



OAKRIDGE
UPPER ELEMENTARY

Student Handbook

2024-2025

Principal: Clayton Breiler

Student Support: Michelle Prince

Address

481 South Wolf Lake Road
Muskegon, MI 49442
Phone: (231)788-7500
Fax: (231)788-7514

DISTRICT MISSION STATEMENT

Provide students a diverse, personalized, and innovative education balanced with quality enrichment experiences in a respectful, responsible, safe, and healthy environment in partnership with the community.

DISTRICT VISION STATEMENT

All Oakridge students graduate prepared for their future, equipped with the knowledge and life skills to lead healthy and productive lives, and achieve personal and career success.

WELCOME

Welcome to Oakridge Upper Elementary school! Every member of our school is here to help, and we are so excited to have you as part of our school family. Please let us know if there is any way we can help to make this early education experience as rewarding as possible

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BOARD OF EDUCATION

Jeff Kartes - President

Doug DeWitte- VP

George Tindal- Secretary

Jeff Lohman - Treasurer

Craig Scott- Trustee

Tammy Stolberg - Trustee

Brandon VanDonkelaar-Trustee

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. This handbook summarizes and references 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.l.

Because this handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parents to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact our school principal who you will find listed in the Staff Directory section of the handbook,

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 the date of this handbook being published. If any of the policies or administrative guidelines referenced herein are revised after the handbook's publish date, the language in the most current policy or administrative guideline prevails.

SCHOOL DAY

7:55 am	Breakfast
8:15 am	Beginning Bell
8:20 am	Tardy Bell
10:50 –1:00pm	Lunches
3:20 pm	Dismissal Bell

Parents/guardians picking up their children at the end of the day are requested to wait in the foyer until the dismissal bell rings. OUE prides itself on bell to bell instruction and uninterrupted class time from hallway distractions.

(See also Board Policy 8220- School Day and associated Administrative Guideline)

NON-CUSTODIAL PARENTS

The school staff will communicate with parents to help children succeed in school. In the case of children of divorced parents, the law stipulates that the custodial parent alone has the responsibility for custody, care, control, and education of the children. Under the Family Educational Rights and Privacy Act (FERPA), parents shall have access to their child's educational records. FERPA regulations presume equal access for both parents, unless there is a court order or legal documentation to the contrary. In the event of a request for access to a child's records or to a parent-teacher conference from a non-custodial parent, it shall be the procedure of the principal or principal's designee to inform the custodial parent that the school will grant access unless the custodial parent produces the required document within seven (7) days of the date of the notice. Please call your child's school office to request information. If a non-custodial parent would like copies of correspondence that the school sends home, they will need to provide the teacher with self-addressed stamped envelopes for the year.

PARENT TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year. These are designed to be a two-way exchange so both parent and teacher will know and understand each child better, therefore being able to most effectively plan his or her program. Scheduling will all be done online. Conferences will be scheduled online. You may use the computers in the office at OUE to schedule a PT conference with your student's teacher. Some teachers offer student-led conferences in place of traditional conferences. In this case, the child will be attending the conference with you. At both fall and spring conferences, two or three evenings are set-aside for parents who cannot attend during the day. **Due to the large number of conferences each teacher schedules, we ask that divorced/separated parents attend the same conference.** If such a request is not in the best interest of the student, the staff will try to accommodate the needs of both parents.

PHONE DIRECTORY

Oakridge Lower Elementary

788-7600

120 N. Park Street
Muskegon, MI 49442

Principal: Angela Ogden
Secretary: Amy Latsch
Secretary: Mandi Barber

Oakridge Upper Elementary

788-7500

481 S. Wolf Lake Road
Muskegon, MI 49442

Principal: Clayton Breiler
Student Support: Michelle Prince
Secretary: Shannon Sliter
Secretary: Verna Davis

Oakridge Middle School

788-7400

251 S. Wolf Lake Road
Muskegon, MI 49442

Principal: Jason McVoy
Secretary: Chevonne Grimm
Secretary: Trisha Lowry

Oakridge High School

788-7300

5493 E. Hall Road
Muskegon, MI 49442

Principal: Jason McVoy
Secretary: Rachel Johnson
Secretary: Jennifer Secrest
Secretary: Brenda Scott
Secretary: Jennifer Johansen
Athletic Director: Rick Ruel

Oakridge Public School Administration Office

788-7100

275 S. Wolf Lake Road
Muskegon, MI 49442

Superintendent: Tom Livezey	788-7108
Director of Finance: Todd Hronek	788-7109
Director of Operations/Facilities: Cory Schullo	788-7104
Director of Human Resources: Season Chan	788-7107
Director of MTSS: Vacant	788-7102
Director of Transportation: Jake Hunt	788-7113
Director of Food Service: Nick Lazo	788-7321

UPPER ELEMENTARY PHONE DIRECTORY

Main Office

Principal:	Clayton Breiler	788-7508	cbreiler@oakridgeschools.org
Student Support:	Michelle Prince	788-7518	mprince@oakridgeschools.org
Secretaries:	Shannon Sliter	788-7502	ssliter@oakridgeschools.org
	Verna Davis	788-7501	vdavis@oakridgeschools.org

4th Grade Teachers

Leichia Adams	788-7537	ladams@oakridgeschools.org
Jennifer Fairweather	788-7535	jfairwea@oakridgeschools.org
Lisa Laninga	788-7534	llaninga@oakridgeschools.org
Shelby Goltz	788-7538	sanderson01@oakridgeschools.org
Jennifer Gebolys	788-7533	jgebolys@oakridgeschools.org

5th Grade Teachers

Liz Mireles	788-7539	emireles@oakridgeschools.org
Jodi Brems	788-7540	jbrems@oakridgeschools.org
Chad Zimmerman	788-7558	czimmerman@oakridgeschools.org
Hayley McMann	788-7545	hmcman@oakridgeschools.org
Michelle Brydon	788-7543	mbrydon@oakridgeschools.org
Libby McCormick	788-7532	lmccormick@oakridgeschools.org

6th Grade Teachers

Terese Arevalo	788-7549	tarevalo@oakridgeschools.org
Rikki Graves	788-7526	rgraves@oakridgeschools.org
Chad Latsch	788-7320	clatsch@oakridgeschools.org
Jessica Tysman	788-7547	jtysman@oakridgeschools.org
Heather Greene	788-7548	hgreene@oakridgeschools.org

Instructional Specialists

Dawn Porter	788-7546	dporter@oakridgeschools.org
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Special Education/Resource Room Teachers

Karen Evans	788-7550	kevans1@oakridgeschools.org
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VACANT

Corrie Wierengo	788-7544	cwierengo@oakridgeschools.org
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Specials/Enrichment Teacher

Music	Brittany Carney	788-7554	bcarney@oakridgeschools.org
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PE	Russ Woodwyk	788-7555	rwoodywk@oakridgeschools.org
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Health	Laura Whipple	788-7553	lwhipple@oakridgeschools.org
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Steam	Amy Fett	788-7552	afett@oakridgeschools.org
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Art	Melissa Olson	788-7542	molson@oakridgeschools.org
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Library Clerk	Sandra Smith	788-7312	ssmith1@oakridgeschools.org
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Special Services

Psychologist	Becca Smith	788-7315	bstenger@oakridgeschools.org
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Speech	VACANT	788-	
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Social Worker	Heather Giese	788-7313	hgiese@oakridgeschools.org
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Social Worker	Jenna LaMadline	788-7315	jlamadline@oakridgeschools.org
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STUDENT RIGHTS AND RESPONSIBILITIES

FAMILY EDUCATION RIGHTS & PRIVACY ACT

Annually, Oakridge Public Schools is required to issue this Notification of Rights under FERPA. The Family Educational Rights and Privacy Acts (FERPA) provides that a local educational agency (LEA) that receives US Department of Education (Department) funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records within 45 days of a request;
- Seek to amend education records believed to be inaccurate; and
- Consent to the disclosure of personally identifiable information (PII) from education records except as specified by law.

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”). Oakridge Board Policy 8330 - Student Records and Oakridge Administrative Guideline 8330 - Student Records, accessible via our website at www.oakridgeschools.org/schoolboard, includes the following information:

1. A parent's right to inspect and review students' education records
2. A parent's right to seek to amend those records.
3. A parent's right to consent to the disclosure of Personally Identifiable Information from those records (unless an exception applies).
4. A parent's right to file a complaint with the Department regarding an alleged FERPA violation.
5. A procedure for exercising the right to inspect and review education records.
6. A procedure for requesting amendment of those records.
7. The district's criteria for determining who constitutes a “school official.”
8. The district's criteria for determining what constitutes a “legitimate educational interest”
9. Notification that Oakridge Public Schools routinely releases students' education records to other schools in which the student seeks or intends to enroll.

The Student Privacy Policy Office (SPPO) in the Department, the office that administers FERPA, has issued guidance documents about FERPA for parents and for eligible students. These documents, a more detailed Notification of Rights under FERPA, and protocols to exercise parent rights are available on our website at www.oakridgeschools.org/annual-notices.

(See also Board Policy 8330- Student Records and associated Administrative Guidelines.)

PROTECTION OF PUPIL RIGHTS AMENDMENT

Annually, Oakridge Public Schools is required to issue this Notification of Rights Under PPRA. PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Board Policy 2416 - Student Privacy and Parental Access to Information provides guidance specific to Oakridge Public Schools on this topic. Administrative Guideline 2416 - Procedures for Inspection of Materials Used in Conjunction with Any Survey, Analysis, or Evaluation provides guidance on the procedure parents must complete in order to inspect such materials. Links to these Board policies and a more detailed report about PPRA is available at www.oakridgeschools.org/annual-notice.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background. (See Board Policy 2260- Nondiscrimination and Access to Equal Educational Opportunities.)

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes), while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Greg Bodrie	Season Chan
Director of Special Education	Human Resource Specialist
231.865.4012	231.788.7107
275 South Wolf Lake Road	275 South Wolf Lake Road
gbodrie@fruitportschools.net	schan@oakridgeschools.org

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.

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 teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed from a classroom 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 responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time in the educational program. We expect good behavior and respect for others in the lunchroom, on the bus, and in the classroom as well as in the building as a whole. It is our desire to work with parents on positive discipline. If, for some reason, this is not possible, the student should seek help from the building principal.

(See also Board Policy 5780- Student/Parent Rights and associated Administrative Guidelines.)

AMERICANS WITH DISABILITIES ACT AND SECTION 504

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. (Board Policy 2260.01- Section 504/ADA Prohibition Against Discrimination Based on 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 Greg Bodrie, Director of Special Education at 231-865-4012 or 275 South Wolf Lake Road or gbodrie@fruitportschools.net to inquire about evaluation procedures and programs. (See Board Policy 2460- Special Education and associated Administrative Guidelines.).

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

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 Kris Silva, at 231-788-7404 or ksilva@oakridgeschools.org to inquire about evaluation procedures and programs offered by the District.

(See also Board Policy 2225- Students with Limited English Proficiency (LEP) and associated Administrative Guidelines).

SECTION I – GENERAL INFORMATION

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent and/or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without permission by the custodial parent(s) or guardian. **Students will be released at 11:40 a.m. when we are on a half-day schedule.**

EMERGENCY EARLY RELEASE

In the unusual circumstance where school must be canceled during the school day, information will also be released to local radio and television stations. Please discuss and make plans with your child prior to an emergency so that they will know what to do if this situation arises.

CLOSED CAMPUS

Students attending school will be required to remain on school property during the entire school day. For example, when students arrive in the morning, by school bus, walking, or parent drop-off, they will remain on school property until the end of the day. Students are not allowed to ride their bikes or skateboards during the school day.

Special circumstances, which would warrant an exception to the policy, (dental or medical appointments, etc.) may be handled by the parent in writing or phoning the school office. **All students must be signed in and out by a parent or guardian.**

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 the immunizations or waivers should be directed to the School Health Care Coordinator.

Michigan Department of Health regulations require that no child will be admitted to public school without proof of vaccinations for:

- **diphtheria, tetanus, whooping cough (DTP) – 4 doses**
- **hepatitis B – 3 doses**
- **polio – 3 doses**
- **measles and mumps (mmr) – 2 doses**
- **varicella (chickenpox) – 1 dose unless a date when the child had the disease is provided. Only 1 dose is required if received on or after the 1st birthday but prior to the 13th birthday. However, 2 doses are required,**

administered at least 20 days apart, if the child received the 1st dose on or after the 13th birthday.

Parents are notified by mail if there is a need for further medical evaluation. Parents must report if their child has had chickenpox disease. If the child has not had the chickenpox, parents must show proof (month/yr) that the child has received the chickenpox vaccination (varicella, varifax).

IMMUNIZATIONS AND HEARING AND VISION TESTS ARE GIVEN AT:

Muskegon County Health Department
209 E Apple Bldg. D
Muskegon, MI 49442
Phone: 724-6246

INJURY AND ILLNESS/EMERGENCY INFORMATION

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.

State law requires that every student must have an up-to-date Emergency Information Sheet on file in the school office. The main purpose of this is to help us locate the parent in the event of illness, injury or other emergency involving your child. Hospitals and private physicians will not give medication or treatment or perform any kind of surgery except when the parent registers the patient and authorizes in writing any needed treatment. For this reason, it is extremely important that we be able to reach you at any time. In special cases you may wish to call and give the school secretary a number where you can be reached for the day, or if your child will be staying with someone else for a period of time.

Please list on the Emergency Information Sheet (and call to our attention) any allergies, epilepsy or serious medical conditions of which the school should be apprised. Please call us immediately concerning any change of information to be recorded on the sheet.

(See also Board Policy 5340- Student Accidents, et seq.; Board Policy 5442- Reporting Accidents; and associated Administrative Guidelines.)

EMERGENCY MEDICAL AUTHORIZATION

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

The Emergency Medical Authorization Form, which is incorporated in the Oakridge Public Schools "Blanket Permission Slip", will be 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

(See also Board Policy 5340 - Student Accidents, et seq.; Board Policy 5341 - Emergency Medical Authorization; Board Policy 8442 - Reporting Accidents; and associated Administrative Guidelines.)

HEALTH POLICIES

The school is required by the Health Department to exclude any child suspected of having a communicable disease. Besides the usual childhood diseases such as measles, mumps and chickenpox, children must also be sent home for other common problems such as impetigo, ringworm, head lice and pink eye.

Regarding head lice, children may not attend school if nits are present in the hair whether or not they have been treated. Instructions for treatment are available in the school office. When parents discover head lice, they are urged to call the school so that we might check the other children in their classroom. The best control is prevention and early detection.

Sick children do not belong in school. The Health Department suggests that children should not be sent to school with the following symptoms:

rash	fever	watery eyes
vomiting	sore throat	persistent cough
sneezing and runny nose		unusual flushing or paleness of skin

Parents should pay particular attention to children's **cleanliness, good nutrition and adequate sleep.**

In case of illness or injury, a child will be cared for temporarily by the school secretary or other staff member. If the child is considered to be too ill to remain in school, parents will be called. Minor scratches and cuts will be treated but anything potentially more serious will be brought to the attention of the parents. Parents will have to determine if professional medical care is needed. If the office is unable to contact you at the numbers on your child's emergency form, the office will then contact the other numbers you have listed.

A written statement from your doctor is necessary to keep a child inside for medical reasons. In general, the Health Department and area pediatricians encourage outdoor recess in the winter providing children are dressed appropriately.

USE OF MEDICATIONS

School personnel are not permitted to dispense medication of any kind without proper authorization forms signed by the prescribing physician and parent. These forms along with a complete explanation of the policy are in the school office. Medication for temporary illnesses should be given at home. Due to the HIPPA Law a "Parental Permission for Release or Exchange of Confidential Information" form will be required for any child who receives medication here at school. This form will give us permission to share confidential information regarding your child's medication needs with his/her teacher, playground monitor or bus driver if needed.

- 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 school office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the school office.
- D. Medication that is brought to the office will be properly secured.

Do not send any medications to school with your child. An adult must bring the medication into the office each time and update the medication form. This includes over the counter medications (i.e. cough medicine, Tylenol) as well as prescription medications. All medications will be dispensed in the office and must be in the original container that contains the following information:

Student's name	Physician's name
Medication name	Amount of dosage
Directions for administration	Date of prescription

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

You may come into school to administer medications to your child. Please report to the office, your child will be called down and you may administer medication in the office. The school discourages the administration of medication not prescribed by a physician.

No staff member will be permitted to dispense non prescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does have to authorize such medication but all of the other conditions described above under Non 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.

(See also Board Policy 5330 -Use of Medications, et seq.; Board Policy 5331 - Students with Special Health Care Needs; Board Policy 5335- Care of Students with Special Healthcare Needs; Board Policy 5500- Student Conduct; Board Policy 5520- Disorderly Conduct; Board Policy 5530- Drug Prevention; and applicable Administrative Guidelines and associated Administrative Guidelines)

Asthma Inhalers and Epipens

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

See also board Policy 5330- Use of Medications, et seq.; Board Policy 5330.01- Epinephrine Auto-Injectors; Board Policy 53354- Care of Students with Chronic Health Conditions; and associated Administrative guidelines.)

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.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable diseases the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The

school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

As required by Federal law, parents 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.

(See also Board Policy 8453- Direct Contact Communicable Disease and associated Administrative Guidelines.)

PEDICULOSIS (HEAD LICE)

Procedure for students identified during school hours to have an active (live lice) case of head lice:

1. Students may return to class but restricted from activities involving close head-to-head contact or sharing personal items with other children. Immediate removal of the child from school is unnecessary.
2. Parent/guardian notified directly. Emotional support will be offered to the parent/guardian as this is a difficult situation for all involved.
3. "Notification Letter" enclosed with a "Quick Guide for Managing Head Lice" will be sent home.

Procedure for students with suspected case of head lice return to school:

1. Parent must accompany their child to the school office with confirmation of treatment. Parent must complete and return Pediculosis (Head Lice) Treatment Form.
2. Designated school personnel will re-examine the student's hair:
 - a. Students will be readmitted to school if no live lice are found.
 - b. If live lice are found and not removed, the student may not be readmitted to class.
 - Parents will be advised to call their pediatrician, Oakridge Teen Health Center, or local health department for assistance.
 - c. Any student with no live lice should return to class.
3. If nits are found within $\frac{1}{4}$ inch of the scalp, parents will be educated about the need for removal of potentially viable eggs. The student may not be readmitted to class. School personnel will re-check for lice and nits the next school-day to verify removal of potentially viable nits. Periodic checks of the student's hair by designated school personnel should be done over the next few weeks to assure successful treatment. ****REMEMBER, CONFIDENTIALITY IS IMPORTANT.**
4. Parents will be requested to continue daily lice check and nit removal for the next two to three weeks.

If recurrent or chronic cases (persistent infestation of three separate cases within one school year) occur, a multi-disciplinary group consisting of parent, teacher, administration, and other appropriate individuals will meet to determine the best approach to resolving the issue and improve school attendance.

STUDENT FEES, FINES, AND SUPPLIES

Oakridge Upper Elementary charges specific fees for certain 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 also Board Policy 6152- Student Fees, Fines, and Supplies; Board Policy 5111.01 Homeliness Students; Board Policy 5513- Care of District Property; and associated Administrative Guidelines.)

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

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

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

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

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. (See Board Policy- 5830 Student Fund-Raising and associated Administrative Guidelines.) The following general rules will apply to all fundraisers.

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fundraising activity for a group in which they are not members without the approval of the student's principal.
- Students are encouraged not to participate in fundraising activities off school property without proper adult supervision.

- Students are encouraged not to engage in house to house canvassing for any fundraising activity without parental permission.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as “runs for”, will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

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.

(See also Board Policy 2416- Student Privacy and Parental Access to Information, Board Policy 5780- Student/Parent Rights, Board Policy 9130- Public Complaints, and associated Administrative Guidelines.)

MEAL SERVICE

Menus are sent home at the end of each month for the following month. You can also view them on our website at www.oakridgeschools.org.

Breakfast is served daily from 7:55 to 8:20am.

Breakfast and lunch are free for all students regardless of income qualifications. Food Services requests that you fill out an informational form to help them report to the state. For other food service concerns, please contact Nick Lazo at 788-7321.

Adult visitors who wish to eat lunch with their child need to call the office to make arrangements.

(See also Board Policy 8531- Free and Reduced-Price Meals and associated Administrative Guidelines.

(See also Board Policy 8500- Food Services, Board Policy 8510- Wellness, and associated Administrative Guidelines.)

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.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a verbal announcement.

Lock down drill 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 lock downs consists of a verbal announcement.

(See also Board Policy 8420- Emergency Situations at School and associated Administrative Guidelines.)

EMERGENCY CLOSINGS AND DELAYS

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

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or power outages. The School Board and administration are aware of the hardship that can be caused by an abrupt cancellation unless a significant safety risk or health hazard is identified.

Parent Notification will be handled by:

- Radio – WKBZ; WQWQ; WMUS; WLCS; WSNX
- Local television stations and their web sites – TV 8 and TV 13
- School’s outgoing phone message

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

(See also Board Policy 8220- School Day and associated Administrative Guidelines.)

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 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* (Board Policy 8405) 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 badge. Any visitor found in the building without a badge 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. All visitors and volunteers will need to complete the **Volunteer Inquiry Release and Visitor/Volunteer Guidelines 1 – 2 weeks prior to the activity. Students may not bring other student visitors to school.**

(See also Board Policy 7440- Facility **Security**, Board Policy 9150- School Visitor, and associated **Administrative Guidelines.**)

TELEPHONE MESSAGES

We will be happy to relay messages of an **emergency** nature to children during the school day.

- **All arrangements for your child's destination and transportation after school are expected to be made prior to the student's arrival at school.**
- Occasionally, parents may have an unplanned change to the drop-off location of their child to another parent/guardian/family member. On this occasion, parents must notify the school office by 1:45 pm daily. For safety reasons, the district will only change the drop-off location to a registered parent contact on file.
- Students are not allowed to use the office phone to make personal arrangements such as requesting permission to go to another child's home after school.
- Please help your child develop a routine of placing things which must be brought to school in a designated place in order that money, books, homework, etc. will not be left at home.

DELIVERIES

Parents enjoy sending balloons and flowers to school to mark a special occasion for their child. Please be aware that due to the distraction deliveries cause, these items will remain in the office during school hours and not allowed in the classroom. Children will be notified of their gift and will be allowed to come to the office to see it during non-instructional time. Transportation arrangements will be needed for after school as these items are also not allowed on the bus.

PARTIES

- **Birthday treats or non-food items are allowed** in the student's classroom. Students may not wander the halls or enter other classrooms to pass out birthday treats.
- Please be aware that balloons and flowers must be delivered to the office.
- Balloons and flowers are not allowed in the classroom or on the bus.
- The instructional program is our first priority.

- In keeping with this, birthday celebrations are expected to be short and minimally disruptive to the school day.
- Children's feelings are easily hurt. Please **DO NOT** pass out party invitations at school unless the entire class will be receiving one.

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/transportation and maintenance supervisor 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 café lobby. 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 first semester and at the end of the school year.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

(See also Board Policy 9700- Relations with Special Interest Groups, Board Policy Advertising and Commercial Activities , and associated Administrative Guidelines)

PICTURES

School pictures are usually taken in early September. Parents will be able to select from several picture packages. Parents are not required to purchase pictures but each child's picture is taken for the purpose of school records. Order forms will be sent home in advance.

SECTION II – ACADEMICS

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use District Information and Technology Resources (as defined in Bylaw 0100) (collectively, “IT Resources”), including a school-assigned email account and/or the Internet at school, students under the age of eighteen (18) must obtain parent/guardian permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District IT Resources is a privilege, not a right. The Board of Education’s IT Resources, including its computer network, Internet connection, and online educational apps/services, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. Students who sign this Agreement are affirming that they will not use District IT Resources for illegal, unethical, or harassing purposes or to access online content that may be considered obscene, pornographic, or unsuitable for children.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District IT Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of such resources.

The Board has the right, at any time, to access, monitor, review, and inspect any directories, files, and/or messages received by, residing on, or sent using District IT Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District IT Resources.

Parent/Guardian

As the parent/guardian of this student, I have read Policy and Administrative Guideline 7540.03 - Student Technology Acceptable Use and Safety, and discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate, and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its members, officers, employees, or administrators) responsible for content my child may come in contact with while on the Internet.

Additionally, I accept responsibility for communicating to my child the standards (i.e., family values) I want them to follow when using the Internet, including how they should go about selecting, sharing, and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations of the Policy and Guidelines.

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for the Board to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a webcam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Student

I have read and agree to abide by Policy and Administrative Guideline 7540.03 - Student Technology Acceptable Use and Safety. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines may result in disciplinary action and/or referral to law enforcement. As a user of District IT Resources, I agree to communicate over the Internet and through the IT Resources in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Consequences

The following consequences shall be applied whenever a student breaks their agreement under the Acceptable Use Policy. The student shall lose privileges on all district computers and the network, for the period of time indicated below:

- First offense: One to 10 school days. Parent notification required.
- second offense: Three to six weeks. The student is required to write a technology behavior plan For themselves before computer privileges are restored. This plan will be signed by the student, his/her parents, and a building administrator. This plan will be copied to appropriate teachers, administrators and technology representatives.

- Third offense: Permanently, with opportunity for review and reinstatement after 180 school days and opportunity for re-review once per year.

The district may seek financial restitution for any and all damages.

(See also Board Policy 7540.03- Student Technology Acceptable Use and Safety and associated Administrative Guidelines.)

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

Teachers usually schedule one field trip in the fall and one field trip in the spring to various points of interest. These trips are designed to supplement the classroom curriculum and to introduce students to the resources of the community. Parents will receive notice in advance of scheduled field trips along with a permission slip. At any time, a parent may deny participation by not signing the permission slip or by sending a note to the teacher. Attendance rules apply to all field trips.

All Chaperones will need to complete the **Volunteer Inquiry Release and Visitor/Volunteer Guidelines 1 – 2 weeks prior to the activity.**

(See also Board Policy 2340- Field and Other District Sponsored Trips, Board Policy 5500 Student Code, Board Policy 5771- Search and Seizure, and associated Administrative Guidelines.)

GRADES

Oakridge Upper Elementary School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher. **You can easily check your child's grades and attendance online through our Parent Portal.**

1. www.oakridgeschools.org
2. select the grades link in the upper right hand corner
3. create your account

PROGRESS MONITORING WINDOWS

Assessments occur during defined screening windows throughout the year. Those are as follows:

- **Screening window 1 – September**
- **Screening window 2 – January**
- **Screening window 4 – May**

GRADING PERIODS

Students shall receive a report card at the end of each nine 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, a phone call will be made to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance..

TEXTBOOK/LIBRARY BOOK

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

Elementary students are provided the use of textbooks without charge. Students are required to return library books that are due in order to check out new books. It is necessary to require payment for books that are lost or damaged through negligence or abuse. Books that are lost or misplaced must be paid for. If the book turns up at a later time, refunds are always made. In order to avoid late fees, all materials checked out of the library must be returned to the OUE library within two weeks.

PROMOTION, PLACEMENT, AND RETENTION

Board Policy 5410- Promotion, Placement, and Retention and associated Administrative Guidelines provide the framework for promotion, placement, and retention decisions.

It is recognized that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. Decisions for promotions, placements, and retention rely on the involvement of parents and recommendations of professional staff. However, the principal is assigned the responsibility for final determination.

Placements for the next year will be finalized in June. Class assignment letters will be mailed to homes in late-August.

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.

(See Board Policy 2330- Homework and associated Administrative Guidelines.)

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to pass the appropriate M-Step Test. They will be given once a year. Make-up dates are scheduled, but unnecessary absences should be avoided.

- o M-Step Tests are administered each spring.
- o STAR Tests are given at the end of each nine-week period.

Additional group tests are given to students to monitor progress and determine educational master levels. These tests are used to help staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

(See also Board Policy 2623- Student Assessment, Board Policy 5460 Graduation Requirements, and associated Administrative Guidelines.)

RECOGNITION OF STUDENT ACHIEVEMENT

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

End of the Year Awards: End of the Year awards include but are not limited to: Arlene Garton Female Student of the Year and the Rich McCarthy Male Student of the Year are awarded to 6th grade students. Citizenship, Perfect Attendance, Good Attendance and the President's Award are given to students at each grade level.

Honor Roll: Students achieving a 3.0 or higher-grade point average.

(See also Board Policy 5451- Student Recognition and associated Administrative Guidelines.)

SECTION III – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Oakridge Upper Elementary provides students the opportunity to broaden their learning through curricular-related activities.

SECTION IV – TRANSPORTATION

TRANSPORTATION POLICY

Oakridge Public Schools provides bus transportation as a service to the students of our community in grades K – 12 and is to be considered a privilege. In order to provide transportation services to your student, please complete the online transportation information form found on the district's website. This information is used to prepare routes for the upcoming school year and having accurate addresses for pick up and drop off locations is pertinent. We ask that this form be completed prior to the end of the school year. If you move or need to have your student picked up or dropped off from a daycare we ask that you complete a new online transportation form throughout the school year, as needed. Note, all changes are subject to the approval of the Transportation office. Please be advised, changes may take up to 7 business days to complete. If your student will not need bus transportation, please indicate such on the transportation form.

Students must ride the bus they are assigned and must board and depart from the bus at the assigned bus stop. We are unable to allow children to ride a bus other than their assigned bus to visit a friend or go to a meeting. Parents must provide transportation for these extra-curricular activities.

The school bus and school vehicles are an extension of the school itself. All rules, policies, procedures, etc. that apply in school will also apply to the bus. Transportation is a privilege. Students must follow the bus expectations. Failure to do so will result in disciplinary action up to and including bus suspension and/or loss of bus riding privilege.

The bus loading and unloading area at your student(s) building has designated times for buses only. If you have questions regarding parent drop off/pick up areas please see your building secretary.

(See also Board Policy 8600- Transportation and associated Administrative Guidelines.)

Video Surveillance and Electronic Monitoring on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus may be done. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Director of

Transportation/Designee or Building Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can only be viewed in accordance with Federal law.

Important Information Regarding Electronic Devices:

- No disruptive/inappropriate use of smart/cell phones or other electronic devices.
- No picture taking or recording on the bus.
- Headphones or earbuds should not be used while loading and unloading the bus, especially if the student crosses the street at the bus stop. While on the bus, students should have one ear piece out of their ear at all times to be able to hear the driver in the event of an emergency.
- No personal speakers may be used on the bus at any time.

(See also Board Policy 7440.01- Video sSurveillance and Electronic Monitoring.)

Bus Conduct

Transportation is a privilege. In the event of behavior concerns, district staff will contact you by phone or send a behavior slip home with your child. Repeated concerns or those of serious nature may result in loss of bus privileges. In that case, you will be notified by the Director of Transportation or building staff. At any time, the driver may assign seats or direct students in any reasonable manner to maintain safety.

Your student's safety is our main priority. Please be sure they understand these simple measures to help ensure the safest bus experience possible.

Waiting for the Bus.....

- Be on time at the designated bus stop 5 to 7 minutes prior to scheduled time. Please remember, drivers will not wait for students who are not at their designated stop on time.
- Stay off the road at all times while walking to/from bus stop and while waiting for the school bus
- Ride assigned bus only
- Line up single file at least 10 feet off the roadway
- Do not approach the bus until it's completely stopped
- If you are a crosser, cross in FRONT of the bus after signal from the driver
- Go directly to a seat and be seated
- Be respectful of others and their property.
- It is the responsibility of the parent or legal guardian to see that a child gets safely to and from the bus stop and while at the bus stop.

While on the Bus.....

- Be seated quickly, slide over for others, remain seated and face forward at all times. The safest way for your child to ride the bus is to “sit down, sit back and put their hands in their lap”.
- Keep head, hands, arms, legs and objects to oneself and inside the school vehicle at all times
- Keep aisle clear and keep the bus clean
- All bags, backpacks, band instruments, etc. must be held on students lap
- Be respectful of others and their property
- No eating or drinking
- Keep the bus free of dangerous materials (alcohol, drugs, weapons, lighters and other hazardous materials);
- Use appropriate language and topics
- Not harass (physically, verbally or sexually) others
- Not spit, bite, hit or pull hair

After Riding the Bus...

- Only exit the bus at assigned bus stop
- Stay seated until the bus comes to a complete stop and the door opens
- Exit in an orderly manner
- Hold the handrail while using the steps
- Do not remain near the bus after exiting
- If you are a crosser, cross in FRONT of the bus after signal from the driver
- Be respectful of others and their property

(See also Board Policy 8600- Transportation and associated Administrative Guidelines.)

Our Bus Expectations



Be Responsible →

- ★ Keep bus clean
- ★ Keep track of your belongings
- ★ Be on time

Use Respect →

- ★ Follow direction
- ★ Use kind words and actions
- ★ Treat others the way you would like to be treated

Stay Safe →

- ★ Stay in our seats
- ★ Use your personal voice
- ★ Keep aisle clear
- ★ Save Food for later

SECTION V – STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

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

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

Truancy

Any time a child has missed five or more days of school in a semester for any reason which is interfering with their learning is considered truancy. Parents play an influential role in the education of their children and are key to regular school attendance. Given the significance of attendance to the success of students a student that is truant can result in:

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

Our school District, the Muskegon Area Intermediate School District, the Department of Human Services, the Muskegon County Prosecutor's Office, Mediation and Restorative Services and the 60th District Court have joined together to improve school attendance and reduce truancy in Muskegon County Schools. We follow guidelines provided by "[Operation Graduation.](#)"

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:

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family

- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the principal

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

If your child is late arriving at school after 8:20 a.m., an adult must bring him/her to the office and sign them in.

Students will be recognized for good attendance in the following ways:

- Perfect Attendance Award - zero absences, zero tardies and zero early sign outs, for any reason.
- Good Attendance Award - will be awarded to students with no more than 2 absences, 2 tardies, 2 left early sign outs per year.

Arrival and Dismissal

- For your child's safety, **do not drop off your child at school any earlier than 7:55 a.m.** There is no supervision for the students prior to this time.
- Parents/guardians may drop their children off in front of the Oakridge Upper Elementary School on Wolf Lake Road. Please follow the posted signage for drop off and pick up
- If they are not riding a bus home, please make sure they are picked up at the end of the school day.
- For the safety of our children, cars are not allowed in the bus drive area.
- Please notify the school office in writing if your child will regularly be walking to and from school.
- **In the event of a 2 hour delay, students may not be dropped off any earlier than 9:55 a.m.**
- **In the event of a delayed start, students may not be dropped off any earlier than 8:55 a.m.**

Suspension from School

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

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and grade on any made-up tests.

Unexcused Absences

Any student who is habitually absent from school for all or any part of the day without a legitimate excuse shall be considered a 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.

Notification of Absence

If a student is going to be absent, the parents must contact the school's attendance line at 788-7575 by

10:30 a.m. and provide an explanation. If prior contact is not possible, the parents should contact the office within 24 hours (phone, written, doctor's note, etc.) 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.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Tardiness

A student who is not in his/her assigned location by 8:25 a.m. shall be considered tardy for the morning. Any student arriving late to school is to be signed in at the office by a parent before the student can proceed to class. Students will be considered tardy or absent for the morning or afternoon if they arrive after the following times:

8:25 – 9:00 a.m. – Tardy Arrival after 9:00 a.m. – Absent for the morning

5 minutes past the end of the lunch period for your grade level results in a Tardy for the afternoon

Students will be considered absent or having left early if they leave after the following times:

Absent for the afternoon: 6 minutes past the end of the grade level lunch period – 3:00 p.m.

Left Early- 3:01 p.m. – 3:19 p.m.

Make-up 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 student should contact their teacher as soon as possible to obtain assignments. Make-up work due to suspension must be completed within 2 days after returning to school. Make-up work due to excused absence must be completed within 2 days after returning to school.

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

(See also Board Policy 5200- Attendance and associated Administrative Guidelines.)

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

However, in order to ensure that students attending evening events as non-participants are properly 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.

(See also Board Policy 5855- Student Attendance at School Events and associated Administrative Guidelines.)

USE OF PERSONAL COMMUNICATION DEVICES

Cell phones and other personal communication devices are prohibited from classrooms, hallways, restrooms, and the media center during the school day, except those **approved by the teacher** or administrator. All personal communication devices are to be kept in student lockers and left "off" or on "silent" mode during the school day.

Students are personally and solely responsible for the care and security of their PCDs. The Board and the school assume no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property. The school may confiscate such items and return them to the student's parents.

ALLERGY CONCERNS

Due to student/adult allergies, the following items are not permitted at OUE:

- Animals are not allowed inside the building
- No scented sprays, lotions, colognes/perfumes are allowed in the building

DRESS AND GROOMING

Student dress and appearance is a joint responsibility of the school, the parents, and the students. The School Board encourages the students to use good judgment as to cleanliness, good grooming, and good taste in choice of wearing apparel for appearance at Oakridge Public Schools. Parents are requested to use their influence to accomplish these aims.

- Dress, which is detrimental to the health and safety of a student or other students, will not be tolerated.
- Dress or appearance that is a disturbing influence to the classes will not be tolerated.

Students must/may follow the guidelines listed below

1. Clothes must be worn in such a way that all personal areas are covered and meet district standards of modesty.
2. Students must wear clothing that has fabric in the front, back and on the sides (under the arms).
3. Students must wear clothing that covers undergarments (straps excluded).
4. Students must wear footwear and clothing at all times
5. Students may wear hats/headwear IF it is not interfering with the educational environment. Hoods will not be allowed.

Students cannot wear clothing that:

1. Is materially or substantially disruptive or that school officials can reasonably forecast will create a substantial disruption.
2. Is obscene, sexually explicit, indecent, or lewd
3. Promotes the use of or advertises illegal substances
4. Incites violence
5. Contains gang symbolism
6. Contains "fighting words"
7. Constitutes a true threat of violence
8. Slogans or pictures that have a negative or offensive double meaning.
9. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group.
10. Causes excessive wear or damage to school property.
11. Students cannot wear bulky winter-type coats in the classroom.
12. Students cannot wear flags, capes, or blankets

It is expected that students will come to school dressed in a manner that is safe, and not distracting to the educational process. There is a relationship between the way children behave and the way they dress. Parents may be called to bring appropriate clothing to school if the above guidelines are not followed.

GANGS

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

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

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

CARE OF PROPERTY

Students are responsible for the care of their own personal property. 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. The school may confiscate such items and return them to the student's parents.

- Toys (including laser pointers) are not allowed at school
- Bikes riders must walk their bikes on the school grounds. Bikes must be kept in bike racks. We recommend that bikes be locked. NO skateboards, rollers blades, tennis shoes with wheels or scooters are to be used on school property.
- Please do not send your child to school with hard candy, suckers, or energy drinks. Students are welcome to bring nutritious snacks to sit and eat in our cafeteria or classroom. Any food item or beverage must be consumed in the cafeteria or classroom. Water bottles are permitted inside the building.
- Students are required to keep backpacks and any other bags in their assigned lockers during school hours. Students may only bring their bags to class or other areas of the school with explicit permission from the principal or their teacher.

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

(See also Board Policy 5513- Care of District Property; Board Policy 6152- Student Fees, Fines, and Supplies; and associated Administrative Guidelines.)

SCHOOL CLIMATE AND CULTURE

PBIS

Oakridge Public Schools proudly aligns with the PBIS framework. WHAT IS PBIS?

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve student behavioral and academic outcomes. PBIS helps to create schools where all students can feel safe, supported and successful. Every student engages in learning our EAGLE PRIDE expectations; Responsible, Respectful, Safe behaviors, in and around our school campus. Students are often recognized for their EAGLE PRIDE behaviors. Below you will find the EAGLE PRIDE expectations for each of our designated areas. Students are supported to achieve their personal best through an array of interventions as deemed appropriate by a multidisciplinary school based team, including but not limited to: social skill groups, individual counseling, mentoring programs and student specific behavior support plans.

BEHAVIOR MATRIX



OAKRIDGE UPPER ELEMENTARY SCHOOL-WIDE BEHAVIOR EXPECTATION MATRIX



	Classroom	Hallway	Restroom	Playground	Cafeteria	Arrival / departure	Technology	Social Emotional Awareness
RESPECTFUL	<ul style="list-style-type: none"> Follow directions Treat others kindly Raise your hand 	<ul style="list-style-type: none"> Be mindful of personal space Follow voice level expectations Be respectful to school property Use manners 	<ul style="list-style-type: none"> Give others privacy Follow voice level expectations Be respectful to school property 	<ul style="list-style-type: none"> Treat others kindly Respect school property Wait your turn Use appropriate language 	<ul style="list-style-type: none"> Follow voice level expectations Be respectful to school property Be patient Use manners 	<ul style="list-style-type: none"> Follow directions Treat others kindly Be mindful of personal space Follow voice level expectations 	<ul style="list-style-type: none"> Respect equipment Think before you click Follow directions 	<ul style="list-style-type: none"> Use positive tone and language Consider the feelings of others Be inclusive
RESPONSIBLE	<ul style="list-style-type: none"> Use materials appropriately Follow the classroom expectations Look for ways to help others Be prepared 	<ul style="list-style-type: none"> Walk in the hallway Observe personal space Keep hallways clean 	<ul style="list-style-type: none"> Flush after use Wash hands Keep area clean Get in and get out 	<ul style="list-style-type: none"> Be mindful of personal space Return equipment 	<ul style="list-style-type: none"> Be mindful of personal space Keep aisles clear Look for ways to help others 	<ul style="list-style-type: none"> Make good choices 	<ul style="list-style-type: none"> Use school technology appropriately Ensure device is charged Be mindful of academic integrity 	<ul style="list-style-type: none"> Practice self reflection Be positive Talk to a trusted friend or adult
SAFE	<ul style="list-style-type: none"> Make safe choices Enter and exit with walking feet Report any problems to an adult 	<ul style="list-style-type: none"> Hands and feet to yourself Walk on the right Go directly to your destination 	<ul style="list-style-type: none"> Clean up after yourself Report any problems to an adult 	<ul style="list-style-type: none"> Make safe choices Use equipment appropriately Stay within boundaries 	<ul style="list-style-type: none"> Enter and exit with walking feet Use time wisely Report any problems to an adult 	<ul style="list-style-type: none"> Enter or exit the building with walking feet Go directly to your destination 	<ul style="list-style-type: none"> Use proper "netiquette" Report any problems to an adult 	<ul style="list-style-type: none"> Ask for a break Recognize what you're feeling Be present Look for ways to help others

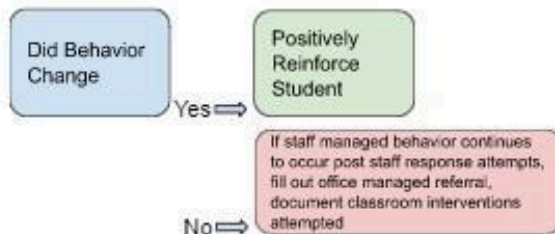
BEHAVIOR FLOWCHART

Oakridge Upper Elementary School Behavior Management Flowchart

Create social contract, teach and positively reinforce behavior expectations in all settings. Re-teach and pre-correct and conference as needed.

Is the behavior Classroom Managed or Office Managed
See complete list of behavior definitions

Staff Response	Staff Managed	Office Managed	Office Action
Nonverbal warning (Cue)/Prevention prompt	Defiance/Non-Compliance: failure to follow directions, talking back	Bullying: Repeated delivery of messages causing harm, intimidation, or exclusion of others. Imbalance of power and one sided	<p>Notify Office and complete a referral</p> <p>↓</p> <p>Student Restorative Conference</p> <p>↓</p> <p>Administrative Actions Can include at Administrative discretion:</p> <ul style="list-style-type: none"> • Referral to Intervention • Restorative Conference, mediation, restitution • Detention • SST Referral • OSS • Loss of privilege • Change of schedule • Parent Conference • Contingent Suspension • Expulsion
Redirect Reinforce & acknowledge positive behavior(Clue)	Disrespect: socially rude or dismissive messages to adults or peers	Use/Possession of illegal substance including alcohol, tobacco, drugs, combustibles, etc.	
Reteach expectations and Contract (Clarify)	Dress code violation	Use/Possession of Weapons	
Conference (Restorative Conversation/CKH 4 questions)	Disruption: causing an interruption in a class or activity	Abusive/aggressive language/gesture directed toward staff	
	Inappropriate language: low intensity inappropriate language or gesture is used	Physical Aggression: serious physical contact with intent to harm and/or injury has occurred (ex. Hitting, kicking, biting, spitting, hair pulling)	
	Physical Contact (Harassment): non-serious but inappropriate physical contact (ex. Wrestling, horseplay, shoving, pushing)	Major violation of technology student acceptable use policy	
	Misuse of Property and/or Technology(Tech Violation): low-intensity misuse	Fighting: Mutual participation in an incident involving physical violence	
	Minor Cell Phone Violation	Continued cell phone violations	
	Lying/Cheating: delivers a message that is untrue, copies, work	Property Damage: cannot be restored by the student	
	Theft/Forgery/ Plagiarism: takes others' belongings, copies work	Skipping, Out of Bounds Area, Leaving school grounds without permission	
	Property Damage/Vandalism: damage that can be fully restored by a student (ex. Writing on desk)		



LEVELS OF INTERVENTION

Attention is focused on sustaining a three-tiered or level system of support to enhance student learning. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognize that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions.

(Center for Positive Behavior Intervention Supports, University of Oregon)

Three Tiers

Tier 1—All Students

Includes:

- General curriculum enhanced by acknowledgments of positive behaviors, and clearly stated expectations that are applied to all students

Tier 2—Selected Interventions

Focus on:

- Specific interventions for students who do not respond to universal efforts
- Targeted groups of students who require more support
- Interventions that are part of a continuum of behavioral supports needed in schools

Tier 3—Individualized Interventions

Focus on:

- The needs of individual students who exhibit a pattern of problem behaviors
- Diminishing problem behaviors and increasing the student's positive social skills and functioning
- Interventions involving functional behavioral assessments and behavioral intervention plan

RESTORATIVE PRACTICES

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

A victim-offender conference is one type of restorative practice. Although not mandatory, a victim-offender conference allows the offender to repair harm caused to the victim through a formal, safe conference that includes the victim, a victim advocate, supporters of the victim, the offender, supporters of the offender,

and other relevant members of the school community. A victim-offender conference must be initiated by the victim and, if the victim is under 15, must be approved by the victim's parent/guardian. The attendees may require the offender to do one or more of the following: (1) apologize; (2) participate in community service, restoration, or counseling; or (3) pay restitution. The selected consequences will be described in a written agreement signed by all attendees and must identify the time frame for the offender to complete the consequences. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

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.

Research has clearly shown that the most effective schools provide a safe and orderly environment. In order to guarantee all students in our school the educational climate they deserve, no student will be allowed to prevent a teacher from teaching or a classmate from learning. No student will be allowed to engage in any behavior that is not in his/her best interest or in the best interest of others.

At Oakridge Upper Elementary School, we believe citizenship is a learned experience. We are committed to creating a climate conducive to learning. We want every child to develop positive feelings about himself/herself and to act as a responsible person. We expect all members of the Oakridge Upper Elementary Learning Community to respect themselves, others, and property. We know from experience that we will be most successful when home and school share the same goals and work cooperatively toward that end.

It is our expectation that students can learn to be responsible for their behavior. It is our further expectation that students grow and develop self-discipline when they experience rewards for appropriate behavior and consequences for inappropriate behavior.

Oakridge Upper Elementary School students will receive direct instruction about how to resolve conflicts without causing harm to themselves or others. We will recognize and celebrate student behaviors that demonstrate respect to others.

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 learning environment. Discipline is within the sound discretion of the school's staff discipline and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

(See also Board Policy 5500- Student Conduct, Board Policy 5600-Student Discipline, Board Policy-5610.02- In-School Discipline, Board Policy 5611- Due Process Rights, and associated Administrative Guideline.)

THREAT ASSESSMENT

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. Board Policy 8400 - School Safety Information - Threat Assessment, is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board of Education authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Director of MTSS, Principal, and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer or School Safety/Security Specialist. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for implementing a Threat Assessment.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence. Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

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

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

2. Use of tobacco

Smoking, vapor or e-cigarettes 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 and vapor or e-cigarettes 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.

3. Student disorder/demonstration

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

4. Possession of a weapon

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

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

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

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto 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.)

5. 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.

6. 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.

7. 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.

8. Physical Assaults

Against school personnel

Physical assault at school against a district employee, volunteer, or contractor on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event, which may or may not cause injury, may result in charges being filed and subject the student to expulsion. The Board may

permanently expel a student in Grade 6 or above if the student commits a physical assault. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.” (MCL 380.1310 [3][b]).

Against other students

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

9. Verbal Assaults

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

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

10. 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.

11. 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.

12. Falsification of school work, identification, forgery, cheating, plagiarism

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

Cheating is any form of academic dishonesty or act that involves trickery or fraud. It occurs when one uses and takes credit for the work of another person, whether the material be directly copied or superficially disguised. Cheating also includes the divulgence of the contents of a graded evaluation.

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

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

13. 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.

14. 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.

15. 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 from 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.

16. 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.

17. 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.

18. Damaging property/Vandalism

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

19. 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. **See Truancy Process.**

20. Unauthorized use of school or private property

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

21. 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.

22. 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.

23. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. Such behavior may result in suspension from school or possibly expulsion.

24. Possession of electronic equipment/Using camera cell phones

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, portable TV's, electronic toys, pagers, cellular telephones, laser pens, and the like without permission of the principal. Texting is not allowed while on school property. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

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

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

25. Violation of individual school/classroom rules

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

26. Classroom conduct

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

27. Playground conduct

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

28. Violation of bus rules

See transportation section IV for bus rules.

29. 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.

30a. 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.

- 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.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

30b. 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. The District takes bullying very seriously and believes in providing confidential follow up support and services to the victim(s) and the bully(ies) of bullying or aggressive behavior.

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

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

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

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

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the student handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building.

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide notification of the same (to the extent consistent with student confidentiality requirements) to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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

Implementation

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

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

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or his/her designee. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

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

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

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

Bullying

Bullying is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation. Bullying, without regard to its subject matter or motivating animus, is intended to or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

Bullying may involve teasing; threats; intimidation; stalking; cyber stalking; cyber bullying; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property.

Harassment

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

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

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- 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.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

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

"Staff" includes all school employees and Board members.

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

31. Possession of a firearm, arson, 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 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.

32. Fighting

The act of quarreling involving bodily contact in or on school property, or going to or from school, including any other activity under school sponsorship.

33. Horseplay/Rough House

Rowdy or boisterous play, nonsense, joking for amusement.

34. Injury to Groin

Refer to Number 8, Assault.

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, heelys, 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 exception will be subject to disciplinary action.

Profanity

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

DISCIPLINE

It is important to remember that the school's rules apply to all student conduct that occurs: (1) on school property; (2) at a school-sponsored or school-related event; (3) on the school bus; (4) traveling to or from school, including at a school bus stop; and (5) at any other time or place if the conduct has a direct nexus to the school environment..

DEFINITIONS

For purposes of this Policy:

- "Suspend" or "Suspension" means a disciplinary removal from school for less than 60 school days.
- "Expel" or "Expulsion" means a disciplinary removal from school for 60 or more school days.

- “Restorative practices” means practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct.

SUSPENSION FROM CLASS, SUBJECT, OR ACTIVITY BY TEACHER

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: (1) intentionally disrupted the class, subject, or activity; (2) jeopardized the health or safety of any of the other participants in the class, subject, or activity; or (3) was insubordinate during the class, subject, or activity. Before suspending a student from a class, subject, or activity, a teacher must first determine whether suspension is warranted based on the following factors:

1. The student’s age;
2. The student’s disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior.

Any teacher who suspends a student from a class, subject, or activity to immediately report the suspension and the reason for the suspension to the building administrator or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the Board directs the building administrator or designee to ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity to, as soon as possible following the suspension, request that the student’s parent/guardian attend a parent-teacher conference to discuss the suspension. The Board directs the building administrator or designee to attend the conference if either the teacher or the parent/guardian requests the attendance of a school administrator. In addition, the Board directs the building administrator to make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

SUSPENSIONS FOR 10 OR FEWER DAYS

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension. Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in the section of this policy entitled “Due Process.” If the student is a student with a disability, the student’s discipline is also subject to the section of this policy entitled “Students with Disabilities.” Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable.

When a student is suspended, s/he may make-up work after the return to school or 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.

SUSPENSIONS FOR GREATER THAN 10 DAYS

Under Michigan law, a suspension of greater than 10 school days, is, in most circumstances, presumed not to be warranted. Before imposing a suspension of more than 10 school days but less than 60 days, the Principal must submit such a recommendation to the Superintendent for determination and explain why the suspension is warranted despite the presumption. The Superintendent shall consider the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior.

Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must explain his or her rationale in writing. The Superintendent's rationale must be based on the above factors. Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process.

EXPULSION FROM SCHOOL

The Board may expel a student for an offense identified in the student code of conduct if the code of conduct states that the offense may result in expulsion. Before exercising this authority, the Board must consider all of the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior.

Any time the Board finds that an expulsion is warranted, the Board must explain its rationale in writing. The Board's rationale must be based on the above factors.

Before exercising this authority, the Board must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

DUE PROCESS RIGHTS

It is the Board's policy to ensure that all students are provided due process as required by state and federal law before a student is suspended or expelled. If a school administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement, or take other measures, to have the student safely

removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this section of the policy.

Before making the decision to **suspend a student for 10 or fewer school days**, the administrator will:

- (1) provide the student verbal notice of the offense the student is suspected to have committed, and
- (2) provide the student an informal opportunity to explain what happened.

Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal the administrator's decision to suspend a student for 10 or fewer school days to the Superintendent. The appeal must be submitted to the Superintendent within 3 calendar days of the suspension. The Superintendent's decision is final. The student will remain suspended while the appeal is pending.

Before making the decision to **suspend a student for more than 10 school days**, the Superintendent will provide the student and his or her parent/guardian:

- (1) written notice of the offense the student is suspected to have committed, and
- (2) an opportunity for a hearing, at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent will provide the student and his or her parent/guardian at least 3 calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Superintendent will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal the Superintendent's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the suspension. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student will remain suspended while the appeal is pending.

Before the Board suspends (via appeal) or expels a student, administration will provide the student and his or her parent/guardian:

- (1) written notice of the offense the student is suspected to have committed, and
- (2) an opportunity for a Board hearing, at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

Administration will provide the student and his or her parent/guardian at least 3 calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Board will not suspend (via appeal) or expel the

student unless, following the hearing, a majority of the Board is convinced by a preponderance of the evidence that the student committed misconduct that should result in suspension (via appeal) or expulsion under either the student code of conduct or the Revised School Code and that suspension (via appeal) or expulsion is the appropriate consequence. The Board's decision is final.

SUSPENSION FROM SCHOOL

Pupils can be denied the privilege of attending a school in the district for violating the rules and regulations listed below. The list is not intended to be fully inclusive for all possible incidents:

- **Arson (Expulsion)** – (starting a fire) a student will not intentionally, by any means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).
- **Assault (1 day-Expulsion)** – intentionally causing or attempting to cause physical harm through force or violence to another student, school employee, visitor or contractor.
- **Disruptive (1-3 days)** – The act of persistent disobedience in conduct complying with a reasonable request from authorized school personnel.
- **Extortion (1-5 days)** – The act of obtaining money or property by Blackmail, violence or threat of violence or forcing Coercion someone to do something against his will by force or threat of force.
- **Fighting (1 day-Expulsion)** – The act of quarreling involving bodily contact in or on school property, or going to or from school, including any other activity under school sponsorship (athletic events, etc.).
- **Forgery (1 day)** – The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
- **Gross Misbehavior (1-5 days)** – The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship, to staff members, or to other pupils (including school sponsored off-campus events).
- **Harassment/Bullying/Hazing (3 days-Expulsion)** – See section 30a and 30b of the Student Discipline Code..
- **Obscenity (1-5 days)** – The act of using obscene, vulgar, or profane language or gestures by pupils, in verbal, nonverbal or written form or in pictures or caricatures in or on any school property.
- **Threatening Weapons (1-5 days)** – Threatening to use any weapon or using an instrument capable of inflicting injury.
- **Possession of Weapons/Firearms (Expulsion)** – The act of bringing a “dangerous weapon” onto school property will result in the student’s expulsion.

- **Stealing (1-3 days)** – The act of dishonestly acquiring the property of another or others.
- **Substance Abuse (10 day- Expulsion)**- The following substance abuse policies shall be in force for situations occurring in our buildings, on school grounds, or at any school related function, home or away, or in any other situation where school authorities have general supervisory jurisdiction. The policy covers five situations:
 - CASE I : Where school officials have proof that a student has unlawfully distributed or sold any drug, alcohol, marijuana or other substance, any pill (prescriptive or non-prescriptive), regardless of quantity, the Administration will recommend expulsion of the student to the Oakridge Board of Education. Parents and legal authorities will be notified.
 - CASE II: Where school officials have found a student in possession of any drug, alcohol, marijuana, or other controlled substance, any prescriptive pill, in a quantity suggesting more than personal use, the Administration will recommend expulsion of the student to the Oakridge Board of Education. In the case of a non-prescriptive pill or capsule, the Administration may recommend expulsion of the student to the Oakridge Board of Education. Parents and legal authorities will be notified.
 - CASE III : In the case of plain possession where quantity suggests personal use, i.e., one container of alcohol, one marijuana cigarette, seeds, scraps, paraphernalia, one pill or capsule, or other controlled, prescriptive or non-prescriptive substances, the Administration will suspend the student for ten (10) school days. Parents and legal authorities will be notified.
 - CASE IV: Where school officials have reasonable cause to believe that a student is "under the influence" of a controlled substance, narcotic, marijuana, pills or alcohol, the Administration will suspend the student for ten (10) school days. Parents and legal authorities will be notified.
 - CASE V: Any student drinking or in possession of alcoholic beverages before or during school or at school sponsored events will be suspended from school for ten (10) days. This policy shall be in force for situations occurring in our buildings, on school grounds, or at any other situation where school authorities have general supervisory jurisdiction.

o **PROCEDURES:**

- 1. In Cases I and II the student will be immediately suspended from school into the custody of the parent or legal guardian. The principal involved will insure the student "due process".
 - 2. In Case IV if school officials have reason to believe a student is "under the influence" the administrator will contact the parents and/or act in the best interest of the student.
 - 3. Students who attend Oakridge Public Schools must register any type of pill (prescriptive or non-prescriptive) or any type of drug with the office of the building the student attends. There will be no exceptions made to this rule.
 - 4. A second violation of any of the above cases may result in a recommendation for expulsion.
 - *The above-mentioned drugs or pills are examples only and should not be considered all inclusive.*
- **Tobacco/Vape Use (1-3 days)- Any student smoking, chewing tobacco, or vaping on school property (including drug free boundaries) or at school-sponsored activities will be suspended.**
 - **Trespassing (1-3 days)- The act of violating the school trespass rule or the refusal to leave the classroom or school when ordered to do so.**
 - **Vandalism (1-10 days) –** The act of willful or ignorant destruction of school property or property belonging to others. Restitution required. Expulsion in extreme cases.
 - **Verbal Assault (1 day-Expulsion) –** Intentional threat to offer or do great bodily harm to another student, staff, visitor, or contractor, by force, under circumstances which create well-founded fear of actual harm, coupled with the apparent ability to carry out the act.

SUSPENSION PROCEDURES

1. The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him.
2. The student will have the right to present to the school administration any relevant information that will support his defense.
3. If the student is suspended by the school administrator, the administrator will:
 - a. Notify the parents or guardian as soon as possible of the suspension, the reasons for it, and the steps necessary for the student's return.
 - b. The parents or guardian and the student may meet with the principal to plan the satisfactory return of the student to the school setting.
4. If the parents or guardian are dissatisfied with this action, they may appeal to the superintendent or his designate to review the decision.

5. If the suspension is for a period of more than ten (10) days, and if after the first three steps have been taken, the suspended student's parents or guardian are not satisfied with the administrative action, they may request a review of the action by the superintendent or his designate (not from the administration of the school in question), and at this review they may be advised by a person of their choosing.

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.

When a student is suspended, s/he may make-up work after the return to school or 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.

EXPULSION PROCEDURES

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the parent or guardian.
2. Parents or guardians shall be present at the hearing.
3. Legal counsel may represent the student, parent or guardian.
4. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witnesses.
5. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer the testimony of other witnesses and other evidence.
6. The hearing shall be conducted by the Board of Education, who shall make its determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to its expulsion.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his parent or guardian.
10. The student and his/her parent or guardian shall be made aware of their appropriate appellate authority.
11. A student expelled from Oakridge may be allowed to apply for reinstatement after 180 school days.
12. Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional rights shall be stricken without effect to the remainder.

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.).

(See also Board Policy 5605 Suspension, Expulsion of Students with Disabilities, Board Policy 2610 Emergency Removal, Suspension, and Expulsion of Students, Board Policy 5611- Due Process Rights, and associated Administrative Guidelines.)

SEARCH AND SEIZURE

The Oakridge Upper Elementary School administration has the right to search a student's person and/or locker when there is reasonable cause to believe a student is in possession of stolen property, firecrackers or fireworks, drugs, alcohol, weapons, etc., and a danger exists to students, property or the orderly conduct of school business.

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.

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.

(See also Board Policy 5771- Search and Seizure and associated Administrative Guidelines.)

STUDENT RIGHTS OF EXPRESSION

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

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

(See also Board Policy 5710- Student Grievance.)