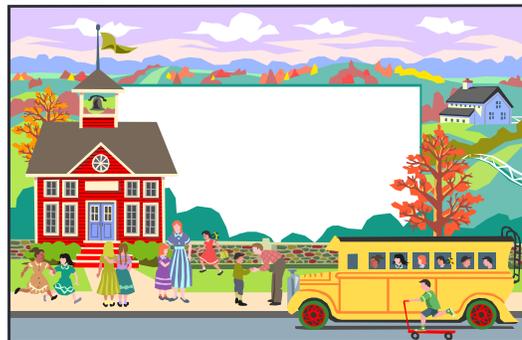
- Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substance on the bus.
- Students will not carry animals, glass objects, hazardous materials, or weapons on the bus. Students may carry only objects that can be held in their laps.
- Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
- Students will not extend head, arms or objects out of the bus windows.
- Students will be silent at railroad crossings.
- Students must provide a written note, signed by a parent or guardian and school official, giving permission to ride a different bus or get on or off the bus at a different bus stop location. See Appendix B.
- Students will help keep their bus clean and in good, safe condition any damage done is to be reported to the bus driver.

B. Consequences:

- Student will receive a verbal warning from the bus driver.
- Change seat to front of the bus.
- Upon receipt of the bus conduct report, the student or students involved will discuss the matter with the administration and the student's parents will be notified of the problem by the bus driver. (Written warning)
- Upon receipt of a second complaint, in most cases, the student will lose his/her bus riding privilege for one day. The parents will be notified by the bus driver.
- Upon receipt of a third complaint, a longer bus suspension will be considered necessary (3-5 days). Parents or guardians will be immediately notified by the bus driver.
- The fourth slip will warrant a five-day, bus suspension.
- Subsequent notices will warrant a ten-day minimum bus suspension up to denial of privileges.
- If a student's misbehavior is of a very serious nature, he/she may lose their bus riding privilege immediately.
- All rules of the school apply to the buses.
- A copy of the conduct slip will be given to the student or mailed.

C. Transportation Notes and Information for Parents/Guardians:

- The present transportation code of the Department of Public Instruction states that elementary students (K-6) living one-half (1/2) mile off an established road or route and secondary students (7-12) living one (1) mile off an established road or route cannot be picked up at their house. Bus service is provided for the convenience of the students. It is not mandatory that the school provide bus service, and any student whose behavior is such that they no longer deserve the service will not be picked up.
- Permanent bus stops will be designated soon after school starts. Your cooperation in having your child at the designated stop on time is appreciated. We must maintain a regular schedule of stops and we do not want to have any child standing in the cold longer than necessary.
- No student who is being provided transportation to and from school on a regular scheduled route will be picked up or dropped off in any other district.
- Parents or guardians are expected to get bus driver approval prior to having extra students ride the bus. This pertains to special activities, such as parties or scouts. Parents will furnish dates, number and names of participants involved in the activity to the driver.
- Students traveling on school buses to out-of-town events will be required to ride with their assigned group to and from all such events unless prior permission and arrangements are made with the principal.
- Any questions regarding transportation information and procedures please call the bus garage at 477-5545.



APPENDIX A

AREA HUMAN RESOURCES

ALCOHOL/DRUG INFORMATION - TREATMENT:

Alcoholics Anonymous/Al-Anon ..... 1-800-797-1921 or (231) 723-3515  
Grand Traverse Band of Ottawa & Chippewa Indians ..... 1-888-271-3538  
Manistee Counseling Center ..... 1-877-398-2013

CHILD ABUSE AND NEGLECT:

Children's Protective Services ..... (231) 723-8380

COUNSELING:

Catholic Human Services..... (231) 723-6321  
Manistee Counseling Center ..... 1-877-398-2013

CHOICES:

Support Group..... 1-800-723-7220 or (231) 723-6004 or (231)-723-6597

CRISIS INTERVENTION (24-Hour Crisis Lines)

Children's Protective Services ..... (231) 723-8380  
Domestic Violence/Shelter ..... 1-800-723-7220 or (231) 723-6004  
Manistee Counseling Center ..... 1-877-398-2013  
Staircase Runaway & Youth Services ..... 1-800-292-4517

LEGAL AID:

Legal Services of Northern Michigan..... (231) 941-0771  
Michigan Protection & Advocate Services ..... 1-800-288-5923

PREVENTIVE SERVICES:

M.A.D.D. - Mother's Against Drunk Drivers..... (231) 757-4777  
Manistee Benzie Community Mental Health..... (231) 723-1506

A COMPLETE LIST OF AREA HUMAN RESOURCES IS AVAILABLE  
IN THE FRONT OF THE TELEPHONE BOOK!

APPENDIX B  
TRANSPORTATION

PARENTS:

If your child/children are picked up or dropped off at an address different from your home address by the Kaleva Norman Dickson School buses on a regular basis we need the following form filled out and returned to your elementary school.

Date: \_\_\_\_\_

School: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Caregiver's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Caregiver's Address: \_\_\_\_\_

Pickup Address: \_\_\_\_\_

Take Home Address: \_\_\_\_\_

Days of the Week: \_\_\_\_\_

Mother's Work Number:

Father's Work Number:

OFFICE USE	
PICK UP BUS _____	TAKE HOME BUS _____

APPENDIX C

KALEVA NORMAN DICKSON SCHOOLS  
PERMISSION FORM FOR PRESCRIBED MEDICATION

Date form received by the school: \_\_\_\_\_  
Student: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher/Classroom \_\_\_\_\_

**TO BE COMPLETED BY THE PHYSICIAN OR AUTHORIZED PRESCRIBER:**

Name of medication: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Form of medication/treatment:

Tablet/capsule     Liquid     Inhaler     Injection     Other

Instructions (Schedule and dose to be given at school): \_\_\_\_\_  
\_\_\_\_\_

Start:     Date form received    Other dates: \_\_\_\_\_

Stop:  End of school year    Other date/duration: \_\_\_\_\_

For episodic/emergency events only

Restrictions and/or important side effects:  None anticipated     Yes, please describe:  
\_\_\_\_\_  
\_\_\_\_\_

Special storage requirements:  None     Refrigerate

Other: \_\_\_\_\_

This student is both capable and responsible for self-administering this medication:

No     Yes - Supervised     Yes - Unsupervised

This student may carry this medication:  No     Yes

Please indicate if you have provided additional information:

One the back side of this form     As an attachment

**Date:** \_\_\_\_\_ **Physician's Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**TO BE COMPLETED BY PARENT/GUARDIAN:**

The undersigned parents/guardians authorize the Kaleva Norman Dickson Schools through its administrators or school staff to administer medication to my child.

It is understood that the undersigned parents/guardians will immediately notify the school district in writing in the event the prescription will be discontinued or modified.

The medication must be brought to school by the parents/guardians in a container appropriately labeled by the physician or pharmacy. Refills of the prescription will be the responsibility of the parent/guardian.

Further, the undersigned releases the school district and shall indemnify said school district from any liability or damage which may result to the student from the administration of said medication as prescribed by the physician.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

## APPENDIX D

### GETTING THE NITS OUT

Getting the nits (eggs) out is your best defense in this battle against head lice. Nothing kills the nits 100%, so they must be taken out. Your child must be louse free before returning to school.

To remove nits, begin by parting the hair:

- . then take a very small section of hair and check it for nits and lice
- . remove what you find by pulling nit down the hair shaft with your fingers or by using a metal comb
- . when all nits are removed from that section clip it back out of the way
- . pick up another section and remove nits
- keep doing this until you have gone through all of the hair

This takes time but you can do it. All your effort will be worth it!

Check your child every day for 2 weeks. Remove any lice or nits that you find. Then make it a habit to check your child twice a week. Be sure to look carefully behind the ears and at the nape of the neck.

Your child's school will also be rechecking your child on a weekly basis.

# Healthy-School-Parties

Schools can play a major role in helping students become fit, healthy and ready to learn. One way to accomplish this is for foods offered in schools to support lessons learned in the classroom regarding nutrition and physical activity. What better venue than schools—which have a great impact on children—to support the message that proper nutrition and physical activity are a key part of a healthy lifestyle? Positive examples of making healthy eating choices and encouraging physical activity should be visible throughout the school. Parties as well as cafeterias, school stores, vending machines, and after-school events offer opportunities for schools to reinforce the message that making healthy food choices and being physically active means a healthier body and a sharper mind.

## Snack Ideas for School & Classroom Parties

Of course, the foods offered at school parties should add to the fun, but try to avoid making them the main focus. Remember, schools are responsible for helping students learn lessons about good nutrition and healthy lifestyles and students should practice these lessons during school parties. For example, consider combining student birthday parties into one monthly event that incorporates physical activities as well as healthy snacks. Also, be sure to consider ethnic and medical food restrictions and allergies when providing classroom snacks.

Here is a list of healthy snack choices to consider for classroom events. Serving all healthy foods and incorporating physical activities make a powerful statement. Actions speak louder than words: Lead by example.

- ◆ Fresh fruit and vegetables –  
Buy locally when possible.
- ◆ Yogurt
- ◆ Bagels with lowfat cream cheese
- ◆ Baby carrots and other vegetables  
with lowfat dip
- ◆ Trail mix\*
- ◆ Nuts and seeds\*
- ◆ Fig cookies
- ◆ Animal crackers
- ◆ Baked chips
- ◆ Lowfat popcorn
- ◆ Granola bars\*
- ◆ Soft pretzels and mustard
- ◆ Pizza (no extra cheese and no more than one meat)
- ◆ Pudding
- ◆ String cheese
- ◆ Cereal bar
- ◆ Single-serve lowfat or fat free milk (regular or flavored)
- ◆ 100% fruit juice (small single-serves)
- ◆ Bottled water (including flavored water)

\*May be allergens and/or a choking risk for some people, please check with a health care provider.



## APPENDIX G

### NOTIFICATIONS

**Statement of Adoption** – The KND Elementary Student Handbook and the policies within have been adopted by the KND School Board of Education.

**Non-Discrimination Policy** – It is the policy of the KND School District that no person shall, on the basis of religion, race, color, national origin, sex, age, or handicap, be excluded from participation in, denied benefits of, or be subjected to discrimination in educational programs, activities, services, nor be denied equal opportunity for employment. Equal opportunity is the right of employment for all persons on the basis of job related standards of education, training, experience, and personal qualifications.

This policy complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Questions, concerns, requests, or complaints, which relate to these federal laws are to be directed to the Superintendent of KND School District, 4400 N. High Bridge Rd., Brethren, MI, 49619. Phone number (231) 477-5353.

**Emergency Drills** – Emergency drills (tornado and fire) are held at regular intervals and are required by law as an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or goes to assigned areas as quickly as possible. The teacher in the classroom will give the student instructions.

**Emergency Medical Cards** – State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision.

**Facility Use** – Students are not allowed to use school facilities unless they have received permission from the school **and are supervised by an approved adult sponsor** or are attending a school function. School facility use forms are available in our school's offices.

**Illness or Injury** – All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**Student Records** – Mr. Jakob Veith, District School Principal, is the Custodian of Records and is responsible for the supervision of student records at the school. He can be reached by calling 477-5353.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen) 18 years of age or older, and those authorized by Federal Law and District regulations.

A parent or adult student has the right to:

- ◆ inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- ◆ request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form, which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.

- ◆ consent to disclosures of personally identifiable information contained in the student’s education records, except to those disclosures allowed by law. The school’s administrative guideline 8330 describes those exceptions and is available upon request.
- ◆ challenge District compliance with a parent’s request to amend the records through a hearing. If the Custodian of records decides not to amend the record, the aren’t or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- ◆ file a complain with the U.S. Department of Education, 600 Independence Avenue, Washington D.C. 20202.
- ◆ obtain a copy of the District’s policy and administrative guideline on student records (#8330). The District has established the following information about each student as “directory information”.

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directly information”: a Student’s name; address; telephone number; photograph; Major field of study; participation in officially recognized activities; Activities and sports, height and weight, if a member of an Athletic team; date of graduation; awards received; honor rolls; and scholarships.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within fourteen (14) days from the date of this notification that s/he will not permit distribution of any or all such information.

**Returned Checks** – There will be a fee of \$10.00 for any returned checks.

**School Trips** – “Being There” trips are a part of the educational program at KND Schools. All school rules apply on all school-sponsored trips.

**Telephone** – School phones are business phones and are not to be used by students for personal calls.

**Paging/Electronic Devices** – Paging and electronic communication devices such as beepers or telephones are not allowed in school.

**Lost and Found** – The lost and found area is in the Elementary School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

**Visitors** – Parents are always welcome to visit. An appointment to confer with a teacher during his/her consultation period can be made by telephoning the office. If a pupil wishes to bring a school age person to visit, s/he should obtain a visitor’s permit from the office. The visitor will be expected to remain with the student who is responsible for him/her.

For the protections of students, school property and order, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings.

**ALL VISITORS MUST REGISTER AT THE OFFICE.**

Students under suspension or who have been expelled are not allowed on school property, in any school building or admitted to any school function.

**Blood-Borne Pathogens** – The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of

their child's blood, but it does require to the District to request that consent. Questions or concerns should be directed to the high school principal.

**Water Quality** –Brethren's drinking water is supplied by a well and is tested by the Health Department regularly.

**Pesticide Application** – Parents and guardians of children attending KND Schools who wish to be informed prior to any application of a pesticide should contact the elementary school office. Persons with concerns will be notified regarding application of the pesticides, the location of application and the date of the application. A pesticide is defined as a "substance or mixture of substances intended for preventing, destroying, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant."

**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.

**Drug Free School** – In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State Statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in this student handbook, up to and including expulsion from school. When required by State Law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**Student 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 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.

Administrators, faculty members, and other employees of the District shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

**Harassment of Students** – 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 hand held 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 s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal, or if the complaint relates to the principal, may report it directly to the Superintendent. 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 employee, 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, s/he should report it and allow the administration to determine the appropriate course of action.

### **Harassment**

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student’s education, create 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, safety, job, or performance of public duties.

### **Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

**Truancy** – Manistee ISD Compulsory School Attendance Act Policy – the Manistee Intermediate School District Attendance Officer has the ultimate responsibility for enforcing the Compulsory Attendance Act and to inform you of your responsibilities for the education of your child(ren). The state law is briefly explained below for your information:

P.A. 451 of 1977 (amended by P.A. 43 of 1977) **MCL 380.1561 – 380.1599**

Section 1561: (1). . every parent, guardian, or other person in this state having control and charge of a **child from the age of 6 to the child's sixteenth birthday**, shall send that child to the public schools during the entire school year (except if enrolled in an approved non-public school). The child's **attendance shall be continuous and consecutive** for the school year fixed by the school district in which the child is enrolled.

Section 1571: (1) The Intermediate School Board shall select 1 or more persons to act as attendance officers for the ISD. Typically the Superintendent will act as the attendance officer.

Section 1587: If a parent/guardian fails to comply with the Compulsory School Attendance Act, the ISD Attendance Officer shall give written notice by registered mail to parent/guardian requiring the child **to appear in attendance on the next regular school day following receipt of the written notice**. Failure to comply with this notice will be reported by appropriate local school official.

Section 1588: if the parent/guardian fails to comply with the above notice, the attendance officer shall make a complaint against parent/guardian in District Court (educational neglect) or Probate Court/Juvenile Division (truancy) in the county of residence for refusal or neglect to send the child to school. Court action will follow the same manner as is provided for other cases under its jurisdiction.

Section 1599: A parent/guardian who fails to comply with the above is guilty of a misdemeanor, punishable by a fine not to exceed \$50 or imprisonment for not more than 90 days, or both.



APPENDIX H: Office Referral

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Referring Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location: \_\_\_\_\_ Other people involved: \_\_\_\_\_

Major Problem Behavior Staff Managed	Major Problem Behavior Office Managed
<input type="checkbox"/> Abusive/Inappropriate Language <input type="checkbox"/> Defiance/Disrespect/NonCompliance <input type="checkbox"/> Disruption <input type="checkbox"/> Property <input type="checkbox"/> Damage/Vandalism <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Forgery/Theft/Plagiarism/Lying/Cheating <input type="checkbox"/> Technology Violation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Abusive/Inappropriate Language <input type="checkbox"/> Bullying <input type="checkbox"/> Defiance/Disrespect/NonCompliance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Forgery/Theft/Plagiarism/Lying/Cheating <input type="checkbox"/> Harassment <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Skip Class <input type="checkbox"/> Tardy <input type="checkbox"/> Technology Violation <input type="checkbox"/> Use/Possession of Alcohol <input type="checkbox"/> Use/Possession of Tobacco <input type="checkbox"/> Use/Possession of Weapons <input type="checkbox"/> Use/Possession of Drugs <input type="checkbox"/> Use/Possession of Combustibles <input type="checkbox"/> Indecency <input type="checkbox"/> Other: _____

Action Taken	
<input type="checkbox"/> Time in Office <input type="checkbox"/> Parent Contact <input type="checkbox"/> Bus Suspension <input type="checkbox"/> In-School Suspension <input type="checkbox"/> Expulsion <input type="checkbox"/> Individualized Instruction Classroom <input type="checkbox"/> Community Service/Restitution	<input type="checkbox"/> Conference with Student <input type="checkbox"/> Detention <input type="checkbox"/> Alternative Placement <input type="checkbox"/> Out-School Suspension <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> RTC - Responsible Thinking <input type="checkbox"/> Restorative Practices Other: _____

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Teacher/Admin Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**KALEVA NORMAN DICKSON ELEMENTARY STAFF**

**PRINCIPAL:** Jakob Veith

**Dean of Students:** Jennifer Schmidt

**SECRETARY:** Daisy Buning

**Teaching Staff:**

Lisa Gutowski  
Karrie Podbilski  
Samantha Valinski  
Susan Hejl  
April Schmidt-Stoykovich  
Mike Anderson  
Christine Dancz  
Vivian Peck  
Carol Rackow  
Krystal Magee  
Laura Terry  
Rachael Peabody  
Melissa Wardie

**Reading Specialist:** Jennifer Cordes

**RESOURCE ROOM:** William Cunningham, Chelsea Hicok

**Special Education Director/TITLE 1 DIRECTOR:** Tina Chapman

# KALEVA NORMAN DICKSON SCHOOL DISTRICT

## MISSION STATEMENT

*“It is our mission to help learners of all ages  
develop the skills to succeed.”*

### **Administration**

Marlen Cordes	Superintendent of Schools
Jakob Veith	K-12 Principal
Jennifer Schmidt	Dean of Students

### **Board of Education**

KND School Board meetings are held at 7:00 pm on the second Monday of every month in the Brethren Middle/High School Media Center.

President:	Heather Stapley
Vice President:	Karen McIntire
Secretary:	Kathy Fairbanks
Treasurer:	Ashley Gutowski
Trustee:	Rob Guenther
Trustee:	Bill Edmondson
Trustee:	Jessica Ward



**KND ELEMENTARY STUDENT COMPUTER/INTERNET USE POLICY**

The Student handbook is available at [www.knd.manistee.org](http://www.knd.manistee.org) Paper copies may be requested in the office.

**Student/Parent or Guardian Permission**

I have read and understand the KND Elementary Computer/Internet Use Policy on pages 34-35. I understand that Internet access is designed for educational purposes and that school personnel will make every effort to properly supervise my child’s use of network services. I understand that the use of school computers, including Internet access, is a privilege, not a right. I understand that since it is technically impossible for KND Elementary School to restrict access to ALL controversial materials, I will not hold KND responsible for any materials acquired on the network. I understand that my child is responsible for their school issued computer/IPAD, and I may be responsible for damages. I hereby give my permission for my son or daughter to have Internet access and use the school issued device.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Handbook Terms**

I understand the terms of the student handbook. I will follow guidelines within the handbook, and I will ask administration for any clarification that may need to be made on any policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you choose to opt-out out any of your child’s “Directory Information,” as described on page 18, please do so in writing below, or to administration at a later date. **“Directory Information” is used for positive articles in the newspaper, reporting the honor roll, placing pictures on our website, etc.**

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