

Birchview Elementary School
663 Poplar Street
Ishpeming, MI 49849
(906) 485-6341



Student/Parent Handbook

for the

BIRCHVIEW ELEMENTARY SCHOOL

*Welcome to Birchview School, home of **HEMATITE POWER** and academic excellence!*

Included in this student handbook is information that will help clarify expectations for our students. Please read this information so that we have as few misunderstandings as possible. If you have further questions, please contact your building principal or a teacher for help.

Mr. Matthew Byce, Principal/Transportation Director **(906)485-6341**

Mrs. Melissa Corkin, School Secretary **(906)485-6341**

Mrs. Tamara Doney, Special Education Coordinator **(906)485-1066**

Mrs. Carrie Meyer, Superintendent of Schools **(906)485-5501**

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2021. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website.
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FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of 06/21/2022. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2022 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

The mission statement of Birchview Elementary School is to produce students who will have a positive influence in the world.

EQUAL EDUCATION OPPORTUNITY

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

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

Carrie Meyer
Superintendent
(906)485-5501

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

PARENT INVOLVEMENT

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 and family members in the education of their children generally result in higher academic achievement, improved student behavior, and

reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Birchview Elementary is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an important role as children's first teachers. Their support for their children and for the school is critical to their children's success every step of the way.

TITLE I SERVICES

Birchview School is a Title I School-Wide School.

Title I is a federal program that provides general education instructional support. The purpose of Title I is to help increase the achievement of those students that are at risk of not meeting the Common Core State Standards. The four content areas in which students might receive support include language arts, math, science and social studies.

All students are eligible for Title I services based on assessment information and progress monitoring. Assessments are given on a monthly/quarterly basis depending on the assessment and students are moved out of or into Title 1, based on these assessment results. Because all students at Birchview are eligible for Title services, your child may be moved in and out for help as needed.

Title I students receive their primary instruction from their classroom teacher. Title I staff fills in gaps that students have formed, or reinforces skills related to the classroom instruction. Services are given based on assessment results and classroom teacher observations. This additional instruction is provided when other students are working independently, or the classroom teacher is working with another small group of students. Students who receive Title 1 services do not miss out on regular classroom instruction!

Birchview School has a Title 1 Instructor and a Title 1 Literacy Coach who provide academic support to students. Language arts and math skills are the main focus in early elementary; science and social studies support is added in later elementary.

Birchview Elementary School conducts a Title 1 parent informational meeting at the beginning of the school year, during our Open House. If you would like more information regarding our program at any time throughout the year, please contact the Birchview Office at (906) 485-6341.

HOME/SCHOOL COMPACT

Birchview Elementary School: *A Learning Partnership between Home and School*

Parent/Guardian Commitment:

I want my child to reach his/her full academic potential. Therefore, I will commit to do all of the following:*

- Ensure that my child attends school each day.
- Send my child to school on time and ready to learn.
- Review homework assignments and offer assistance when needed.
- Show an interest in my child's well-being by attending school functions, supporting school activities, and making every effort to attend parent-teacher conferences.
- If extenuating circumstances prevent me from a full commitment I will offer an explanation to the principal or my child's classroom teacher.

Pupil Commitment:

I want to be the best student I can be. Therefore, I will do my best to do all of the following:

- Arrive at school and attend class on time each day.
- Show respect at all times to everyone who is part of the school.
- Follow all of the classroom and school rules.
- Pay attention in class and participate in class discussions.
- Complete all classroom lessons and homework neatly and on time.

Teacher Commitment:

I want my students to reach their full academic potential. Therefore, I will commit to do all of the following:

- Set high instructional standards for myself that promotes the development of the state's content standards and benchmarks.
- Teach effective learning strategies to suit the individual needs of each child.
- Notify the parent/guardian as soon as an attendance problem develops.
- Establish flexible scheduling and create a warm atmosphere for parents/guardians during classroom visits and participation in the activities.

School Administration Commitment:

We want all students to reach their full academic potential. Therefore, we commit to do all of the following:

- Consider accessing possible resources for all extenuating circumstances shared with appropriate staff by the parents/guardians to assist them in realizing their full commitment.
- Notify the parent/guardian as soon as an attendance problem develops.
- Maintain a safe and positive learning environment for all students.

SCHOOL HOURS

BIRCHVIEW ELEMENTARY HOURS OF OPERATION

Our daily hours of operation are as follows:

School Starts at 8:10 a.m. Dismissal 3:25 p.m.

ARRIVAL/ DISMISSAL PLAN

Parent/student vehicle drop-off/pickup during arrival /dismissal times will occur at our entrance on the North end of our building. Buses are only in front of the school during arrival/d dismissal time.

Arrival times are 7:30-8:10 a.m. Dismissal times are 3:25-3:50 p.m.

If you need to visit the office outside of the arrival/d dismissal times, you may use the front entrance.

Our goal is to separate car and bus traffic to assure the safety of our students. Parents that are picking up and dropping off students during normal arrival/d dismissal time can remain in their vehicle or park in the lot and walk into the North entrance to pick-up their student.

As always, our staff is ready to help assist in any way we can during this time. Staff members will be present to assist the students at both entrances throughout the year.

Thank you for your cooperation

BEFORE THE BELL/BEYOND THE BELL

ALL Birchview Elementary students who need care before or beyond the normal school hours may join our activity programs held in the Birchview gymnasium/cafeteria! This is a FREE program to our students and is available Monday – Friday when school is in session.

Before the Bell opens at 6:45 a.m.

Beyond the Bell runs from 3:30 p.m. – 5:30 p.m.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many

times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

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

If your child is sent to the school office due to illness:

- *A temperature will be taken

- *Normally, parents will **not** be notified if the symptom is a stomach ache or other non-visible symptoms. Your child will be sent back to class. Parents are encouraged to inform the school of health problems.

- *Parents will be requested to pick up their child if visible signs of illness are present (fever, paleness/flushing, vomiting, diarrhea, etc.) Your child will be waiting for you in the office.

Parents will be notified immediately of all serious accidents and head injuries. Every child needs to have the emergency form completed and kept on file in the school office, and the office needs to be kept informed of any changes on the Emergency Form.

CONCUSSIONS

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or

body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding”, “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out. You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

Some Common Symptoms:

Headache, Pressure in the Head, Nausea/Vomiting, Dizziness, Balance Problems, Double Vision, Blurry Vision, Sensitive to Light, Sensitive to Noise, Sluggishness, Haziness, Fogginess, Grogginess, Poor Concentration, Memory Problems, Confusion, “Feeling Down”, Not “Feeling Right”, Feeling Irritable, Slow Reaction Time, Sleep Problems.

If You Suspect a Concussion:

1. Seek Medical Attention Right Away – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.

2. Keep Your Student Out Of Play – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent

brain damage affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

3. Tell the School About Any Previous Concussions – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them. Signs observed by parents: Appears dazed or stunned, is confused about assignment or position, forgets an instruction, can’t recall events prior to or after a hit or fall, is unsure of game, score, or opponent, move clumsily, answers questions slowly, loses consciousness (even briefly), shows mood, behavior, or personality changes.

Concussion Danger Signs:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs: one pupil larger than the other, is drowsy or cannot be awakened, a headache that gets worse, weakness, numbness, or decreased coordination, repeated vomiting or nausea, slurred speech, convulsions or seizures, cannot recognize people/places, becomes increasingly confused, restless or agitated,

has unusual behavior, loses consciousness (even a brief loss of consciousness should be taken seriously.)

How to Respond to a Report of a Concussion:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on a computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional. Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to www.cdc.gov/concussion.

Homebound Instruction

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

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

- All children in grades ECSE through 4 that are new to the district must be enrolled at the Birchview School Office.
- A child must be five years old by September 1 of the year he/she enters kindergarten. A signed waiver by the parent is allowed if the child will be five (5) by December 1.
- Parents of new students need to provide:
 - Birth certificate (court issued)
 - Immunizations Records
 - Court Papers allocating parental rights and responsibilities, or custody.
- Unless advance notice is given, a child will begin attending school the day after registration.

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

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

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

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

SCHEDULING AND ASSIGNMENT

Elementary level

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a phone call from the parent or a written request signed by the parent, a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

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

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

WITHDRAWAL FROM SCHOOL

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

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
 - B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
 - C. All medications must be registered with the principal's office.
 - D. Medication that is brought to the office will be properly secured.
- [] Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus

aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

- [] Controlled substances will be counted with a parent, guardian, family member, and an approved staff member of the school.
 - [] 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.
 - [] Prescription medications must be in the original pharmacy container with the prescription label on it. Over-the-counter medications must also be in the original container.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or 7 days following the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Non-prescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without authorization from the parent or guardian.

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

ASTHMA INHALERS AND EPI-PENS

Students with asthma or food allergies will have on file in the office "Food Allergy and Anaphylaxis Emergency Care Plan" OR "Asthma Action Plan" signed by both the parent/guardian and the primary care provider.

Students in JK-4th grade will keep their metered dose inhalers and epi-pens in the office, unless special arrangements have been made. A parent/guardian and primary care provider must fill out and sign "Permission Form for Prescription/Non-Prescription Medication (JK-12)".

Students in 5th grade or above may carry their own metered dose inhalers and epi-pens OR keep them in the school office. If they will be carrying their own, a parent/guardian

and primary care provider must fill out and sign “Medication Self-Administration Plan and Authorization (JK-12)”.

If your child is not known to have an allergy, but is exhibiting symptoms of a serious allergic reaction, he/she may be given an epi-pen injection by the school nurse or a trained school staff member.

All required forms are available in the school office.

FOOD ALLERGIES

In addition to “Food Allergy and Anaphylaxis Emergency Care Plan” we are required to have written authorization from you and your child’s doctor if he/she needs special dietary accommodations. Please ask for and fill out “Medical Statement to Request Special Meals and/or Accommodations”.

IMMUNIZATIONS

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

A summary of the immunization requirements are listed below.

REQUIREMENTS FOR CHILDREN 4 YEARS THROUGH 6 YEARS OF AGE:

- 4 doses of Diphtheria – Tetanus – Pertussis (DPT) vaccine and, if a dose was not received on or after the 4th birthday, a booster dose at school entry. Most students will have five doses.
- 3 doses of Polio vaccine and, if a dose was not received on or after the 4th birthday, a booster dose at school entry. Most children have four doses.
- 2 doses of live Measles – Mumps – Rubella (MMR) vaccine received after the 1st birthday OR current laboratory evidence of measles, mumps, or rubella immunity.
- 3 doses of Hepatitis B are required.
- 2 doses of Varicella (chickenpox) after 12 months of age OR current lab immunity or reliable history of disease.

REQUIREMENTS FOR CHILDREN 7 YEARS THROUGH 18 YEARS OF AGE:

- 4 doses of Diphtheria and Tetanus vaccine (DTP), AND if a dose was not received within the last ten years, a booster dose at school entry. One dose TDAP at age 11 or entry into 7th grade.
- 4 doses of an appropriate Polio vaccine.
- 2 doses of MMR vaccine OR current laboratory evidence of Measles, Mumps, or Rubella immunity.
- 3 doses of Hepatitis B
- 2 doses of Varicella (chickenpox) or current lab immunity or reliable history of the disease.
- 1 dose of Meningococcal Vaccine at age 11 or entry into 7th grade.

Children who have not received immunizations may be excluded from school until parents provide proof that all required immunizations have been given. If you choose to NOT have your child immunized, you must make an appointment with the Marquette County Health Department and sign a waiver. Please bring the signed waiver to the school office.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

VISION & HEARING SCREENING

Children in preschool, L.D. classes and in grade 1 and 3 will be screened for vision difficulties at school. In addition, children in preschool, L.D. classes and in grade 2 and 4 will be screened for hearing difficulties at school. The Marquette County Health Department conducts the testing. Parents of the children needing further examination will be notified by the Marquette County Health Department.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have 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 (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the special education coordinator at (906) 485-1066 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the special education coordinator at (906) 485-1066 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.

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

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable

certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

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

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests,
 - 2. vocational preference inventories,
 - 3. achievement tests,
 - 4. standardized intelligence tests
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

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

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

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

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in

which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;

- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

- H. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

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

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

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records.

If the District provides any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records to any person, agency, or organization, then the District shall disclose to the student's parent or legal guardian upon his/her written request:

- A. the specific information that was disclosed;
- B. the name and contact information of each person, agency, or organization to which the information has been disclosed;
- C. the legitimate reason that the person, agency, or organization had in obtaining the information.

This information shall be provided without charge within thirty (30) days after the District receives the written request and without charge to the parent or legal guardian.

The District is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

- A. provision of such information to the Michigan Department of Education or CEPI
- B. provision of such information to the student's parent or legal guardian
- C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement
- D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement
- E. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least

age eighteen (18), the student

- F. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction
- G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement
- H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

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

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

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. major field of study;
- C. participation in officially recognized activities and sports;
- D. height and weight, if member of an athletic team;
- E. dates of attendance;
- F. date of graduation;
- G. awards received;
- H. honor rolls;
- I. scholarships;

- J. school photographs or videos of students participating in school activities, events, or programs.

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

The Superintendent may also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his/or her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his/her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at 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 State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT FEES, FINES, AND SUPPLIES

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

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

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

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students involved in the fund-raiser must not

interfere with students participating in other activities when soliciting funds. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

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 and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the principal.

All students at Birchview Elementary School receive FREE breakfast and lunch. 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.

FIRE, LOCK DOWN AND TORNADO DRILLS

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

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

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

EMERGENCY CLOSINGS AND DELAYS

Ishpeming Schools utilizes School Messenger. School Messenger informs our families of schedule changes and cancellations of school and events. If you are not receiving these messages, please contact the Birchview Office.

All school closings due to bad weather will be announced on the local radio stations, TV stations and the school district website. (www.ishpemingschools.org) (WJPD, WDMJ, WHWL, WNMU, WMQT/Q107 and TV6).

PLEASE DO NOT CALL THE SCHOOL OFFICE. THIS PREVENTS THE STAFF FROM COMPLETING PROCEDURES NECESSARY FOR THE SAFETY OF THE CHILDREN. It is recommended that parents teach their children how to get into their homes or what to do in the event that no one is home when there is an unscheduled dismissal from school.

Special considerations regarding the dismissal of a student due to emergency closings are to be brought to the attention of the school office.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

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

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

USE OF 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 entry to the school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

USE OF TELEPHONES

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

USE OF PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before and after school, during after school activities (e.g., extra-curricular activities), and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to

determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

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

Students may use school phones to contact parents/guardians during the school day.

ADVERTISING OUTSIDE ACTIVITIES

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

ACTION II - ACADEMICS

COURSE OFFERINGS

ECSE Preschool Program

Junior Kindergarten - Homeroom, Social Development, Math Readiness, Fine Motor/Writing Skills, Reading Readiness, Work Habits, Language Development, Gross Motor Skills, Art, Computers, Music, Physical Education.

Kindergarten - Homeroom, Social Development, Math Readiness, Fine Motor/Writing Skills, Reading Readiness, Work Habits, Language Development, Gross Motor Skills, Art, Computers, Music, Physical Education.

1st Grade - Homeroom, Work Habits, Citizenship, Math, Phonics, Reading, Spelling, Writing, Art, Computers, Music, Physical Education.

2nd Grade - Homeroom, Citizenship, Spelling, Handwriting, Math, Language Arts, Phonics, Reading, Art, Computers, Music, Physical Education.

3rd Grade - Homeroom, Citizenship, Social Studies, Spelling, Cursive Handwriting, Math, Language Arts, Reading, Science, Art, Computers, Music, Physical Education.

4th Grade - Homeroom, Citizenship, Social Studies, Science, Language Arts, Math, Art, Computers, Music, Physical Education.

Online Hematite Academy (K-4) - Math, Reading, Science, Social Studies, Computers, Art, Physical Education.

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 extra-curricular program. No

student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

GRADES

Birchview 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 rubric throughout our grade-levels:

4- Advanced; exceeds standard	95-100
3- Meets standard	80-94
2- Partially meets standard	70-79
1- Not meeting standards	1-69
1- Standard not introduced	0

Grading Periods

Students shall receive a report card at the end of each 9-10 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents 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, attendance, and emotional, physical, and/or social maturity. If the teacher feels the student does not meet this criteria they may recommend retention. A conference with the parent, teacher, and principal will occur prior to retention.

HOMEWORK

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

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

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

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

Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In

fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

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

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

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

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

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

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy

and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

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

The Board designates the Superintendent, principal and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District's Education Technology and the Internet for instructional purposes.

Computers are located in the computer labs, library and classrooms. Improper use of computers, tampering with computers, accessing or publishing inappropriate content, downloading software/playing games, instant messaging, unauthorized e-mail usage, intention to access an inappropriate website, and/or damages to the computer may subject the student and/or parent to financial penalties, suspension, and/or expulsion.

STUDENT ASSESSMENT

During the school year, students will be taking tests in their general education classrooms.

Birchview uses the NWEA test. There are three test windows for the test. Beginning year, mid-year, and year end. Results will be shared with parents upon completion.

Some of these tests have been determined as grade level benchmark tests to measure the academic growth of your child. If your child shows that he/she is having difficulties with these benchmark tests, he/she will be referred to the Title I program. The Title I teacher will then contact the parents and together they will determine if extra support is needed.

Students who receive special education services will be periodically tested to determine eligibility. Parent permission is required when formally testing for special education services. All results will be discussed with the parent during an individualized education planning conference.

Every year, the state requires all third and fourth grade students to be tested. The MSTEP tests students in reading, language arts and math in third grade and reading, writing, language arts and math in the fourth grade. It also measures the results against minimum expectations. These tests will be given in the spring this school year.

Tests will be administered with the use of technology devices.

All test results are on file and available for parent review as soon as the state makes them available.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent consent may need to be obtained. Birchview Elementary will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT CONDUCT

ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in 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.

The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

ABSENCES

Good school attendance is extremely important to your child's academic progress. Parents must assume primary responsibility in making sure that children maintain a good attendance record. If a child misses more than four days of school in one marking period for reasons other than a serious illness, a letter expressing concern will be sent home.

- Parents are requested to schedule doctor and dentist appointments after school hours or during vacation periods if at all possible so the child's instructions will not be disrupted.
- Whenever a child misses at least 60 minutes of a morning or afternoon class, he/she will be considered absent for that half-day.
- **Parents are requested to notify the school on the day of absence by calling the school.** If parents do not call, the school will make an effort to call and check on the child's welfare. **It is extremely important that we have a current telephone number listed on your emergency form for this purpose**

- Parents may request make-up work for absent children. Such requests need to be made in the morning and picked up after school ends. **UNLESS THE SCHOOL RECEIVES PARENTAL APPROVAL, A CHILD MAY NOT DELIVER WORK TO ANOTHER CHILD.**
- In the case of an extended vacation, teachers and office staff should be notified well in advance. Requests for homework / missed work should be discussed with the teacher and a plan of action will be determined at that time.
- School attendance will be taken twice a day – morning and afternoon.

ATTENDANCE POLICY

- At five (5) days absent
 - Letter sent home to parents
 - Phone call when appropriate
 - Conference with student when appropriate
- At seven (7) days absent
 - Letter sent home to the parent
 - Phone call home to the parent
 - Conference with student
- At nine (9) days absent
 - Letter sent home to the parents (past documentation of concern also included)
 - Phone call to parent to set up conference
 - Conference with parent and student
 - Referral to Pathways to Potential Staff
- At ten (10) absences
 - Letter sent home to parent
 - Meeting with parent, school officials, and student (documented discussion)
 - Complaint filed with Judicial Court
- Beyond ten (10) absences
 - Letter sent home to parent
 - Conference with student when appropriate
 - Petition filed with Judicial Court

*Included documentation will include attendance, grades, and intervention efforts (warning letters, success plan, and truancy checklist).

Excused Absences

Students may be excused from school for one or more of the following reasons 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

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

Unexcused Absences:

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any school work not completed as a result of truancy.

Tardiness

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

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 in to the teacher upon his/her return from school. Assignments may be obtained from the principal's office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Notification of Absence:

If a student is going to be absent, the parents must contact the school at 906-485-6341 by 10:30 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

Vacations During the School Year

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

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The parent should

contact the school office as soon as possible to obtain assignments. The student's teacher will determine when the make-up work is due.

If a student misses a teacher's test due to an 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 will take the mandated test upon their return to school.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

HEMATITE POWER

Birchview Elementary uses a program called Hematite **POWER** and we are very excited about what it has brought to our school.

P	=	POSITIVE ATTITUDE
O	=	OBSERVE SAFETY RULES
W	=	WORK HARD
E	=	EXPECT EXCELLENCE
R	=	RESPECT ALL

Hematite **POWER** is a way of living that represents our effort to raise productive students that are prepared for the rigors of learning both immediately and well into the future.

What is POWER?

POWER is a program that has been developed by Birchview Elementary School for the students and staff to establish and create a positive learning environment.

How does it work?

Through a structured system of lessons and modeling, students and staff learn fundamental behaviors that will allow everyone to achieve a quality education. Students are given the skills to learn acceptable behaviors and understand consequences.

Why are we doing this?

It is our belief that students need an education that not only establishes academic skills needed for a successful future but also the character development that reaches beyond the classroom and into everyday life.

Positive Reinforcement

- Students are taught the fundamental skills of POWER
- Staff will observe students using the POWER qualities
- Staff completes a “POWER” card that identifies which behavior trait the student exhibited
- Card is taken home to be signed by parent/guardian and returned to the office and placed in the POWER box
- Each Monday 5 students are chosen for a weekly drawing
- They report to the office that day to get a certificate and a small prize
- Their picture is taken with them holding the certificate
- Picture is posted on the bulletin board for the week

CODE OF CONDUCT

A major component of the educational program at Ishpeming Public Schools 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 reason for being in school does not. Students are in school to learn. Students shall exercise discretion in dress and personal appearance to the extent that it does not endanger health or safety, constitute a disruptive influence, or violate reasonable standards of etiquette or decorum.

Appearance which is distracting will not be permitted. This includes: "grubby" clothes, sagging pants, those which are purposely torn, threadbare, or dirty. Bare "midriff" styles (if you cannot tuck it in, don't wear it), halters, tank tops (the straps must be a minimum of four fingers wide with the opening for the arms fitting snugly against the body), mesh shirts, or similar attire. All shorts and pants must be hemmed. T-shirts and sweatshirts with inappropriate pictures or words are not permitted.

Hats of any kind are not to be worn in school.

Students are discouraged from wearing or bringing make-up to school. Student's appearance should be neat and clean. Hair should be combed, neat, and clean. Students must wear shoes at all times. Snow boots should not be worn in the school building except walking indoors or out of doors.

Violations will be dealt with by the administration. The parent/guardian will be notified of violations. Lack of cooperation on the part of the parent/guardian and/or student may result in disciplinary action taken by administrators.

Care of Property

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or

damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

TITLE IX SEXUAL HARASSMENT

Introduction

The Board of Education of the Ishpeming Public School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education programs and activities.

Title IX Coordinator(s)

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Elementary Principal
(906.485.6341)
663 Poplar Street
Ishpeming, MI 49849

Middle/High School Dean of Students
(906.485.1066)
319 East Division Street
Ishpeming, MI 49849

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education’s Office for Civil Rights, or both.

More information on Board Policy 2266 can be found via the district website, or by contacting the school office.

STUDENT DISCIPLINE CODE

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

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

Explanation of terms applying to the student discipline code

(Organized by Rule Number)

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

1. Use of drugs:

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

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

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

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

2. Use of Breath-Test Instruments:

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

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

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

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

3. Use of tobacco:

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

4. Student disorder/demonstration:

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is 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.

5. Possession of a weapon:

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

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

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches

long fastened to a handle

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

6. Use of an object as a weapon:

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

7. Knowledge of Dangerous Weapons or Threats of Violence:

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

8. Purposely setting a fire:

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

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

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

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

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

11. Extortion:

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

12. Gambling:

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

13. Falsification of school work, identification, forgery:

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

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

14. False alarms, false reports, and bomb threats:

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

15. Explosives:

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

16. Trespassing:

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

17. Theft:

When a student is caught stealing school or someone's property, 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 principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience:

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

19. Damaging property:

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

20. Persistent absence or tardiness:

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

21. Unauthorized use of school or private property:

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

22. Refusing to accept discipline:

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

23. Aiding or abetting violation of school rules:

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

24. Displays of affection:

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

25. Possession of Wireless Communication Devices (WCDs):

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

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

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary

action up to and including a possible suspension, loss of privileges, and may be recommended for expulsion.

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

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 could receive days of Alternate Day Assignment or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

26. Violation of individual school/classroom rules:

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

27. Violation of bus rules:

Please refer to Section V on transportation for bus rules (or please refer to bus rules provided by the transportation director).

28. Disruption of the educational process:

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

29. Harassment:

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless

hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the principal at the school office, phone 906-485-6341. Complaints will be investigated in accordance with AG 5517.

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

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

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

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

Harassment

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

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;

- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space or personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et seq.

29a. Hazing:

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

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

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

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

29b. Bullying and Other Aggressive Behavior

BOARD POLICY 5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

For further information on 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, PA 241 of 2011), PA 478 of 2014
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

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

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

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

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

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

Criminal acts

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

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

Safety Concerns

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

Profanity

Any behavior or language, which in the judgement 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:

- Writing assignments;
- Change of seating or location;

Lunch-time and/or after-school detention;
In-school restriction.

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 one (1) day's notice. The student or his/her parents are responsible for transportation.

In-School Discipline

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 can 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 make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

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

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

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

Discipline of Students with Disabilities

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

POWER BEHAVIOR CONSEQUENCE RUBRIC

Minor Behavior 1st Offense	Minor Behavior 2nd Offense	Minor Behavior 3rd Offense	Minor Behavior Subsequent Offenses
*Behavior Documentation Form *Staff member review of Behavior Intervention Matrix	*Behavior Documentation Form *Parent Contact made by classroom teacher *Staff member review of Behavior Intervention Matrix	*Behavior Documentation Form *Office Referral and Restorative Practices *Alternative recess *Administrative Parent Contact	*Behavior Documentation Form *Office Referral and Restorative Practices *Two alternative lunch recesses *Parent meeting *Possible BEST Referral
Major Behavior 1st Offense	Major Behavior 2nd Offense	Major Behavior 3rd Offense	Major Behavior Subsequent Offenses
*Behavior Documentation Form *Restorative Practices *Parent Contact	*Behavior Documentation Form *Restorative Practices *Alternative Recess *Parent Contact	*Behavior Documentation Form *Restorative Practices *One Day ISS *Parent Meeting	*Behavior Documentation Form *Restorative Practices *Two Days of ISS *Referred to BEST *Team/Mental Health Provider *Parent Mtg., as needed
Zero Tolerance Behavior			
*Behavior Documentation Form *Parent Contact *Immediate/required Parent Mtg. *Follow District Policy for Zero Tolerance			

Notes:

1. At the discretion of the building principal, students who commit more serious infractions may be subject to immediate suspension (in-school or out-of-school)
2. Birchview School Improvement Team will meet monthly to review behavior data and determine which students are eligible for further behavioral supports/interventions.
3. Alternative lunch recess includes missing social interaction with peers and may include time spent in a designated area for physical activity.
4. ISS = In-school suspension; the student will be in school, separated from peers and is responsible for completing the day's school work.
5. OSS = Out-of-school suspension: the student is at home and is responsible for completing the day's school work.

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, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

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

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

When a student is suspended, s/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 ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request
- a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if 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 or its designee during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 3 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the board of education or its designee. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education or its designee. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Birchview Elementary School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the property 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, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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

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

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

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, 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. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The transportation schedule and routes are available by contacting the transportation supervisor at (906) 485-6341.

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 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 (on the road and at school)

Each student shall:

- () be on time at the designated loading zone (10-15 minutes prior to scheduled stop);
- () stay off the road at all times while walking to and waiting for the school transportation;
- () line up single file off the roadway to enter;
- () wait until the school transportation is completely stopped before moving forward to enter;
- () refrain from crossing a highway until the driver signals it is safe to cross;
- () go immediately to a seat and be seated.

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

During the trip

Each student shall:

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

Leaving the bus

Each student shall:

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

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

PENALTIES FOR INFRACTIONS

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

PUPIL TRANSPORTATION GUIDELINES

PREFACE

Bus Transportation is a privilege and convenience provided by the Ishpeming District and the State of Michigan.

To ensure the safe transportation of our children, the Pupil Transportation Guidelines have been provided for you to read and discuss with your child. This packet contains the basic rules for bus riding, safe bus stop conduct, responsibility of parents and guardians, and disciplinary procedures. **Once reviewed please sign and date the acknowledgement form on page 3 and have your child return the form to their classroom/homeroom teacher within 5 school days.**

It is our desire that parents should have a discussion of these rules and regulations with their children since stressing the importance will assure safer transportation.

BASIC RULES FOR BUS RIDING SAFETY RESPONSIBILITIES OF THE STUDENT

Stay in your seat while the bus is moving. No one should be standing.

Keep arms and head inside the bus at all times.

Do not engage in shouting, loud talk or loud whistling. Talk to the Driver only when necessary. The Driver must concentrate on driving the vehicle.

Do not eat or drink beverages on the bus.

No smoking rules will be enforced on the bus.

The Driver is in full charge of the bus and has the right to assign seats to keep order for discipline. Pupils are to follow the Driver's directions.

There is to be no fighting, pushing or roughhousing on the bus.

Be courteous and considerate of others. Profane or vulgar language and obscene signs or gestures will not be tolerated.

Boxes, packages, and instruments are to be held on the rider's lap. The aisle must be kept clear.

A student will leave or board the bus only at his/her assigned stop.

Broken windows, cut or damaged seats, or other equipment broken must be paid for by the person causing damage. There is to be no writing or marking on seats or other bus parts.

Enter and leave the bus only through the front door, except in an emergency.

Do not throw anything inside the bus or out of the bus windows.

Report to Bus Driver any damage to the bus that is observed.

Windows and doors are not to be opened or closed except by permission of the Driver.

BASIC RULES FOR BUS STOP CONDUCT

The safety and conduct of the pupils going to and from school or at a bus stop, and while waiting at a bus stop is the responsibility of the parent. The schools will assist parents in any way possible.

Be on time at your designated stop. The Driver cannot wait for tardy students.

Students should be at their bus stop 10-15 minutes before the scheduled time. (Unless there are unusual weather conditions or the bus has an emergency problem, the established schedule should be very accurate on a daily basis.)

Walk to the bus stop facing traffic.

Wait for your bus off the traveled portion of the roadway.

Conduct yourself with courtesy and consideration for others while waiting for your bus.

DO NOT:

- Fight or bully other students;
- Throw snowballs or any other objects at vehicles or people;
- Destroy any property;
- Trespass on private property;
- Obstruct the road;
- Tailgate (run after or behind) a moving vehicle.
- Cross the road in front of the bus, not behind it.

DO

- Board the bus from a single file line. Do not push, shove or cut in line. Wait until the bus has come to a complete stop before

approaching it to board.

- Be considerate of smaller children who are waiting.
- When returning home, leave the bus in an orderly manner and proceed from your bus stop with the same kind of conduct that is expected at the morning boarding.

RESPONSIBILITY OF PARENTS AND GUARDIANS

To ascertain and ensure that their children arrive at the bus stop on time in the morning.

To provide necessary protection of their children when going to and from the bus stops.

To accept joint responsibility with the school authorities for the proper conduct of their children.

To make reasonable effort to understand and cooperate with those responsible for pupil transportation.

To transport their children to and from school when bus riding privileges have been suspended.

To transport their children to and from school if buses are unable to run because of a shortage of bus drivers or work stoppages due to strike by Drivers.

DISCIPLINARY PROCEDURES

THE SCHOOL BUS DRIVER:

Shall handle routine student discipline on the bus and at the bus stop. This includes advising students concerning rules and regulations, assigning regular seats, such that all seats are utilized, and other generally accepted means of maintaining and developing constructive pupil-school relationships.

Shall report significant instances of misconduct in writing to the Transportation Director.

Shall not permit a suspended student to ride on the bus until the suspension period has been completed by the student.

UNDER NO CIRCUMSTANCES WILL THE BUS

DRIVER REMOVE A STUDENT FROM THE BUS WHILE BEING TRANSPORTED TO OR FROM SCHOOL.

In emergency cases of serious behavior which demand immediate action, the driver may request that any principal or assistant principal remove a student from a bus until regular disciplinary procedures are instituted.

THE TRANSPORTATION DIRECTOR:

Shall review the driver's report of misconduct.

Shall discuss the matter with the driver.

Shall refer the matter to the student's building principal in writing for determination of action.

Shall forward all reports of misconduct to the students' building principal for action.

THE BUILDING PRINCIPAL:

Shall review all:

Reports of misconduct.

Reports submitted by bus drivers.

Reports submitted by parents or other adults of misconduct at bus stops, etc.

Shall determine what disciplinary action is required. May issue warnings for first time problems or minor problems.

If two warnings have failed to improve behavior, or because of gross misconduct on the bus, the Principal may suspend a student from transportation service for a period of not more than 10 days, or for more than 10 days with the approval of the Superintendent.

Shall notify the Parents, the Transportation Director and the Bus Driver of the action taken.

In case of suspension, the Principal will:

Issue the transportation suspension notice to the student; Notify the parents by phone and confirming letter and advise the parents of the reason and terms of the suspension. No suspension shall become effective until the parent(s) has/have been verbally notified.

DISCIPLINARY PROCEDURES (Continued)

THE BUILDING PRINCIPAL (Continued):

Shall refer to the special education services for evaluation of any student who is continually disruptive on the bus and/or who is suspected of having a handicapping condition.

When the behavior of a handicapped child requires disciplinary action, that child shall be treated the same as a regular pupil unless the handicap itself is a contributing factor to the behavior.

PROCEDURE FOR APPEAL OF SUSPENSION

Appeal of suspension for 10 days or less shall be to the Superintendent.

The parents of a student suspended from transportation service shall contact the Superintendent.

The Superintendent shall review the suspension and a meeting will be arranged with the Parents, the Principal, the Transportation Director, the Superintendent, and the Bus Driver.

The Superintendent shall determine the final outcome.

Appeal of suspensions for more than 10 days shall be to the Board of Education through the Superintendent.

The parents of a student suspended from transportation service for more than 10 days shall contact the Superintendent.

A meeting will be arranged with the Board of Education, the Principal, the Transportation Director, the Superintendent, and the Bus Driver.

The Board of Education shall determine the final outcome.

SCHOOL BUS SCHEDULING AND ROUTING

The Transportation Director shall schedule and plan bus routes and stops to provide the safest, shortest routes which will transport all children to school in the most economical way. Routes are to be planned to keep individual riding distance and time to a practical minimum, and to equalize bus loads to provide for full use of buses.

Measurement of miles to determine eligibility for regular transportation shall be done by the Transportation Director and shall be accepted as conclusive proof of eligibility for transportation.

Transportation Director:

**Matthew Byce
Birchview Elementary
663 Poplar Street
Ishpeming, MI 49849
(906) 485-6341**

Dear Parents,

Due to the excessive amount of requests from parents to have children take someone else's bus home for pleasure reasons, we feel it necessary to send home the following notice to avoid overcrowding of the buses.

Each eligible student shall be assigned to use a specific bus stop and shall not be permitted to use any other without the permission of the transportation supervisor. Such permission may be granted only upon receipt of a written request of a guardian, or other responsible adult for a specified period of time subject to the following conditions and limitations:

The requested change must not result in the overcrowding of any bus, alteration of any regular bus route, bus stop or time schedule, or any other way interfere with the regular operation of the transportation system.

The purpose of which special permission is requested shall be:

- To participate in a regularly organized group activity for children of school age which is basically educational in nature.
- To relieve a temporary situation which would otherwise work a severe hardship on a pupil in getting to or from school.
- For such other emergency or unusual reasons as shall be approved by the transportation director.

Drivers are to transport only their regularly assigned passengers unless other authorization is received from the transportation director.

In an emergency, written requests may be waived. Emergency requests should be made to the child's principal who will be responsible to coordinate necessary actions with the transportation director.

No request will be approved for the purposes of entertainment or for the simple convenience of the parent or child.

Your cooperation is appreciated.

Sincerely,

Matthew Byce
Transportation Director