

# **SHELBY PUBLIC SCHOOLS THOMAS READ ELEMENTARY SCHOOL**

## **Student/Parent/Guardian Handbook for the 2020/2021 School Year**

Welcome to Thomas Read Elementary School. All the members of the staff are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Kara Vanderweele, Thomas Read Principal (231-861-5541)  
Tim Reeves, Superintendent of Schools (231-861-5211)



**NOTE:** This Student/Parent/Guardian Handbook is based, in significant part, on policies adopted by the board of education and administrative guidelines developed by the superintendent. Those board policies and administrative guidelines are incorporated by reference into the provisions of this handbook. The policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed in 2014. If you have questions or would like more information about a specific issue or document, contact your school principal, Kara Vanderweele or access the document on the district's website: <http://www.shelbypublicschools.net>

## **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 prevail. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the board's policies and the school's rules as of July 1, 2018. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018 the language in the most current policy or administrative guideline prevails.

## **DISTRICT MOTTO**

**LEARNING TODAY FOR A SUCCESSFUL TOMORROW**

## **MISSION OF THE SCHOOL**

Thomas Read Elementary is a nurturing safe place  
where all students achieve state standards.

*SHELBY PUBLIC SCHOOLS*  
*Learning Today for a Successful Tomorrow*

*Office of the Superintendent, 525 N State Street, Shelby, MI 49455 Phone: 231-861-5211*

August 3, 2020

Dear Parent/Guardian:

We are excited to kick off the new school year! Annual Education Reports have been posted to our district website, <http://www.shelbypublicschools.net>. These reports provide detailed data on state administered student assessment results, Adequate Yearly Progress (AYP) results, teacher qualification information, and the state results for the National Assessment of Educational Progress (NAEP). If you feel you would like additional information regarding the professional qualifications of your child's classroom teacher(s) and paraprofessional (where applicable), you may contact Tracy at Central Office at 861-5211.

Sincerely,

Tim Reeves  
Superintendent  
(231-861-5211)

## 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:

Tim Reeves  
Superintendent  
525 N. State Street  
Shelby, MI 49455  
861-5211

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.

### **\*\*COVID-19**

- Due to the current situation with Covid-19, things at Thomas Read will look and be quite different. There will be no parents, visitors or volunteers allowed in the school for health and safety reason until further notice. As soon as the orders have been lifted, we will slowly begin to bring things back. If you have any questions you can call the office at (231) 861-5541 anytime.
- New drop off time is 7:50 AM. The students will come right in to the school and go straight to their classrooms to have breakfast. There will not be any supervision outside in the mornings.
- We want your children to stay healthy and happy. The best way we can accomplish this is to follow these new rules. We assure you that we will call if there is a need to. We will keep you involved as much as we can.
- If there is anything you need to drop off for your student, or if you have a need to see someone in the office, please ring the bell and someone will come to you. We will send messages to the teachers if you call.

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## Thomas Read Elementary Staff

Phone: 231-861-5541

OFFICE		EMAIL	EXT#
Mrs. Kara Vanderweele	Principal	vandk@shelby.k12.mi.us	1112
Mrs. Dana Gardenhouse	Office Secretary	gardd@shelby.k12.mi.us	1110
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Mr. Brian Wright	Physical Education	wrigb@shelby.k12.mi.us	1414
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Emily McKeown	Resource Room	<a href="mailto:mckee@shelby.k12.mi.us">mckee@shelby.k12.mi.us</a>	1204
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Mrs. Stacey Scouten	Music	scousl@shelby.k12.mi.us	1210
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Miss. Erin Ray	Art	<a href="mailto:eray@shelby.k12.mi.us">eray@shelby.k12.mi.us</a>	
Mrs. Heather Baffi	Aspire	baffh@shelby.k12.mi.us	1114
Mrs. Elizabeth Birkhofer	Migrant Teacher	birke@shelby.k12.mi.us	1206

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Mrs. Kara Withham		kwitham@shelby.k12.mi.us	1221
Ms. Elizabeth Reed	RTI	reede@shelby.k12.mi.us	1120
Mrs. Maria Prado	ESL Assistant	pradmt@shelby.k12.mi.us	1220
Mrs. Carol Waller	Playground Attendant		
Mrs. Pat Gowell	RTI/Assistant	gowep@shelby.k12.mi.us	
Mrs. Christina Garcia	Migrant	<a href="mailto:garcc@shelby.k12.mi.us">garcc@shelby.k12.mi.us</a>	1117
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Mrs. Dawn Ross	Hot Lunch Staff	rossd@shelby.k12.mi.us	1412
Ms. Sandra Isley	Hot Lunch Staff	<a href="mailto:isles@shelby.k12.mi.us">isles@shelby.k12.mi.us</a>	1412
Mr. Gary Stark	Maintenance Supervisor		4802
Mr. Bill Rice	TR AM Custodian		
Mr. Frank Koster	TR PM Custodian		
Mr. Nick Szilagyi	TR PM Custodian		
Mr. Bob Tietz	Maintenance		

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**TEACHERS**

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Mrs. Stephanie Mayer/Carla R. /Belinda T.	Headstart	<a href="mailto:mayer@shelby.k12.mi.us">mayer@shelby.k12.mi.us</a>	1504
Mrs. Jean Johnson/Brooke B.	Headstart	<a href="mailto:johnj@shelby.k12.mi.us">johnj@shelby.k12.mi.us</a>	1503

## TENTATIVE THOMAS READ DAILY SCHEDULE

Please keep in mind that student supervision does not begin until 7:50 am!

7:50 a.m.	Students will come in to the school and report to their classrooms.
7:50 – 8:00	Breakfast served daily *All student will be eating breakfast and lunch in their classrooms
	<b>Lunch:</b>
	Kindergarten 1                      Kindergarten 2
	Kindergarten 3                      Kindergarten 4
	1 <sup>st</sup> 2 <sup>nd</sup> Grades
	3 <sup>rd</sup> Grades
	<b>Dismissal:</b>
3:05 p.m.	Bus Riders:
3:10 p.m.	Pick Up/Walkers:

## BELL SCHEDULE

7:50 a.m.	Students enter building
7:55	School begins
3:05	Walkers dismissed
3:10	Bus students leave the building

## **\*\*PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

The board of education recognizes and values parents and families as children's first teachers and decision-makers in education. The board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the board directs the establishment of a Parental Involvement Plan by which a school partnership can be established and provided to the parent/guardian of each child in the district. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the board's commitment to the following:

### **A. Relationships with Families**

1. Cultivating school environments that are welcoming, supportive, and student centered;
2. Providing professional development for school staff that helps build partnerships between families and schools;
3. Providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
4. Providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

### **B. Effective Communication**

1. Providing information to families to support the proper health, safety, and well-being of their children;
2. Providing information to families about school policies, procedures, programs, and activities;
3. Promoting regular and open communication between school personnel and students' family members;
4. Communicating with families in a format and language that is understandable, to the extent practicable;
5. Providing information and involving families in monitoring student progress;
6. Providing families with timely and meaningful information regarding

Michigan's academic standards, state and local assessments, and pertinent legal provisions;

7. Preparing families to be involved in meaningful discussions and meetings with school staff.

**C. Volunteer Opportunities \*\***

1. Providing volunteer opportunities for families to support their children's school activities;
2. Supporting other needs to enable families to participate in school-sponsored family involvement events.

**D. Learning at Home**

1. Offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
2. Working with families to establish learning goals and help their children accomplish these goals;
3. Helping families to provide a school and home environment that encourages learning and extends learning at home.

**E. Involving Families in Decision Making and Advocacy**

1. Involving families as partners in the process of school review and continuous improvement planning;
2. Involving families in the development of its district-wide parent-involvement policy and plan, and distributing the policy and plan to families.

**F. Collaborating with the Community**

1. Building partnerships and connecting families with community-based programs and other community resources
2. Coordinating and integrating family involvement programs and activities with district initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

**Implementation:**

The superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the district's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents/guardians and students through suitable publication. With the involvement of parents/guardians and families, the plan will provide for annual evaluation of the plan's effectiveness and identification of barriers to participation by parents/guardians and families. Evaluation findings will be used in the

annual review of the Parent and Family Involvement Policy and to improve the effectiveness of the district plan.

### **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/guardians 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/guardians 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 the office.

### **STUDENT WELLBEING**

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

State law requires that all students must have a student registration form completed, signed by a parent/ guardian, and filed in the school office.

Students/parents with specific health care needs should deliver written notice about such needs along with proper documentation by a licensed medical provider, to the 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 parent/guardian permission.

### **HOMEBOUND INSTRUCTION**

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

Parents/guardians should contact the school administration regarding procedures for such instruction. Applications must be approved by the superintendent. 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 licensed medical provider to practice in this state, parent/guardian, student, or other caregiver. A licensed medical provider must: certify the nature and existence of a medical condition; state the probable duration of the confinement, request such instruction, and present evidence of the student's ability to participate in an educational program.

### **\*\*SECTION I - GENERAL INFORMATION ENROLLING IN THE SCHOOL**

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

New students under the age of eighteen (18) must be enrolled by their parent/ guardian.

**When enrolling, a parent/guardian MUST provide copies of the following:**

1. A birth certificate or similar document.
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate).
3. Proof of residency.
4. Proof of immunizations.

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

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

A student who has been suspended or expelled by another public school in Michigan may

be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offence 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 ASSIGNMENTS**

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

### **EARLY DISMISSAL**

No student will be released to a person other than a custodial parent/guardian without written permission signed by the custodial parent/ guardian, unless that person is listed as an emergency contact on the enrollment file in the school office. In emergency situations, verbal permission by the custodial parent or guardian may be given over the phone.

### **TRANSFER OUT OF THE DISTRICT**

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

When transferring student records, school officials 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/guardians.

## IMMUNIZATIONS

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

### EMERGENCY MEDICAL AUTHORIZATION

The board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parents/guardians in order to participate in any activity off school grounds. This includes field 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 may 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:

Parents/guardians should, with their licensed medical provider's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

The Administration of Medication Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

All medications must be registered with the principal's office where they will be properly secured.

- **Medication may be conveyed to school directly by the parent/guardian or by other arrangement agreed upon by school office. 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 (inhalers and Epi-pen). This must be arranged in advance and a Medical Condition Action Form must be completed and on file in the school office.**
- **Any unused medication unclaimed by the parent will be destroyed by school**

**personnel when a prescription is no longer to be administered or at the end of a school year.**

The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication (teachers and office will assist younger students).

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 licensed medical provider's written instructions and the parent's/guardian's written permission release.

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

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

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

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

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

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

## **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 pests. 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 or isolation of a student will only be for the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have 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.

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

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

### **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent/guardian involvement in this procedure is important and required by federal (IDEA) and state law. Contact the Thomas Read Elementary office (231-861-5541) to inquire about evaluation procedures and programs offered by the

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the district. It is, therefore the policy of the 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 extracurricular program offered by the district. Parents/guardians should contact the school office (231-861-5541) to inquire about evaluation procedures and programs offered by the district.

## **STUDENT RECORDS**

The school district maintains many student records including both directory information and confidential information.

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

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all of such “directory information” upon written notification to the board. Directory information includes:

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

A FORM THAT ALLOWS YOU TO OPT OUT OF HAVING DIRECTORY  
INFORMATION DISCLOSED IS AVAILABLE BOTH ONLINE AND IN THE  
THOMAS READ OFFICE.

For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the superintendent's office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in "educational records," information may not be released to any outside individual or organization without the prior written consent of the parents/guardians, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing; and if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

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

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

- A. Political affiliations or beliefs of the student or his/her parents/guardians;
- B. Mental or psychological problems of the student or his/her family;

- C. Sexual behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally-recognized privileged and analogous relationships, such as those of lawyers, licensed medical providers and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

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

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

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

[FERPA@ed.gov](mailto:FERPA@ed.gov); and [PPRA@ed.gov](mailto:PPRA@ed.gov).

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

The district will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if the 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.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for loss, excessive wear and/or 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 FUNDRAISING**

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:

- A. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- B. Students must not participate in fundraising activities for a group in which they are not members without the approval of the student's principal.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- D. Students are encouraged not to engage in house-to-house canvassing for any fundraising activity.
- E. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity such as "runs for..." will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- F. Students may not participate in a fundraising activity conducted by a parent/guardian group, booster club, or community organization on school property without the approval of the principal.

### **STUDENT VALUABLES**

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

### **LOCKERS**

Lockers are the property of the school; they are loaned to the students. Each student is assigned a locker, which should be kept clean, neat, and securely closed. Students should not share lockers or change lockers unless reassigned by the office. The principal is in charge of lockers and it should be kept in mind that the principal, or any staff member delegated by him or her, has the right to inspect the locker at any time, including using such means as a canine unit, to detect illegal substances. Students who vandalize lockers or use them for the storage of illegal or prohibited substances will be denied the use of locker space. The school is not responsible for possessions stored in the lockers or the replacement of such items. Valuables may be checked in to the office for safekeeping. All lockers must be closed and latched. **Because lockers and hooks are provided for each student, backpacks and book bags are not permitted in the classrooms.**

All items in lockers must be removed by the end of the last day of school. Items left in lockers after this date are not the school's responsibility and will be given to a charitable organization.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

### **MEAL SERVICE**

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

Parents/guardians interested in being involved should contact food service director, Mary Rose Vanas at 861-0317.

The school participates in the National School Lunch Program and makes breakfast and lunches available to all students at no cost. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

### **FIRE, LOCKDOWN 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.

Tornado drills will be conducted using the procedures provided by the state.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

## EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will send out notifications using the instant alert telephone notification system and notify the following radio and television stations:

Television Stations: WZZM-TV 13, WOOD-TV 8,

Radio Stations: WMUS and WKLA

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

## PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the board offices upon request.

### **\*\*VISITORS-On Hold**

Visitors (particularly parents/guardians) are welcome at the school. **In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. If a person wishes to confer with a member of the staff, she/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 week. Books on the shelves may be checked out for a period of one week. In order to avoid late fees, all materials checked out of the library should be returned to the library by the next week.

### **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 hall. Those 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 policy 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.

Telephones are available in the school for students to use when they are not in class. 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 are discouraged from bringing cell phones to school.

### **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 24 hours of their receipt.

The school has a central bulletin board local in the hallway which may be used for posting notices after receiving permission from the principal.

## SECTION II – ACADEMICS

### \*\*FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No students may participate in any school-sponsored trip without parent/guardian consent. All students are expected to ride the bus to and from the field trips. Attendance rules apply to all field trips.

### GRADES

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

The school uses the following grading system:

	<u>Kindergarten</u>	<u>Grades 1, 2, 3</u>
1	Exceeds Expectations	Above Grade Level
2	Meets Expectations	At Grade Level
3	Basic Level	Below Grade Level
4	Apprentice Level	Significantly Below Grade Level

### GRADING PERIODS

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

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

### PROMOTION, PLACEMENT, AND RETENTION

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

- Current level of achievement
- Potential for success at the next level

- Emotional, physical, and/or social maturity

## **HOMEWORK**

Shelby Public Schools view homework as an important learning tool. We believe in the educational value of out-of-school assignments when they are used as extensions of the instructional program. Homework, when properly planned and supervised, assists in the development of responsible and organized students.

We believe that homework is a cooperative endeavor between the school and the parents. Parents will provide the environment and time for homework and the teachers will provide the content. Communication between the teachers and parents is encouraged and expected.

Therefore, homework will be assigned at the teacher's discretion as appropriate for specific grade/course requirements. Homework will include practice of learned concepts and skills, preview of assignments, extension of assignments, make-up work due to absences, and creative activities that integrate many concepts and skills.

Grades will be determined using a variety of activities such as class work, assessments, projects, written assignments and homework (as described above). 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/guardians must sign a SUN Agreement which defines the conditions under which the student may participate. Failure to abide by all the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action. Copies of the SUN Agreement are included in the handbook.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in a Policy 7540.03-Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

## **SECTION III – STUDENT ACTIVITIES**

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Thomas Read Elementary School has a Student Council consisting of third grade students. This group meets during lunch hour and has traditionally operated a school store on Friday mornings in the lobby. The group also collects and organizes “Box Tops for Education” which are brought to school by the student body, parents/guardians and staff. In the past, group has been involved with appreciation days, school T-shirt and sweatshirt sales, as well as mini-grants for classrooms.

### **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet at the school during non-instructional hours. The application for permission (Building Use Request Form) can be obtained from the school office. 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 non-school persons do not act as a leader in the event. All school rules will still apply regarding behavior and equal opportunity to participate. All groups must comply with school rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

## **SECTION IV – STUDENT CONDUCT**

### **Elementary School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important items are learned 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: As Outlined in the Oceana Truancy Reduction Initiative**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any grading

period, a student will be considered a “*habitual truant*” which **will** result in **referral to the truant officer of the county**. This may lead to a hearing before a judge in a court of law and a report to local authorities concerning lack of parent/guardian responsibility in providing proper care and supervision of a child.

### **Excused/Unexcused Absences**

Students may be excused from school for one or more of the reasons listed below and will be provided an opportunity to make up missed school work and/or tests:

- A. Illness
- B. Recovery from accident
- C. Required court attendance
- D. Professional appointments
- E. Death in the immediate family
- F. Observation or celebration of a bona fide religious holiday
- G. Such other good cause as may be acceptable to the superintendent.

**Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a licensed medical provider.**

**Parents/guardians must provide an explanation for their child's absence by no later than 9:00 a.m. on the day of the absence. They are to call the office and explain the reason for the absence, followed with a note when the student returns.** If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

**Students who are excusably absent for more than 10 days (regardless of the reasons) will be considered frequently absent".** If there is a pattern of frequent absence for "illness", the parents/guardians will be required to provide a statement from a licensed medical provider describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's absences may be considered unexcused and/or result in truancy.

**Unexcused absences are all other absences not provided for above.** Attendance will be evaluated based upon the entire school year, including previous and current school district enrollment.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them into the teacher upon his/her return from school. Assignments may be obtained from the student's 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 any made-up tests.

### **Tardiness**

A student who is not in his/her assigned location by 8:00 am shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. All students that arrive tardy must be signed into the office by an adult.

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

Parents/guardians 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/guardians 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.

### **Make Up of Tests and Other School Work**

Students who are excusably absent from school or have been suspended shall be given the opportunity to make up work that has been missed. The student should contact their teacher as soon as possible to obtain assignments.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a state-mandated test or other standardized test, the student should consult with their teacher or principal to arrange for taking the test.

### **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 non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

### **CODE OF CONDUCT**

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

#### **Expected Behaviors**

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;

- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

### **Dress and Grooming**

While fashion changes, the reasons for being in school do 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 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 with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the education process or presents risk to themselves or others, they may be removed from the educational setting. Students who are representing Thomas Read Elementary at an official function or public event may be required to follow specific dress requirements. This applies to athletic teams, cheerleaders, bands, and other such groups.

### **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property.

Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents/guardians. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student causes damage to, or loses school property, the student or his/her parents/guardians will be required to pay for replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### **STUDENT DISCIPLINE CODE**

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

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

Depending on the severity and frequency of the following behaviors students may lose recess time, serve in-school -suspension up to ten (10) days or serve out of school suspension up to ten (10) days. Consequences will be implemented at the discretion of the administrator and may vary due to severity and circumstance.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

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

#### **Use of Drugs**

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

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants,

or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes non-alcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the transference or sale of over-the-counter medication to another student.

### **Use of Tobacco**

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

### **Student Disorder/Demonstration**

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

### **Possession of a Weapon**

Students in possession of a dangerous weapon/firearm, and/or who commit arson on district property or at a school-sponsored event shall be expelled from school and referred to the criminal justice or juvenile delinquency system and mental health agency. The parent/guardian and the student shall be notified of the referral. This is in compliance with both PL 103-382 and MCL 380.1311 (state law).

Toys that look like or are used in a similar manner as a weapon/firearm are not allowed on school property and will be confiscated.

A weapon includes, but is not limited to, firearms (guns of any type whatsoever, including air and gas-powered guns whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this

violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can

provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

- A. Any explosive, incendiary device, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

### **Use of an Object as a Weapon**

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on.

Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

### **Knowledge of Dangerous Weapons or Threats of Violence**

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

### **Purposely Setting a Fire**

Anything that endangers school property and/or its occupants (such as setting a fire) will not be tolerated. Arson is a felony and will subject the student to expulsion. Possession of instruments to create fire, such as a lighter, will not be tolerated. Arson is a felony and will be subject to possible expulsion.

### **Physical Assaults**

**Against School Personnel:** Physical assault at school against a district employee, volunteer, or contractor on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, which may or may not cause injury, may result in charges being filed and subject the student to expulsion. The board may permanently expel a student in Grade 6

or above if the student commits a physical assault. Physical assault (as defined by MCLA 380.1310 [3] [b]), is “intentionally causing or attempting to cause physical harm to another through force or violence.”

**Against Other Students:** The board shall expel a student in grade 6 or above for up to 180 days if the student commits a physical assault (as defined by MCL 380.130 [3] [b] 1), against another student on school property, on a school bus or other school -related vehicle, or at a school-sponsored activity or event. The board may modify the expulsion period on a case-by-case basis. For the purpose of this policy, “physical assault” shall be defined as: A one-sided attack on another person which causes great bodily harm.

### **Verbal Assaults**

Any student in grade 6 or above who commits a verbal assault at school against a district employee, volunteer, or contractor on school property, on a school bus or other school related vehicle, or at a school-sponsored activity may be expelled by the board for up to 180 days. The board may modify the expulsion period on a case-by-case basis. Making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault.

For the purpose of this policy, “verbal assault” shall be defined as: Any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

### **Extortion**

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

### **Gambling**

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

### **Falsification of School Work, Identification, and Forgery**

Plagiarism, forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Cheating is any form of academic dishonesty or act that involves trickery or fraud. It occurs when one uses and takes credit for the work of another person, whether the material be directly copied or

superficially disguised. Cheating also includes the divulgence of the contents of a graded evaluation.

Plagiarism is the act of using and passing off the ideas or writing from another as one's own.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. Parents/guardians will be contacted by the teacher or the principal.

### **False Alarms, False Reports and Bomb Threats**

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

### **Explosives**

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

### **Trespassing**

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

### **Theft**

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

or expulsion.

### **Disobedience**

School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student as would a parent/guardian. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

Chronic disobedience can result in expulsion.

### **Damaging Property**

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

### **Persistent Absence or Tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension from school.

### **Unauthorized Use of School or Private Property**

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

### **Refusing to Accept Discipline**

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

### **Aiding or Abetting Violation of School Rules**

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

### **Displays of Affection**

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

### **Possession of Electronic Equipment/Using Cell Phone Cameras**

Most electronic equipment necessary in school is supplied by the school. Students are discouraged from bringing radios, portable TV's, electronic toys, pagers, cellular telephones, laser pens, and the like. Texting is not allowed during the school day. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and be suspended. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

### **Classroom Conduct**

The teacher will monitor student conduct within the classroom. Minor disturbances and rule violations will be handled within the classroom. The teacher will contact the parent/guardian if a student demonstrates behavior which does not allow the teacher to teach or the students to learn; and s/he will be removed from the classroom. Major offenses will result in removal from the classroom and suspension from school.

### **Playground Conduct**

We will do everything we can to prevent harm or injury to your child. It is our expectation that our students will be able to play at recess time without causing injury to themselves or others. We will provide direct instruction to help students learn to resolve conflicts without hurting each other. We will expect each student to be responsible for his or her behavior.

### **Violation of Bus Rules**

Please refer to Section IV (Transportation) for bus rules (or to bus rules provided by transportation).

### **Disruption of the Educational Process**

Any actions, manner of dress or belongings (toys, nail polish or other things from home) that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Belongings removed from student's possession may be returned to family

by parent/guardian picking up the item from the Thomas Read office.

### **Harassment**

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the district to provide a safe and nurturing educational environment for all of the 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), computers or wireless handheld device), may be subject to district disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes she/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent at 861-5211. 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 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 discipline up to expulsion for students, up to discharge for employee, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any officer position and/ or 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.

### **Definitions of Harassment**

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

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

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

about one's own sexual activities or sexual history.

### **Hazing**

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

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

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

- Illegal activity, such as drinking or drugs;
- Physical punishment or infliction of pain;
- Intentional humiliation or embarrassment;
- Dangerous activity;
- Activity likely to cause mental or psychological stress;
- Forced detention or kidnapping;
- Undressing or otherwise exposing initiates.

### **Bullying and Other Aggressive Behavior**

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

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

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

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

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

## **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks which are also posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

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

## **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 any individual’s legitimate right of free speech. 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 she/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the

board president.

Every student is encouraged, and every staff member is **required**, to report any situation that they believe to be aggressive behavior directed towards 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 an 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 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 discipline up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

### **Non-Retaliation/False Reports**

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

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

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, 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 but is not limited to: 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 handheld device) that without regard to its subject matter or motivating animosity, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

postings, and graffiti.

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

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

“Staff” includes all school employees and board members.

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

Thomas Read policies are based on the Michigan State Board of Education’s Policies on Bullying and the Michigan State Board of Education’s Model Anti-Bullying Policy.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380. 1310B (Matt’s Safe School Law, PS 241 of 2011)

### **Possession of a Firearm, Arson, and Criminal Sexual Conduct**

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

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

**Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5310.01).**

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

### **Criminal Acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law

enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance, alcohol or other intoxicants, trespassing, property crimes, (including, but not limited to theft and vandalism), occurring in the school as well as in the community.

### **Safety Concerns**

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

### **Profanity**

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

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity

of the incident.

Two types of discipline are possible: informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes: lunch-time and after-school detention; in-school restriction; and Saturday school.

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one (1) day's notice. The student or his/her parents/guardians are responsible for transportation.

### **In-School Discipline**

Saturday school will be in session from 8:00 a.m. to 12:00 noon.

Assigned students will attend a continuous four (4) hour period during which time they will be permitted one (1) ten (10) minute break at 10:00 a.m. Each student shall arrive with sufficient

educational materials to remain busy during this four (4) hour study period.

Failure to timely serve in-school suspension or Saturday school assignment(s) **may** lead to a suspension from school for a period not to exceed two (2) days. Any such suspension shall be in accordance with district guidelines on suspension and expulsion.

The following rules shall apply to both in-school suspension and to Saturday school:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Transportation to and from Saturday school shall be the responsibility of the student.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed.

Suspension and expulsion may be appealed.

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

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

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

Students involved in co-curricular and extracurricular activities (such as band and athletics) can lose their eligibility to participate due to violation of the school rules.

If a student commits a crime while at school or a school-related event, she/he may be subject to

school disciplinary action as well as action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Thomas Read Elementary follows the board approved policy on Seclusion and Restraint. This policy is available in the Superintendent's Office.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by 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.

## **Thomas Read Elementary Classroom Management Plan**

This management plan has been developed to provide a positive learning experience for all of our students. Lessons on appropriate behavior at school will be taught so students can understand how the rules apply.

## School Rules

When tigers R.O.A.R., we are:

<b>R</b> esponsible	Take care of yourself and do what is best.
<b>hO</b> nest	Tell the truth
<b>A</b> lways Caring	Be kind to others. Do your work carefully and completely.
<b>R</b> espectful	Follow directions the first time they are given. Speak politely to others. Use your inside voice.

### Classroom Behavior Chart

<b>Purple</b>	Student had a terrific day—he/she did something exceptional today
<b>Green</b>	Student had a great day—no problems
<b>Yellow</b>	Student needed a warning today.
<b>Red</b>	Student had two (2) or more problems today. Parent/Guardian will be contacted (phone call or note) if a child receives a red card.
<b>Orange</b>	Student is sent to office to meet with principal and referral is written. This includes immediate-action behaviors (intentionally injuring others or damaging property.

Each classroom has a pocket chart to help students keep track of their behavior for the day. Students will start every day with 5 cards in his/her pocket: Purple, green, yellow, red and orange. All students will start on purple each day. Every time a rule is broken the student will remove a card. Parents/guardians may look for the behavior calendar in your child's folder each day; this will display the color your child ended on for the day.

### FORM OF DISCIPLINE USED AT THOMAS READ ELEMENTARY SCHOOL

Discipline is used when students need to focus on self-control, self-direction, self-esteem and/or responsibility to themselves and others. Our goal in correcting misbehavior will be to keep the dignity of the student intact and to provide an opportunity for learning more effective, positive ways of solving problems. Staff will refer to the Positive Behavior Support and our ROAR Behaviors when speaking with your child regarding a behavior problem. Should a consequence be deemed necessary every effort will be made to insure that there is a natural and logical consequence for the inappropriate behavior. Corrective procedures most commonly used are: verbal warnings, time out, individual conference with the teacher/activity supervisor/ principal, conference with parents/guardians, partial loss of recess or activities and/or suspension from school activities.

In keeping with the district policy and laws of the State of Michigan, any student who brings a knife or other weapon to school will face disciplinary measures ranging from suspension to

expulsion from school.

School staff will involve the local law enforcement authorities for incidents of fighting, weapons violation or any other incident of inappropriate behavior deemed severe enough to warrant this intervention. The Shelby School District contracts for the services of a liaison officer with the Oceana County Sheriff's Department. Parents/guardians will be notified if their child is referred to the liaison officer.

## **COMMUNICATION OF INAPPROPRIATE BEHAVIOR AT SCHOOL**

If a student's behavior results in a referral to the principal, a Behavioral Report Form will be mailed home. A parent signature is required and the notice must be returned to the office. Parents/guardians are encouraged to contact the office (861-2662) to discuss any concerns or questions they may have regarding the incident. The office will contact parents/guardians if the notice has not been returned in a timely manner or if a discussion is deemed necessary.

If a student experiences recurring behavior problems, parents/guardians will be asked to assist in writing a behavior plan for their child. Behavior plans are most effective when both home and school concentrate on working together to solve the problem.

The best way to assist your child in developing good behavior and study habits is to remain in close contact with his/her teacher. All teachers are accessible by phone, mail and email.

## **BASIC SCHOOL RULES AT THOMAS READ ELEMENTARY**

School rules are based on ROAR Behaviors: Respectful, hOnest, Always Caring, and Responsible. Each classroom will establish their own rules early in the school year. Watch for your classroom newsletter and other communications from your child's teacher which will outline expectations for behavior. In addition to the District Code of Conduct, the following rules apply to students at Thomas Read Elementary:

Students are expected to play outside during recess periods each day unless:

- Requested by the teacher or principal to work on assignments for a portion of the recess.
- The teacher receives a note from parents/guardians requesting their child stay in for health reasons (Each note will be evaluated and honored if the request appears to be for a valid reason. After two (2) days, a note from a licensed medical provider is required).
- Student has been assigned to detention for disciplinary reasons for a portion of the recess.
- Should a child come to school inadequately dressed for the weather, parents will be

called to bring the necessary clothing.

1. Students must arrive at school in clothing which is neat, clean, and appropriate for school. Shorts and skirts should be fingertip length. Hats or scarves on your head may not be worn in the building. The student's midriff must not be exposed and tank top straps must be 3 fingers wide. In accordance with district policy, the principal will maintain the right to determine what dress is appropriate, unsafe, and/or disruptive. If clothing is deemed inappropriate, parents will be contacted to correct the situation immediately. Students may not attend class until appropriate attire is available.
2. Bicycles may be ridden to school provided they are parked in the bike rack and not ridden until the buses have departed.
3. Roller skates, roller blades, skate boards, etc. are not allowed on school grounds.
4. All children are expected to remain on the school grounds between arrival and dismissal. Students must have WRITTEN PERMISSION from parents and approved by the principal to leave school grounds during school hours. Bus students may not leave school grounds upon arrival at school. The appropriate authorities will be contacted should a child leave the grounds without the required permission.
5. All students are expected to obey on-duty student Safety Patrol members. Any concerns regarding safety patrol should be directed to the school office.
6. Lost and Found items are located in the cafe. Unclaimed items will be given to charity at the close of the school year.
7. Lost and found items are located in the café. Unclaimed items will be given to charity at the close of the school year.

### **DUE PROCESS RIGHTS**

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

#### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to

suspend. If a student is suspended, she/he and his/her parents/guardians will be given written notification of the reason for and length of the suspension within one (1) day of the decision to suspend. The suspension may be appealed to the superintendent within two (2) school days after receipt of the suspension notice. The request for an appeal must be in writing.

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

When a student is suspended, she/he may make up work missed **while on suspension**.

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

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

### **Long –Term Suspension or Expulsion from School**

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

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

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

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

### **Discipline of Students with Disabilities**

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

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the board of education and if there is a reasonable suspicion to protect the health and safety of others. All searches may be conducted with or without the student's consent.

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

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

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

Review of such information may be done by the district with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. All passwords or security codes must be

registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

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

- A. Material cannot be displayed if it:
  - 1) Is obscene to minors, libelous, pervasively indecent 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 (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 a grade.

## **SECTION V-TRANSPORTATION**

### **Bus Transportation to School**

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

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

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

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

Students must comply with the following basic safety rules:

Previous to loading the bus (on the road and at school), each student shall:

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

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

During the trip each student shall:

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms, and legs inside the school vehicle at all times;
- Not litter in the school vehicle or throw anything from the vehicle;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other riders;
- Not eat or play games, cards, etc. unless driver has given permission (field trips or sporting events)
- Not tamper with the school vehicle or any of its equipment.

When leaving the bus each student shall:

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

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

### **Video Cameras/Videotaping on School Buses**

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

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

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the School Bus Use Contract, a copy of which is included in this handbook. The student may lose the privilege of riding on the bus.



## **SCHOOL BUS USE CONTRACT 2020-2021 School Year**

State law does not require school districts to provide bus transportation. Therefore, riding a school bus is a privilege and not an entitlement. To retain that privilege the following rules and regulations must be followed.

- Students must be at their bus stop five (5) minutes before the scheduled arrival time of the bus. Drivers will not stop if no one is at the bus stop. To keep on schedule, students should be waiting for the bus; buses cannot wait for the students.
- Any students needing to be dropped off any place other than their regular stop **MUST HAVE A NOTE SIGNED BY THE PRINCIPAL'S OFFICE**. No one will be taken any place other than his/her regular stop without this signed note. No young child (pre-school – second grade) will be dropped off unless an appropriate adult appears to be home. If no one appears to be home the child will be brought back to his/her school.

The bus driver will notify your student(s) that they will be receiving a bus ticket but will fill it out after they return to the transportation department. The transportation department will then send you a copy in the mail (that needs to be signed and returned), with a letter and a copy of the bus rules with the rules highlighted that were not followed. We ask that you partner with us in explaining to your student(s) the importance of following the rules on the bus for their safety.

If your student(s) receives 3 or more bus tickets and is removed from the bus, the transportation department will call you and let you know that they have been removed from the bus and the dates for the removal. The transportation department will also still send home a copy of the bus ticket, a letter explaining why and the dates they have been removed as well as a copy of the bus rules with the ones highlighted that were not followed.

Please feel free to contact the transportation department at any time with any questions or concerns that you may have. By partnering together, we hope to create a safe environment for all students to ride the bus to and from school.

**BUS TICKETS STILL MUST BE SIGNED BY PARENT AND RETURNED TO  
TRANSPORTATION OFFICE**

**1<sup>ST</sup> OFFENSE – WARNING, LETTER HOME TO PARENTS, PRINCIPAL NOTIFIED  
2<sup>ND</sup> OFFENSE – WARNING, LETTER HOME TO PARENTS, MEETING WITH PRINCIPAL**

3<sup>RD</sup> OFFENSE – REMOVED FROM BUS FOR 3 DAYS, LETTER HOME TO PARENTS, PRINCIPAL NOTIFIED

4<sup>TH</sup> OFFENSE - REMOVED FROM BUS FOR 5 DAYS, LETTER HOME TO PARENTS, PRINCIPAL NOTIFIED

5<sup>TH</sup> OFFENSE - REMOVED FROM BUS FOR 10 DAYS, LETTER HOME TO PARENTS, PRINCIPAL NOTIFIED

6<sup>TH</sup> OR MORE – WILL BE DEALT WITH ON AN INDIVIDUAL BASIS WITH INPUT FROM THE TRANSPORTATION SUPERVISOR AND THE PRINCIPAL (COULD BE FOR THE REST OF THE MARKING PERIOD OR THE REMAINDER OF THE YEAR)

REMOVAL FROM THE BUS ONLY COUNTS WHEN THE STUDENT IS IN SCHOOL AND IT IS FOR ANY BUS TO AND FROM HOME (STUDENT IS STILL ALLOWED ON THE SHUTTLE, TO TECH, FIELD TRIP ETC. – WITH AN ASSIGNED SEAT)

ANY VANDALISM OR DAMAGE TO A SCHOOL BUS MAY RESULT IN REMOVAL FROM RIDING ALL BUSES TO AND FROM SCHOOL FOR THE REMAINDER OF THE SCHOOL YEAR AND THE STUDENT WILL BE CHARGED FOR THE COST OF THE REPAIRS

SERIOUS INFRACTIONS CAN RESULT IN IMMEDIATE REMOVAL FROM THE BUS FOR UP TO THE REMAINDER OF THE SCHOOL YEAR, BASED ON THE DECISION OF THE TRANSPORTATION SUPERVISOR AND BUILDING PRINCIPAL

### **SCHOOL BUS USE CONTRACT**

#### **2020-2021 School Year**

This contract supersedes all handbook policies regarding bus transportation. This contract must be signed by each student and his/her parents/ guardians and returned to the principal's office of his/her respective school prior to the end of the first week of school.

I have read and understand the policies and procedures outlined in the Thomas Read Elementary Parent Handbook.

_____ Print Student's Name	_____ Print Parent's/Guardian's Name	_____ Bus #
_____ Students Signature	_____ Parent's /Guardian's Signature	_____ School Building Attending

**Student/Parent/Guardian/Staff Contract**

The purpose of the SHELBY PUBLIC SCHOOLS STUDENT/PARENT/GUARDIAN/STAFF EXPECTATIONS is to foster and build **student/parent/staff partnerships that help all students achieve the high local and state standards. Responsibility for improving student achievement will be shared by students, parent/guardian, and school staff.**

It is the school's responsibility to provide high-quality curriculum and instruction in a safe, supportive, and effective environment that enables the students to meet the local and state student performance standards. Each parent/guardian is responsible for supporting his/her child's learning and each child is responsible for putting forth appropriate effort to attain a quality education. It is understood that to move to the next level/building, there are certain standards that a student must attain. If these standards are not attained, a child may be recommended for extended day and/or extended year programs, placed in a transitional program, and/or retained in his/her current placement. It is further understood that attending Shelby Public Schools is a privilege and that the Shelby Board of Education can remove this privilege for good cause.

**STUDENTS WILL:**

- have regular, on-time attendance
- complete all assignments/homework on time
- be prepared for class (books, paper, pencil, complete homework, etc.)
- be attentive and participate in class
- follow the policies/practices/procedures/rules as stated in classrooms and student handbooks
- strive for quality in behavior, school work, and extracurricular activity participation
- practice the **LIFE SKILLS**
- demonstrate respect for all students, staff and visitors at school

**PARENTS/GUARDIANS WILL:**

- support the importance of education with words and actions
- attend scheduled parent/teacher conferences and be available to meet with school staff at other appropriate times
- read and support the policies/practices/procedures/rules stated in the student handbooks
- volunteer to assist when and where possible
- monitor child's homework, assignment book, etc., and encourage reading at home
- communicate ideas, suggestions, and concerns with school staff
- read school communications and respond when asked
- ensure their child's regular, on-time attendance and appropriate dress
- make arrangements for child to be picked up in case of illness/discipline
- support behavior plans and IEP's developed by parents, student, and staff.

**STAFF WILL:**

- strive to provide a quality education for all students
- provide communications with students and parents/guardians regarding academic progress and other areas of praise and concern
- practice the **LIFE SKILLS**
- work at continually improving skills as an educator
- follow the policies/practices/procedures/rules as stated in staff and student handbooks
- maintain high expectations for all students
- create a safe and caring environment

Parent/Guardian's Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Student's Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

## **Shelby Public Schools Internet/SUN Use Agreement**

Please read this document carefully before signing.

Shelby Public Schools is providing Users access to the district's electronic network. The Shelby Unified Network (SUN) is the Shelby Public Schools wide area network (WAN) connecting our district computers, resources, staff and students. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21<sup>st</sup> century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. On a global network it is impossible to control all materials and an industrious user may discover inappropriate material. We (Shelby Public Schools) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material inconsistent with the educational goals of the district.

This document contains the rules and procedures for Users' acceptable use of the Shelby Public Schools' electronic network.

- The Shelby Public Schools' electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Shelby Public Schools' electronic network has not been established as a public access service or a public forum. Shelby Public Schools has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege, not a right.
- The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by student's inappropriate use of the network.
- Users are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities ( as well as the law), in the use of the Shelby Public Schools' electronic network.
- The use of your account must be in support of education or research and consistent with the educational objectives of Shelby Public Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network.

The following terms and conditions are provided here so that you are aware of your responsibilities. If a Shelby Public Schools' user violates any of these terms and conditions, his or her account will be terminated and further access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the person (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## **General Unacceptable Behavior**

While utilizing any portion of the Shelby Public Schools' electronic network, unacceptable behaviors include, but are not limited to, the following:

- Users will not post information that, if acted upon, could cause damage or danger of disruption.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. If a user is told by a person to stop sending messages, they must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Users will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Users will not use speech that is inappropriate in an educational setting or violates district rules.
- Users will not abuse network resources such as sending chain letters or "spamming".
- Users will not display, access or send offensive messages or pictures.
- Users will not use the Shelby Public Schools electronic network for commercial purposes. Users will not offer, provide, or purchase products or services through this network.
- Users will not use the Shelby Public Schools electronic network for political lobbying. Users may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Users will not use any wired network with equipment brought from home.
- Students will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Users will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal.

**E-Mail (Note: All e-mail on the Shelby Public Schools system is the property of Shelby Public Schools and users should be advised that the administration will periodically monitor the system to assure that it is being used appropriately. Users do not have a personal privacy right in any matter created, sent or received from an e-mail system.)**

- E-mail is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to authorities.
- Students will not establish or access web-based e-mail accounts on commercial services through the district network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

**Real-time, Interactive Communication Areas (Note: Chat rooms are normally blocked)**

- Students may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the district or individual school.

**Websites**

- All web pages must adhere to the “Shelby Public Schools Web Page Terms and Conditions”.

**Personal Safety**

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities or career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

**System Security**

- Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should users provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Users will not attempt to gain unauthorized access to any portion of the Shelby Public Schools’ electronic network. This includes attempting to log in through another person’s account or access another person’s folders, work, or files. These actions are illegal, even

if only for the purposes of “browsing”.

- Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access websites blocked by district policy, including the use of proxy services, software, or websites.
- Users will not use sniffing or remote access technology to monitor the network or other user’s activity.
- Any attempt by a user to log on to the Internet and /or SUN as a system administrator will result in cancellation of user privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet and /or SUN.

### **Software and File**

- Software is available to users to be used as an educational resource. No user may install, upload or download software without permission from the district technology department.
- A user’s account may be limited or terminated if a user intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Shelby Public Schools’ electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.

### **Technology Hardware**

- Hardware and peripherals are provided as tools for users’ use for educational purposes. Users are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

### **Vandalism**

- Vandalism will result in cancellation of privileges. Vandalism is described as any malicious attempt to harm or destroy hardware or data of another user, the Internet, SUN, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Plagiarism and Copyright Infringement**

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas of writings of others and presenting them as if they were the student’s.
- Copyrighted material will not be placed on any system without the author’s permission. Permission may be specified in the document, on the system or must be obtained directly from the author.
- Transmitting or copying any material in violation of any U.S. or state regulation is prohibited

### **Warranties**

- Shelby Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- Shelby Public Schools will not be responsible for the damages you suffer. This includes loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by its own negligence or your errors or omissions.
- Use of any information obtained via the Internet and /or SUN is at your own risk.
- Shelby Public Schools denies any responsibility for the accuracy or quality of information obtained through its services.

**Violations of this Acceptable Use Policy**

Violations of this policy may result in loss of access as well as other disciplinary or legal actions. Users' violation of this policy shall be subject to the consequences as indicated within this policy as well as the District Technology Discipline Policy. The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

**Shelby Public Schools**

**Internet / SUN Use Agreement**

I understand and will abide by the attached Internet and SUN use agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action could result.

User/Student Name (Please Print): \_\_\_\_\_

User/Student Signature: \_\_\_\_\_

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

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

**PARENT/GUARDIAN**

As the parent/guardian of this student, I have read the Internet / SUN use agreement. I understand that this access is designed for educational purposes. Shelby Public Schools has taken every effort to monitor inappropriate material. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system. I also recognize it is impossible for Shelby Public Schools to restrict access to all inappropriate materials. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian's Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

## HANDBOOK AGREEMENT

I have read and understand the policies and procedures outlined in the Thomas Read Elementary Parent/Guardian Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

As a student, I will abide by the Thomas Read Elementary School procedures and expectations.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Classroom Teacher

Please sign and return this form along with the other forms. All forms must be returned to your child's classroom teacher within five days of the start up of school.

*Shelby Public Schools*

For the year of: 2020-2021

**Administration of Medication**

**Parent/Guardian Permission and Instructions**

If it becomes necessary to administer medication to a Shelby Public School Student during classroom hours, the following must be completed.

Medication administered by school personnel must be in the original container or prescription container.

**Classroom Teacher:** \_\_\_\_\_

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

**I give permission for Shelby Public School Staff to give or apply the following medication to my child,** \_\_\_\_\_.

I understand that the medication will be administered in accordance with the directions of his/her licensed medical provider as stated below. Medication will be kept in a secure area. I will notify the office, in writing, of changes or discontinuations of the prescribed medication.

NAME OF MEDICATION: \_\_\_\_\_

Directions: \_\_\_\_\_

Parent /Guardian Signature: \_\_\_\_\_

<b>1. Date to begin giving medication</b>	<b>2. Date to stop medication</b>
<b>2. Times medication is to be given</b>	<b>4. Amount (Dosage of medication each time given)</b>
<b>5. Storage of medication</b>	<b>6. Other directions, if any.</b>