

**CHIPPEWA VALLEY SCHOOLS  
ELEMENTARY SCHOOLS STUDENT-PARENT HANDBOOK  
2020-2021**



**Our Vision**

**Chippewa Valley Schools – Setting the Standard for Educational Excellence**

**Our Mission**

**Inspiring and empowering learners to achieve a lifetime of success**

***NOTICE OF NONDISCRIMINATION:*** It is the policy of Chippewa Valley Schools not to discriminate on the basis of race, color, sex (including but not limited to sexual orientation, gender identity), religion, national origin or ancestry, age, disability, height, weight, genetics, or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies, questions, concerns or to file a complaint should be directed to: Civil Rights and Title IX Coordinator, Director of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 Email: [ablanchard@cvs.k12.mi.us](mailto:ablanchard@cvs.k12.mi.us) / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Services, (same address) Phone: 586-723-2180 Email: [tkoch@cvs.k12.mi.us](mailto:tkoch@cvs.k12.mi.us). Civil Rights and Title IX inquiries can also be directed to the Department of Civil Rights at (800)482-3604 or [MDCRservicecenter@michigan.gov](mailto:MDCRservicecenter@michigan.gov).

**Revised June 2020**

# CHIPPEWA VALLEY ELEMENTARY SCHOOLS

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

## **Cherokee Elementary School**

42900 Rivergate, Clinton Twp., 48038  
586-723-4800  
Fax: 586-723-4801  
Attendance: 586-723-4899

## **Cheyenne Elementary School**

47600 Heydenreich, Macomb, 48044  
586-723-5000  
Fax: 586-723-5001  
Attendance: 586-723-5099

## **Clinton Valley Elementary**

1260 Mulberry, Mt. Clemens, 48043  
586-723-5200  
Fax: 586-723-5201  
Attendance: 586-723-5299

## **Erie Elementary School**

42276 Romeo Plank, Clinton Twp., 48038  
586-723-5400  
Fax: 586-723-5401  
Attendance: 586-723-5499

## **Fox Elementary School**

17500 Millstone, Macomb, 48044  
586-723-5600  
Fax: 586-723-5601  
Attendance: 586-723-5699

## **Huron Elementary School**

15800 Terra Bella, Clinton Twp., 48038  
586-723-5800  
Fax: 586-723-5801  
Attendance: 586-723-5899

## **Miami Elementary School**

41290 Kentvale, Clinton Twp., 48038  
586-723-6000  
Fax: 586-723-6001  
Attendance: 586-723-6099

## **Mohawk Elementary School**

48101 Romeo Plank, Macomb, 48044  
586-723-6200  
Fax: 586-723-6201  
Attendance: 586-723-6299

## **Ojibwa Elementary School**

46950 Heydenreich, Macomb, 48044  
586-723-6400  
Fax: 586-723-6401  
Attendance: 586-723-6499

## **Ottawa Elementary School**

18601 Millar, Clinton Twp., 48036  
586-723-6600  
Fax: 586-723-6601  
Attendance: 586-723-6699

## **Sequoyah Elementary School**

18500 24 Mile Rd., Macomb, 48042  
586-723-7000  
Fax: 586-723-7001  
Attendance: 586-723-7099

## **Shawnee Elementary School**

21555 Vesper Dr., Macomb, 48044  
586-723-6800  
Fax: 586-723-6801  
Attendance: 586-723-6899

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, please take time to become familiar with the following information and keep the handbook available for use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions contact your school's main office. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## **EQUAL EDUCATION OPPORTUNITY**

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

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Dr. Adam Blanchard  
Assistant Superintendent of Human Resources  
586-723-2090

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

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. Establishing and supporting a consistent and shared approach to child guidance and discipline;
- D. Providing for the proper health, safety, and well-being for their child.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students are expected to arrive to school on time and be prepared to learn.

## **STUDENT WELL-BEING**

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

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If medical attention is required, the office will follow the proper first aid procedures.

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

### **Concussion and Head Injuries**

Any student who is suspected of having suffered a concussion or head injury during a physical education class or recreational activity of the school, shall be removed from the activity and that student's parent/guardian notified to take such further actions as deemed necessary. See Appendix E for more information on concussion awareness.

### **Homebound Instruction**

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

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

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

# **SECTION I - GENERAL INFORMATION**

## **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance area in which they live. Students who are new to Chippewa Valley Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- \* a birth certificate or similar document
- \* custody papers from a court (if appropriate)
- \* two proofs of residency (must include parent/guardian name and address)
- \* proof of immunizations

According to Michigan Law (MCL 380.1147), if a child residing in Chippewa Valley Schools (or applying to attend Chippewa Valley Schools) is not five years of age on September 1, but will be five years of age not later than December 1, the parent or legal guardian of that child may enroll the child in kindergarten if the parent or legal guardian notifies the school district in writing that he or she intends to enroll the child in kindergarten. Specific health requirements must be met for kindergarten students. Unless a child is disabled or there is a documented medical condition, it is expected that all children entering kindergarten are able to take care of personal hygiene needs independently.

## **CLASSROOM ASSIGNMENT**

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

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian. The parent/guardian must come into the school office to sign the child out. No student will be released to another person without permission by the custodial parent(s)/guardian. Please note that this will be recorded as an absence or tardy. Refer to attendance policy in Section IV.

## **TRANSFER OUT OF THE DISTRICT**

To ensure a smooth transition of records from a Chippewa Valley school, the school office should be notified. All school-owned property and materials must be returned and an Exit Form must be completed prior to your child's departure.

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, he or she may be removed or required to comply with a set deadline. This is for the safety of all students and in accordance with State law.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds, which includes field trips.

The school has made the form available to every parent at the beginning of the school year. Failure to return the completed form to the school may jeopardize any facet of the student's educational program

## USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c, must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.
- C. All medications must remain in their original containers and registered with the school office.
- D. Medication that is brought to the office will be properly secured.
- E. Any unused medication unclaimed by the parent will be properly disposed of by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

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

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

### **Non-prescribed Medication**

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

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

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

## **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. Students who have lice will not be readmitted to school until they are nit free.

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 Communicable Disease Chart which is located in the Appendix D.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

## **WHEN TO KEEP YOUR CHILD AT HOME**

1. **Fever:** A child has a temperature of 100F taken by mouth or 99F taken under the arm. The child should not return until 24 hours of no fever, without the use of fever-reducing medications.
2. **Diarrhea:** A child has two loose or watery stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious. Diarrhea may be caused by antibiotics or new foods a child has eaten. Discuss with a parent/guardian to find out if this is the likely cause. For students with diarrhea caused by Campylobacter, E. coli, Salmonella or Shigella, please refer to the Appendix D for exclusions and required clearance criteria.
3. **Vomiting:** A child that is vomiting. The child should have no vomiting episodes for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.
4. **Rash:** The child develops a rash and has a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provide has determined it is not infectious. For students with a diagnosed rash, please refer to Appendix D for exclusions and required clearance criteria.
5. **Communicable diseases:** Children and staff diagnosed with certain communicable diseases may have to be excluded for a certain period of time. See Appendix D for disease-specific exclusion periods.
  - Extracurricular activities also need to be curtailed when a student has a communicable disease. Anyone with diarrheal illness (e.g., Norovirus, Salmonellosis, Shigellosis, Shiga-Toxin producing E. coli, Giardiasis, or Cryptosporidiosis) should not use swimming pools for 2 weeks after diarrhea has ceased.

## **SPECIAL EDUCATION**

Chippewa Valley Schools provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant.



## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The American's with Disabilities Act (A.D.A.) 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 also to all individuals who have access to the District's programs and facilities.

Students with disabilities and Limited English Proficient students may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the district's Special Services Department.

### **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 Educational Services Department at (586) 723-2020 (telephone) to inquire about evaluation procedures and programs offered by the District.

### **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Chippewa Valley Schools charges specific fees for some non-curricular activities and programs. Such fees or charges are determined by the cost of materials, sponsors, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

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

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly.

#### **STUDENT FUND-RAISING**

Students participating in school-sponsored curricular clubs and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. House-to-house canvassing is not allowed for any fund-raising activity unless accompanied by a parent or authorized adult.
3. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member.
4. All fund-raising activities must be approved by the building principal.

#### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, large amounts of money and the like, are tempting targets for theft and extortion. **The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.** Students should not bring any personal item to school that would cause them to be upset if it should be lost or broken.

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

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

#### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Applications for the school's Free and Reduced-Priced Meal program are available in the office and also on the District's web site.

The Chippewa Valley Food Service Department is now offering parents a new way to pay for their children's school lunch. The *Meal Magic* program offers parents the ability to go online to [www.lunchdeposit.com](http://www.lunchdeposit.com) to make real-time deposits on a debit account that can be used in any of our school buildings. Meal Magic provides a single data base system for the entire district meaning students can travel between buildings and their account history goes with them. This could allow a student to eat breakfast in one building and then travel to another for lunch with everything appearing under one account. It also allows parents to apply credit that can be split between multiple children located in different school buildings. A photo identification process is used to prevent unauthorized users from using your child's debit card. With *lunchdeposit.com* parents have 24/7 secure access to their child's account, can make one deposit for multiple children, and have the ability to review each child's account through the Internet.

### **FIRE, LOCKDOWN, AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills, fire drills and lockdown drills will be conducted using the procedures and requirements provided by the local and State authorities.

### **EMERGENCY CLOSINGS AND DELAYS**

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

1. Television Channels 2, 4, 7
2. Radio Stations: WJR – 760 AM  
WWJ – 950 AM
3. Or call our main number at 586-723-2000 for a recording of school closings in our district.

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

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

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

### **VISITORS**

1. The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.
2. The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.
3. Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educative process and learning environment and should not occur on an excessive basis.
4. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school. Relatives and friends are not permitted to accompany students to school.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of an administrator to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

### **LOST AND FOUND**

Each school has a designated lost and found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity on a periodic basis.

### **STUDENT SALES**

No student is permitted to sell any item or service in school. Violation of this may lead to disciplinary action.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Students may bring a cellular telephone or other electronic communication device (ECD) to school. **During school hours and on all school vehicles the cell phone or other ECD must remain off and out of sight.** They are not to be used during school hours. During school activities, when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight. The use of cell phones and other ECDs in locker rooms and restrooms is prohibited. Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone or ECD, suspension and/or expulsion. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without prior approval.

### **PARENT ORGANIZATIONS**

Each school has a parent organization that meets periodically throughout the year. This organization typically organizes special activities and fund-raising projects. Revenue earned is used to supplement school material, supplies and equipment.

A Central Citizens Advisory Committee operates at the District level. Representatives from each school make up this committee. These meetings generally focus on providing District information to parents.

### **VOLUNTEERS**

Volunteers are always welcome to assist in our schools. A variety of opportunities are available for volunteers to share their time, knowledge, and expertise. Please contact your local school if you are interested in volunteering. District Policy requires a Criminal Record Check (CRC) prior to any volunteer contact. Volunteers may not have any contact with children prior to this check

### **REPORTING TO PARENTS**

Reports cards are issued three times a year for students in grades K-5. Parent/Teacher Conferences are held twice a year. Communication with parents is important and is done throughout the year. Report cards, progress reports, phone calls, newsletters, individual meetings, open house and curriculum nights are other means of reporting to parents.

## **SCHOOL AND DISTRICT COMMUNICATION**

In our ongoing effort to provide parents with the latest in school information, each individual school and the District publishes regular online website communications including emails and newsletters to keep parents informed of upcoming school events, parent meetings, and statewide testing dates. Parents can also sign up through the Parent Portal online at [www.chippewavalleyschools.org](http://www.chippewavalleyschools.org) to receive text messages and automated phone calls for routine communication, school reminders or emergency broadcasts.

## **BOARD OF EDUCATION**

The Chippewa Valley Schools Board of Education meets on a regular basis. Meetings are open to the public. Contact 586-723-2000 or access the Chippewa Valley cable channel for meeting schedules. All Board Policies are available on line at [www.chippewavalleyschools.org](http://www.chippewavalleyschools.org).

## **CABLE TV**

Chippewa Valley provides cable programming for residents of our school community. District information, student activities, student performances, and sporting events are broadcast. Check your local program listing guide for the channel in your area.

## **MEDIA/VIDEO RELEASE**

The recording of various school and classroom activities using photography and video equipment is done by Chippewa Valley Schools and local media throughout the school year. The recording might circulate to other students, classrooms, be used in district publications or be shown on local cable, our internet web pages, or featured in local news media.

Annual authorization is given by parent/guardian signature on the student emergency card.

## **CLASSROOM AND/OR STUDENT CONCERNS**

In order to resolve issues and/or address concerns, it is best to work with the individuals closest to the situation. We encourage parents to form partnerships with teachers and to work together on classroom and student concerns. The best solutions are developed collaboratively by the people most familiar with the issue.

- **Contact your child's teacher first** when you have a classroom concern or specific issue regarding your child. (School social workers are also available.)
- **Contact your child's principal or assistant principal** when you have a general school or district concern.

Teachers and school administrators are eager to work collaboratively to develop plans to address your concerns. When a plan is created, agree to a timeline for trying it and include when you will communicate again to evaluate the plan. Continue to learn and work together as partners toward your child's success.

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

Curriculum information is available at each building and on the district's web site at: [www.chippewavalleyschools.org](http://www.chippewavalleyschools.org).

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. The Student Code of Conduct and all other school and attendance rules are in effect on all school-sponsored events. Any deviation from the scheduled field trip plan must be approved by the building administration.

### **GRADES**

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

#### ***Grading Periods***

Students shall receive a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term. In the middle of each marking period interim progress reports may be sent home with the student. Parents/guardians may contact the teacher any time during the school year for an update on their child's progress.

### **PROMOTION, PLACEMENT, AND RETENTION**

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

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year may be recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, performing arts, citizenship, and volunteerism.

### **HOMEWORK**

The assignment of homework should be expected. The purpose of homework is to reinforce skills and knowledge which are taught in class. The teacher decides the amount and type of assignments.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the Chippewa Valley Acceptable Use Policy may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school and/or referral to law enforcement authorities. A copy of the Chippewa Valley Acceptable Use Policy is found in Appendix F.

The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Students will be expected to take the appropriate State and/or district assessments.

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

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

Depending on the type of testing, specific information, and/or parent consent may need to be obtained. Chippewa Valley Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.



## **SECTION III - STUDENT ACTIVITIES**

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

Chippewa Valley Schools provides students the opportunity to broaden their learning through curricular-related activities. It is the District's policy that only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study. The school is also concerned about helping students develop a high-quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

The Michigan Compulsory Attendance Law also recognizes the value of regular attendance at school. Students are expected to be in school except in cases of emergency or for the following reasons:

- Personal Illness – the school may require verification by a doctor;
- Illness in the Family – work with your child’s teacher to keep school work current;
- Death of a Relative – absence arising from a family death. Please notify your child’s counselor should you feel your child may need support when they return to school;
- Religious Holiday – children will be excused from class if the absence is for the purpose of observing a religious holiday which is part of the child’s creed or belief;
- Medical Appointments – parents should schedule their child’s regular medical and dental appointments for times after school or on weekends;

It is the parent’s responsibility to make sure your child is in school. Attendance has a bearing on academic achievement and will be reflected in a child’s grade. It is the student’s responsibility to request make-up work from teachers and to make sure it is turned in. After a child has been sick two days, parents can request homework. Parents are notified every trimester about their child’s attendance as part of his report card.

When a child has more than 10 absences in a semester, whether excused or unexcused, it is considered excessive and may be investigated by school officials. If warranted, it will be reported to the county truant officer. Excessive absence, whether excused or unexcused, may mean your child will not be promoted. Additionally, when a student accumulates 11 consecutive days’ absences, and the school received no explanation for the absences the student will be considered to have withdrawn from school and will be dropped from the school records.

All students should attend school regularly. Regular attendance will allow students to keep up academically, since the presentation of materials by teachers in all classes takes place in an orderly, sequential style. In addition to missing class time, students will also miss valuable time to interact with both teachers and other students if they do not attend school regularly. The chance to hear and participate in class instruction, discussions and other related learning experiences cannot be replaced.

Vacations – whenever possible, families should plan vacations when school is not in session. Valuable instructional time and experiences are lost when your child is out of school; time and experience which cannot be made up. If it is absolutely necessary for you to take your child out of school, make-up work should be requested no later than the day he returns from vacation.

Make-up work should be completed within the same number of school days as he/she was absent unless special arrangements have been made with each teacher.

## **Tardiness**

Punctuality is a lifetime habit that students should develop. Students are expected to arrive on time each day and be prepared to learn. If students are late in arriving to school, they will be marked Tardy. All Students must report to the office so as not to be marked absent and/or to order a lunch.

Students (Grade K-5) who leave mid-day-----  
Will be marked as LEFT EARLY in the PM.

## **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

## **Notification of Absence**

If a student is going to be absent, the parents must contact the school attendance line and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant.

An excused absence allows the student to make up all possible work. It is the responsibility of the student and parents to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

## **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that the student complete missed assignments during the suspension and turn them into the teacher upon his/her return from school. Assignments may be obtained from the office. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests. While on suspension, students may not be on the school grounds or participate in school sponsored activities.

## **Homebound**

Students who are not able to attend school due to a debilitating condition, as defined by a medical doctor, may request Homebound Services through the Educational Services Department.

Any Homebound student who refuses more than ten (10) visits from the homebound instructor will be considered disenrolled from Chippewa Valley Schools.

## **EXPECTED BEHAVIORS**

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

Each student is expected to:

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; and
8. Act at all times in a manner that reflects pride in self, family, and in the school.
9. Follow directives from all staff members.

## **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Dress and grooming are the responsibility of the student and parent/guardian. The student must be clean and well groomed. Shoes must be worn at all times and must be appropriate for school activities such as physical education classes. Dress and grooming must not be hazardous to any educational activity, nor may it be damaging to property, sexually offensive or violate reasonable standards of safety, health, hygiene or decency.

School authorities reserve the right to prohibit and regulate any items of clothing or personal possessions that are, or could be, unsafe, unhealthy, or disruptive to the regular routine of the school.

The following are prohibited from school and school related activities: tank tops, halter/tube tops, short tops exposing waistline, shirts excessively unbuttoned, exposed undergarments, sunglasses, hats, head scarves, sweat bands, bandannas, mesh shirts, see-through materials, low cut styles, short shorts/skirts, cut offs, disrespectfully ripped garments, and pants not worn at the waistline. All clothing must extend beyond the student's fingertips while standing with arms at their side, and all shirts must cover the shoulder. The time period for the wearing of shorts to school will be determined by building administration.

The above provisions apply to all regular school, school related activities, home or away, in the building and on the grounds, and summer school. Disciplinary action may be taken for any violation of these guidelines.

Students who are representing Chippewa Valley Schools at an official function or public event may be required to follow specific dress requirements.

## **Care of Property**

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

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

## **STUDENT DISCIPLINE CODE**

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

Students are subject to the terms of the District's Code of Conduct from the time they leave their home, while traveling to school, and until they arrive home at the end of the school day. Adherence to this document applies to all student activities on and off campus, as well as while utilizing district transportation and/or contracted transportation services.

These categories are generally descriptive of the most obvious types of misconduct and are not to be considered an exclusive list or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct which interfere with the good order of the school system or the proper functioning of the educational process.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is

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

The Chippewa Valley Schools Board of Education recognizes that behavior harmful to persons or property can lead to removal from school by suspension or expulsion. A student who has been established through a due process hearing to have been engaged in misconduct resulting in expulsion or long term suspension in another school system or who is alleged by school authorities to have engaged in misconduct in another school system, public or private, but who has withdrawn from such school system prior to same being established in a due process hearing, which misconduct, if true, is of sufficient gravity to represent a threat to the safety or welfare of the students in the Chippewa Valley Public Schools, may be subject to suspension or expulsion from the Chippewa Valley Public Schools where such misconduct has been established in a hearing before the Superintendent or his/her designee. While suspended a student may not participate in after-school social, athletic or extra curricular activities.

The following factors have been considered before a student is recommended for long-term suspension or expulsion:

1. Student's age
2. Student's disciplinary history
3. Whether the Student is disabled
4. The seriousness of the Student's misconduct
5. Whether the Student's misconduct threatened the safety of other student or staff members
6. Whether restorative practices will be used to address the Student's misconduct
7. Whether the lesser intervention would properly address the Student misconduct

### **Teacher Initiated Suspension**

A teacher may suspend a student from class, subject, or activity for up to one (1) full school day for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, a counselor, psychologist, or social worker shall attend the conference. The principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the principal.

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

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. Attempts toward completion of any of the following acts will constitute a violation and may be punishable to the same extent as if the attempted act had been completed. Police involvement may also be necessary.

The degree of seriousness of misconduct, as well as the accumulative affect of misconduct, will be used in determining the degree of severity of the discipline to be imposed and whether the offense warrants expulsion. These categories are generally descriptive of the most obvious types of misconduct and are not to be considered an exclusive list or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct which interfere with the good order of the school system or the proper functioning of the educational process. Such offenses include, but are not limited to, the following:

### **1. Alcohol and Other Drugs**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, look-alike drugs, or drug paraphernalia is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student. Students violating this rule shall immediately be dismissed from school property and suspended for a period of ten school days. The student may be required to submit to drug testing. Students involved in distribution by sale or transfer of any prohibited or mind-altering substance(s) or actual possession or control of an amount sufficient for distribution may be recommended for expulsion from Chippewa Valley Schools.

## **2. Breath-Test Instruments**

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

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

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

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

## **3. Use of Tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco and/or tobacco paraphernalia during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. Law enforcement officials may be contacted.

## **4. Student Disorder/Demonstration**

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

## **5. Possession of a Weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

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

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

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

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

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

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

## **8. Purposely Setting a Fire**

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

## **9. Physically Assaulting a Staff Member/Student/Person Associated with the District**

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

## **10. Verbally Threatening a Staff Member/Student/Person Associated with the District**

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

## **11. Extortion**

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

## **12. Gambling**

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

## **13. Falsification of Schoolwork, Identification, Forgery**

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

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

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

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

## **15. Explosives**

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

## **16. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized

times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

#### **17. Thefts and Possession of Stolen Property**

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

#### **18. Disobedience**

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

#### **19. Damaging property**

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

#### **20. Persistent Absences or Tardiness**

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

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

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

#### **22. Refusing to Accept Discipline**

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

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

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

#### **24. Indecency**

The act of engaging in conduct that is contrary to commonly recognized standards of propriety and behavior. Public display of affection is a form of indecent public behavior.

#### **25. Possession of Wireless Communication Devices (WCDs)**

The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, "boom-boxes", mp-3s, iPods, electronic toys, laser pens and the like, without permission from school authorities. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

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



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

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

## **26. Violation of Individual School/Classroom Rules**

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

## **27. Violation of Bus Rules**

Please refer to Section V on transportation for bus rules.

## **28. Disruption of the Educational Process**

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

## **29. Harassment**

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

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

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the guidance counselor, the principal or assistant principal.

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

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

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

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

## **Harassment**

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

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

1. verbal/written harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks with sexual or demeaning implications;
4. unwelcome touching or gestures;
5. sexual jokes, posters, cartoons, etc
6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance or public duties.
7. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
8. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et.seq.

## **Hazing**

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

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

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

- A. Illegal activity, such as drinking or drugs
- B. Physical punishment or infliction of pain
- C. Intentional humiliation or embarrassment
- D. Dangerous activity
- E. Activity likely to cause mental or psychological stress

- F. Forced detention or kidnapping
- G. Undressing or otherwise exposing initiates

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

**Bullying**

The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause, or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property 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.

Bullying – intimidation of others by acts, such as but not limited to:

- A. Threatened or actual physical harm
- B. Unwelcomed physical contact
- C. Threatening or taunting verbal, written or electronic communications
- D. Taking or extorting money or property
- E. Damaging or destroying property
- F. Blocking or impeding student movement

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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

**Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

**Notification**

Notice of this policy will be annually, circulated to 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 of the District will be required to review and sign off on this policy and the related complaint procedure.

**30. Possession of a Dangerous Weapon, Arson, and Criminal Sexual Conduct**

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

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

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

### **Criminal acts**

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

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

#### **31. Safety Concerns**

Students should not use roller blades, bicycles, skateboards and scooters in school hallways or District pedestrian traffic areas. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

#### **32. Profanity**

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

#### **33. Distribution of Unauthorized Materials**

The act of distributing or selling materials on school property without authorization of the building administration.

#### **34. Disruptive Conduct**

(A) Conduct, which materially and substantially interferes with the educational process. (B) Horseplay: The act of bodily contact, such as pushing, pulling, tripping, etc. (short of injury and without intent to harm) in or on school property or going to or from school, including any activity under school sponsorship. (C) The act of performing malicious mischief including "pranks." This could include disruption of performances and ceremonies with "catcalls", paraphernalia, and any actions used to distract and demean a student, employee, event or activity.

#### **35. Gang Behavior**

The school prohibits attire and behavior that threatens the security and safety of the students on school property and at all school related activities. This may include but is not restricted to: bandannas, scarves, baggy pants, wearing of clothing in a gang fashion (hats tilted to one side or the other, sweatpants with one leg pushed up, etc.), and tattoos with gang style lettering, symbols, or logos. Attire may be required to be changed. Warnings and/or disciplinary action may be taken up to and including expulsion. The following behaviors will bring about suspension that could lead to expulsion: gang hand signs or similar communications; "ganging" up on students to threaten them; vandalism from graffiti on books, notebooks, desks, walls, etc; and any other behavior that damages property, creates a threatening environment, harasses students and school personnel. Students forming associations with other students that either imitate gangs or have similar characteristics are prohibited.

#### **36. Gross Misbehavior**

The act of deliberate or willful conduct detrimental to the normal functioning program or activity under school sponsorship, both on campus and off campus, or enroute to or from school, or to or from school related activities. Gross misbehavior may include any of the aforementioned items, but is not limited to them. Examples of gross misbehavior may also include: computer/internet misuse, gambling, open

defiance, persistent disobedience, and acts of poor judgment which either interrupt normal school routine or threaten the health, safety and welfare of others.

**37. Insubordination**

The act of failing to respond to or carry out a reasonable request by authorized school personnel. This would include behavior that is deemed as intent to ignore, evade, or challenge a directive. At all times, a student is to be reasonably subordinate to all adult personnel in the building and to speak with them in a respectful manner.

**38. Obscenity**

The act of using language in verbal or written form, or in pictures, or caricatures, or gestures, which are offensive to the general standards of the school and/or the community.

**39. Cafeteria Misconduct**

The act of not complying with lunchroom regulations.

**40. Telecommunications**

The act of violating the district's acceptable Internet Use Policy. The act of tampering with computer hardware or software, including loading unauthorized software, making unauthorized copies of software, tampering with the hard drive, infection of computers with viruses, and computer network "hacking" is prohibited.

**41. Off-Campus Conduct**

Students in attendance at school-sponsored, off campus events are subject to the direction and authority of school district personnel and are governed by all applicable rules and regulations of Chippewa Valley Schools. In addition, a student's off-campus actions which cause or are likely to cause, a material and substantial negative effect on the general safety and welfare of students and staff, or the good order and functioning of the school(s), may result in disciplinary action whether or not part of a school-sponsored activity.

**42. Off-Campus Internet Sites and Usage**

Students may be subject to appropriate disciplinary action for off-campus internet use, including but not limited to web site creation and/or use, where such use causes, or is likely to cause, a material and substantial negative effect on the general safety and welfare of students and staff, or on the good order and functioning of the school(s). This paragraph shall not be applied contrary to the protections of the First Amendment.

## **DISCIPLINE**

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

In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It may include the following:

1. Writing assignments;
2. Change of seating or location;
3. Detention;
4. In-school restriction;
5. Extended detentions;
6. Time-Out.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, long-term suspension for up to thirty (30) days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

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

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

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

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

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

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

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

## **DUE PROCESS RIGHTS**

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

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within three (3) days after receipt of the suspension notice, to the building principal. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented.

When a student is suspended, s/he may make-up work missed. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. While suspended, a student may not participate in after-school social, athletic, or extra curricular activities

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

### **Long-term Suspension or Expulsion from School**

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

- \* The charge and related evidence
- \* The time and place of the Board meeting
- \* The length of the recommended suspension or expulsion
- \* A brief description of the hearing procedure
- \* A statement that the student may bring parents, guardians, and counsel
- \* A statement that the student may give testimony, present evidence, and provide a defense
- \* A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

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

Students being considered for expulsion will be immediately removed from school. A formal hearing will be scheduled before the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. The hearing will also be formal in nature with testimony before the Board of Education. The hearing will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

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

## **Student Disciplinary Records**

In compliance with federal regulations, Chippewa Valley Schools will transfer disciplinary records of students with respect to suspensions and expulsions to any private or public school to which a student is transferring and in which they are enrolling.

## **SEARCH AND SEIZURE**

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

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

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

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

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

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves within the guidelines of the Student Code of Conduct. With the right of expression comes the responsibility to do it appropriately.



## **SECTION V – TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Kindergarten through eighth grade students residing within the District, attending a school within the District boundaries and living one and one-half (1 ½) walking distance miles or more from the school they attend may be eligible for transportation with the following exceptions:

- A. Parent(s) or guardian(s) shall be responsible for providing their own student's transportation if the parent has the student attend a school other than that of their assigned attendance area or if their kindergartener attends an alternate session other than that assigned.
- B. Kindergarten through eighth grade students who would otherwise be required to cross a major thoroughfare as the only route to school without the benefit of a crossing guard or public sidewalk, respectively, but who resides less than one and one-half (1 ½) miles walking distance from school will be eligible for transportation.
- C. Only kindergarten students residing more than one and one-half (1 ½) miles from the school will be eligible for transportation at the beginning or at the end of the school day. Midday transportation is not provided.

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

Parents are expected to make provisions for their child's safety to and from the bus stop and while they are at the stop.

Students may be assigned seats on the bus. Any damage to the bus becomes the responsibility of the child assigned to that seat. Children may, on occasion, ride another bus if they are visiting a friend after school if space permits. In order to take advantage of this opportunity, however, the child must have a note from both his own parent and the parent where he will be visiting. It is the responsibility of parents to contact their individual schools to confirm the status of this practice.

Children who ride the bus must not jeopardize their own safety or the safety of others. Busing is a privilege which will be denied if students do not follow bus safety rules.

### **Bus Conduct**

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

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain safety.

The following behaviors are expected of all students:

#### Previous to loading (on the road and at school)

Each student shall:

1. Be on time at the designated loading zone ten (10) minutes prior to scheduled stop;
2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter;
5. Refrain from crossing a street until the bus driver signals it is safe;
6. Go immediately to a seat and be seated.

### During the trip

Each student shall:

1. Remain seated while the bus is in motion;
2. Keep head, hands, arms, and legs inside the bus at all times;
3. Not litter in the bus or throw anything from the bus;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other bus riders;
6. Not eat or play games, cards, etc.;
7. Not tamper with the bus or any of its equipment.

### Leaving the bus

Each student shall:

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

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

## **VIDEO CAMERAS ON SCHOOL BUSES**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

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

## **PENALTIES FOR INFRACTIONS**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus, suspended, and/or expelled.

The bus driver's attention must not be distracted by unnecessary student activity. Appropriate student behavior and cooperation is essential for the safety of everyone. All students are required to become familiar with the above stated regulations and to follow them each day. While on the school bus, the driver has complete authority and responsibility to control the conduct of bus passengers. Students must follow the instructions given by the driver. Should a student fail to follow instructions or be involved in unsafe behavior, the driver will issue an oral warning or a written violation.

The following guidelines will be used for bus behavior violations:

### **First Offense:**

Oral warning by the driver.

### **Second Offense:**

Bus ticket issued and turned in to the school administrator with parent notification.

### **Third Offense:**

Second written bus ticket issued and turned in to the school administrator, 1-3 days suspension from bus service, and personal contact with a parent by the school administrator.

### **Fourth Offense:**

Third written bus ticket issued and turned in to the school administrator, 5-10 days suspension from bus service, and personal contact with a parent by the school administrator.

### **Fifth Offense:**

Fourth bus ticket issued and turned in to the school administrator. Recommendation to the transportation supervisor that the pupil be suspended from bus service for the remainder of the school year.

If, in the judgment of the school administrator, the violation is a major infraction of the bus rules, the student may be suspended from bus service on the very first violation.

Students who damage the bus in any way will pay for the damage and may be suspended from the use of the bus until restitution is made.

## APPENDIX A

### MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations.

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. Obtain a copy of the District's policy and administrative guideline on student records (#8330).

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; school photographs or videos of students participation in school activities, events or programs; school email addresses; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within 10 days from the date of this notification that s/he will not permit distribution of any or all such information.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent:


The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.



Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.




Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact your building administrator.


## Disease-Specific Information and Exclusion Guidelines



Disease <sup>1</sup>	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
<b>Campylobacteriosis<sup>1</sup></b>	Ingestion of under-cooked meat, contaminated food or water, or raw milk	Diarrhea (may be bloody), abdominal pain, malaise, fever	Average 2-5 days (range 1-10 days)	Throughout illness (usually 1-2 weeks, but up to 7 weeks without treatment)	Exclude with first signs of illness; encourage good hand hygiene	Exclude until diarrhea has ceased for at least 2 days; additional restrictions may apply
<b>Chickenpox**† (Varicella)</b> 	Person-to-person by direct contact, droplet or airborne spread of vesicle fluid, or respiratory tract secretions	Fever, mild respiratory symptoms, body rash of itchy, blister-like lesions, usually concentrated on the face, scalp, trunk	Average 14-16 days (range 10-21 days)	As long as 5 days, but usually 1-2 days before onset of rash and until all lesions have crusted	Exclude with first signs of illness; potential exclusion for those without documentation of immunity	Until lesions have crusted (for cases with non-crusting lesions: until lesions are fading or until no new lesions occur)
<b>CMV (Cytomegalovirus)</b>	Exposure to infectious tissues, secretions, or excretions	None or "mono-like"	1 month	Virus may be shed for 6 months to 2 years	If pregnant, consult OB; contacts should not be excluded	No exclusion necessary
<b>Common Cold</b>	Airborne or contact with respiratory secretions; person-to-person or by touching contaminated surfaces	Runny or stuffy nose, slight fever, watery eyes	Variable, usually 1-3 days	24hrs before onset to up to 5 days after onset	Encourage cough etiquette and good hand hygiene	No exclusion necessary
<b>Croup</b>	Airborne or contact with respiratory secretions	Barking cough, difficulty breathing	Variable based on causative organism	Variable based on causative organism	Encourage cough etiquette and good hand hygiene	No exclusion necessary
<b>Diarrheal Illness (Unspecified)</b>	Fecal-oral: person-to-person, ingesting contaminated food or liquid, contact with infected animals	Loose stools; potential for fever, gas, abdominal cramps, nausea, vomiting	Variable based on causative organism	Variable based on causative organism	Exclude with first signs of illness; encourage good hand hygiene	Exclude until diarrhea has ceased for 24h or until medically cleared
<b><i>E. coli</i><sup>†</sup> (Shiga toxin-producing)</b>	Fecal-oral: person-to-person, from contaminated food or liquids, contact with infected animals	Abdominal cramps, diarrhea (may be bloody), may include gas, nausea, fever or vomiting	Variable, usually 2-10 days	For duration of diarrhea until stool culture is negative	Exclude with first signs of illness; encourage good hand hygiene	Medical clearance required; also, exclude until diarrhea has ceased for at least 2 days; additional restrictions may apply
<b>Fifth Disease (Erythema infectiosum) (Parvovirus B19)</b>	Person-to-person; Contact with respiratory secretions	Fever, flushed, lacy rash ("slapped cheek")	Variable, usually 4-20 days	Most infectious before 1-2 days prior to onset	If pregnant, consult OB; encourage good hand hygiene; do not share eating utensils	No exclusion if rash is diagnosed as Fifth disease by a healthcare provider

Disease <sup>†</sup>	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
<b>Giardiasis**†</b>	Person-to-person transmission of cysts from infected feces; contaminated water	Diarrhea, abdominal cramps, bloating, fatigue, weight loss, pale, greasy stools; may be asymptomatic	Average 7-10 days (range 3-25+ days)	During active infection	Encourage good hand hygiene	Exclude until diarrhea has ceased for at least 2 days; may be relapsing; additional restrictions may apply
Hand Foot and Mouth Disease** (Coxsackievirus (Herpangina))	Contact with respiratory secretions or by feces from infected person	Sudden onset of fever, sore throat, cough, tiny blisters inside mouth, throat and on extremities	Average 3-5 days (range 2-14 days)	From 2-3 days before onset and several days after onset; shed in feces for weeks	Exclude with first signs of illness; encourage cough etiquette and good hand hygiene	If secretions from blisters can be contained, no exclusion required
Head lice (Pediculosis)	Head-to-head contact with an infected person and/or their personal items such as clothing or bedding	Itching, especially nape of neck and behind ears; scalp can become pink and dry; patches may be rough and flake off	1-2 weeks	Until lice and viable eggs are destroyed, which generally requires 1-2 shampoo treatments and nit combing	Avoid head-to-head contact during play; do not share personal items, such as hats, combs; inspect close contacts frequently	Students with live lice may stay in school until end of day; immediate treatment at home is advised; see Head Lice Manual
<b>Hepatitis A**†</b> 	Fecal-oral; person-to-person or via contaminated food or water	Loss of appetite, nausea, fever, jaundice, abdominal discomfort, diarrhea, dark urine, fatigue	Average 25-30 days (range 15-50 days)	2 weeks before onset of symptoms to 1 to 2 weeks after onset	Immediately notify your LHD regarding evaluation and treatment of close contacts; encourage good hand hygiene	Exclude until at least 7 days after jaundice onset and medically cleared; exclude from food handling for 14 days after onset
Herpes simplex I, II (cold sores / fever blisters) (genital herpes)	Infected secretions HSV I – saliva HSV II – sexual	Tingling prior to fluid-filled blister(s) that recur in the same area (mouth, nose, genitals)	2-14 days	As long as lesions are present; may be intermittent shedding while asymptomatic	Encourage good hand hygiene and age-appropriate STD prevention; avoid blister secretions; do not share personal items	No exclusion necessary
Impetigo (Impetigo contagiosa)	Direct or indirect contact with lesions and their discharge	Lesions/blisters are generally found on the mouth and nostrils; occasionally near eyes	Variable, usually 4-10 days, but can be as short as 1-3 days	While sores are draining	Exclude with first signs of illness; encourage good hand hygiene	Exclude until under treatment for 24hrs and lesions are healing; cover lesions
<b>*influenza** (influenza-like illness)</b> 	Droplet or contact with respiratory secretions (sneeze and cough, touching contaminated surfaces)	High fever, fatigue, cough, muscle aches, sore throat, headache, runny / stuffy nose; vomiting and diarrhea infrequently reported	1-4 days	1 day prior to onset of symptoms to 1 week or more after onset	Exclude with first signs of illness; encourage cough etiquette and good hand hygiene	Exclude until 24hrs after fever has resolved (without fever-reducing medication) and cough has subsided

Disease <sup>†</sup>	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
<b>Measles**†</b> (Rubella) (Hard/red measles) 	Contact with nasal or throat secretions; airborne via sneezing and coughing	High fever, runny nose, cough, red, watery eyes, followed by rash first on face, then spreading over body	Average 10-12 days (range 7-21 days) from exposure to fever onset	4 days before to 4 days after rash onset	Exclude those without documentation of immunity	Exclude until 4 days after rash onset
<b>Meningitis**†</b> (Aseptic/viral)	Varies with causative agent: droplet or fecal-oral route; may be complications of another illness	Severe headache, stiff neck and back, vomiting, fever, intolerance to light, neurologic symptoms	Varies with causative agent	Varies with causative agent, but generally 2-14 days	Encourage cough etiquette and good hand hygiene	Exclude until medically cleared
<b>Meningitis**†</b> (Bacterial) ( <i>N. meningitidis</i> ) ( <i>H. influenzae</i> ) ( <i>S. pneumoniae</i> ) 	Contact with saliva or nasal and throat secretions; spread by sneezing, coughing, and sharing beverages or utensils	Severe headache, stiff neck and back, vomiting, fever, irritability, intolerance of light, neurologic symptoms; rash is possible	Average 2-4 days (range 1-10 days)	Generally considered no longer contagious after 24hrs of antibiotic treatment	Immediately notify your LHD; encourage good hand hygiene; do not share personal items and eating utensils	Medical clearance required; exclude until 24 hrs after antimicrobial treatment
Mononucleosis	Person-to-person via saliva	Fever, sore throat, fatigue, swollen lymph nodes, enlarged spleen	30-50 days	Prolonged, possibly longer than 1 year	Do not share personal items	Exclude until able to tolerate activity; exclude from contact sports until recovered
<b>MRSA**</b> (Methicillin-resistant <i>Staphylococcus aureus</i> )	Transmitted by skin-to-skin contact and contact with surfaces that have contacted infection site drainage	Fever may be present; commonly a lesion; may resemble a spider bite and be swollen, painful with drainage; a non-symptomatic carrier state is possible	Varies	As long as lesions are draining; MRSA is frequently found in many environments; handwashing is the best way to avoid infection	Encourage good hand hygiene; do not share personal items, including but not limited to towels, washcloths, clothing and uniforms	No exclusion if wound is covered and drainage contained; exclusion from contact sports / swim until medical clearance
<b>Mumps**†</b> 	Airborne or direct contact with saliva	Swelling of 1 or more salivary glands (usually parotid); chills, fever, headache are possible	Average 16-18 days (range 12-25 days)	Up to 7 days prior to and 8 days after parotitis onset	Exclude those without documentation of immunity	Exclude until 5 days after onset of salivary gland swelling
<b>*Norovirus**</b> (viral gastroenteritis)	Food, water or surfaces contaminated with vomit or feces, person-to-person, aerosolized vomit	Nausea, vomiting, diarrhea, abdominal pain for 12-72hrs; possibly low-grade fever, chills, headache	Average 24-48hrs (range: 12-72hrs)	Usually from onset until 2-3 days after recovery; typically, virus is no longer shed after 10 days	Encourage good hand hygiene; contact LHD for environmental cleaning recommendations	Exclude until diarrhea has ceased for at least 2 days; exclude from food handling for 3 days after recovery



Disease <sup>†</sup>	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
Pink Eye (conjunctivitis)	Discharge from eyes, respiratory secretions; from contaminated fingers, shared eye make-up applicators	Bacterial: Often yellow discharge in both eyes Viral: Often one eye with watery/clear discharge and significant redness Allergic: itchy eyes with watery discharge	Variable but often 1-3 days	During active infection (range: a few days to 2-3 weeks)	Exclude with first signs of illness; encourage good hand hygiene	Bacterial: exclude until 24hrs after microbial therapy Viral or allergic: no exclusion necessary
Rash Illness (Unspecified)	Variable depending on causative agent	Skin rash with or without fever	Variable depending on causative agent	Variable depending on causative agent	Variable depending on causative agent	Exclude until rash has subsided or until medically cleared
Respiratory Illness (Unspecified)	Contact with respiratory secretions	Slight fever, sore throat, cough, runny or stuffy nose	Variable but often 1-3 days	Variable depending on causative agent	Encourage cough etiquette and good hand hygiene	Exclude if child has fever over 100°F until fever free for 24hrs without fever-reducing medication
Ringworm (Tinea)	Direct contact with an infected animal, person, or contaminated surface	Round patch of red, dry skin with red raised ring; temporary baldness	Usually 4-14 days	As long as lesions are present and fungal spores exist on materials	Inspect skin for infection; do not share personal items; seek veterinary care for pets with signs of skin disease	Exclude until 24hrs of treatment; exclude from contact sports / swimming until treatment has been initiated
<b>Rubella</b> ** <sup>†</sup> (German Measles) 	Direct contact; contact with respiratory secretions; airborne via sneeze and cough	Red, raised rash for ~3 days; possibly fever, headache, fatigue, red eyes	Average 16-18 days (range: 14-21 days)	7 days before to 7 days after rash onset	If pregnant, consult OB; exclude those without documentation of immunity	Exclude until 7 days after onset of rash
<b>Salmonellosis</b> <sup>†</sup>	Fecal-oral: person-to-person, contact with infected animals or via contaminated food Close, skin-to-skin contact with an infected person or via infested clothing or bedding	Abdominal pain, diarrhea (possibly bloody), fever, nausea, vomiting, dehydration Extreme itching (may be worse at night); mites burrowing in skin cause rash / bumps	Average 12-36hrs (range: 6hrs-7 days)  2-6 weeks for first exposure; 1-4 days for re-exposure	During active illness and until organism is no longer detected in feces  Until mites are destroyed by chemical treatment; prescription skin and oral medications are generally effective after one treatment	Exclude with first signs of illness; encourage good hand hygiene  Treat close contacts and infected persons at the same time; exclude with first signs of illness; avoid skin-to-skin contact; do not share personal items	Exclude until diarrhea has ceased for at least 2 days; additional restrictions may apply  Until treatment is completed; see <u>MDCH Scabies Prevention and Control Manual</u>
Scabies						


Disease <sup>†</sup>	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
<b>Shigellosis**</b> †	Fecal-oral; frequently person-to-person; also via contaminated food or water	Abdominal pain, diarrhea (possibly bloody), fever, nausea, vomiting, dehydration	Average 1-3 days (range 12-96hrs)	During active illness and until no longer detected; treatment can shorten duration	Exclude with first signs of illness; encourage good hand hygiene	Medical clearance required; also, exclude until diarrhea has ceased for at least 2 days; additional restrictions may apply
Strep throat / Scarlet Fever	Respiratory droplet or direct contact; via contaminated food	Sore throat, fever; Scarlet Fever: body rash and red tongue	Average 2-5 days (range 1-7 days)	Until 24hrs after treatment; (10-21 days without treatment)	Exclude with signs of illness; encourage good hand hygiene	Exclude until 24hrs after antimicrobial therapy
<b>Streptococcus pneumoniae</b> 	Contact with respiratory secretions	Variable: ear infection, sinusitis, pneumonia or meningitis	Varies; as short as 1-3 days	Until 24hrs after antimicrobial therapy	Consult your LHD to discuss the potential need for treatment	Exclude until 24hrs after antimicrobial therapy
<b>Tuberculosis (TB)</b> †	Airborne; spread by coughing, sneezing, speaking or singing	Fever, fatigue, weight loss, cough (lasting 3+ weeks), night sweats, loss of appetite	2-10 weeks	While actively infectious	Consult your LHD to discuss for evaluation and potential testing of contacts	Exclude until medically cleared
<b>Typhoid fever (Salmonella typhi)</b> †	Fecal-oral: person-to-person, ingestion of contaminated food or water (cases are usually travel-related)	Gradual onset of fever, headache, malaise, anorexia, cough, abdominal pain, rose spots, diarrhea or constipation, change in mental status	Average range: 8-14 days (3-60 days reported)	From first week of illness through convalescence	Consult your LHD for evaluation of close contacts	Medical clearance required; also, exclude until symptom free; additional restrictions will apply
<b>Whooping Cough** (Pertussis)</b> † 	Contact with respiratory secretions	Initially cold-like symptoms, later cough; may have inspiratory whoop, posttussive vomiting	Average 7-10 days (range 5-21 days)	With onset of cold-like symptoms until 21 days from onset (or until 5 days of treatment)	Consult your LHD to discuss the potential need for treatment	Exclude until 21 days after onset or until 5 days of appropriate treatment
<b>West Nile Virus</b>	Bite from an infected mosquito	High fever, nausea, headache, stiff neck	3-14 days	Not spread person-to-person	Protect against bites using EPA approved insect repellents	No exclusion necessary

All diseases in **bold** are to be reported to your local health department

\*Report only aggregate number of cases for these diseases

\*\* Contact your local health department for a "letter to parents"

† Consult with local health department on case-by-case basis

 Vaccination is highly encouraged to prevent or mitigate disease

## Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

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

#### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

#### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

#### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

## **Acceptable Use Policy Chippewa Valley Schools**

**1. Introduction:** As Chippewa Valley Schools (“the district”) administers computers and networks, users should be apprised of the issues that accompany technology, Internet, and network use in schools. This document defines the policy of the school district regarding the use of technology.

The use of the computer, the network, the Internet, and all other technologies is a privilege, not a right, and unacceptable use may result in a cancellation of the privilege. The district may deny, restrict, revoke or suspend specific user accounts at any time. In addition, the district may take other disciplinary action for violations of the acceptable use policy. Nothing in this acceptable use policy is intended to preclude the supervised use of the system under the direction of a teacher or other approved user. Other district policies and procedures apply.

**2. The district’s computers and technology are to be used for educational purposes and to conduct the business of the Chippewa Valley Schools.** Accounts are not to be used to conduct or promote personal or private businesses. Any costs incurred by a user are the user’s responsibility. Users shall not distribute material throughout the network, which contains any advertising, promotion, or solicitation of goods or services for commercial purposes; or endorses political or religious viewpoints without the approval of Chippewa Valley Schools. “Spamming” (mass emailing of “junk mail”) is not allowed. Users must not create, distribute, or seek out material that is profane, vulgar, or that advocates or condones violence, harassment, or discrimination towards other people.

**3. Maintain and protect security.** Users are to assume other users’ information is private property and treat it accordingly. Password sharing is prohibited. Users may not allow others to use their account except for purposes of technical support by an authorized technician. The network account holder is held responsible for their actions and activity within their account. Users may not attempt to access folders, directories, or network resources not designated for their use. Users are to log out, shut down, or otherwise secure the computer when they leave it.

**4. Help maintain operability.** Users shall not knowingly upload or download any software, file, or other content, *nor tamper with or damage hardware*, which adversely affects the performance or availability of the system. To protect the integrity of the system, only Technology Services or authorized persons will conduct software installations. Any attempt to harm or destroy the data of another user, computer, network or system either internal or external to Chippewa Valley Schools is a violation of the acceptable use policy.

**5. Follow the law.** State and federal laws govern the use of the district systems. Users shall follow laws and help enforce them. Users shall obey copyrights and not violate trade secrets. The unauthorized installation, use of storage, or distribution of copyrighted software or similar unauthorized materials on district systems and technology is prohibited.

**6. Preserve personal safety, especially for students.** District web pages and other electronic documents must preserve student safety. Public documents may not include a child’s telephone number, address, or names of other family members. Public documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities. Photos which identify students will not be published on web pages without parent permission.

The responsibilities for online safety practices are threefold.

- Students must use safe practices online.
- Staff must use student information safely.
- Teachers are responsible for teaching safe practices to students.

**7. There is no guarantee of privacy when using district technology.** Chippewa Valley has the right, but not the obligation, to examine any content on our network. Routine maintenance and monitoring of the system may lead to discovery that a user has violated the law or a district policy. Furthermore, the Internet employs systems owned by others and beyond the control of the district. Email may be intercepted by third parties. Email can be viewed by others. Email and account name data is public information and so is subject to Freedom of Information requests by citizens. Users are advised not to put anything in an email that they would not put on school letterhead.

**8. Online information, including web pages, must meet district standards.** The district's web pages, emails, and other communications must be consistent with Chippewa Valley's mission and philosophy as a public school district. Documents may not contain objectionable material or contain links that point directly or indirectly to objectionable material. Documents must conform to school board policies and established school guidelines. The school district reserves the right to edit any material that does not meet the district's standards.

**9. Users must conserve limited system resources.** The district may impose individual limitations on bandwidth, electronic storage capacity, printer capability and other resources. Users should act in a way to conserve the resources. For example, users should regularly delete old email messages and unwanted files.

**10. The district reserves the right to change this policy.** The settings and configurations of the network and its related components will be constantly evaluated and changed when necessary to better meet the needs of the district and the users. Similarly, changes to other policies, regulations, and laws may affect the operation and management of the network.

(Adopted by the Chippewa Valley Board of Education, July 11, 2011.)