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Mr. Sherman Ostrander Ed.S  
*Superintendent*

Mr. Daniel E. Nommay  
*Principal*

**MISSION STATEMENT**

*"To maximize all students' potential to be successful in life."*

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

## INTRODUCTION

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

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore there may have been changes to the documents reviewed in this Handbook since it was printed in June, 2016. If you have questions or would like more information about a specific issue or document, contact your school principal, transportation supervisor, athletic director, or access the document on the District's website: [www.edwardsburgpublicschools.org](http://www.edwardsburgpublicschools.org) by clicking on Board of Education, then Board Policies, and finding the specific policy or administrative guideline in the Table of Contents for that section.

## ATTENDANCE / TRUANCY

Absences will be considered excused for illness, hospitalization, attendance at funerals, family emergencies, and some family trips. In the event you are absent from school, you must have a parent or guardian telephone 663-1063 or bring a note to the school office by 3:45pm the following day, to excuse your absence. The building Principal, or a designee, shall determine whether the absence warrants an excused, or an unexcused absence. It is your responsibility to approach your teachers to make up missed assignments. Students will not be permitted to participate in after school activities on the day of their absence unless prior approval has been given by administration.

A tardy is recorded anytime a student reports to school up to one hour past the official start of the school day. Students arriving later than one hour past the official start time are considered absent half day. An early dismissal is recorded anytime a student is dismissed within an hour of the official end of the school day. Students dismissed more than one hour before the official end time are considered absent half day.

Students that leave during the school day for up to three hours are considered absent half day. Students that leave during the school day for three or more hours are considered absent a full day. Absences, tardies, and early dismissals are recorded throughout the school year and count against perfect attendance status.

If you are going to be absent for several days, your absences may be excused if prearranged. A prearranged absence may be obtained by filling out a form which is available in the office. If the form is filled out and signed by your parent/guardian and returned to the office at least three (3) days prior to your absence, this will fulfill the daily parental obligation to inform the school of your absence.

Excessive absences, "truancy" or "skipping", will generally be handled in the following manner:

- Students under the age of sixteen (16) will be referred to the School Resource Officer and/or the Sheriff's Department for action. Either the parent(s) or legal guardian(s) or both, and the student can be petitioned into the Cass County Juvenile Court for violations of State Laws concerning truancy.

In all truancy cases, the school administration may exercise their discretion on what remedies to take, what referrals should be forwarded, or what action would be made to correct the truancy. The administration may make referrals to official agencies in all cases of excessive absences.

## PERFECT ATTENDANCE LUNCHEON

Any student achieving no absences, no suspensions, no early dismissals, and no tardies for a semester will be invited to a luncheon held during the school day away from school grounds.

## BICYCLES

Students may ride bicycles to school. Bicycles are not to be ridden during the school day. Bicycles must be kept in the parking rack located on the northeast side of the building. Skateboards, skate shoes, and roller blades are not allowed on school property.

## BULLYING AND OTHER HOSTILE BEHAVIOR TOWARD STUDENTS

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

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors,

vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

#### **Notification**

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

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

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

#### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with

legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

#### **Procedure**

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed 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.

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

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and

will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/ aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### Definitions

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

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

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

**"Bullying"** is defined as any written, verbal, or physical acts, including cyberbullying (i.e., any electronic communication, including, but not limited to electronically transmitted acts such as internet, telephone, or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

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

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

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

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

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, 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.

### BUS CONDUCT

Riding the school bus is a privilege provided by the school district. This privilege can be taken away with repeated discipline problems. All school rules and expectations apply while riding the school bus. The Transportation Department has also developed expectations for behavior on the bus.

There may be unusual circumstances when a driver feels a student's misbehavior is so serious that it jeopardizes the safety of other students and does not think that the student should be allowed to ride the bus home that day. If this occurs, a student may be removed from their bus. The child will not be allowed to ride the bus the following day (pending parent contact) and a meeting with the administrator must occur before the student is allowed to continue to ride the bus. No student will be removed from a bus without authorization from the principal/designee.

#### **CAFETERIUM / FOOD SERVICE**

The cleanliness of the cafeterium is everyone's responsibility. You are expected to display your best behavior. You should remain seated unless you are throwing your trash away or purchasing food. You are expected to keep your table and floor area clean of litter, and to return trays and deposit all waste in the receptacles before leaving. If you need to leave the lunchroom area, you must obtain permission from the supervisor prior to doing so. It is allowable to bring your own beverage to the cafeteria. However, we ask that you limit your selection to cans, plastic and/or non-resealable containers.

Intermediate students may purchase their lunch/breakfast by the week, month or even the whole year. Students will utilize an automated system which will record the food selection made each day. The safest way to send money to school is by check. Cost of meals is published each year. If a child forgets their lunch money, they will be allowed to charge their meal. After one unpaid charge, students will be provided a sunbutter and jelly sandwich and milk.

#### **COUNSELING & BEHAVIORAL SERVICES**

A behavioral services coordinator is available to provide student support services. These services include goal oriented counseling sessions to meet the identified needs of individuals, groups of students, or families, teacher and parent consultations, and life skills instruction in both small group and classroom settings. "Family Night" provides opportunities for parents and children to come together within the school setting.

#### **DAILY SCHEDULE**

School begins each morning at 8:30am and concludes at 3:45pm. On half days, school will dismiss at 11:50am.

**Walkers** - Students who walk to school should not arrive before 8:20am unless coming for breakfast, which begins at 8:05am.

**Student Drop Off / Pick Up** - The circle drive located directly in front of the building has been designed for

parents transporting their child. For safety sake, students should only exit or enter the vehicle on the sidewalk side of the drive. Please enter the parking area from US 12 using the north driveway. Parents who wish to enter the building should park in the Visitor Parking area rather than impeding traffic by leaving their vehicle unattended. Vehicles are not permitted in the *Buses Only* area located between the Intermediate and Primary Schools.

#### **DANGEROUS ITEMS**

The possession of weapons is strictly prohibited. In addition, the use of an object to threaten, harm, or harass another is also prohibited. A pupil who possesses a weapon or uses an object to threaten, harm, or harass another person is subject to expulsion. The prohibition against possession of weapons and the use of an object to threaten, harm, or harass another person applies to incidents which occur on School District property, in vehicles used by the School District to transport students, at School District sponsored functions, events or activities, on property adjacent to School District property and while students are enroute to or from school or School District functions, events and activities.

"Weapon" includes: a firearm; gun; revolver; pistol; dagger, dirk; stiletto; knife; iron bar; brass knuckles; any explosive, incendiary, or poisonous gas, including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.

"Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by and explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun and pellet gun are considered to be a "firearm".

Although the use of an object to threaten, harm, or harass another person is prohibited, it is not possible to identify all of the objects that could be used for such purposes in violation of this prohibition. Examples include, but are not limited to, padlocks, pens, pencils, laser pointers, scissors, jewelry, and other objects, which do not constitute dangerous weapons.

#### **DISTRACTING ITEMS**

Items that pose a threat to other students or may distract the learning environment are inappropriate in a school setting, and will be confiscated. Such items include, but are not limited to toys, phones, electronic games and devices, and trading cards. Although some of these items

may be permitted while on the school bus, they must be placed in the student's book bag before exiting the bus. Except for health or other unusual reasons approved by the school district, students shall not carry an electronic or other personal communication device(s) in school. The Principal will hold any items that are confiscated until a parent/guardian comes to school to retrieve them. Multiple infractions will result in additional discipline.

Except as authorized under Board Policy, in cases of emergency, or when used as part of a legitimate school endorsed instructional program, the unauthorized use of Wireless Communication Devices (WCDs) and electronic or magnetic storage devices in the school, on school property, at after school activities, and at school-related functions will be subject to disciplinary action. The school prohibits the use of the video or audio recording devices from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images or audio recordings where there is an expectation of privacy will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging, internet chats, or other social media. Such conduct not only is potentially dangerous to the involved students, but can lead to unwanted exposure of the messages and images of others, and could result in criminal violations related to the transmission or possession of child pornography, sexual harassment, or other violations of the law. Such conduct will be subject to discipline and possible confiscation of the WCD and/or the electronic or magnetic storage device, in addition to possible referral to law enforcement.

Taking or transmitting images, messages, the use of social media, or the unauthorized use of the internet or other electronic transmissions during testing is also prohibited. If a student is caught taking or transmitting images, messages, using social media, or the unauthorized use of the internet or other electronic transmissions during testing, h/she will fail the exam and receive an Alternate Day Assignment. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense, depending on the circumstances and severity of the offense.

## **DRESS CODE**

All students are expected to dress in a manner that contributes to a safe and orderly learning environment.

Personal appearance of students is expected to be neat, clean, modest, and appropriate to the school environment. Students who fail to comply with the following guidelines will be asked to change into appropriate clothing before being allowed to continue attending classes.

- Foot apparel must be worn at all times. For health and safety reasons cleats and spikes are not permitted. For physical education and recess safety, sandals, clogs, and beach slippers are prohibited.
- All shirts and/or blouses must cover the shoulders and stomach.
- Shorts and skirts must be hemmed and must extend to the knee. Shorts, skirts, long shirts, and dresses may be worn over leggings if they are of appropriate length; leggings may not be worn alone.
- Miniskirts, gym shorts, pajama/leisure attire, slippers, and garments with holes are not acceptable.
- Bermuda shorts of appropriate length may be worn May 1 through October 14.
- All head covering and sunglasses shall be removed upon entering the building.
- All clothing/jewelry shall avoid drug, alcohol, tobacco, sex, obscene, or cult/gang related print/slogans/designs.
- Jackets and coats are to remain in your locker during the school day unless authorized to be worn by school personnel.
- Students are not allowed to wear dangling earrings.

## **EQUAL EDUCATION OPPORTUNITY / NONDISCRIMINATION POLICY**

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristics, in its programs and activities, including employment opportunities. If any person believes that the Edwardsburg Public School District or any of the district's staff has inadequately applied the principles and/or regulations of Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Act and The Americans with Disabilities Act, s/he may bring forward a complaint to the district's Civil Rights Coordinator, Assistant to the Superintendent for Academic Services, Edwardsburg Public Schools, 69410 Section Street, Edwardsburg, Michigan 49112 (269-663-1048).

## GRIEVANCE PROCEDURES

**Step 1** - A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five business days.

**Step 2** - If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.

**Step 3** - If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten business days of this meeting.

**Step 4** - If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, Plaza Nine Building, Room 300, 55 Erieview Plaza, Cleveland, Ohio 44114. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. The local Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

## STUDENT RECORDS

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

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The

Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

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

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

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution. In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the District.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District" or if the record is necessary in order for the

school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information not appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information;
- E. the Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

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

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

administrative guidelines and/or those specified in the law.

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

#### **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information": a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships.

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

#### **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any outside survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or physical problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial

assistance under such a program). Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal. The district is to notify parents of any surveys, analyses, or evaluations, which may reveal any of the information, as identified above, in a timely manner, and which allows parents to request an opportunity to inspect the survey, analysis, or evaluation. Policy allows the parent the option of excluding their student from the activity. The reporting of collected data will be in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students. Occasionally students may be given school surveys to establish baseline perception data, identify areas for improvement, and/or track progress over time as part of the school improvement process.

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

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

#### **HEALTH CARE**

Edwardsburg Public Schools employs one full time school nurse who is shared amongst six school buildings within the district. All questions concerning health matters should be directed to her. The nurse may be reached during the school day by calling 269-663-3055.

COMMUNICABLE ILLNESSES - All cases of communicable or contagious disease must be reported to the school office or the school nurse. Certain diseases are reported weekly to the local health department. These include chicken pox (Varicella), measles, mumps, rubella, hepatitis, pertussis, meningitis, scarlet fever and strep throat.

HEAD LICE - If lice are found on a student's head, the parent will be contacted to pick up the student. The child must be treated and all nits and lice must be removed to prevent reinfestation. If, upon returning to school, lice

are found and/or the problem has not been addressed, the child will be sent home. In cases where a student in a classroom is found with head lice, parents of the other students in that classroom will receive a handout so they may inspect their children's heads.

FIRST AID - Each building is equipped to handle emergency situations. However, the school is not able to provide long-term sick care. Children who are unable to attend class will be sent home after contacting a parent/guardian. Therefore, **it is essential that work phone numbers and emergency contact information be kept current.**

HEARING TESTING - Hearing screening is provided each year to all fourth grade students or others referred for screening.

ILLNESS AT SCHOOL - If you become ill at school, report to the office so school personnel can make appropriate arrangements for you. Your parent or guardian may then be notified to pick you up. It is necessary that your parent/guardian sign you out prior to leaving the building. You are never to leave the building to go home without permission. If your illness requires you to go directly to the restroom, notify someone so they may immediately report your illness to the office or your teacher.

IMMUNIZATIONS - A parent, guardian, or person in loco parentis applying to have a child registered for the first time in a school in this state shall present to school officials, at the time of registration, or not later than the first day of school, a certificate of immunization or statement of exemption under Section 9215. New entrants must have complete immunizations as required according to the Michigan Department of Community Health. A list of these immunizations is available on our web site or from the Cass County Health Department.

MEDICATION - Medications will be given at school only if students are unable to attend classes without a dosage during school hours. Students are forbidden to possess, use, or transfer any over-the-counter or prescription medication. All medicines will be kept in a designated locked area and administered by authorized school personnel. Medications to be given at school, including over the counter medication (Tylenol, cough syrup, etc.), must be accompanied by a signed physician's order and written permission of parents. These instructions must be renewed every school year. Medications must be in the original container.

All medications must be delivered to the office by a parent or legal guardian, unless special arrangements have been made with the principal. *Failure to do so may*

result in the student being viewed as being in possession of a controlled substance and/or drugs.

VISION SCREENING - Vision screening is provided each year to students enrolled in fifth grade.

### **HOMEWORK**

1. Homework will be assigned on a regular basis.
2. All homework will be meaningful and provide reinforcement activities as well as enrichment activities. The teacher will make every effort to make sure homework assignments are clear and due dates understood.
3. All homework assignments are due the following day or upon the day of return in the event of school cancellation, or personal illness or any other legitimate excuse. Each teacher will determine the legitimacy of excuses. Extended assignments will be due at a date established by the teacher.
4. Homework must be ready to be presented by the student at the beginning of the class for which it is required.
5. Under certain circumstances, the teacher may keep a child in for recess to complete an assignment.
6. Homework will be marked and/or graded, but under certain circumstances a teacher may decide not to grade a particular homework assignment in the appropriate grading period. Please remember that homework will be figured into the marking period grade.
7. Extra credit may/may not be accepted. This will be determined by the teacher.
8. Teachers assign homework to meet your child's educational needs. Homework, which is not returned, is a violation of our policy.

### **IDENTIFICATION BADGES**

Each student is issued a photo identification badge with a bar code used to check out materials from the Media Center and purchase breakfast/lunch in the cafeterium. Lost or damaged badges require a \$5.00 replacement fee.

### **LOCKERS**

Students will be provided locker space within their classroom to store their belongings and will be expected to adhere to the following expectations:

- Any damage to the lockers may require payment for replacement.
- You are expected to keep the locker clean. Please deposit trash in the receptacles.
- Glass or other breakable items shall not be stored in your locker.
- Do not keep money or expensive items in your locker.

- *Items stored in the locker are the responsibility of the student. Lockers are for books and garments only.*
- Neither the Edwardsburg Public Schools nor any of its personnel will be responsible for any loss or damage to property stored in a locker by a student.

### **LOST AND FOUND**

Articles found should be turned into the office. Failure to do so may be considered theft. If you have lost an article, you should check the Lost and Found to see if it has been turned in. Unclaimed items will be donated to Good Will at various times throughout the year.

### **PETS**

Pets are allowed only with permission of the classroom teacher and then only for a limited time. They are never allowed on school buses.

### **PLACEMENT / RETENTION**

The following considerations are the guidelines for placement of students in specific classrooms:

1. Learning style of students.
2. Recommendations of current teacher.
3. Prevention of possible personality conflicts.
4. Parental requests.
5. Approximate equal number of boys and girls.
6. Approximate equal number of students in each room.

Written requests by parents for specific student placement must be submitted during the designated request period each spring. Please include the reasons for the request. When class lists are developed, consideration will be given to such requests. A limited number of requests will be accepted for each classroom. Phone requests will not be accepted. Final decision for placement is made by the building administrator.

RETENTION GUIDELINES - may be retained only once (this may or may not include developmental kindergarten, depending on age or extenuating circumstances).

### CRITERIA

1. Lack of maturity level (behavior, social interaction, and responsibility).
2. Not meeting grade objectives (attendance, study skills, grades, non-completion of work).
3. Belief that repeating the same grade will benefit the student.
4. The Building Principal must agree with this course of action.
5. All the listed factors will be considered when making a decision to retain.

### **RECESS**

All children are expected to go outside for lunch recess. If a child needs to stay in for a valid reason, s/he must have

a note signed by his/her parent/guardian. Notes need to specify a reason. After two days, a doctor's excuse is required. The principal uses his/her discretion in case of inclement weather.

#### **REQUIRED DOCUMENTS**

All students must have a certified copy of a birth certificate or an affidavit explaining the lack of birth certificate along with immunization records. Record of any disability (including allergies) should be reported.

It is imperative that your child's current address and phone number are on file. **If you change employers or if any of the contact numbers are altered, please notify the school.** There are times when the Emergency Forms become extremely important. It is imperative that they are accurate, current, and completely filled out. Any name listed on the Emergency Form may be notified in the event of an emergency if the primary person cannot be contacted.

In the event of divorce or separation, where legal custody is established, the parents should contact the school in writing. In order to enforce any court order, a copy of that court order must be on file with the school. Students and student records are available to both parents unless otherwise specified by court order.

#### **SAFETY DRILLS**

Periodic fire, tornado, and lockdown drills will be conducted. Each classroom is directed to assigned areas where students will be expected to remain quiet and orderly throughout.

#### **SCHOLASTIC RATING**

Report cards are issued every nine weeks. Report cards will be sent home with students the week following the end of each nine-week period. If a student owes money for library fines, lost books, lunch charges, etc. the report card will be held in the office until those fees are paid. Grade point averages are figured on the following basis:

- A.....Excellent (4.0)
- B.....Good (3.0)
- C.....Average (2.0)
- D.....Poor (1.0)
- F.....Failing (0.0)

HONOR ROLL - The following criteria will be used for Edwardsburg Intermediate: 3.3 - 4.00 GPA, no grade less than a C.

#### **SCHOOL CLOSING**

If school is to be closed due to inclement weather, listen for the announcement over local media. You may also sign up for *School Messenger* through the district

website. These announcements are official so it is not necessary to call the school.

#### **SCHOOL ISSUED TEXTBOOKS / EQUIPMENT**

Students are issued textbooks and other related equipment during the school year. It is the responsibility of the student to care for this material and ensure that it is returned at appropriate times in satisfactory condition. Failure to return school items or items returned in damaged condition will result in fines assessed to the student.

LIBRARY MATERIALS - Edwardsburg Intermediate School has an excellent library to which the students are given ready access. Most of the materials are available to be checked out and taken home. Parents are requested to help children return these items by the due date. Students will be charged the replacement cost for any items lost or damaged. There will be no reimbursement after fines are paid.

#### **SEARCH AND SEIZURE**

To maintain a safe learning environment for students and school personnel, school authorities may search a student and/or their belongings under the circumstances outlined below. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. The term "unauthorized material" as used above, includes any item which is dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in the policy will be considered grounds for disciplinary action.

PERSONAL SEARCHES - A student's person and/or personal effects, may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If a school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex with an adult witness present, and

only upon the prior approval of the Superintendent, unless, the health or safety of students will be endangered by the delay which might be caused by following these procedures.

USE OF CANINES - Edwardsburg Public Schools and its administration are authorized to utilize canines to aid in the search for contraband in or on school owned property and automobiles parked on school property. Canines shall not be used to search students, unless school officials have established independently that there is reasonable suspicion to believe the student possesses contraband on his or her person. The canine must be accompanied by a qualified and authorized trainer or individual that will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable suspicion for a further search by school officials.

#### **SOLICITING**

Students are not to solicit, sell, or distribute items on school property without permission from the office. Distribution of invitations at school is prohibited. Solicitation outside school should not occur without adult supervision.

#### **STUDENT SERVICES**

RESPONSE TO INTERVENTION (RtI) - RtI is a school-based, multi-level; prevention system to maximize student achievement and help develop appropriate behavior. The primary purpose of the RtI Team is to support students who are experiencing academic or behavioral difficulties. The RtI Team consists of teachers, parents, and other school professionals who work together to develop goals, instructional strategies and modifications to support student success.

PSYCHOLOGIST - A school psychologist from the Lewis Cass Intermediate School District is available for testing of children suspected of a learning disability.

SPECIAL EDUCATION - Services are available to all students who qualify under state guidelines.

TITLE I - Title I services are provided to any student demonstrating difficulties in Language Arts/Reading, Mathematics, Science, or Social Studies. Participants will be provided either individualized or small group instruction to help (1) succeed in the district's regular academic program; (2) learn the skills and the knowledge appropriate for their grade; and (3) increase understanding of basic and advanced skills/ concepts. This program requires parents to sign a Parent Compact for their child to participate in this program.

#### **TARDINESS TO CLASS**

A tardy occurs anytime a student reports to school up to one hour late (8:30am – 9:30am). Students arriving after 9:30am are considered absent half day. In all cases, the student must report to the office for a pass in order to enter class. Tardies are tabulated throughout the semester.

#### **TELEPHONE AND OFFICE USAGE**

Students are allowed to use classroom/office telephones for emergency purposes. Students must secure prior approval from the teacher or office personnel to use the phone.

#### **VALUABLES**

Students are encouraged not to bring items of value to school. Such items are tempting targets for theft and extortion. The school will not be liable for loss or damage to personal valuables.

#### **VISITORS**

ALL INCOMING VISITORS - During the school day, access to the building is limited to the use of the front door. All other doors are locked and staff has been instructed not to open those doors to parents or visitors. Visitors have to press a buzzer at the front door and announce their name and purpose in order to be admitted into the school. The front office staff will open the doors electronically. All parents and visitors must sign in and out at the office. This allows us to know who is in the building at all times.

Visitors and volunteers must wear office-issued stickers while in the building. These stickers are available at sign-in. Staff has been instructed to question persons without the proper identification badge and direct them to the office. Please help us to keep our school safe by following this simple procedure.

In an effort to avoid interruptions to the educational process, we require that parents have prior administrative permission before visiting the classroom during the teaching day. The Cass County School Protection Ordinance will be strictly enforced. In part, the Cass County School Protection Ordinance orders that: "No unauthorized persons shall enter and remain in any school building or upon any school property whether public, private or parochial for any reason whatever unless such person has received consent from the Principal to be in any such public, private or parochial school building or upon such school property.

Any unauthorized person shall mean any person who is not a regularly enrolled student in the school building or school grounds entered, or a parent or guardian of such

student, or a teacher or other employee in such school building.

Any person who shall violate any provision of this ordinance shall, upon conviction, be punished by a fine of not more than five hundred dollars or by imprisonment for not more than ninety days or by both such fine and imprisonment."

This ordinance was passed by the Cass County Board of Commissioners on February 13, 1974, and became effective March 6, 1974.

**STUDENT VISITORS** - All visitors entering Edwardsburg Intermediate School are to report to the office. If a student wishes to bring a guest to school, the following guidelines must be met. They must:

- Be of elementary age.
- Not be absent from their home school in order to attend.
- Have prior authorization from the administrator.
- Secure a visitor pass from the office when they arrive.

**VOLUNTEERS** - Volunteers play a very important role in the educational experience offered at Edwardsburg Public Schools. We are thankful for the generous support of hundreds of individuals who donate their time in our schools. Because of the importance of student safety, the district requires that all volunteers who are in direct contact with students complete a yearly Volunteer Release Form for an Internet Criminal History check. This includes volunteer coaches and volunteers who travel on trips with students. Prospective and current volunteers will need to fill out the form and provide a copy of your current driver's license. This form is available in your school's office or on our website. Current volunteers, as well as new volunteers, are required to undergo a background check. We appreciate your cooperation. Working together, we can provide great opportunities for our students.

### **CODE OF CONDUCT**

One of education's most important lessons is discipline. While it does not appear as a subject, it is under the entire educational environment. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. All students at Edwardsburg Intermediate School are expected to consider the rights, safety, property, and feelings of others. If a student has a behavior problem, it will be dealt with directly and in a timely manner. Each situation will be assessed individually.

It is expected that students will obey these primary rules. Students will:

1. abide by national, state, and local laws as well as the rules of the school;
2. respect the civil rights of others;
3. act courteously to adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
6. complete assigned tasks on time and as directed;
7. help maintain a school environment that is safe, friendly, and productive;
8. act at all times in a manner that reflects pride in self, family, and in the school.

When a student is sent to the principal for disciplinary action, the following has occurred:

1. The teacher has dealt with the problem for a period of time and is not getting the desired result, or the trip to the principal's office is the next step in a prearranged corrective discipline plan which has been approved by the principal, or the infraction is serious enough to warrant immediate and serious disciplinary action.
2. The student knows why s/he is being sent to the office.
3. Background information will be sent to the office with the student. This information is a description of the infraction is necessary for the principal to deal effectively and intelligently with the problem.

The following consequences for student behavior are not designed as punishment, but as a method to encourage students to see that their choice of behaviors have consequences. Positive behaviors have positive consequences and negative behaviors have negative consequences.

The primary objective of student discipline is to promote a learning environment in which complete attention may be directed to the teaching/learning activities. Therefore, the Edwardsburg public schools board of education adopted the Edwardsburg intermediate school code of conduct. The following guidelines will be followed:

- The listed consequences are a possible range of choices. The administration has the autonomy to invoke any disciplinary measure necessary to insure the positive operation of the school. Referrals to police and juvenile authorities will be made, when appropriate.
- Regulations covered in this handbook are in effect at school and at any school approved activity, whether on or off the school premises. All penalties must be served prior to the student being readmitted to school.

- Any student that is restricted/suspended from school (ISR and/or OSS) will not be allowed to attend or participate in any after school activity.
- The building Principal may recommend expulsion proceedings against a student whenever, in his/her judgement, the documented behavior pattern of the individual or the seriousness of the offense is opposed to the process of formal education within the Edwardsburg Public Schools.

**VIOLATIONS AND CONSEQUENCES**

**1. Alcohol/Marijuana, illegal drugs, and other controlled substances**

- |                                   |  |
|-----------------------------------|--|
| a. Possession/Use Under Influence | Confiscation and ten days OSS<br>Recommended expulsion |
| b. Transfer                       | Confiscation and recommended expulsion                 |
| c. Paraphernalia                  | Confiscation and Saturday detention<br>1 ISR/OSS       |

**2. Arson** Recommended expulsion

**3. Bus referrals- Administration has the right to enforce any disciplinary measures necessary to ensure the positive operations at or during school functions**

- |  |  |
|--|--|
| 1 <sup>st</sup> Parent contact prior to riding bus again         |  |
| 2 <sup>nd</sup> Parent contact/consequence                       |  |
| 3 <sup>rd</sup> 1-3 day bus suspension                           |  |
| 4 <sup>th</sup> 3-5 day bus suspension                           |  |
| 5 <sup>th</sup> Suspension from bus for remainder of semester    |  |
| 6 <sup>th</sup> Suspension from bus for remainder of school year |  |

**4. Bullying/Harassment/Intimidation/ Menacing Behavior**

- |                       |
|-----------------------|
| 1 ISR/OSS             |
| 3 ISR/OSS             |
| Recommended expulsion |

**5. Cheating**

- |   |   |
|---|---|
| Copying, using, or representing another individuals work as one's own. Allowing other's to copy is also cheating. | Failure on test/assignment<br>Failure on test/assignment & 1 Saturday detention |
|---|---|

**6. Degrading another student**

- |  |  |
|--|--|
| This includes but is not limited to disgraced, shamed, dishonored, slandered, disrespect, put down, humiliated and/or ridiculed. | 3 detentions<br>5 detentions<br>1 Saturday detention<br>3 ISR/OSS<br>5 ISR/OSS |
|--|--|

**7. Excessive tardiness** (throughout a semester)

- |   |                      |
|---|----------------------|
| 1 <sup>st</sup> - 3 <sup>rd</sup> Tardy | Verbal warning       |
| 4 <sup>th</sup> Tardy                   | 1 detention          |
| 5 <sup>th</sup> Tardy                   | 2 detentions         |
| 6 <sup>th</sup> Tardy and more          | 1 Saturday detention |

**8. Failure to attend lunch detention**

- |                                  |
|----------------------------------|
| 2 additional detentions          |
| 1 ISR/OSS for every 2 detentions |

**9. Failure to attend Saturday detention**

- |  |
|--|
| 2 detentions/reassign Saturday detention |
| 2 ISR/OSS                                |

**10. False fire alarm and bomb threat**

- |                     |
|---------------------|
| Recommend expulsion |
|---------------------|

**11. Fighting, physical contact in which two or more students are active participants which does or could cause bodily harm. Hitting, shoving, pushing, tripping, pinching or spitting**

- |            |
|------------|
| 1 ISR/OSS  |
| 3 ISR/OSS  |
| 5 ISR/OSS  |
| 10 ISR/OSS |

**12. Forgery of school documents**

- |                      |
|----------------------|
| 1 Saturday detention |
| 2 ISR/OSS            |
| 5 ISR/OSS            |

**13. Horseplay**

- |              |
|--------------|
| 1 detention  |
| 2 detentions |
| 5 detentions |

**14. Inappropriate behavior in school, behavior and/or conduct and/or incitement to action which results in disruption of the learning process or endangers the safety of others**

- |                      |
|----------------------|
| 2 detentions         |
| 5 detentions         |
| 1 Saturday detention |
| 2 ISR/OSS            |
| 5 ISR/OSS            |

**15. Insubordination, refusal to comply with a reasonable request of school authorities, or disrespect. Failure to report for classroom detention**

- |                      |
|----------------------|
| 2 detentions         |
| 5 detentions         |
| 1 Saturday detention |
| 2 ISR/OSS            |
| 5 ISR/OSS            |

**16. Intentional or deliberate act of pushing, shoving or striking a teacher, school employee or other guest of the school**

- |                     |
|---------------------|
| Recommend expulsion |
|---------------------|

**17. Laser pens**

- |                            |
|----------------------------|
| Confiscation and 1 ISR/OSS |
|----------------------------|

18. **Over- the-counter medication**  
Includes but is not limited to diet aids, look-alike limited to diet aids, look-alike prescription drugs.
- a. Possession/Use/ Under Influence      2 OSS /confiscation  
5 OSS/confiscation  
Recommend expulsion/  
confiscation
- b. Transfer      10 OSS/confiscation  
Expulsion/confiscation
19. **Persistent disobedience**      ISR/OSS and/or Expulsion
20. **Physical assault**      3 OSS  
Different from fighting      5 OSS  
because this involves      Recommend expulsion  
one or more people  
doing harm to another
21. **Possession of property belonging to others**, i.e. theft      1 ISR/OSS/restitution  
3 ISR/OSS/restitution  
5 ISR/OSS/restitution
22. **Possession or use of dangerous weapons**, look alike weapons or use of any object which may cause bodily harm or which may be used as a weapon which could inflict bodily harm      5 ISR/OSS/confiscation  
10 IRS/OSS/confiscation  
Recommend expulsion
23. **Possession or use of fireworks or other noxious substances**      Confiscation &  
3 ISR/OSS  
5 ISR/OSS
24. **Sexual harassment**      ISR/OSS and/or expulsion
25. **Threatening/Dangerous behavior**  
Verbal harassment, incitement to fight, or actions which place other students in danger      1 Saturday detention  
1 ISR/OSS  
2 ISR/OSS  
3 ISR/OSS  
5 ISR/OSS
26. **Threatening school personnel**      5 OSS  
10 OSS  
Recommend expulsion
27. **Throwing food or other objects at others**      5 detentions  
2 ISR/OSS  
5 ISR/OSS
28. **Tobacco**  
Possession/Use      Confiscation and  
3 ISR/OSS  
5 ISR/OSS

29. **Truancy/Skipping school**      1 ISR/OSS  
A truancy officer will be notified      3 ISR/OSS
30. **Use of obscene/profane language**, verbal or gesture, written form, or in pictures      3 detentions  
5 detentions  
1 Saturday detention  
3 ISR/OSS
31. **Use of profane/obscene language** verbal or gesture, written form, or in pictures directed at school personnel      5 ISR/OSS  
10 ISR/OSS  
Recommend expulsion
32. **Willful destruction or defacement of school property**, either intentionally or as a result of inappropriate behavior      1-10 days ISR/OSS &  
full payment of labor &  
replacement cost of  
item

#### BUILDING RULES

##### Students will:

- walk in the hallways and classrooms.
- use the gym only while under the supervision of a staff member. Bouncing or playing ball shall be limited to the gymnasium/playground areas.
- not loiter in the restrooms.
- use a soft voice when talking.
- keep their hands to themselves at all times.
- leave valuable, personal property at home.
- leave clothing intended for outside wear in the locker during class time.
- not be allowed inside the building during recess or before school until the bell rings unless they have permission from the teacher or aide on duty.
- follow all individual classroom rules.

#### PLAYGROUND RULES

##### Students will:

- follow the directions of the supervisor on duty. Failure to comply will be considered insubordination.
- stay within the designated play area.
- not run with sticks in hand or throw stones or snowballs.
- remain seated while swinging.
- not ride on another child's back or carry another child.
- not engage in roughhousing, wrestling, tripping, or pushing of others.
- not be allowed to push or tackle or participate in activities that may cause injury to self or others.
- not bring skateboards, roller shoes or skates, or roller blades to school.

9. only use the front of the steps one at a time going up the slide and remain seated while on top of the slide and proceed one at a time in a feet-first manner going down.
10. only use playground equipment for the purpose it was intended.
11. be responsible to return all equipment to the designate storage bins.

### **DETENTION**

Students may be required to attend detention(s) during their lunch/recess period as a result of misbehavior. Detentions will take precedence over all other school activities. Detentions must be served for the days assigned. Failure to attend will result in additional consequences. Students will have the option of purchasing a sack lunch from the cafetorium or bringing their own lunch from home.

### **SATURDAY DETENTION**

The following expectations will be in effect while attending Saturday Detention:

- Saturday detention is held from 8:00 a.m. to 12:00 p.m. in room #191 at the Middle School. Transportation to Saturday detention is the parent/guardian's responsibility.
- All rules as stated in the parent/student handbook will be in effect.
- Students are to be in their seats by 8:00 a.m. and present until 12:00, or they will be considered absent.
- Students must bring their own course work and related reading material to study.
- Students are allowed one bathroom break in the morning.
- If a student becomes ill while s/he is in Saturday detention and needs to go home, the time spent will not count and s/he will be required to make up the entire morning the following Saturday.
- Students are expected to comply with the behavior standards of the detention room. Failure to comply with these standards will result in additional Saturday detention being assigned, along with the possibility of in-school suspension.
- Students are not allowed to talk or pass notes unless they are given permission by the supervisor.
- Students may not bring food, drink, or any electronic devices. Cell phones must be turned off.
- Appropriate dress, as defined in the student/parent handbook, is required.
- Writing on the walls or the desk will result in an additional Saturday detention.

- Students are allowed to accumulate four (4) negative behavior points per day. A behavior point is given for each incident of talking, sound, noise, head on desk, sleeping, action or behavior the supervisor deems inappropriate including leaving their seat without permission. When students receive five (5) behavior points, they will be assigned one additional Saturday detention to be served on the following Saturday.

### **RESTRICTION/SUSPENSION**

In-School Restriction (ISR) is housed at the Middle School in Room #191. Students assigned to ISR will report to Edwardsburg Intermediate School and be directed to the Middle School. Students may not participate in school-related activities on the days they are assigned to ISR.

The atmosphere at Middle School is very structured. The student remains in the restriction room and is assigned a study booth. Students are expected to do school and/or related work. *Each student's daily assignments will be delivered to the child's teacher for an opportunity to earn those days' academic credits in all subjects.* Hot lunch can be purchased or the student may carry a sack lunch. All rules as stated in this parent/student handbook will be in effect. In addition, the students will be given a copy of the following ISR rules daily:

- All regular school rules apply.
- No talking without permission.
- Students are to sit in assigned seats and may not leave them without permission.
- No sleeping.
- Students are to report on time and be seated.
- Students are allowed one bathroom break in the morning and one in the afternoon.
- Students will be allowed five (5) negative behavior points per day. A behavior point will be given for each incident of talking, noise, sound, action, or behavior the supervisor deems inappropriate including leaving a seat without permission. Three behavior points will be given for tardy. Students who receive five (5) behavior points will be assigned to the restriction room for one (1) additional day.
- Absences will not count as restriction room time. If a student is absent anytime during the restriction period, that time will be made up in the restriction room.
- Students are expected to complete all work assigned to them each day.
- Failure to comply with the above rules and/or refusal to attend will result in an Out of School Suspension (OSS) for the length of the original suspension or such other penalty as the administration may deem appropriate.

Out of School Suspension (OSS), is when a student is suspended from school and they are not to be on school property or participate in school activities.

#### **DUE PROCESS PROCEDURES WHEN SUSPENDING A STUDENT**

##### **A. Preliminary Hearing**

No student may be suspended without a hearing unless there is a threat to the safe/orderly operation of the school, or it is otherwise impossible or unreasonably difficult to hold such hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable. The Principal or designee shall provide the student with an oral or written notice of charges against her/him and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why s/he should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges. The student's parent(s) may be informed of the charges and the preliminary hearing if the Principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible. The Principal and Superintendent may impose a suspension of up to ten days duration. Suspensions imposed by the Superintendent shall be in accordance with the aforementioned procedure.

##### **B. Sending a Student Home**

Unless the student is an immediate threat to the safety of the school, s/he should remain in school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the Principal shall attempt to reach the student's parents to request they pick up their child. If they are unable to do so, the student should remain in the office or in In-School-Suspension until school is dismissed. The Principal may forego the previous provisions in the event of mass violation of school rules or where it is not possible to keep the students on school grounds and restore order or protect people on school property. In such an emergency situation, the Principal shall contact the Superintendent.

#### **APPEAL PROCEDURES FOR STUDENT SUSPENSIONS**

A. Parents may request a conference with the Principal (or Superintendent if the suspension was imposed by the Superintendent) within the period of separation or suspension. The Principal (or Superintendent if the suspension was imposed by the Superintendent) shall affirm or modify the terms of his action within three (3) school days from the date of the conference.

B. *Except in cases involving alleged violations of due process*, there shall be no right to appeal short-term suspension decisions by the Superintendent. Within three (3) school days from the Principal's decision concerning the short-term suspension, the parent(s), or legal guardian may appeal such decision to the administrative review panel.

The administrative review panel shall affirm or modify the decision of the Principal within three (3) school days from hearing the appeal. *For suspensions of ten (10) days or less*, the administrative review panel's decision is final *with the sole exception of cases involving alleged violations of due process*.

C. For suspensions greater than ten (10) days, the Superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.

D. The Board of Education shall schedule a hearing as soon as practicable, but not later than the next regularly scheduled Board of Education Meeting and shall notify the parents that said hearing be conducted under the following rules and procedures:

1. Written notice shall be given of the time, date and place of the hearing.
2. The student should be represented by his parent, guardian, or other adult advisor of their choosing.
3. Witnesses may be present at the hearing and the student or his representative may question witnesses.
4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
5. There may be present at the hearing the Principal, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjusication of the case.
6. The Board of Education shall render a written opinion of its determination within three (3) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.