

# Pinconning Area Schools

Elementary Handbook

2023-2024

[www.pasd.org](http://www.pasd.org)

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## **PREAMBLE**

This handbook has been revised as of June 2023. The Committee unanimously agrees that this code can be enforced only with the full support of the students, parents, school staff, administrators and the Board of Education. This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of the schools or districts procedures. Due to the Covid -19 pandemic items in this handbook are subject to change. The Board's comprehensive policy manual is available for public inspection through the District's website (pasd.org) or the Board office located at: Pinconning Area School District 605 West Fifth Street Pinconning, MI 48650

## **WELCOME**

Your school welcomes you as a willing partner in the education of your child.

1. Get to know your school! Become familiar with policies and procedures.
2. Become familiar with the teachers and staff.
3. Support the school, teachers and programs. You are encouraged to become involved in your school. A parent/guardian's positive attitude and support makes a significant difference in the learning of a child.

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## **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the Flag  
of the United States of America  
and to the Republic for which it stands,  
one Nation under God, indivisible,  
with liberty and justice for all.

## **Pinconning Area School District** **Vision, Mission and Beliefs**

### **Vision Statement**

We envision students, parents, staff and community members working together to establish a dynamic learning environment for the achievement of all students.

### **Mission Statement**

The mission of Pinconning Area Schools is to provide students with the knowledge, skills, and confidence to be successful.

### **Belief Statements**

Pinconning Area Schools believe that students leaving the district should possess the following adult roles:

1. To act as a self-directed, life-long learner.
2. To be able to work with others collaboratively.
3. To possess the character, tolerance and ethics needed for participation in democracy.
4. To communicate effectively.
5. To be a complex thinker, to possess problem solving and critical thinking skills.
6. To possess the educational skills needed to participate in our society.

## **Pinconning Central Elementary School** **Mission Statement**

The mission of Pinconning Central Elementary School is to provide a positive learning environment which promotes the growth of each student to his or her fullest potential.

## **Linwood Elementary School** **Mission Statement**

The mission of Linwood Elementary School is dedicated to providing a child-oriented learning environment in which all students are encouraged to be responsible, capable, life-long learners.

## SCHOOL PROGRAMS

Your elementary school provides a variety of activities along with our academic program to better meet student needs. Some of them are:

**Music:** Students may have a musical experience that provides them with the basic music concepts as well as an opportunity to participate in recreational music. Students may demonstrate their musical skills at programs as scheduled by the local school.

**Special Education:** Please call your local school regarding questions pertaining to special education. Various services are available. Special education programs are designed to provide the least restrictive environment for a handicapped student so they can develop to their fullest potential. The special education services provided by the district include Speech, Occupational and Physical Therapy, School Social Worker, Psychological and Teacher Consultant Services.

**School Social Worker:** Each elementary school has the services of a School Social Worker, or Behavior Interventionist who helps provide a positive relationship between the home and school. They also provide individual, group, and family consultation services to help deal with issues affecting school performance or relationships. The social worker will also present lessons in social – emotional learning following the district approved Second Step curriculum.

**Extra Curricular Activities:** Other programs such as after school recreation and enrichment are provided when funding is available. Please call your local school for general inquiries regarding regular as well as special programs.

**Bay-Arenac Intermediate School District Services:** The Intermediate School District Office provides each building with appropriate services in specialized areas such as Physical and Occupational Therapy as well as consultants in areas of Speech, Visually and Hearing Impaired, Autism and other disabilities. Additionally, they provide professional development opportunities for staff members, media loans, technical assistance and printing services.

**Title I Program:** Title I and other grant programs provide services to students who need additional help to meet state standards and benchmarks. These areas include the core curriculum (language arts, math, science, and social studies).

<b>Physical Education:</b>	All students have physical education provided by a certified physical education teacher three days per week. In accordance with our Wellness Policy, the goal of this program is to provide the students with a solid foundation of skill, knowledge, perspective and capability for lifelong use in a healthy and physically acting life-style. To present and exhibit competence in selected fundamental motor skills, body control skills, aspects of physical fitness and to appreciate the importance of lifelong sports and activities.
<b>HIV/AIDS Education:</b>	PASD established a program of instruction in health education which includes HIV/AIDS and other serious communicable disease prevention education. According to the State School Aid Act, you have the right to review the materials and curriculum content to be used for HIV/AIDS education. The local Board of Education, in compliance with the statute, has made the materials and curriculum guides available for your review. Contact the Building Principal, to review materials.
<b>Media Service:</b>	Each elementary building is staffed by a media aide to provide the students an opportunity to access library media materials. Library materials are kept up to date as funding resources are made available. Students are given the opportunity to learn and practice library skills.
<b>Technology:</b>	Students will receive integrated technology instruction through the curriculum as appropriate. Students will also have the opportunity to use district provided devices to learn and practice their technology skills as scheduled throughout the week.
<b>Art:</b>	Students will receive integrated art instruction through the curriculum where appropriate.
<b>Before/After School:</b>	As a service to our community each elementary school may offer a “Before School” and/or “After School” program to assist families with daycare issues. Contact your local building for times.
<b>Digital Literacy:</b>	Students will receive instruction to appropriately use technology to communicate, problem solve, and access, manage, integrate, evaluate and create information as part of their learning in all subject areas.



## **GENERAL SCHOOL GUIDELINES**

### **Change of Address/Phone**

The school office should be notified of any change in address or phone number. Emergency contact changes should be reported as well as any changes as to whom the student may/or may not go home with.

### **Emergency Contact Forms**

Emergency contact forms may be distributed early in the new school year. The student must return this form to the school as soon as possible. Two emergency contact numbers are suggested. It is very important that the school knows whom to contact when parents/guardians are not available especially if an emergency exists concerning the student. Cooperation in this matter is very important.

### **Telephone Use**

Students must ask to use the office telephone. They are allowed phone use only in the case of emergency or other important reasons as determined by the office. ARRANGEMENTS FOR AFTER-SCHOOL ACTIVITIES are not considered emergencies and should be made before coming to school. In case of illness the school secretary, principal, teacher or other school personnel will notify the parent/guardian.

### **Lost and Found**

Lost and found will be at the school office. Please check for items that may have been left at school. Unclaimed items may be donated to a service organization at the end of each month.

### **Student Pick Up**

All students must be picked up and checked out at the school office. Pick-ups outside the school building are not authorized pick-ups. This is a matter of student safety.

### **Emergency Rules and Procedures**

Under the state law, each school is required to hold emergency drills, which includes fire drills, secure mode drills, lockdown plans, and tornado drills. Students practice what to do in case of an emergency.

### **Textbooks and Materials**

Textbooks and other materials issued are the property of Pinconning Area Schools. Students will be required to pay for lost, damaged or stolen books and materials.

### **Library Books**

Students will be given the opportunity to check out library books. Students with overdue books will not be allowed to check out library materials. Each school will handle fines and unreturned materials according to library policies in that building. All fines and bills must be paid by the end of the current school year.

### **Invitations and Gifts**

Birthday and party invitations are **not** to be distributed at school. Balloons, flowers or other special gifts sent to school will not be accepted or delivered to students.

**Birthday/Holiday/ Party treats-** Must be items which are purchased at a store and are factory sealed and individually wrapped. Please follow all school guidelines regarding allergies. No homemade food items will be permitted.

### **Drug Free Zone**

All Pinconning Area Schools are in designated Drug Free School Zones. Young citizens of the community have an undeniable and fundamental right to the advantages of a school environment, which is conducive to educational goals, which is totally free of drug abuse and trafficking activities. The Drug Free School Zone Act has provided for enhanced punishment for drug offenders who distribute or use children to distribute drugs, or who operate on or near school property. See form [5530 f2](#).

### **Electronic Communication Devices/Cell Phones**

The Pinconning Area Schools Board prohibits students from using electronic communications devices during school hours except for health or other reasons approved by the Board of Education. Cell phones **MUST** be turned off and out of sight from the time the student enters the building and until the end of the school day. The school will not investigate lost or stolen cell phones or electronic devices and will not be held responsible devices that are brought to school or on the bus. Any risk of damage or theft must be assumed by students and their parents/guardians.

### **Weapons-Free School Zone**

Michigan Legislature amended the Michigan Penal Code through Public Act 158 of 1994 to create new category of crimes and penalties which take place with “weapon-free school zones. This is defined as school property and vehicles used by a school to transport students to or from school property. The school Code defines a “dangerous weapon” as a “firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocket knife opened by mechanical blade, iron bar or brass knuckles.” Any individual who possesses a weapon in a weapon-free zone is guilty of a misdemeanor. The custodial parent of a minor with a weapons violation under the Act may potentially be guilty of a misdemeanor. School officials who find a student in possession of a dangerous weapon must report that finding to the student’s parents) or guardian(s) and the local law enforcement agency. The law generally prohibits members of the public, including those authorized to carry a concealed weapon, from carrying a concealed weapon on school property. The only exception to this general rule is for a parent or legal guardian “while in a vehicle on school property” to drop off or pick up the student from school. Only police, military, and other categories of exempt persons may carry a concealed weapon at school. This law does not abrogate the Michigan Weapon Free Zone law, and with the sole



exception discussed above, creates no right to carry a concealed weapon on school premises. The Board emphasizes the district's policy that firearms, pistols, and other dangerous weapons are prohibited on school property and strongly discourages all parents and guardians from bringing concealed weapons even while they are in a vehicle for the pick and drop off of students. The PASD will, in the interest of safety, notify law enforcement authorities if any concealed weapons are brought onto school premises in a manner not strictly allowed by law. Parents should notify school officials at 989-308-0500 of unauthorized incidents.

### **Sexual Harassment and Intimidation**

Sexual harassment is an unlawful action and a form of misconduct, which undermines the integrity of the employment or learning relationship. All employees and students must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to behavior which is not welcome, which is personally offensive, which weakens morale, and which therefore interferes with learning effectiveness of its victims and their peers. This policy applies to school board members, employees, and pupils.

### **School Accident Insurance**

The Board of Education does not provide student insurance coverage. Students have the option to participate in the school time medical treatment insurance according to the provisions of the policy. This information is sent home at the beginning of the school year with all elementary students.

### **Visitation**

All visitors are asked to sign in at the office. Parents/guardians are always welcome and are encouraged to visit the school. Visitations, however, must be arranged through the principal's office. When parents/guardians wish to consult with a teacher, they must call and arrange a time that is agreed on by the parent/guardian and teacher. Under most circumstances, students from other schools will not be able to obtain a visitor's pass.

### **Parent Conferences**

Conferences are held during the school year for the purpose of reporting student progress to parents/guardians. A parent/guardian, teacher or principal may request a conference at any time it is determined necessary.

### **Use of School Facilities**

School buildings may be available for use by Parent-Teacher organizations, youth servicing groups and local charitable, civic or educational purposes. Application for use of a building may be made at the individual school building office.

### **Field Trips**

The school will inform parents/guardians of any trip to be taken. Permission slips need to be signed by parents/guardians and returned before students may attend. No student may be denied access to a field trip or other activity on the basis of disability. If a school or general education teacher plans a field trip, special education students from that class may not be excluded from the trip. Access can be denied on behavior only if the behavior is not related to the student's disability and the standard is equally applied to all students.

Parents/guardians may be invited to chaperone field trips. Chaperones may be required to pay any associated fees. The purpose of having chaperones is to help minimize possible behavior problems and to enhance the educational experience of the trip. Chaperones will be assigned students to supervisor and may not necessarily have their own children in their group. All Chaperones must have passed a background check five (5) days prior to the field trip. Chaperones must accompany students by the means provided by the district and dress appropriately by following dress guidelines as stated in the Elementary Handbook. Chaperones must arrive at the school office 15 minutes prior to departure. No siblings or other guests of students may accompany chaperones. Chaperones are responsible for students' behavior and well-being while under their supervision. Chaperones must follow the directions of teachers in charge, cell phones must not be used during the field trip and no use of tobacco products is allowed.

#### **Background Check for Volunteers:**

To protect everyone's health, safety and welfare, every volunteer must have a background check on file in advance of volunteering at school or for school related activities or events. Pinconning Area Schools conducts criminal background checks on volunteers through ICHAT which is maintained by the Michigan State Police.

#### **Title VI, Title VII, Title IX**

If any person believes that PASD has inadequately applied the principles and/or regulations of title VI, Title VII or Title IX on the basis of race, color, religion, national origin or ancestry, age, sex, or marital status, he/she may bring forward a complaint to the Athletic Director, 605 W. Fifth Street, Pinconning, MI 48650. The coordinator shall investigate the complaint and reply to the complaint in writing within two (2) days. If the reply is not acceptable, they may initiate official procedures according to the policy.

#### **Notice of Nondiscrimination**

PASD Board of Education complies with all Federal Laws and regulations prohibiting discrimination and with all requirements and regulations of the US Department of Education. No person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap, shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which we receive financial assistance from the US Department of Education.

#### **Civil Rights Compliance**

PASD will receive and use federal funds and US Department of Agriculture donated foods. No person because of race, color, national origin, sex, age, or handicap be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination in our US Department of Agriculture donated food and child nutrition programs. Any person who believes they have been discriminated against should write immediately to the Secretary of Agriculture, Washington, DC 20250.

#### **Pesticide Control**

PASD in keeping with the State of Michigan Natural resources and Environmental Protection Act 451 of 1994 and Regulation 637 has adapted a plan of action for controlling insects, rodents and other various pests in and around our facilities. The plan of action

incorporates integrated pest management (IPM). IPM utilizes various means of pest control, including, but not limited to habitat modification and sanitation, mechanical control, biological control and chemical control. Use of chemicals to control or eliminate pests will be closely monitored and applied as a least means of resort. MSDS sheets for all pesticides used will be on file at the warehouse. **If you wish to be notified before a scheduled pest treatment, please notify your building's principal.**

### **AHERA Notification**

PASD is required to make annual notification of the availability of the Asbestos Management Plan for your viewing should you wish to do so. PASD requires a three year inspection and twice yearly periodic inspection. Records are filed in AHERA books at each building. Documents are available for reviewing during normal business hours. A copy will be furnished within 7 working days after receipt of a written request. There will be a nominal charge of ten cents (\$.10) per page for each document. The protection of "Outside Workers" any short term worker requiring access to non-public areas of the building where the exposure to asbestos fibers is probable, workers are required to sign a "Notification of Potential Hazard Form before access to these areas is granted. Forms are on file in the Principals' offices.

### **Smoking/Vaping**

Pinconning Area Schools is a Drug and Tobacco free district, therefore, drugs and tobacco, or vaping devices are not allowed on the premises or at any school function.

### **School Closings and Delayed Starts**

The following television and radio stations will announce school closings or delayed starting times when conditions warrant such situations.

WJRT-TV12      Flint  
WKJC – Tawas    104.7  
WNEM-TV5      Saginaw  
WEYI NBC – TV 25  
WHOS 1480 AM  
The POINT 106.1 FM  
FOX 66  
CW 46

### **Use of the School for Communication with the Public or Students**

- A. All written material, which may be distributed to students or others at the school, must first be submitted to the principal's office for review.
- B. Reasonable administrative regulations as to the time, place, and manner of distribution of written material will be determined to promote orderly administration of school activities.

### **Parent Groups**

Each school has an organized parent group. Please call your local school for inquiries.

## School Entrance

Students are required to be in school between the ages of six (6) and eighteen (18). Students who reach their fifth birthday on or before September 1st or December 1st upon parent request, may register for school with a birth certificate issued by the state, a required preschool vision and hearing screening, and an up-to-date record of immunizations in compliance with the Michigan Department of Community Health. **An oral health assessment is also recommended by the state under the Kindergarten Oral Health Assessment Program (KOHA).** Please review the Michigan Department of Community Health website at <http://www.baycounty-mi.gov/Health> for current immunization requirements and waiver information.



### Required Immunizations for Michigan Childcare/Preschool Attendance

Communicable disease rules are the minimum standard for preventing disease outbreaks in child care settings.

Healthcare professionals in Michigan should follow the

2016 Recommended Immunization Schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or [www.michigan.gov/immunize](http://www.michigan.gov/immunize) to protect patients from all diseases

**\*\*All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.**

Age → Vaccine**↓	Childcare/Preschool Entry Requirements						
	Birth through 1 month	2 months through 3 months	4 months through 5 months	6 months through 15 months	16 months through 18 months	19 months through 4 years	5 years
Diphtheria, Tetanus, Pertussis	None	1 dose DTaP	2 doses DTaP	3 doses DTaP	3 doses DTaP	4 doses DTaP	
Pneumococcal Conjugate (PCVV13)	None	1 dose	2 doses	3 doses	4 doses <b>OR</b> age appropriate complete series	1 dose on or after 24 mo <b>OR</b> age appropriate complete series	None
<i>H. influenzae</i> type b	None	1 dose	2 doses		1 dose on or after 15 months of age <b>OR</b> age appropriate complete series		None
Polio	None	1 dose	2 doses		2 doses	3 doses	
Measles,* Mumps,* Rubella*	None	None	None	None	1 dose on or after 12 months of age		
Hepatitis B*	None†	1 dose	2 doses		2 doses	3 doses	
Varicella* (Chickenpox)	None	None	None	None	1 dose on or after 12 months of age <b>OR</b> current lab immunity <b>OR</b> reliable history of disease		

\*If vaccination is not administered, current laboratory evidence of immunity is required.

† Hepatitis B may be administered as early as birth. This table represents the **minimum required** immunizations for childcare centers.

Parents/guardians must obtain a certified nonmedical waiver from a local health department.

Rev. March 31, 2016

Proof of residency needs to be provided through the following sources, rent receipts, mortgage payment receipts, utility bills, property tax bills, and/or driver's license address.

## **HEALTH**

### **Illnesses**

Parents/guardians should keep children at home when they show evidence of any illnesses such as vomiting, fever, rashes, etc. Students may not stay in from recess unless they have a signed notification from a doctor.

### **Food Allergies**

Pinconning Area Schools has students, employees and volunteers with severe allergies to several foods including nuts and gluten. It is a good idea to consider this fact when sending food to school, even if your child is not in a classroom with a child that has a severe allergy. Please take time to read labels on all foods that you are sending to school. Encourage your child to eat only their food and not to share or trade with others. Washing hands before and after eating helps to reduce the transfer of allergens. Students that are in classrooms that have students with severe food allergies will receive specific information in regards to this matter.

### **Health Screening**

The Bay County Health Department conducts vision and hearing screening on a rotating schedule for elementary students. Parents/guardians are notified if students fail these screening programs. They are asked to do a follow up with a qualified physician or vision specialist.

## **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.

### **Lice Policy**

It is the parent's responsibility to make frequent checks of their student's head and to notify the school if a case of head lice is discovered. All cases of head lice are kept confidential. Parents of children found to have live lice will be contacted by school office personnel to remove the child from school. Parents should administer treatment and parents are required to bring the child to the office prior to the start of school to have their head checked by school personnel before they are allowed to return to the classroom. Children will be readmitted to school upon examination by the school staff and found to be free of live lice. Students with live lice will not be allowed to return. Additionally, it is the practice of

Pinconning Area Schools to notify parents of children within the same classroom that their child was exposed to live lice.

### **Essential Oils Use**

Student use of essential oils in school requires that it be ordered by a physician or health care provider. If ordered, the parent needed to administer the essential oils. School staff will not be allowed to administer essential oils and students will not be allowed to self-administer essential oils. Students should not be in possession of essential oils on school grounds. The preference is that essential oils be administered before and /or after school. If other students or staff have adverse reactions such as migraines, asthma attacks and other allergic reactions to essential oils the student will not be allowed to use essential oils while in school.

### **Chronic Illnesses**

If your child is subject to recurring emergency illnesses such as epilepsy, acute asthma, bleeding, etc. please notify the principal in writing at the beginning of each school year.

### **Emergency Contact Card**

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

At the beginning of each school year, parents/guardians will need to complete an Emergency Contact Card to help the school notify parents/guardians in the event of sudden illness or an emergency situation occurs.

### **Records of Immunizations**

According to state law, all student immunizations must be up-to-date and recorded at the school office. The principal will notify you of any special concerns in this area. FAILURE to comply with this requirement will result in the exclusion of the student until the required shots are received or waiver is obtained.

### **Recess**

Fresh air and exercise are proven to enhance a child's physical and educational growth. Recess is an important part of our elementary program and is supervised by authorized school personnel

Students will not be excused from recess without a note from the doctor stating the exact reason. Parents and guardians are reminded that children not participating in recess will have limited supervision. Children should come to school dressed for outdoor play, even in the winter months. During especially inclement or bitterly cold weather recess will be held indoors.

### **First Aid and CPR**

First Aid and CPR may be administered, as described by Board policy, by certified personnel in the case of an emergency.

### **Administration of Medication While at School**

Pinconning Area Schools has a written Board approved policy in regards to the administration of medication. Please contact your school in regards to this policy.

#### **Guidelines:**

1. Medication shall be kept in an original pharmaceutical container, labeled as to the name of student, name of medication, dosage and time of dosage.
2. It is required that medication be brought to school by a parent or guardian. The parent or guardian shall fill out an appropriate form.
3. Prescribed medication may be made available by a principal or designee in the presence of a staff witness.
4. Under no circumstances is a teacher or a principal allowed to dispense medication without a prescription.
5. Over the counter medications such as cough drops, etc., must be brought to the office with written permission from the parent/guardian as to the method of dispensing, with the exception of aspirin and iodine, which cannot be dispensed.

### **Child Abuse and Neglect**

Public school employees are mandated by Michigan School Law to report any suspected abuse or neglect to a student. The purpose of the law is to help children. This law is to help assure a safe and secure environment for children. Citizens should also report any suspected abuse or neglect to the Family Independence Agency of their county. The identity of reporters is protected by the agency workers.

### **INDIVIDUALS WITH DISABILITIES**

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

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

### **LIMITED ENGLISH PROFICIENCY**

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

Parents should contact the building principal to inquire about evaluation procedures and programs offered by the District.

## **STUDENT VALUABLES**

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

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided 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.





## **SCHOOL FOOD PROGRAM**

Breakfast and lunch will be FREE for all students attending Pinconning Central Elementary and Linwood Elementary. These meals will meet all the National School Lunch Program regulations.

While Pinconning Area Schools is providing a free complete breakfast and lunch for students, those choosing to provide their own lunch (cold lunch) and want/or need milk must pay for it. The cost of milk is \$.50 and money must be in the child's lunch account before they order or receive milk.

All families will be required to complete the mandatory Household Report for any student attending an elementary school which is a requirement for funding purposes.

Menus will be sent home monthly. Occasionally these menus will change because of late deliveries or snow days; however, most meals are served as listed.

Students must eat lunch unless the office receives a note from a parent/guardian.

Please visit the website or call Food Service at 989-308-0541 for more information.

### **Accommodating Students with Special Dietary Needs**

The Board of Education (Policy 5331) believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities.

In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population.

Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the student with this disability.

The licensed physician's statement shall specifically describe:

- A. the nature of the student's disability;
- B. the reason the disability prevents the student from eating the regular school meals;
- C. foods to be omitted from the student's diet;
- D. the specific diet prescription along with the substitution(s) needed.

The District, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

The Board recognizes that students with documented life-threatening food allergies are considered disabled and are covered by The Disabilities Act and Public Law 93-112 and

Section 504 of The Rehabilitation Act of 1973. A clearly-defined "504 Accommodation Plan" shall be developed and implemented for all such identified students in which necessary accommodations are made to ensure full participation of identified student in student activities. Such a plan shall be signed by the appropriate staff, the parent/guardian of the student and the student's physician.

The Superintendent shall prepare administrative guidelines for the care of food-allergic students. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student's allergy including avoidance measures, designation of typical symptoms and dosing instructions for medications.

## **REPORTING TO PARENTS**

### **Grading Promotion and Retention**

Report card grades are based on:

1. Performance as determined by tests, examinations and teacher observations.
2. The completion of assignments as determined by the quality of work done, the regularity with which they are turned in, and punctuality in performing them.
3. Participation in the day-to-day activities of the class.
4. Attendance at school. Absenteeism does affect a student's learning, which can influence the student's grade.

The Michigan School Law provides schools with the responsibility of appropriate grade placement for all students. Promotion or retention is considered at the end of each school year depending on the growth and achievement of a student's present grade placement. Determination must be made that the student will profit from the activities of the next grade level before promotion occurs. It is always necessary to place a child where they will perform well and achieve success. This could mean moving a child to another grade for developmental as well as scholastic reasons. Proper placement is always done with the student's best interest in mind.

### **Interim Reports**

Interim reports are used to inform parents or guardians of student progress. Interim reports can be sent home anytime during the marking period to inform parents/guardians of improved progress or the need for improvement. The interim report is the responsibility of the student to take home.

### **Marking Periods**

Report cards reflect student achievement based on curricular objectives. Report cards are sent home **three** times during the school year. Cumulative grades at the end of the year are entered into each student's permanent file. During the year, teachers may call parents or guardians, or send home completed work and other evidence of progress.

## **Class Work**

All students are responsible for having assignments done on time. If an absence occurs, students must ask the teacher for assignments upon their return to school. If a student is absent for more than one day, contact the school office to make arrangements for assignments. Please allow the school a 24-hour period in which to prepare assignments for pick up. If a student is going to miss school due to a “Family Vacation”, NO assignments will be given ahead of time. Students will be allowed one day to complete assignments for every one day they are absent.

## **Homework**

In the upper grades and occasionally in the lower grades homework will be assigned. Homework is considered a learning activity related to the experience within the school. Its purposes are to reinforce and enrich work done in the classroom. Work may also be sent for the purpose of involving parent/guardian’s in particular learning activities.



Homework will be purposeful and seen as part of the students’ continuous learning process. Homework may provide opportunities for:

- Extension and enrichment
- Reinforcement /practice of what students have already learned
- Assignments that meet the needs, abilities and interest of a diverse group of students
- Completion of work begun in class
- Preparation for upcoming classroom instruction
- Independent practice – the opportunity to practice learned skills with and without adult support

Homework is the process of learning and practicing study skills. Homework provides excellent opportunities for developing good study habits, preparing and organizing for the next day, self-discipline, time management, accountability, research skills, and a love of learning.

Homework is a process to learn responsibility. It is the mutual responsibility and partnership of the student and teacher to understand the assignment.

Homework should be the expected norm in the foundation for lifelong learning. Students and parents should understand that homework is part of their school/home routine to increase their success in school

Homework skills are part of a student’s school career and should be viewed as an expectation of their learning.

Homework will be due the following day or on the due date. Each teacher will develop procedures for collecting assignments.

## Grading Scale

The Pinconning Area Schools grading scale is as follows:

A	=	94-100	C	=	73-76
A-	=	90-93	C-	=	70-72
B+	=	87-89	D+	=	67-69
B	=	83-86	D	=	63-66
B-	=	80-82	D-	=	60-62
C+	=	77-79	E	=	59 & Below



Some grade levels will use mastery (+) and non-mastery (-).

## Online Parent Portal

Parents/guardians of elementary students can view their children's progress online using the Parent Portal, Skyward, which is the student information system for attendance, grades, etc. Contact the school for directions on how to access your child's information.

## Parent Involvement in Education

The involvement of parents and community members is an essential component to nurture students and ensure their success. Pinconning Area Schools will make every effort to invite and consider parent and community input to ensure the success of our students. Parent involvement in Title 1 buildings will be governed by the Title 1 rules and regulations.

## TRANSPORTATION POLICIES AND PROCEDURES

The Pinconning Area Schools Board of Education provides bus transportation for students in conformance with its published policies. Pinconning Area Schools Transportation Department and its employees strive to provide safe and efficient transportation for students to and from schools.

The primary purpose of the transportation system is to provide transportation for those eligible students from the vicinity of their homes to the school they attend. Use of transportation for field trips, co-curricular activities and other authorized educational, cultural and recreational activities is permitted where it does not conflict with the primary purpose for transportation.

In organizing and operating the transportation system, all applicable statutes and rules and regulations of the State of Michigan, or its agencies, shall be strictly adhered to and all recommendations and suggestions shall be carefully considered.

## VIDEO RECORDINGS ON SCHOOL BUSES

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

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

## **PENALTIES FOR INFRACTIONS**

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

## **ELIGIBILITY**

1. Elementary pupils living  $\frac{1}{2}$  miles or more and secondary pupils living 1 mile or more from the school they attend are eligible for transportation to and from the school. Bus routes will not be extended or stops scheduled unless an eligible elementary pupil would otherwise be required to walk more than  $\frac{1}{2}$  mile or secondary more than 1 mile to the bus stop. Bus stops are not less than 250 feet from the previous stop. Maximum bus time not to exceed  $1\frac{1}{2}$  hours shall be considered allowable going to and from school depending on the distance students are located from their school. Elementary students will be provided transportation only within their elementary boundaries.
2. The Pinconning Area School District provides transportation to public school students, such as, School of Choice, non-public, and out of the district as long as they are on a scheduled route. If not, they provide their own means of transportation.
3. Each pupil will be assigned to use a specific bus and bus stop. Students shall not be permitted to use any other bus route without permission from the Transportation Office. Due to certain circumstances, the Transportation Office has the authority to deny these special assignments.

## **TRANSPORTATION PICK UP AND DROP OFF PROCEDURES**

- **One (1) morning** bus stop and **one (1) afternoon** bus drop off (may be different from the morning stop). Parents with split custody situations will each be allowed **one (1) morning** and **one (1) afternoon** bus drop off if they have joint custody. Students are to ride only these assigned buses.
- Emergency only changes may be accepted by calling your child's school PRIOR to 1:30 pm. Again, this is an emergency only. A bus note will be issued to your child for that day. (*Pinconning Central Elementary Office – 989-308-0502*) (*Linwood Elementary Office – 989-697-5711*)
- The Boys & Girls Club is considered a drop off location.

- Morning Pick-Up – If your child will not be riding in the morning due to illness or other reason, please call Transportation at 989-308-0554. Transportation will notify the driver.
- Elementary age students will not be dropped off without an adult present. If you would like to give permission to drop off your child without an adult present, please complete that section of the Student Transportation Form available from the school office.
- If your child does not need transportation either in the morning or the afternoon or both, be sure to always complete the Student Transportation Form by checking “NO” for transportation needs. This allows full and efficient routes to be created without overcrowding.

## **TRANSPORTATION RULES AND RESPONSIBILITIES**

Riding the bus is a privilege not a requirement, and unacceptable behavior will not be tolerated. The driver is in full charge of the bus and has the right to demand order and good discipline. Students are to follow the driver's directions.

### **Responsibility of Students**

1. Be courteous to others and safety-conscious at all times. Line up in an orderly manner and wait no closer to the street than the sidewalk or 15 feet from the road.
2. Arrive five (5) minutes before the bus and always cross at least fifteen (15) feet in front of the bus. Wait for the driver to signal before crossing the road.
3. Do not fight or bully other students at the bus stop or on the bus.
4. Keep your body and head inside of your assigned seating area.
5. Do not throw things inside of the bus or out of the windows, do not engage in shouting, loud talking, whistling, etc.
6. Students must be seated.
7. Do not throw things inside of the bus or out of the windows, do not engage in shouting, loud talking, whistling, etc.
8. Students must be seated.
9. Profane or vulgar language and obscene signs or gestures will not be tolerated.
10. Damage to school property or personal property must be paid for by the person causing the damage.
11. Smoking, use of tobacco products, use of drugs, gambling, alcoholic possession or consumption or any form of illegal activities are prohibited.
12. Anything other than a student's lunch, book bag, or band instrument must be approved by the bus driver. No glass containers are allowed on the bus.
13. No animals shall be permitted on the bus.
14. No grooming of hair, nails and application of makeup.
15. Students are to load and leave the bus only at a regular stop except when there is written permission from the parent/guardian. Once students are on the bus, they can't be released to anyone including parents without the proper identification.
16. Balloons will no longer be allowed on the buses because of latex allergies.

## **BUS DISCIPLINE EXPLANATION**

### **First Offense**

At the time of the offense, the bus driver will fill out the "Bus Conduct Report" and present it to the student. The parent/guardian will need to sign the form and return the form to the bus driver before the student may ride the bus again.

### **Second Offense**

Upon receiving a second offense there will be a temporary separation of at least one school day off the bus

### **Third Offense**

Upon receiving a third offense the student will have a temporary separation of at least two 2 days from the bus.

### **Fourth Offense**

Fourth offenses will result in a minimum of 3 days suspension and possible removal from the bus. Must be also authorized by the Building Principal.

All suspensions will start the day after the conduct report is given to the student.

### **Automatic/Major Offense**

Certain offenses are considered serious enough to warrant automatic and immediate suspensions from riding the bus and may result in suspension from school. Examples of violations are, but are not limited to: fighting, use of matches or lighters, vandalism, destruction of property, violation of safety procedures (opening the door while bus is in operations), sexual harassment, sexual contact, bullying, threat or use of weapons, sale or transfer of drugs or alcohol.

Major offenses will require no warning. Discipline procedures may be carried out the following school year if the offense(s) occur during the end of the school year.

***NOTE: Student(s) who become uncontrollable on the bus will be removed either by school officials, authorities or parents.***

## **STUDENT PICKUP PROCEDURE**

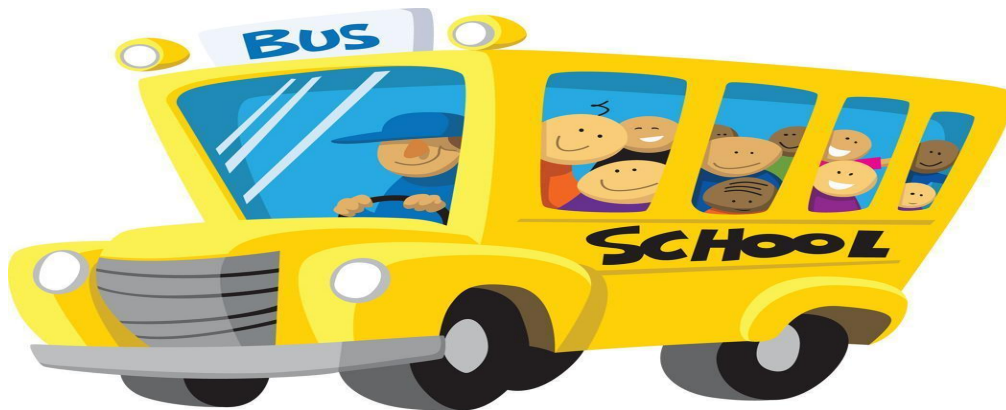
The bus driver will make the scheduled stop, wait a few moments, and then leave if no one is in sight.

## **PARENT RESPONSIBILITY/PICK UP AND DROP OFF**

1. I acknowledge that I am responsible for ensuring that my child receives appropriate supervision before and after bus pickup/drop-off.

2. I acknowledge that it is my responsibility to ensure that either I or a person designated by me is available to supervise and/or provide appropriate accommodations for the student after drop-off (e.g., open the child's residence, provide care and custody of the child until my return.)
3. I understand that school officials may elect to retain my child on the bus if it is reasonably apparent that no one of the suitable age and discretion is available to provide care and supervision for the child after the bus drop-off.
4. I understand and acknowledge that I am responsible for any and all expenses incurred in connection with any failure to provide appropriate custodial arrangements after drop-off.

I acknowledge that if repeated instances occur where inappropriate supervision is provided, that the Pinconning Area Schools reserves the right to revoke bus riding privileges or take other appropriate remedial action.





## ATTENDANCE

### Attendance Policy

Students in the Pinconning Area School system are required to attend a mandated number of school days as dictated by state law (*MCL 380.1147, 380.1278a, 380.1278b, 380.1284, 380.1284b, 380.1561-380.1599, MCL 388.1701*). Pre-arranged family vacation or emergencies or any absence from school, excused or unexcused, does not cancel the responsibility of the student to make up all assignments and complete minimum standards for passing grades.

Students released from class for school-related activities will not have that time included in their absences, or it will be indicated as school related.

There are three components to attendance. They are absent, tardiness, and early release. It has been statistically proven that attendance is a factor that directly affects student performance. In striving for the best education possible for each student, the intent of the Board of Education is to ensure that the student attends classes daily. It is important that the student and parent or guardian understand the importance of regular school attendance; therefore absences should be only for necessary and important reasons including illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith, or medical appointments that cannot reasonably be scheduled during non-school time.

### Reporting Absences

If your child is absent from school, you **must** notify the school.

You may notify the school by one of the following methods:

- 1) Telephone Central Elementary (989-308-0502), Linwood Elementary (989-697-5711), or
- 2) Send a note to the office upon their return stating the reason and the date of the absence, or
- 3) Send an email to Central Elementary to [centralattendance@pasd.org](mailto:centralattendance@pasd.org) or to Linwood Elementary at [grovel@pasd.org](mailto:grovel@pasd.org), stating the student's name, reason for absence, date of absence and parent/guardian's name, or
- 4) Leave a message on the office voice mail at any time.

A medical professional's excuse note or appointment card should be submitted for illnesses/appointments/medical procedures. If the school office is not notified, the absence is not considered excused.

## SCHOOL SCHEDULE AND ATTENDANCE PROCEDURES

### Central Elementary Drop Off Procedures:

Students entering the building from 7:15 a.m. - 7:30 a.m **must** enter at the main entrance (G1) and proceed to the gym and participate in the "Before School Program".

Students entering the building from the bus or dropped by parents beginning at 7:45 a.m. - 7:50 a.m. must enter at the following locations: 2nd Grade - G2, Kindergarten and 1st Grade - G1, 3rd grade - and 4th and 5th Grade - and report directly to their classroom.

Anyone entering the building after 7:50 a.m. must enter at the main entrance (G1) and report to the office to receive a tardy pass and make a lunch choice.

### **Central Elementary Schedule**

- 7:45 a.m. First bell rings. Students enter the building and go directly to their classroom.
- 7:50 a.m. Second bell rings. All students should be in their classroom.
- 7:50 am – 9:41 a.m. Students arriving at this time are TARDY when school is in session for a full day.
- 9:41 a.m.-12:00 noon. Students arriving at this time are ABSENT for the morning (when school is in session for a full day). Students leaving at this time are TARDY for the morning.
- 12:00 p.m. -1:20 p.m. Dismissal Students arriving at this time are TARDY for the afternoon. Students leaving at this time are ABSENT for the afternoon.
- 1:21 p.m. – 2:48 p.m. Students leaving at this time are marked EARLY RELEASE.
- Half Day Dismissal at 11:10 a.m.

### **Central Elementary End of Day Pick up Procedure**

- Students getting picked up in the Circle Drive will exit the double doors at the west end of the building upon dismissal. There is no adult supervision provided in this area.
- Students in grades K, 1 and 2 will exit the building at the main entrance. Parents picking up students are asked to wait outside these exit areas. Students in grades 3, 4 and 5 will exit the building through the doors on the north side of the school. Parents picking up students are asked to wait outside these exit areas.

### **Linwood Elementary Schedule**

- 7:45 a.m. First bell rings. All students go to their classroom.
- 7:50 a.m. Second bell rings. All students should be in their classroom.
- 7:50 a.m. – 9:41 a.m. Students arriving at this time are TARDY when school is in session for a full day.
- 9:41 a.m.-12:00 noon. Students arriving at this time are ABSENT for the morning (when school is in session for a full day). Students leaving at this time are TARDY for the morning.
- 12:00 p.m.-1:20 p.m. Dismissal Students arriving at this time are TARDY for the afternoon. Students leaving at this time are ABSENT for the afternoon.
- 1:21 p.m. – 2:48 p.m. Students leaving at this time are marked EARLY RELEASE.
- Half Day Dismissal at 11:10 a.m.

### **Tardiness/Early Release**

One of the most important times of the school day is the morning. This is the time when important school news is announced, teachers define the plans for the day, and instructional

goals are reviewed and set. The whole tone of a child's school day is set in the first part of the day. Please help support your children in having your children arrive at school on time every day. Instruction for the day begins at 7:50 a.m. A student is tardy if they arrive AFTER 7:50 a.m.

Students are expected to remain at school for the entire school day. An early release occurs when the student leaves, or is removed from school prior to the dismissal bell.

### **Consequences for Absences/Tardiness/Early Release**

The consequences for absences, tardiness and/or early release are as follows:

#### **ABSENCES:**

- **5** - Unexcused Absences – Phone call by school social worker or building principal.
- **10** - Unexcused Absences – Letter sent to the parent/guardian outlining this policy.
- **12** - Unexcused Absences – Letter sent to the parent/guardian and also a referral to truancy may occur. Due to the importance of the learning environment and the consequences of poor attendance, a letter may also be sent to the parent/guardian if more than from **12** total absences are excused or unexcused.

#### **TARDINESS/EARLY RELEASE:**

- **10** -Tardies/Early Releases – Phone call by school social worker or building principal.
- **15** -Tardies/Early Releases – Letter sent to the parent/guardian outlining this policy.
- **20** -Tardies/Early Releases – Letter sent to the parent/guardian and also a referral to truancy may occur.

### **Return to School**

When a student returns from an absence, he/she must present a written note that includes the reason for being absent from school and the length of the absence, signed by the parent/legal guardian. If no note is presented, an unexcused absence will be noted which will remain unexcused unless the student presents an acceptable note within five (5) school days.

### **Homework**

It is the teacher's responsibility to provide assignments to students upon return from an absence. Teachers may use the district approved platform to assign work remotely. Failure to make up work will result in no credit for missed assignments. Parents/Guardians may call the office to make arrangements to pick up homework if the student is ill for an extended period of time. Please allow the school a 24-hour period in which to prepare assignments for pickup. Homework can be made available if a student is absent a minimum of 2 consecutive days. Homework is not provided prior to a student's prearranged vacation.

### **Extra-Curricular Activities**

Students may not participate in any school sponsored extracurricular activity on any day when they are not in school all day unless permission is granted by the Principal or in the case of extenuating circumstances, such as a funeral.

### **Check-Out from School**

No student may leave school grounds during the school day without checking out at the office. A parent/guardian or the person approved by the parent/guardian on the Emergency Contact Form must check students out at the office. Students leaving the school grounds without permission will receive an unexcused absence and be disciplined accordingly.

For safety reasons, parents/guardians are requested to notify the office when picking up their children at the end of the school day or at any time during the day.

### **School Trips**

Students going on field trips and other off-campus-sponsored activities will use school transportation and return with the group unless the Principal grants prior written permission. A written request from the parent/guardian will be required. Students at school sponsored off-campus activities shall be governed by the school district rules and regulations and are subject to the authority of the school district officials.

## **EXCUSABLE ABSENCES**

Absences are excusable under the following circumstances:

1. **Family Days:** Five days per school year for family vacation and/or family emergencies not to exceed five days total for the school year are excusable. Pre-arrangements for the absence must be made whenever possible.
2. **Personal Illness:** This includes doctor/dental appointments or the hospitalization of the student. Whenever possible, appointments should be scheduled when school is not in session so that students do not miss classes. Some appointments, however, will have to be made during school time. When this occurs, the student may be asked to bring written verification from the doctor/dentist in order to have this absence excused.
3. **Funerals:** This includes attendance at the funeral of a person in the immediate family: father, mother, sister, brother, grandparents.
4. **Court Order:** A student who is subpoenaed to appear in court is excused, unless absence was due to wrong doing on the part of the student.

The following situations are not counted as absences:

1. School-related functions such as field trips.
2. Attendance at religious instruction classes not exceeding two hours per week with a written request from parents/guardians.
3. It is the School Board's intention to carve a narrow exception to our existing (5) day excused absence policy for family vacations. That is, the exception would allow students who are absent due to bonafide religious mandate to make up missed assignments without penalty. School absences would be counted as excused absences for which academic credit would be received so long as the student

satisfactorily completes the missed work. Days granted to accommodate a religious mandate shall be included as part of the five (5) days per school year for family vacation. That is, students will not be excused to take five (5) days off to engage in a mandated religious exercise and an additional five (5) days off for family vacation.

### **Student Responsibility**

It is the student's responsibility to complete missed assignments. Failure to make up work will result in no credit for missed assignments.

### **Truancy**

Truancy is, in effect, a violation of the school attendance law. It is the parent and/or guardian's responsibility to see that their child from the age of 6 to 18 continuously and consecutively attends school during the entire school year. A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor.

The progress a student makes in school is directly related to his/her attendance and application. The Board of Education authorizes the Superintendent and staff to deal with truancy and attendance systematically and firmly in accordance with the State School Code and School Board's Discipline Policy and Guidelines.

If school attendance is not acceptable, a referral will be made to the Bay-Arenac Intermediate School District Truancy Officer. Parents/Guardians will be contacted by certified mail from the Truancy Officer to attend a conference to determine what action would seem appropriate to improve school attendance.

One again, regular school attendance is a critical factor for academic success. It is very important for students to be in school and on time every day.



## **DRESS CODE**

Student dress must not interfere with the education, health, or safety of the student or others. Students should dress appropriate to the activity and weather and be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene or which is distractive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Student dress should not offend the moral standards of the community.

Dress is basically the responsibility of the parents/guardians. However, dress, appearance or offensive odor that distracts from the educational process in the classroom cannot be permitted. IF THE PARENTS/GUARDIANS DO NOT OR WILL NOT ACCEPT THE RESPONSIBILITY OF APPROPRIATE DRESS, IT WILL BECOME THE RESPONSIBILITY OF THE SCHOOL.

### **Rules**

1. Shorts and skirts may be worn provided that they are not shorter than mid-thigh and are worn in good taste. Temperature will be the determining factor as to whether shorts will be worn. The Principal and staff will announce to students when temperature change warrants the wearing of shorts. (It is recognized that special events, such as field day, etc., could warrant the wearing of such attire). Final decision as to suitability will be determined by the building administrator.
2. Students must wear undergarments at all times.
3. Hats/caps may not be worn by students within the elementary school buildings unless special permission has been granted.
4. Clothing and personal items which make reference to alcohol, drugs, tobacco, profanity, vulgarity, obscenity or inappropriate slogans, will be considered inappropriate dress for school.
5. Extremely tight or form fitting items are not allowed.
6. Safety equipment must be worn by all students who participate in special class projects warranting such equipment.
7. The regular Dress Code will prevail for extra curricular events plus whatever requirements are decided upon by individual organizations. Students represent Pinconning Area Schools when participating in such events.

## **CODE OF CONDUCT**

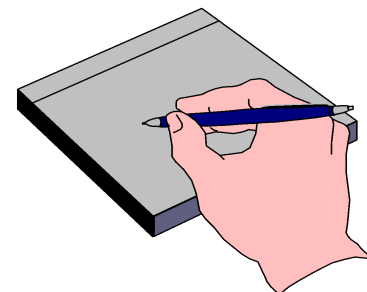
It is the goal of the Pinconning Area School district to provide a safe environment for all students and staff. Accordingly, any student who verbally, or in writing, threatens to kill or do bodily harm to other students, volunteers, teachers, administrators, or any other staff personnel, will immediately be referred to the building principal, assistant principal, or director. Thereupon, the district may opt to use any or all of the following procedures without being limited only to them:

- Enforcement of student handbook policies
- Contact with parents or guardians
- Referral to local law enforcement authorities
- Referral to agencies for individual assessment
- Referral to school social worker
- Student placement on behavioral contract
- Written referral for outside counseling

- Arrangements for home schooling
- Expulsion

## STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education of the Pinconning Area Schools recognizes the fact that the Constitution of the United States, through the Bill of Rights, gives all citizens certain rights. Students in our public schools retain these rights despite the specialized situation of school attendance. Students also have responsibilities concurrent with school attendance. Students are responsible to follow the Code of Conduct:



1. Be informed of and adhere to policies and regulations established by the Board of Education, implemented and carried out by school administrators and teachers, for the welfare and safety of students.
2. Respect the dignity and worth of every individual.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and present in the regular school program with appropriate materials and assignments.
5. Refrain from libel, slanderous remarks and obscenity in verbal and written expression and observe fair rules in conversation and responsible journalism.
6. Dress and appear in a manner which meets reasonable standards of health, cleanliness and safety.
7. Help maintain and improve the school environment; preserve school property and exercise the utmost care while using school facilities.
8. Conduct oneself in an appropriate manner, following all school rules while in attendance at school or school related functions held on or off school grounds.
9. Actively be involved in one's education and understanding of people.
10. Conduct oneself in a manner that will not infringe on the rights of other students.
11. Seek changes in school policies and procedures in an orderly and responsible manner, through appropriate channels.
12. Cooperate with staff in investigation of disciplinary cases.

It is expected that student conduct on school property will contribute to a productive learning climate. Individual rights are to be honored and protected in all instances.

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Pinconning Area Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pinconning Area Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pinconning Area Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Pinconning Area Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing no later than October 1. Pinconning Area Schools has designated the following information as directory information.

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Grade level
- The most recent educational agency attended



## **PARENTS RIGHT TO KNOW ABOUT PROFESSIONAL QUALIFICATIONS**

As a parent of a student at Pinconning Area Schools, you have the right to know about the professional qualifications of the instructional staff teaching your children. We are proud of our staff who serve the children of our community. Our staff's training, education, past accomplishments, and desire to teach, qualify them to provide your child with the best possible learning experience.

We welcome the opportunity to share the following information with you:

- Your teacher's qualifications for the grade level and subject area taught
- Your teacher's certification
- Your teacher's baccalaureate degree major, other graduate degree certifications or degrees held, and the field of study for those certifications or degrees
- Your paraprofessional's qualifications if your child's classroom is served by a paraprofessional

Please stop by the Administration Office and complete a request form if you would like to receive any of this information.

## **ANNUAL FERPA NOTIFICATION**

Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **ANNUAL NOTIFICATION OF RIGHTS UNDER PPRA**

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent to federally funded surveys concerning "protected information." If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey.”

- Opt out of certain surveys and exams. Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
  1. Activities involving collection, disclosure, or use of personal information obtained from students or purposes of marketing or selling or otherwise distributing the information to others;
  2. Any protected information survey, regardless of funding; and
  3. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agenda and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.
- Receive notification of district policy. The Pinconning Area Schools will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Pinconning Area Schools will directly notify parents and eligible students of these policies annually at the start of each school year. Pinconning Area Schools will also directly notify parents and eligible students annually at the start of each school year and after any substantive changes are made.
- Report violation. Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **DISCIPLINARY POLICIES AND PROCEDURES**

The Board of Education recognizes that disciplinary difficulties will sometimes occur in well-ordered and well-controlled classrooms. Minor difficulties and misdemeanors will receive teacher and principal attention on the basis of procedures to be developed by the Superintendent and his staff. When any student deviates from acceptable standards of student behavior so as to be guilty of a gross misdemeanor or persistent disobedience, the Board may order or authorize the suspension or expulsion of such student from school

whenever the interest of the school demands it. Such suspension or expulsion is made after giving due consideration to existing handicaps, if any, of such students.

Student exclusion may be by expulsion, temporary suspension or in-house suspension. Permanent expulsion is solely within the province of the Board of Education, and is their direct responsibility. Temporary suspension is delegated to the Superintendent or his staff, as he may deem appropriate. The criminal or offensive nature of any student's behavior of the orderly progress of a class or school program, or to the safety, health, physical condition and general welfare of other students and of school employees, shall be among the factors considered in the removal of that student from school.

Suspension or expulsion of any student may be authorized or ordered for causes other than deviations from good behavior. Students having bodily, or health conditions, or habits detrimental to the school, may be excluded whenever the Superintendent or designated staff find it necessary and appropriate, or the Board of Education in the interest of the school demands it.

The teacher is responsible for the proper conduct of the class in terms of lessons and subject matter and, also, in terms of student behavior. Therefore, it is to be mutually understood by school and parents/guardians alike that a teacher is duty-bound to use whatever reasonable measures are necessary to maintain proper student behavior in the classroom.

Alleged criminal acts committed on school property must immediately be reported by the Principal or the person designated as being in charge in the absence of the Principal, to the appropriate law enforcement agency.

The actions and behavior of students outside school hours, away from the school premises and not in control of the school district, are primarily the responsibility of the parent/guardian rather than that of the school district. However students in violation of this Code of Discipline on the way to or from school will be subject to disciplinary procedures as outlined.

### **Disruptions and Interference with the Education Process**

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops control, character, orderliness, and efficiency. Self-discipline is the key to good conduct and proper consideration of other people.

Students while at school or at school-sponsored activities who interfere with normal educational processes shall, at the discretion of the principal, be disciplined which may include suspension from school. Students may be charged with violating applicable municipal, state and or federal laws if such are violated. If a suspension for an indefinite period of time or in excess of three school days is proposed, the notice and hearing procedures provided herein are applicable and must be followed.

Any student who wishes to promote, organize, or participate in a demonstration or meeting on school premises, other than those sponsored by the school, must obtain prior approval from the principal. Before approving such a request, the principal will determine that the

demonstration or meeting will be orderly and peaceful and will not interfere with the rights of others or substantially and materially disrupt the educational process. Any student who is denied such a request may appeal the decision in writing to the appropriate administrator who shall render his/her decision within one (1) school day after the appeal is filed. If the administrator denies the request, the student may appeal the decision in writing to the Superintendent or his designee who shall render his decision within one (1) school day after the appeal is received. The principal or Superintendent or his designee may and should make any investigations necessary, which may include hearings, to make the determination required by this policy.

Any student who interferes with, assaults, or injures an employee or student of the school district may, at the discretion of the Principal, be suspended from school and may be recommended for expulsion. Such students may be charged with violating applicable municipal, state and/or federal laws. If a suspension for an indefinite period of time or in excess of three (3) school days is proposed, the notice and hearing procedures provided herein are applicable and must be followed.

### **Specific Rules**

Students are not allowed to:

1. Throw objects that can cause injury or damage the property.
2. Leave school grounds or events without permission of school personnel.
3. Disregard school policies, rules, and regulations.
4. Commit, attempt to commit, or assist to commit arson. Possession of pyrotechnics (smoke bombs, caps, fireworks, snakes, etc.) is strictly forbidden.
5. Obtain money or other objects of value from an unwilling person, or force an individual to act through the use of force or threat of force.
6. Engage in any conduct that disrupts the school environment or education process.
7. Lie or give false information.
8. Gamble
9. Place, keep, or maintain any article that is forbidden by District policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school sponsored function.
10. Run when in the school building.
11. Enter the school building before buses arrive.
12. The school assumes no responsibility for personal items such as, but not limited to: iPods, cell phones, hand held games and toys of any kind.

13. Disregard rules of conduct during special assemblies.
14. Use abusive, offensive language.
15. Disrespect others (poking, kicking, biting, etc.) or disregard care of others personal property (especially clothing).
16. Cheat.
17. Steal or vandalize.

Students found guilty of any form of theft or vandalism shall be disciplined in accordance with the board's discipline policy, including possible suspension or expulsion from school.

In the case of malicious or wanton destruction of property, the student(s) will be suspended from regular classes and district property for five (5) days and all other district activities for thirty (30) school days. For other acts of vandalism, the student(s) may be suspended for up to five (5) days.

Recovery of damage and/or losses shall be sought from the person or persons involved; in the case of minors, from their parent(s) or guardian(s) under the laws which hold parent(s) or guardian(s) liable up to \$2,500.00 for any loss or damage.

Upon board approval, the Superintendent shall sign a criminal complaint in the name of the district to bring charges against perpetrators of theft or vandalism.

If arrangements for restitution for damage or losses, as established by the board and permitted by law, are to be made by the person or persons involved within a reasonable period of time, the Superintendent, with the approval of the board, may direct the board attorney to commence a legal action to recover all damages, costs and legal fees associated with the incident.

18. Use, possess, transmit or be under the influence of chemical substances under the Controlled Substance Act. This includes possession, use or transmission of tobacco products, lighters and, or matches. Lookalikes of alcohol and substances not under the Controlled Substance Act are included in this rule.

Students of the Pinconning Area Schools who are found to possess or consume such chemical substances within school buildings, on school premises, or during school-sponsored functions shall be subject to suspension. The school administrator is responsible for determining the length of suspension and/or probation and will relate that determination to the student's past performance and to actions taken by the parents/guardians and/or police. Repeated offenses by an individual will call for more severe penalties to be determined by school authorities within the constraints prescribed by school authorities within the constraints prescribed by the law.

In all cases of violation of this policy, parents/guardians will be notified of the violation and encouraged to participate in the discussion of action to be taken. In any case of violation of this policy, the Pinconning Area Police Department, State Police or Sheriff's Department may be informed of the violation and asked to participate in the discussion of penalties.

Disciplinary action within this policy is subject to due process and protection of the law as prescribed in Board of Education Policy No. 5114 ("Probation, Suspension, and Expulsion").

Non-students who are found to violate this policy will be required to leave the school premises or activity. If the non-student violator fails to leave, school officials will report him/her to civil law enforcement officials.

19. To possess or use weapons in school or at school-related activities. A weapon is an object used in a way that inflicts or threatens to inflict bodily injury on another person.
20. Participate in assaults.
  1. Intentionally, knowingly, or recklessly threatening or causing bodily injury to another person.
  2. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other student will regard the contact as offensive or provocative.
  3. Verbally assault or threaten a person. This includes name calling, ethnic or racial slurs, derogatory statements, or sexual harassment and intimidation.

### **Bullying and Other Aggressive Behaviors**

It is understood that each elementary school site will set additional rules that apply to individual school site situations.

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

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

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

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

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

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

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

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following, that is repeated, one sided and on purpose.

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

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.



- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

## K-2 Peer to Peer Aggression Rubric

Behavior	First Offense	Second Offense	Third Offense	Fourth Offense
<b><u>Mild</u></b>  Physical-tripping, horseplay	-warning from the Principal or School Social Worker	-student calls parent -warning from the Principal or School Social Worker	-student calls parent -reflection process -silent lunch	-student calls parent -reflection process -one full lunch
<b><u>Moderate</u></b>  Physical-pushing, shoving, hair pulling, spitting at someone  Verbal- name calling based on appearance or ability (retard, fat, gay, etc)	-student calls parent -silent lunch	-student calls parent -reflection process -silent lunch	-student calls parent -reflection process -one full lunch	-student calls parent -reflection process -two full lunch
<b><u>Severe</u></b>  Physical- biting, slapping, punching, poking with objects  Verbal-threatening to hurt someone or kill someone	-student calls parent -reflection process -one full lunch	-student calls parent -reflection process -two full lunches	-student calls parent -reflection process -three full lunches	-student calls parent -reflection process -one day suspension -individual plan

**!! The principal has the discretion to adjust the consequences based on legal issues and policies. The principal also has the authority to respond to behaviors not mentioned in the rubric that have the potential to harm others.**

\*Silent Lunch= eating alone but is still allowed to go out for recess

\*\*Full Lunch= eating alone and not allowed to go out for recess

\*\*\*After three offenses in the same row, a individual plan must be set up for the individual student and a meeting must occur with the parent.

### 3-5 Peer to Peer Aggression Rubric

Behavior	First Offense	Second Offense	Third Offense
<p><b><u>Mild</u></b></p> <p>Physical- shoving, tripping, pushing, spitting</p> <p>Verbal-name calling based on appearance or ability (gay, fat, brownie, etc)</p> <p>Stealing- other's school supplies</p>	<p>-student calls parent</p> <p>-warning from the Principal or School Social Worker</p>	<p>-student calls parent</p> <p>-reflection process</p> <p>-silent lunch</p>	<p>-student calls parent</p> <p>-reflection process</p> <p>-one full lunch</p>
<p><b><u>Moderate</u></b></p> <p>Physical-slapping, hitting,kicking, hair pulling</p> <p>Verbal-intimidation (ex. wait until lunch, or I'll get you), name calling based on race, gender, or religion</p> <p>Stealing- taking other's things other than what is considered school supplies</p> <p>Exclusion- not allowing someone to join based on gender or race</p> <p>Spreading rumors</p>	<p>-student calls parent</p> <p>-reflection process</p> <p>-silent lunch</p>	<p>-student calls parent</p> <p>-reflection process</p> <p>-one full lunch</p>	<p>-student calls parent</p> <p>-reflection process</p> <p>-two full lunches</p>
<p><b><u>Severe</u></b></p> <p>physical- punching, kicking, assault, physical threats</p> <p>verbal- threats based on race, gender, ethnicity (I'm going to kill you, I am going to beat you up), touching someone's private parts</p> <p>Stealing- takings someone's electronic devices (iPod, cell phone)</p>	<p>-student calls parent</p> <p>-reflection process</p> <p>-two full lunches</p>	<p>-student calls parent</p> <p>-reflection process</p> <p>-one in school suspension</p>	<p>-student calls parent</p> <p>-reflection process</p> <p>-one day suspension</p> <p>-individual plan</p>

!! The principal has the discretion to adjust the consequences based on legal issues and policies. The principal also has the authority to respond to behaviors not mentioned in the rubric that have the potential to harm others.

\*Silent Lunch= eating alone but is still allowed to go out for recess

\*\*Full Lunch= eating alone and not allowed to go out for recess

\*\*\*After three offenses in the same row, an individual plan must be set up for the individual student and a meeting must occur with the parent.

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

**"Staff"** includes all school employees and Board members.

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

### **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 Building Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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

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

### **Interrogations, Search, and Seizures**

Principals or their designee may search a student or student's property with reasonable cause or the student's free and voluntary consents. Desks or other areas which are owned and jointly controlled by the District, may be searched if reasonable cause exists to believe that contraband is inside the desk. Students shall not place, keep, or maintain any article or

material in desks that is forbidden by District policy or that would cause a substantial disruption on school property or at school sponsored function. Searches of a student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of a student's privacy, such as searches of the student's person, shall be conducted only if probable cause and reasonable assurance exists to believe that the student possesses contraband.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

Police authorities and schools have certain interests in common which may be best served by cooperation. It shall be district policy that the police authorities, when investigating either a felony or misdemeanor, shall have the parent/guardian present or the parent/guardian shall have given consent to the questioning or interrogation that is taking place. If a parent/guardian is not present, the police authorities shall follow the due process of law. This shall not be construed to apply to student-policy conferences when the student is not a suspect in a crime.

### **Extra-Curricular Activities**

Participation by students in extracurricular activities is a privilege carrying with it the responsibility of good behavior in and out of school. Failure on the part of any student to meet this responsibility renders himself/herself liable to the suspension of the privilege of representing the school in extracurricular activities or of holding class or organizational offices. Decisions relative to eligibility of students are made by a designated person.

The Superintendent and staff shall develop rules and regulations necessary to implement this policy.

### **General Guidelines for Assessing Discipline Penalties:**

The school has the right to discipline students. When imposing discipline, District personnel shall adhere to the following general guidelines :

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and safety.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case: (a) seriousness of the offense, (b) student's age, (c) frequency of misconduct, (d) student's attitude, (e) potential effect of the misconduct on the school environment.

### **Discipline Management Techniques:**

Many discipline management techniques are available when assessing penalties for violations of the code of conduct, regardless of the offense. The teacher and/or administrator may choose the appropriate discipline management technique from among the following list. No particular order of use is required. Discipline management techniques include (but not limited to):

1. Verbal warning.
2. Loss of privileges which may lunch recess.
3. Probation.
4. Denial of participation in special school activities. (Sports, field trips, etc.)
5. Counseling by teachers, special services, counselor, school social worker, or administrative personnel.
6. Parent-teacher conferences. Conferences may be in person, telephone and by written communication.
7. Detention. (After school or Saturday)
8. In-school suspension.
9. Suspension. (Up to three (3) days, three (3) days, more than (3) days, or indefinite).
10. Referral to outside agency or authority.
11. Expulsion.
12. Therapeutic Removal. (See definitions)
13. Follow PBIS "PRIDE" matrix and building and/or classroom expectations
14. Restorative Practices

### **Suspension of Students**

It is the philosophy of the Pinconning Area Schools that every student, kindergarten through the twelfth grade, has the right to attend school every day during the school year in order to be given thorough instruction in all subject areas. Under certain circumstances, however, it may become necessary to suspend a student from school attendance for misconduct when other means of correction fail; if the student is a disruptive force, it may become necessary to remove him/her from the school environment.

The following types of suspension are permitted: (a) three (3) school days or less, and (b) more than three (3) school days or for an indefinite period of time.

Suspensions for three (3) school days or less - If, in the opinion of the Principal, a student violates published rules and regulations on student conduct adopted by the Board of Education or the published regulations of a building, such student may be suspended for a reasonable period of time, not exceeding three (3) school days. In all cases where a student is suspended, the student must be advised orally and in writing of the charges. The student must be allowed to respond. The parent or guardian must be notified in writing of the

reasons thereof, and a prompt hearing at the school must be arranged, if requested by the student, parent or guardian. If a student is sent home during the day, the parent or guardian must be notified in advance.

Suspensions for more than three (3) school days or for an Indefinite Period of Time (Not More than Ten (10) - School Days) - If a suspension of an indefinite period of time or a period in excess of three (3) school days is proposed by the principal, the following shall apply:

1. The student and his/her parent or guardian must be notified in writing of the reasons for the proposed suspension of the student, and a prompt hearing at the school must be arranged, if requested by the student or parent or guardian. The reasons for the proposed suspension must be furnished in sufficient detail for them to understand the nature of the alleged offense and to prepare defense. The student and the parent or guardian must also be furnished a copy of the suspension procedures and shall be advised that they may present witnesses and documentary evidence at the hearing to refute the allegations of misconduct.
2. The student must be given a dispassionate and fair hearing. The principal may conduct the hearing if he/she is impartial, disinterested and given acts, judgment or decisions are not an issue in the hearing. If not, the appropriate administrative designee shall conduct the hearing to meet the above requirements.
3. A student or the parent/guardian who desires to be assisted at the hearing of any disciplinary proceeding may be accompanied by an attorney or other adult who may represent and assist the student in the proceedings. If a parent or guardian is unable to attend, an adult designee may represent the student. The District may require evidence of the appointment of any such representative.
4. If substantial evidence is presented at the hearing which, in the judgment of the school official conducting the hearing, warrants a suspension for an indefinite period of time (not more than ten (10) school days) or for a period in excess of three (3) school days, the hearing official may enter the appropriate suspension order. If the decisions to suspend the student for more than three (3) school days or for an indefinite period of time, he/she shall inform the student and the parent or guardian of the decision and apprise the student and the parent or guardian of the right to appeal the decision to the Superintendent or designee. The decision of the school official conducting the hearing must be supported by substantial evidence and shall be based exclusively on evidence presented at the hearing.
5. Any student or the parent or guardian who wishes to appeal a suspension decision shall immediately notify the school official who conducted the hearing in writing of the intention to appeal. The school official who conducted the hearing shall immediately notify the Superintendent who will arrange a time for the hearing. Such notification to the Superintendent shall include or be followed immediately by a letter from the school official who conducted the hearing containing a complete report of the hearing with a description of the student's conduct including all offenses and date. Any pertinent supplemental information should also be included.

The Superintendent shall notify the student and parent or guardian of the time and place of the hearing. The hearing shall be held within seven (7) calendar days from the date the student or parent or guardian notifies the school official, who conducted the hearing of intention to appeal, unless a parent or guardian agrees to an extension.

6. At the hearing on appeal, the Superintendent or designee shall conduct a new and separate hearing attended by school officials, the student and parent or guardian. The Superintendent or designee will determine whether the student shall be suspended for more than three (3) school days or an indefinite period of time or be reinstated. If substantial evidence produced at this hearing supports the decision of the school official conducting the initial hearing, the Superintendent or designee may affirm the action or enter any other appropriate order. The Superintendent or designee shall inform the student and parent or guardian of the right to appeal the decision to the Board of Education.
7. The student and parent or guardian may appeal the decision by the Superintendent, to the Board of Education, by immediately notifying the Superintendent in writing of the intent to appeal.

When necessary to assure effective communication, any notice required herein to be sent to the parents or guardian of a student shall be written in the language spoken by the parents or guardian if a translation is available. Any student moving to the Pinconning Area Schools who is under suspension from another school system shall not be admitted until the suspension term has ended, the student has been exonerated by the suspending district, or it has been determined that the student was improperly suspended by the other district.

### **Procedure for Expulsion**

The administrator shall make a recommendation for expulsion, to the Superintendent of Schools together with a written justification and the necessary data justifying the recommendations. The recommendation of the Administrator will follow a thorough investigation and a conference with the parents/guardians. This recommendation must be made within ten (10) days and the student must be placed on an indefinite suspension basis during this time.

Upon receipt of the Principal's recommendation for expulsion the Superintendent shall conduct an investigation. If the Superintendent or his representative concludes that the student should be expelled, a recommendation will be presented to the Board of Education. All procedures for expulsion will follow provisions for due process and will be expedited.

The parents or guardians will be notified of the following:

1. The nature of the recommendation for expulsion.
2. The date, time and place the recommendation will be presented to the Board of Education.
3. The right to be present at the scheduled hearing, and participate with the Board of Education.
4. The right to have an attorney present.
5. The option to have an open or closed meeting of the Board of Education.
6. The right to call and question witnesses and/or to present evidence.



7. The right to make concluding remarks.
8. The right to a record of the hearing.
9. The right to know the decision of the Board of Education and to appeal the decision with information on how to appeal within ten (10) days of the hearing.

### **Weapon, Arson or Criminal Sexual Conduct**

Michigan Compiled Law, Section 380.1311 of the Michigan School Code, requires a school district to permanently expel a student in grade 6 and above, who possesses a dangerous weapon, commits arson or criminal sexual conduct.

### **Verbal Assault and Bomb Threats**

Michigan Compiled Law, Section 380.1311a. of the Michigan School Code, requires a school district to suspend or expel any student in grade 6 or above who commits verbal assault, as defined by school board policy, against an employee or volunteer of a school district or makes a bomb threat or similar threat at a school building, other school property, or a school related event.

### **Physical Assault – Student -Student**

Michigan Compiled Law, Section 380.1310 of the Michigan School Code, requires a school district to suspend or expel up to 180 days any student in grade 6 or above who commits physical assault against another student.

### **Physical Assault – Student to Employee or Volunteer**

Michigan Compiled Law, Section 380.1310 of the Michigan School Code, requires a school district to permanently expel any student in grade 6 or above who commits a physical assault against an employee or a volunteer of a district, at school or on school grounds, shall be expelled permanently.

**IT IS UNDERSTOOD IF THE PARENT OR GUARDIAN DOES NOT ATTEND  
THE BOARD OF EDUCATION MEETING THE EXPULSION PROCEDURE  
WILL TAKE PLACE IN AN OPEN SESSION.**

Information that principals must assemble for the Board shall include the following:

- a. The student's permanent record.
- b. A record of the student's attendance.
- c. The student's disciplinary record.
- d. The particular offense(s) charged.
- e. The principal's recommendation.



# **STUDENT RECORDS**

## **Reviewing Student Records**

Parents, guardians and students have the right to question any information that is in a student's school records. The steps in questioning or taking exception may lead from the Principal, to the Superintendent, to the Board of Education.

The school records of students will be kept in centralized locations. These records will be kept under lock and key.

The following people, or institutions, will be granted access to a student's files with prior consent from parent, guardian or student: (1) school officials who have been determined to have legitimate educational interests; (2) schools to which a student is transferring; (3) authorized persons of the State Education Department; (4) agencies from which a student is seeking financial aid; (5) colleges or institutions conducting educational surveys in a manner which would not permit personal identification of the student; (6) accrediting organizations in order to carry out their accrediting functions; (7) parents of a dependent student as defined section in 152 of the Internal Revenue Code of 1954; (8) court order.

The School District may release the following Public Directory Information (only) to non-educational agencies, which we believe have a legitimate interest:

1. Name
2. Address
3. Telephone Number
4. Date and place of birth
5. Courses of study
6. Participation in school activities
7. Dates of enrollment
8. Degrees and awards received
9. Most recent educational agency or institution attended

Parents/guardians may request in writing that directory information not be given out.

## **Access and Review Procedure**

1. Parent(s) or guardian(s) may request access and review of the student's records, in writing, to the school principal or other designated custodian of student records.
2. Upon receipt of the request, the school principal must reply, in writing, within ten (10) calendar days, indicating date, time and location of the records inspection and review on the Review-Hearing Form.
3. Parent(s) or guardian(s) must return the Review-Hearing Form at least five (5) calendar days prior to the scheduled review.
4. The student's school records inspection and review must take place within thirty (30) calendar days of the receipt of the request.

5. Copies of all existing records subject to Family Educational Rights and Privacy Act of 1974, pertaining to the student, should be compiled for this purpose.
6. If the parent(s) or guardian(s) is satisfied with the inspection and review of the student's records, he/she shall sign and date the Review-Hearing Form. A copy will be placed in the student's permanent record. A copy will be filed with the appropriate administrator and one (1) copy will be kept by the parent(s) or guardian(s).
7. If the parent(s) or guardian(s) is not satisfied with the inspection and review he/she will request, in writing, on the Review-Hearing Form the desire for a hearing. A copy will be placed in the student's permanent record. A copy will be filed with the appropriate administrator and one (1) copy will be kept by the parent(s) or guardian(s).

## **PARENT INVOLVEMENT POLICY**

Pinconning Area Schools considers parent involvement to be essential to planning, implementing, and evaluating school programs. Each building site will have an Advisory Council made up of two or more parents, as well as school staff. Meetings will take place no less than three times per year. Meetings will reflect parental needs and issues with parental issues placed on meeting agendas. Minutes of meetings will be taken to show parental issues discussed with parental involvement.

The District will also have a Parent Advisory Council with representation from each site. Meetings will be held no less than twice per year.

The building and or District Council will do the following:

- a. Review the district and building parental involvement policy annually.
- b. Review the parent compact annually updating information.
- c. Review and update parent surveys given in the spring as part of program evaluation.
- d. Participate as determined in the School Site Survey with school staff. There must be at least one parent present.
- e. Participate in School Improvement activities as appropriate.
- f. Participate in planning and evaluating school programs, specifically title 1A, title ID, and Title IIA.

All scheduled meetings, programs and conferences for parents will:

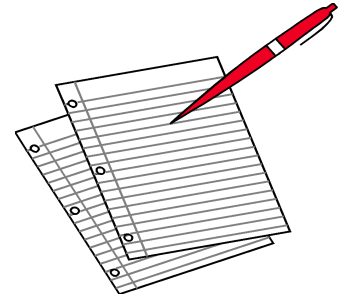
- a. Provide valuable and informative information.
- b. Be scheduled at flexible times.
- c. Be coordinated with other building activities.
- d. Provide speakers known for their expertise within the district and outside the district.
- e. Include yearly staff training to improve parent involvement and communication.
- f. Provide for open communication with school staff.

Communication between the school and parents includes parent-teacher conferences, reports of progress, parent memos and letters, phone conversations, email communications, parent group meetings, School Improvement Committee meetings and any other meetings where parents can advise the school and give their opinions and ideas about school programs and activities.

## DEFINITIONS

### **Bullying/Harassment/Intimidation**

“Bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student, damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or groups of students in such a way to disrupt or interfere with the school’s educational mission or education of any student, that is repeated, one sided and on purpose. Bullying, harassment or intimidation includes but is not limited to, such gesture or written, verbal, or physical act, which is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.



### **Dangerous Weapons**

- a. A dangerous weapon is any instrument, which is used in a manner likely to produce a serious physical injury or death.
- b. Some instruments, such as firearms, knives, or bombs are dangerous because they are specifically so designed. Other instruments, though designed for peaceful and proper purposes, also may be "dangerous weapons". The manner in which an instrument is used determines whether or not it is a dangerous weapon. Facts and circumstances disclosed determine whether the instrument in question was a dangerous weapon.

A student shall not carry or possess any firearm, pellet gun, BB gun, knife, dagger, stiletto, switchblade, dirk, club, blackjack, razor-knife, karate sticks, metallic stars, or other dangerous instruments while on any school grounds, school bus, or other school property.

### **Extortion**

Forcing a person to give up money or anything of value by threats, intimidation or force.

### **Fighting**

Physical contact in which parties are active participants which does or could result in bodily harm.

### **Indefinite Suspension**

That period of time not to exceed ten (10) school days, necessary to investigate a charge against a student. At the end of the ten (10) school days the student must be readmitted or recommended for expulsion. If the latter, (1) Board of Education should receive the

recommendation for expulsion at its next regular meeting, or at a special meeting, unless otherwise agreed to by the parents or guardians of the students; and (2) the student will continue to remain out of school. During the indefinite suspension, the student is responsible for all classroom assignments, and should not be on school property.

**Insubordination**

Failure to obey a reasonable request or order by school personnel.

**Narcotics and/or Dangerous Drugs**

Any substance the Bureau of Narcotics of the United States Treasury Department has designated as narcotic (opium, derivatives of coca leaves or cannabis, etc.) or dangerous. (M.S.A. 18.1071) Drugs defined in Act 134 of the Public Works Acts of 1885, as amended.

**Parental Liability for Damage to Public Property**

- (a) Any municipal corporation, county, township, village, school district, department of the State of Michigan, person, partnership, corporation, association, or any incorporated or unincorporated religious organizations...(may) recover damages in an amount not to exceed (\$4500) in a civil action in a court of competent jurisdiction against the parents or guardians of any minor---under 18 years of age...living with the parent...(who) has maliciously or willfully destroyed real, personal or mixed property which belongs to the county, township, village, school district, department of the State of Michigan, person, partnership, corporation, association, (or who has maliciously or willfully caused bodily harm or injury to a person).
- (b) The amount, which may be recovered against the parents...is limited to actual damages, not exceeding \$2500 plus taxable court costs.

**Physical Assault**

Fighting/Provoking/Promoting/Obstructing - Hostile physical contact, which threatens bodily injury and/or endangering the life of another.

**Pyrotechnics**

Commonly used it refers to all types of fireworks, including pistols that fire blanks.

**Restorative Practices**

represent a positive step forward in helping all students learn to resolve disagreements, take ownership of their behavior, and engage in acts of empathy and forgiveness.

**School Staff**

Any adult employee of the school district.

**Therapeutic Removal**

Removal from the immediate setting to which he/she cannot adjust to a neutral in-school and/or home environment until self-control is maintained or an appropriate conference has been held.

**Truant**

Under the laws of the State of Michigan any person between the ages of 6 and 16 years not exempted by law who fails to continuously and consecutively attend school during the school year fixed by the appropriate school district is truant.

**Verbal Assault**

A threat of bodily injury and/or endangering the life of another, or verbal aggression short of physical action.

**NOTE:** Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non Prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Non Prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c
- Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2
- Parent Notification Regarding Student Records. Form 8330F9

