

Haas Elementary  
Student and Parent Handbook  
2019-2020



7347 N. Genesee Rd.

Genesee, Michigan 48437 (810) 591-2101

*“We aim to empower our students to believe they can learn anything, they can know anything, they can be anything...We Are Genesee!”*

**Genesee School District  
Board of Education**

**President: Eladio Quintanilla**

**Vice President: Kim Schempf**

**Secretary: Dan Eashoo**

**Treasurer: Dr. Ted Schaub**

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**Matthew Newcomb**

Superintendent: Dr. Melody Strang

Elementary Principal: Mrs. Amanda Johnston

JR/SR High School Principal: Mr. Tim Stein

Director of Special Education: Mrs. Bethany Zito

Regular Board of Education meetings are generally scheduled for the 3<sup>rd</sup>  
Wednesday of each month at 7:00 p.m. in the Media Center.  
Please refer to the website for specific dates and times.

**Board of Education**

**Regular Business Meeting Dates for the 2018-2019 School Year:  
Third Wednesday of each month (Excluding Sept. 26 & Nov. 14th)**

**2019**

July 18  
August 15

**2020**

Jan. 16  
Feb. 20

Sept. 26\*  
Oct. 17  
Nov. 14\*  
Dec. 19

March 20  
April 17  
May 15  
June 19

*Regular business meetings* will be held in the Media Center at **7:00** pm (time subject to change). *Special Business* meetings begin at 6:30 pm (time subject to change).

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## Haas Elementary Contact List

If you are unsure of whom to call, the office will be happy to direct you to the appropriate person 591-2101.

Superintendent's Office	591-1650
Elementary Office	591-2101
Director of Special Education/Student Services	591-1649

**Faculty Directory: Dial 591-8125 and the extension.**

**Elementary Principal Ext 219    Elementary Principal Email:** [bzito@geneseeschools.org](mailto:bzito@geneseeschools.org)

### Kindergarten

Julie Tuttle	591-8103	<a href="mailto:jtuttle@geneseeschools.org">jtuttle@geneseeschools.org</a>
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### **First Grade**

Allison Roland	591-8101	<a href="mailto:aroland@geneseeschools.org">aroland@geneseeschools.org</a>
Sarah Maurer	591-8100	<a href="mailto:smaurer@geneseeschools.org">smaurer@geneseeschools.org</a>

### **Second Grade**

Rachel Chapman	591-8099	<a href="mailto:rchapman@geneseeschools.org">rchapman@geneseeschools.org</a>
Samia Brown	591-8098	<a href="mailto:sbrown@geneseeschools.org">sbrown@geneseeschools.org</a>

### **Third Grade**

Monique Coulman	591-8091	<a href="mailto:mcoulman@geneseeschools.org">mcoulman@geneseeschools.org</a>
Sondra Cummings	591-8093	<a href="mailto:scummings@geneseeschools.org">scummings@geneseeschools.org</a>

### **Fourth Grade**

Sherry Bauer	591-8090	<a href="mailto:sbauer@geneseeschools.org">sbauer@geneseeschools.org</a>
Lynn McMullen	591-8094	<a href="mailto:Lmcmullen@geneseeschools.org">Lmcmullen@geneseeschools.org</a>

### **Fifth Grade**

Adam Coulman	591-8084	<a href="mailto:acoulman@geneseeschools.org">acoulman@geneseeschools.org</a>
Alicia Darling	591-8083	<a href="mailto:adarling@geneseeschools.org">adarling@geneseeschools.org</a>

### **Sixth Grade**

Matt Malenich	591-8082	<a href="mailto:mmalenich@geneseeschools.org">mmalenich@geneseeschools.org</a>
Tiffany Harper	591-8104	<a href="mailto:Tharper@geneseeschools.org">Tharper@geneseeschools.org</a>

### **Special Education**

Eleanore Braham	591-8069	<a href="mailto:ebraham@geneseeschools.org">ebraham@geneseeschools.org</a>
Emily Cherry	591-8092	<a href="mailto:echerry@geneseeschools.org">echerry@geneseeschools.org</a>
Teresa Lucas	591-8085	<a href="mailto:tlucas@geneseeschools.org">tlucas@geneseeschools.org</a>

### **Reading/Math Interventionist**

Holly Karram	591-8076	<a href="mailto:hkarram@geneseeschools.org">hkarram@geneseeschools.org</a>
Melissa Wood	591-8095	<a href="mailto:mwood@geneseeschools.org">mwood@geneseeschools.org</a>

### **Specials Teachers**

Matt Murdock (P.E.)	591-3260	<a href="mailto:mmurdock@geneseeschools.org">mmurdock@geneseeschools.org</a>
Kelly Davis (Music)	591-8072	<a href="mailto:kdavis@geneseeschools.org">kdavis@geneseeschools.org</a>
Jim Armbrust (Band)	591-1559	<a href="mailto:jarmbrust@geneseeschools.org">jarmbrust@geneseeschools.org</a>

Welcome

On behalf of the teachers, support staff, and administration, it is my pleasure to welcome you to Jack P. Haas Elementary. Wherever you are in the 8-year journey from preschool through 6<sup>th</sup> grade, it is our intent to partner with you in an effort to make your school experience the very best possible.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Genesee Board of Education's comprehensive policy manual is available for public inspection through the District's website [www.geneseeschools.org](http://www.geneseeschools.org) under the "Board Policy" link.

Our staff is always happy to offer any additional assistance you may need. Again, we are pleased to partner with you to make school a successful, satisfying, and memorable experience for your student(s). We are glad you're here!

## **Vision Statement**

Genesee School District is focused on preparing students for college and careers. We believe in building strong, positive connections with our students so they can achieve confidence, independence, and academic knowledge, while preparing them to be productive citizens and future leaders. We provide instruction in a caring, safe, and healthy learning environment, in collaboration

with our families and the community. We aim to empower our students to believe they can learn anything, they can know anything, they can be anything...We Are Genesee!

## **Mission Statement**

Genesee School District is committed to meeting the needs of the whole child by providing opportunities and support for student safety, healthy habits, engagement in the learning process and a challenging curricula in high quality facilities while remaining fiscally sound.

### **Genesee School District Acceptable Use Policy Student Educational Technology**

The Genesee School District provides access to technology resources including access to the Internet. These resources have a limited educational purpose. This purpose is to provide access to electronic resources to promote and enhance student learning consistent with the district educational goals and objectives. This acceptable use policy ensures that use of the network by students is appropriate. Network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action and/or legal action.

Educational technology resources at the Genesee School District consist of computer hardware and software, printers, scanners, digital cameras, CD-ROM devices, LCD projectors, telephones, graphing calculators, GenNET classroom, video devices and any other technology devices.

The Genesee School District makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by unforeseen network problems or a user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine it is being used properly.

## **Safety Warning**

As a school district participant, it is expected that you will be respectful of the rights and privacy of others. When engaging in activities on web pages, e-mail, and two-way communications, the

following guidelines should be strictly adhered to: • Never give your password to anyone for any reason.

- Do not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name or any other information that may give others information to identify you in any way.
- Tell your parents, teachers or other adult immediately if you come across information or individuals that make you feel uncomfortable in any way.
- Immediately tell an adult if you receive anything that is inappropriate, threatening or uncomfortable.

### **Acceptable Uses/Net Etiquette**

- Users will respect others' rights to privacy and freedom from harassment or intimidation.
- Users will use the Internet only for purposes that are legal and generally acceptable for educational purposes.
- Users will follow laws concerning copyright and licensed programs. Downloading pictures, videos, articles, or sound files is subject to approval of the teacher.
- Users will follow security restrictions for their own and others' accounts, including not using other than their own or allowing others to use their accounts.
- Users will respect software, hardware, and other users' files.
- Users will be mindful of network security, and immediately report any bugs, errors, or security problems to system administrator.

### **Unacceptable Uses**

The following is a sample list of "unacceptable uses":

- Transmitting or downloading any material in violation of any U.S. or state regulations. This includes, but is not limited to, material that is copyrighted, threatening, harmful, sexist, racist, sexually explicit, obscene or protected by trade secrets.
- Engaging in any unauthorized commercial activity, product advertisement or political lobbying.
- Use of technology to distort the truth, to lie, or to misrepresent someone else.
- Vandalism – defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the system or any other system. This includes, but not limited to, the uploading, creation, or knowing transmission of computer viruses.

### **Consequences for Violation of Policy/Rules**

The use of the technology resources and GenNET is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrators and school administrators will deem what is inappropriate use and their decision is final.

Genesee School District and Genesee Intermediate School District reserve the right to log Internet use and to monitor fileserver space utilization by users.

Depending on the severity of the policy violation or number of past violations, the district may take one or more of the following disciplinary actions (possible consequences may be, but are not limited to, the following):

- Restitution- including but not limited to Replacement cost,
- Reimbursement of cost for repair, and Reimbursement of technician time
- Restriction or loss of use of technology resources -Legal action • The school administrator will determine the reinstatement of privileges.

This document was prepared using Acceptable Use Policy/District Filtering Requirements Template (draft copy 03/02) developed under a grant awarded by the Michigan Department of Education under the Technology Challenge Grant Program.

**DAILY SCHEDULE**  
**SCHOOL BEGINS: 8:05 AM**  
**SCHOOL DISMISSAL: 3:13 PM**

Students may enter the building **NO** earlier than **7:35 AM** and may remain in the building no later than **3:30 PM**. Breakfast is served 7:35 a.m.-8:00 a.m.

Exceptions include the following:

- Students participating in supervised, regularly or specially scheduled activities that begins by 3:30 PM.
- Students obtaining help from a teacher.
- Students who have administrative permission

**Early Release days: 11:45 a.m. Dismissal Bell**

**HAAS ELEMENTARY SCHOOL 2019-2020**

<b>August 21</b>	<b>Open House 4:30 – 6:00 pm</b>
<b>August 26</b>	<b>First Day Of School (Full Day)</b>
<b>August 30</b>	<b>No School</b>
<b>September 2</b>	<b>No School</b>
<b>September 6</b>	<b>School Picture Day</b>
<b>September 11</b>	<b>Early Dismissal 11:45AM</b>
<b>September 27</b>	<b>Early Dismissal 11:45AM</b>
<b>October 9</b>	<b>Early Dismissal 11:45AM</b>
<b>November 4</b>	<b>Early Dismissal 11:45AM</b>
<b>November 4</b>	<b>Parent/Teacher Conference 1PM-6PM</b>
<b>November 5</b>	<b>No School</b>
<b>November 13</b>	<b>Early Dismissal 11:45AM</b>
<b>November 27</b>	<b>Early Dismissal 11:45AM</b>
<b>November 28</b>	<b>No School/Thanksgiving</b>
<b>November 29</b>	<b>No School</b>
<b>December 11</b>	<b>Early Dismissal 11:45AM</b>
<b>December 23</b>	<b>Christmas Vacation Begins</b>
<b>January 6</b>	<b>School Resumes After Christmas Vacation</b>
<b>January 15</b>	<b>Early Dismissal 11:45AM</b>
<b>January 16</b>	<b>Early Dismissal 11:45AM</b>
<b>January 17</b>	<b>Early Dismissal 11:45AM</b>
<b>January 20</b>	<b>No School</b>
<b>February 12</b>	<b>Early Dismissal 11:45AM</b>
<b>February 14</b>	<b>Early Dismissal 11:45AM</b>
<b>February 17</b>	<b>No School</b>
<b>March 11</b>	<b>Early Dismissal 11:45AM</b>
<b>March 26</b>	<b>Early Dismissal 11:45AM</b>
<b>March 26</b>	<b>Parent/Teacher Conference 1PM-6PM</b>
<b>March 27</b>	<b>Early Dismissal 11:45AM</b>
<b>March 30</b>	<b>Spring Break Begins</b>
<b>April 6</b>	<b>School Resumes After Spring Break</b>
<b>April 10</b>	<b>No School</b>
<b>May 13</b>	<b>Early Dismissal 11:45AM</b>
<b>May 22</b>	<b>Early Dismissal 11:45AM</b>
<b>May 25</b>	<b>No School</b>
<b>June 2</b>	<b>Early Dismissal 11:45AM</b>
<b>June 3</b>	<b>Early Dismissal 11:45AM</b>

**June 4**

**Early Dismissal 11:45AM**

**Elementary Hours: 8:05 – 3:13**

**High School Hours: 7:40 – 2:40**

### **Parent Responsibilities**

Under Section 10 of the Revised School Code, parents and legal guardians have the right to determine and direct the care, teaching, and education of their children. It is the school's expectation that the parent(s)/guardian(s) of each student shall:

- Be familiar with the published school calendar, noting specifically which day school is in session, which day school is EARLY dismissal and which day school is not in session Be alert to unexpected changes to the calendar.
- Notify the school of a student's absence on the day of the absence, parents may leave a message on the school voice mail 24 hours a day (810.591.2101). If a phone call is not possible, a note stating the reason for the absence may be turned in to the office on the day following the student's absence. • Speak regularly with your child about his/her school attendance, absence, and tardiness.
- Attend parent-teacher conferences.
- Monitor your child's school performance in each class through ParentVue. Contact the office to set up. Monitor your child's school performance in each class. Converse regularly with your child about school performance, and as needed with his/her teacher(s).
- Make sure your child has enough time for proper rest each evening.
- Establish a rising time each morning school is in session, which allows your child time to prepare for school and to travel and arrive safely and on time.
- Familiarize yourself with the Code of Conduct and Attendance Policy.
- Attend and participate in scheduled meetings with administrators/teacher(s) regarding your child's education.
- Request homework for your child if he/she is absent or suspended from school or is on a long-term leave.
  - Contact the elementary office, if interested in serving on any building or school-wide committees

### **Philosophy**

The primary objective of the Genesee School District is to assist each student to develop into a responsible, selfdisciplined individual willing to assume his/her role as a productive member of society. An important aspect of this learning process is learning to respect the rules and regulations that are established for the protection of the rights of all members of the school community.

It is not the intent of the Genesee School District through these policies to infringe upon students' exercise of constitutionally guaranteed rights. However, when a student's behavior presents a risk to his/her own well-being, interferes with the right of others, or becomes disruptive to the educational process, parents, teachers, staff, and administration must take corrective action through the Code of Conduct.

Every staff person in the school is an equal and contributing partner in the important area of student management. All adults have the obligation to report any inappropriate behavior to administration.

### **Fair Treatment Procedures**

It is the policy of the Board of Education that the Genesee School District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, age, marital status, handicap, or disability. The District affirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination.

### **Video Monitoring Systems**

A video monitoring system may be used on school buses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is

captured, recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

### **School Visitation**

Instructional time at Genesee School District is highly valued and protected. Teachers and students profit from a learning environment that is free from distraction or interruption. Parents are required to check in at the front office. Student visitors are not allowed at Haas Elementary. Instructional time at Haas Elementary School is highly valued and protected. Additionally, parents who accompany their children to class must exit the building by 8:05 a.m. unless prior arrangements have been made.

All visitors, including parents and siblings are required to check in at the main office, sign in, and obtain a visitor's pass when entering the building. In addition, visitors must not loiter in or near restrooms, in the parking lot, or outside classrooms. Parents desiring to sit in on a class must make prior arrangements. Parents may call the classroom teacher to discuss their interest in visiting a particular class and to schedule the visit.

### **Off Campus Activities**

Students are subject to the rules and regulations when on any school district property. Likewise, students at school-sponsored, off-campus events shall be governed by all school district rules and regulations as set forth in this handbook and are subject to the authority of school district personnel. Students failing to obey rules and regulations and/or failing to obey the lawful instructions of school district personnel shall be subject to the provisions of this guidebook.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Other reasons as determined by the Principal.

### **Dress Code**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols.
- Hats, coats, bandanas, sweat bands, and sun glasses may not be worn in the building during the school day. Hoodie sweatshirts may be worn with the hoodie down. \*Waist-length and appropriately sized sweatshirts and lightweight jackets can be worn inside school for warmth. No blankets are to be carried.
- Clothing showing skin or undergarments (crop tops, halter, tube tops, low cut tops with plunging necklines, spaghetti straps -less than 2 inches in width, and strapless dresses) may not be worn at school.
- The length of shorts, skirts and dresses must be no shorter than five inches above the knee. \*
- Pants must be worn at the waistline. Pajama and flannel may not be worn at school. (Unless it is a specially designated day approved by the building principal)
- Appropriate footwear must be worn at all times. Slippers or rollerblade shoes/shoes with wheels may not be worn at school.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of self or others may be subject to discipline.
- Students may not wear jeans, slacks or pants that have holes in areas more than 5" above the knee. The 5" rule applies even if wearing something underneath.
- Students may not wear jewelry with spikes or studs, safety pin accessories, chains

- Teachers/staff may ask students to remove jewelry during physical activities in the classrooms, gym, or on the playground to ensure the safety of all students. If there is any doubt about dress and appearance, the building principal will make the final decision. \*The 5" rule *may* not apply to kindergarten students.

## Arrival-Dismissal Procedures

**Students should not arrive at school before 7:35 a.m. Classes begin at 8:05 a.m.**

### Arrival

- Private vehicles **are not permitted to park in the bus lane at the main entrance** during student arrival.
- **STUDENTS MUST EXIT THE VEHICLE ON THE PASSENGER SIDE ONLY.**
- Parents are encouraged to use the valet system. However, **parents are permitted to enter the north end of the building and wait with their student(s) in a designated hall until the 8:00 a.m. "first" bell** at which time parents will exit the building when students are released to go to class.
- **Valet service** is provided at the handicap-accessible entrance at the north end of the building for students arriving by private vehicle.
- Students will proceed to the cafeteria upon arrival in the morning. At the 8:00 a.m. "first bell", school personnel will escort students to class with the assistance of designated student mentors.
- Students arriving by bus will enter the building at the main entrance of the elementary.
- **Parents who have a pre-arranged meeting may enter the main entrance** and check in at the office. Please be prepared to inform school personnel that you have a meeting, as they are required to monitor the entrance and ensure that procedures are followed. Parking is available in the elementary lot, with overflow parking available at the north end of the building and in the high school parking lot.

### Dismissal

- All students will be escorted from the building at dismissal.
- Bus riders will be escorted to buses at the north entrance of the high school.
- Students being picked up by private vehicle will be escorted to the north/west entrance of the elementary building and wait to be called to the parent pick-up line in front of the elementary.
- **STUDENTS MUST ENTER THE VEHICLE ON THE PASSENGER SIDE ONLY.**
- Parents who use the pick-up option will be provided car signs identifying the students they are picking up. Additional signs are available upon request for parents who wish to designate additional adults to pick up their students.
- Parents must pull into a valet line near the main entrance and must wait in their vehicles for their child(ren) to exit.
- For the safety of all students, parents **will not** be permitted to wait for students in the main entrance or hallway.
- **Please note that the small lot located between the elementary and high school parking lots are reserved for parents of pre-school students who will be meeting their children at the north entrance of the elementary building for pick up.**

A map and more detailed information regarding Arrival-Dismissal Procedures are included in student enrollment paperwork. Copies are also available in the elementary office.

**All changes to end-of-day dismissal or pick up must be communicated by the parent to the school office NO LATER than 1:30 PM unless in the event of an emergency.**

### Communication

Every member of the staff is committed to keeping parents informed. The methods of communication at Haas Elementary include:

- Friday Folders
- Automated phone calls
- Parent-Teacher Conferences ▪
- Open House

- Various events/assemblies Teachers

may also utilize:

- Daily Agendas
- E-mail
- Classroom group text reminders, Remind, DoJo
- Classroom newsletters

**Parents are also encouraged to schedule appointments with their child's teacher throughout the school year.**

### **Food Service**

Haas Elementary participates in the National School Lunch Program as well as the Community Eligibility Option, which allows the school to provide free breakfast and lunch to all elementary students. Students are also permitted to bring their own lunch to school.

Students are to eat lunch in the cafeteria. No food may be eaten in the hallways or bathrooms. Haas Elementary students are not allowed to leave the premises during the lunch period without specific written permission from the Principal.

### **Care of Property**

Every student is responsible for the care of his/her personal property. Genesee School District will not be responsible for any student's personal property. Valuables, such as jewelry or irreplaceable items, should not be brought to school.

Damage to, or loss of, the school's equipment and facilities wastes taxpayers' money and undermines the school's program. Therefore, if a student does damage to or loses the school's property, the student or his/her parent(s)/guardian(s) 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 Code of Conduct.

### **Hall Passes**

A student must have a pass signed by a teacher or administrator in order to be in the halls during class time.

### **Textbooks and Library books**

- Students are responsible for all books checked out of the library in their name. Lost book fines will be turned in to the office.
- Books that have been issued to students that are lost or damaged will have to be replaced at the student's expense. If the book has been damaged or has missing pages when it is issued, report it in writing to the teacher or the librarian at once.

### **Library Use**

The use of the library is a privilege. Misuse of library materials or misconduct in the library may result in the loss of this privilege.

### **Lost and Found**

Lost articles such as clothing, books, rings, etc., are kept in the elementary entryway until claimed by the student. Items left at the end of the year are donated to charity or disposed.

### **Fines and Fees**

All fines and fees must be paid before the end of the school year to receive final report card.

### **Safety Drill**

Procedures & Conduct Safety drills occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Safety drills include fire drills, tornado drills and lock-down drills. Drills will not be preceded by a warning to the students.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational

opportunity for students, provided that a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **Emergency School Closings**

In case of bad weather and other local emergencies, please listen to local radio WWCK FM 105.5 or television station ABC12 to be advised of school closings or early dismissals. A Synergy Voice message may be used to announce school closings and will also be posted on the Genesee School District's Facebook page and will also be posted on the school website.

If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Closing information will also be posted on the school website and will be announced through our automated calling system. On the rare occasion that school is dismissed early, students will be bussed where they are usually taken at the end of the school day unless we have a written emergency plan that directs us to do otherwise. For your child's safety, make certain that your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Parents are discouraged from calling the school office during emergency conditions because it ties up the telephone lines at the time they are needed most.

In the **event of a tornado warning, buses will not operate**. Students will not be dismissed until such a warning is over. It is highly disruptive and potentially unsafe to release students to their parents during a tornado warning. However, parents may pick up their child in person or send a signed written request with the person picking up their child.

### **Website**

Genesee School's website may be accessed 24-hours a day at [geneseeschools.org](http://geneseeschools.org). A student/parent may access academic and attendance data by accessing the ParentVue web link on the website's home page. The student's six digit ID and password (which is the student's last four digits of their social security number) are required when logging in. The website is updated with upcoming events, school closures, and daily announcements. Contact the Elementary office to access ParentVue 810.591.2101

## **I. Health Policies and Procedures**

### **Immunizations: Requirements**

All children who enter school in Michigan are required by state law to be fully vaccinated in accordance with Part 92, Act 368 of the Public Acts of 1978, as amended. The Board of Education requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the State Health Department regulations.

Students **must** meet the immunization requirements set by the State for attendance at school in order to enroll or attend.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

1. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication on Form 5320 F2.
2. The parents hold religious or philosophical beliefs against receiving a vaccination. The parents must submit Form 5320 F3 before a waiver is granted.
3. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

### **Illness and Exclusion Policy**

If a student shows any symptoms of illness such as a temperature, nausea, diarrhea, sore throat, or rashes, the student should not come to school until the seriousness of the condition has been determined or the symptoms have disappeared. This will help reduce the spread of infections at school.

If a student shows such symptoms while at school, the student will be excluded from the regular program. In such instances, the following procedures are followed: Parents are notified by the main office staff to make arrangements to have the student picked up from school. If parents cannot be reached, the person designated on the emergency card is called. It is essential that parents list people on the emergency card who will be able to pick up the student if parents cannot be reached. It is also critically important that the school has accurate phone

numbers for all contacts. Parents or the designated person are required to pick up their sick child within an hour.

If the child's condition warrants medical attention, the school's local emergency resource may be contacted.

### **Communicable Diseases**

Parents should notify the school immediately if their child has contacted a communicable disease. The school may then notify parents of other students. In the event of an epidemic, special precautions or exclusion policies may be necessary.

After a communicable disease, use the following guidelines to determine when to send your child back to school:

- Chicken Pox - when blisters have dried and formed scabs (6 days)
- Impetigo 24 hours after treatment begins
- Lice a Nit-Free Policy - A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by a school official and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials he/she is free of head lice.
- Scabies - 24 hours after treatment begins
- Ringworm - 24 hours after treatment begins
- Pink Eye - Crusty, draining and red eyes-24 hours after treatment begins
- Strep Throat- A sore throat that causes difficulty swallowing-24 hours after treatment begins
- Fever 24 hours without having a fever

### **Students with Severe Food Allergy or Chronic Illness**

- If your student has a life-threatening allergy or life-threatening chronic illness, please notify your building principal.
- Federal law protects students from discrimination due to disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The Genesee School District's Section 504 Policy is available at [www.geneseeschools.org](http://www.geneseeschools.org) under the Board Policy link.
- Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

### **Administration of Medication**

The following guidelines will be followed whenever a student must take medication at school as required by Section 380.1178 of the Michigan School Code:

- A parent or guardian (or adult identified as an emergency contact) must deliver the medication to the office in person. **PLEASE DO NOT SEND MEDICATION TO SCHOOL WITH THE STUDENT.**

The office staff administers medications **ONLY** when the following specific requirements are met:

- Parents/Guardians authorization for each medication is in writing.
- Parents/Guardians have completed the "Parental Request for Administration of Prescribed Medication form. (Forms are available in the elementary office.)
- All prescription medications brought to school are stored in the office with signed form. (We do not allow students to self-medicate; except and to the extent the law permits use of an inhaler to alleviate asthma or epinephrine to treat anaphylaxis.)
- A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.
- Doctor's permission is in writing. (For prescription medication, the pharmacy label serves as the doctor's permission.)
- The medication is in its original container.
- The label states: - ○ Student's name and directions for use ○ Name of the drug-physician's name
  - Dosage -expiration date of a time-dated drug

The school does not issue any form of medication to students, including over the counter drugs, such as aspirin or Tylenol.

The school does its best to follow the medication instructions given to us, but it cannot be held responsible for delayed administration of medicine.

### **Concussions and Head Injuries**

- A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation (including gym classes) and shall not return to the activity until he/she is evaluated by an appropriate health professional and receives written clearance. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

### **Accommodating Persons with Disabilities**

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodations should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Reporting Suspected Child Abuse**

School teachers, counselors, social workers, and administrators are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

## **II. Emergency Procedures**

### **Emergency Forms**

Parents are required to fill out an emergency form that contains a medical release statement giving the school permission to seek medical attention for the student in case of an emergency. In emergency situations, the school calls the numbers listed on the form. It is essential that parents/guardians update these forms if their addresses or phone numbers change.

### **Accidents**

Any accident involving more than minor bruises or scrapes is recorded on an Incident Report Form and filed in the main office.

If it appears an accident is more serious, the following procedures are followed:

- The office staff carries out immediate first aid.
- The office staff and/or teacher contacts the parents to pick up the student for medical care.

In cases where the parents or the designated emergency persons cannot be reached and immediate medical attention is needed, the school will call the local emergency unit for treatment and/or transportation to a hospital. In some emergency situations, the staff may contact the local emergency unit before calling the parent.

### **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/guardians to receive permission to leave the school. Office personnel will initiate all calls on behalf of a student seeking permission to leave the school.

### **III. School Services**

School services enhance the education and well-being of students including but not limited to health instruction and policies; academic assistance; and personal and social development.

#### **504 Plan**

The 504 Coordinator works in conjunction with the Principal to oversee all 504 evaluations and plans of students with documented health concerns that impact them in their school environment. For more information regarding eligibility for accommodations, please contact the Special Services Office.

#### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in the instruction or extra-curricular programs. 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 extracurricular program. Parents should contact the Special Services Office to inquire about evaluation procedures and available programs.

#### **MTSS (Multi-Tier Supports and Services)**

The MTSS Team is made up of certified teachers and para-educators that help to identify areas of concern and interventions for students prior to a referral for special education evaluation. Interventions and progress monitoring are provided over a pre-determined period of time to remediate reading, math, social studies, and/or science skills. Members of the team study past records, confer with teachers and parents/guardians, and meet one-on-one with the student to ascertain the areas of concern. The team will then follow up with suggestions to the teacher and parent/guardians. In some cases, students may be referred for additional assessment and diagnostics to the Special Services Office.

#### **Special Education**

Genesee School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education support 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. To inquire about the procedure or programs, contact the Special Services Director.

#### **Speech Therapy**

The speech therapist provides speech and language services to students with diagnosed speech and/or language delays. After referral and diagnosis, the therapist meets periodically to address the child's areas of difficulty as per each child's Individualized Educational Program goals and objectives.

#### **Social Work**

The school social worker provides small group assistance in dealing with grief, divorce, anger management, social skills and/or community agency support. Parents, teachers, and administrators may refer students to the Special Services Office for school social worker assistance. After referral and diagnosis, the school social worker meets periodically to address the child's areas of difficulty as per each child's Individualized Educational Program goals and objectives.

#### **Homebound/Hospitalized Services**

Homebound and hospitalized service is designed to help students, who are unable to attend school due to a medical condition, to keep up with their studies and to progress to the extent possible given their medical condition. These services are designed to help the classroom teacher(s) communicate with the student while away from school. It is not the purpose of these services to replace the classroom teacher(s) nor are students necessarily carrying a full classroom load while receiving this service. The district may provide these services. Individuals interested in this service should contact the main office to verify eligibility, program requirements, and expectations.

##### **Eligibility for Homebound Instruction**

A district is responsible for providing instructional services when an enrolled student who is assigned to an appropriate regular or special education program is unable to attend school because of illness or injury. The student's attending physician certifies a medical condition that requires the student to be confined to the home or hospitalized during regular school hours. (Written documentation must be submitted to school personnel.) The student is physically able to participate in instructional activities while at home or in the hospital and is

anticipated to be homebound or hospitalized for at least five (5) consecutive school days. Delivery of Homebound Service

The district has options for making arrangements including assignment of the student's teacher(s) or other teacher(s) employed by the school district to provide the service which can be met through the employment of a substitute teacher to provide the service or a contract with another local district one-hour periods per week. Homebound services are only available when the school year is in session and not including summer school or breaks. Homebound instruction ceases when the attending physician indicates the student is able to return to school.

#### Hours & Duration of Homebound Instruction

Regular education students could receive a minimum of two 45-minute periods of Homebound Instruction per week. Special education pupils could be seen a minimum of two nonconsecutive one-hour periods per week. Homebound services are only available when the school year is in session and not including summer school or breaks. Homebound instruction ceases when the attending physician indicates the student is able to return to school.

#### Parental Responsibilities

When a student is homebound, the parent(s) should notify the school when a student has been hospitalized or confined to the home by a physician. Provide written documentation from the attending physician verifying that the student has a medical condition that requires the student to be hospitalized or to be confined to the home during regular school hours for a period of longer than five school days. The certification must be by a physician who is either a M.D. or a D.O. Psychologists, chiropractors, or other professionals may not certify a person as eligible. If the student is deemed eligible for services, provide access to the home (with an adult present), and help schedule teacher visits so they do not conflict with medical treatments. Provide an appropriate environment and the necessary supervision for the student to complete assignments. Help the student learning activities to the extent possible as agreed upon with the teacher.

#### Student Responsibilities

The student must ask for assistance and/or clarification as needed to complete assignments. Attend to the class activities to the extent that they are physically capable. Return materials and supplies after completing assignments. Continue to work with the teacher(s) to do any extra work needed so that the student has minimum competencies needed to complete the subject or grade, after returning to school schedule time for study, ensuring appropriate instructional materials are available and at hand.

### **IV. Attendance**

State of Michigan School Attendance Law, Section 380.1561 of the revised Michigan School Code states "... every parent/guardian or other person in this state having control and charge of a child between the age of 6 to 16 the child's eighteenth birthday, shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. A child becoming 6 years of age before December 1 shall be enrolled on the first school day of the following school year in which the child's sixth birthday occurs."

Students and parents/guardians are expected to adhere to the specific attendance rules of their buildings. Violation of attendance rules resulting in excessive or patterned absence will be referred to the Genesee County Prosecutors office for the purpose of criminal prosecution (Michigan Compiled Law 380.1599). Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

#### **Reporting Absences**

In the best interest of all parties involved, **the parent/legal guardian is required to notify the school on each and every day the student is absent.** Parents may leave a message on the school voice mail during and after school hours or written documentation must be submitted to the office on the day of the child's return to verify an excused absence. If either of the above mentioned have not been complied with, the absence will be deemed unexcused.

#### **Excused Absences (called in by parent and/or written documentation received)**

- Illness: The Principal or Director of Student Services or designee reserves the right to require proof of illness (i.e. doctor's note in order to excuse the absence.)
- Medical appointment: documentation from doctor's or dentist's office upon return to school
- Legal appointments: documentation from appropriate legal representative upon return to school
- Family emergency

- Death in the family
- Hospitalization: documentation from facility

Suspensions, Homebound, Pre-arranged and other circumstances may be excused by the Principal, and/or designated official.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

### **Unexcused Absences**

An unexcused absence is a student absence from a scheduled class (es) other than those reported by parents/legal guardians or administration. Reasons include but are not limited to:

- Skipping/truancy – the willful absence from scheduled classes/activities without parent/legal guardian consent and/or administrative approval
- Oversleeping
- Lack of transportation / Car trouble
- Unverified absence – no parental notification
- Leaving school without permission
- Not following proper check-out procedures

On the fifth unexcused absence the staff member in charge of monitoring truancy will contact the parent to address the situation and/or request a conference with the parent/guardian.

### **Tardiness/Absences**

Part of the responsibility of parents and students is regular and prompt attendance. Students must be inside their designated classroom by 8:05 a.m. each morning. Four unexcused tardies will be considered an unexcused absence. Students who are not in class due to a late bus will not be considered tardy.

**Students arriving after 9:30 a.m. will be considered absent for the morning. Students checking out before 2:30 p.m. will be considered absent for the afternoon.**

### **Absence and Attendance at After School Events**

Students must be in school one half of the school day to participate in after school programs or events. The event coordinator must approve any exceptions.

### **Excused Early Dismissal**

Excused early dismissal will be granted for the following reasons:

- Medical appointment – note from the doctor or dentist office upon return to school
- Legal appointment – note from appropriate legal representative upon return to school
- Family emergency
- Suspension

Excessive requests from a parent/guardian to dismiss a student near the end of the day will be considered unexcused tardies and will be subject to unexcused absence/truancy procedures (As outlined above).

### **Check-In and Check-Out Procedures**

Students who arrive any time after school begins must report to the office upon entering the building. Students are to be signed in and out by an adult. If students must leave during the school day due to illness or appointments they must:

- Have parent permission via phone call or note
- Be checked out in the elementary office by an authorized adult
- Check back in at the school office upon returning to school (if returning to school the same day)

**Truancy** is defined as: Willfully and repeatedly absenting oneself from school in violation of Michigan Juvenile Code 712A.2.

The Truancy Coordinator and/or administration shall notify parents when students have five or more absences from class(es). (After 5 call-ins for an excused absence a doctor excuse is required. After the 5th absence a referral to truancy court may be filed.)

Parents will be notified in writing at the address provided to the school, when a student reaches 10 and 15 days of absences, excused or unexcused. In addition to the notification, persistent or questionable absences from

school may result in a referral to Truancy Court as a violation of the truancy law and/or a home visit by the Truancy Coordinator or designated official.

**Please Note:** Unless there are extenuating circumstances, a Truancy Court petition will be filed once a student has been absent 15 days (10 days if student was truant in the previous school year), without any success from the Truancy Coordinator contacting the parents/guardians via phone calls, home visits, or scheduled meetings. If in the event a student was absent for a combined count of 15 days AND has met with the Truancy Coordinator and there is still no improvement, a truancy court petition will be filed. The days above are inclusive of attendance within other school districts within the same academic year.

The following procedure shall be followed for unexcused absences. After the fifth unexcused absence – The Truancy Coordinator will meet with the student; review the student’s attendance record. The Truancy Coordinator will also contact the parent/legal guardian to review the child’s attendance record. At this time, the Truancy Coordinator may do a home visit to address the situation or require a parent/guardian conference.

### **Make-up Work**

It is the student's responsibility to request make up work missed due to an absence.

- In the case of a prearranged absence (forms available in the office for more than 3 days), students are expected to turn in all work upon their return within the number of days in which they were absent.
- Students, who have excused absences, shall be given the number of days which they missed within which to make up work.
- Make -up work due to suspension must be completed the day the student returns from suspension

## **VI. Student Discipline Code of Conduct**

The Code of Conduct is the behavioral mainframe by which the school carries on its day- to-day operations. The code reflects academic standards and the right for every student to learn in a safe, non-threatening environment and the right of teachers to teach. The code further reflects the school's desire to protect each individual's right to deal with violations of safety issues through consequences. The implementation of this code is a necessary element to provide a positive school experience for everyone.

The Code of Conduct governs the most serious and obvious types of student misconduct. The prohibited acts listed in the code are not to be construed as all-inclusive. Nor is the list to be seen as a limitation upon the authority of school officials to deal appropriately with violations of school rules and regulations or with other types of conduct which interfere with the order of the school, the proper functioning of the educational process, or the health and safety of students.

The Code of Conduct applies before, during, and after school:

- When a student is at school. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

The Code of Conduct establishes reasonable boundaries for students and provides a clear understanding of

consequences for breaking the rules. It is expected that students, like the rest of us, will make mistakes. It is our hope

those students learn from their mistakes. By reading the Code of Conduct, we also expect students to understand the

Haas Elementary expectations and avoid transgressions in the first place.

There are three levels of violations: those that lead to pre-suspension consequences, those that lead to suspension and those that may lead to expulsion. Each of these categories is explained below:

## **Classroom Consequences**

Teaching and learning can only occur in an orderly environment. Within the classroom, teachers will provide direction, set limits, and promote self-discipline. They will be diligent in their role to create a learning environment that is neither overly permissive nor oppressive. Within that context, they will make every effort to motivate students to learn, to redirect them when their attention or behavior falters, and to continue with instruction. However, if a student demonstrates unwillingness to participate in this learning environment, he/she may be told to leave the regular class setting. Students who are disruptive and who impede the learning of others may be asked to go to another part of the classroom or to another area where they will continue to do assigned work.

## **Detention**

A student violating a school rule or policy may be required to spend a specific period of time detention before school or after school at a specific location assigned by the Principal. A staff member will actively supervise such detention.

## **In-School Suspension**

At the discretion of the Principal, a student may be directed to serve an in-school suspension for disciplinary reasons. The student would spend the period of this suspension in an alternative classroom where he/she will be allowed to continue his/her studies for credit but may not participate in any athletic or extracurricular activities for the duration of the suspension.

- The option of the in-school suspension will be administered where it is deemed in the best interest of the student and the school only.
- All students who are given the opportunity to attend in-school suspension are expected to complete all assigned work given by teachers. If a student does not complete the work assigned to him or her, he/she may lose the privilege of in-school suspension.

## **Short-Term Suspension**

Any time students are sent to the Principal for disciplinary consequences, the adult who is sending them completes a Disciplinary Referral. This form briefly describes the behaviors that caused the student to be removed from a class, hallway, lunchroom, or activity. The Principal keeps an electronic record of all such referrals and sends a copy home for parent/guardian signature.

When students have accumulated a record (7 suspension days) that reflects unwillingness to abide by school rules, the Principal will review the student's discipline record and schedule a Behavior Meeting with the student's parents to complete the Behavior Intervention process. After completion of this process, the student will be required to follow the guidelines outlined in the Behavior Intervention Plan (BIP); failure to follow and/or comply with the BIP may result in a referral for suspension/expulsion by the Board of Education. Even without such a record of repeated misbehavior, students can be sent home for a period of up to ten (10) school days. Students are expected to do assigned work while suspended and return work immediately after suspension to receive full credit.

## **Long-Term Suspensions**

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. Upon the eleventh (11) day of suspension Special Education students will receive appropriate services during their suspension period.

Note: Any student who is on an out-of-school suspension will be in violation of school policy if they attend any school related functions and will be considered as trespassing resulting in immediate notification to the Genesee Police Department or other appropriate officials.

No school employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

EXCEPTION: School employees may use reasonable force to restrain a student when necessary to prevent the child from injuring himself/herself, others, property, or to prevent bodily harm or death to another.

### **Suspension Pending an Expulsion Hearing**

In the event an offense has been committed which, following investigation, results in an administrative recommendation for expulsion, the Principal may impose a suspension pending the expulsion hearing before the Board of Education.

### **Expulsion**

In general, students who have had multiple suspensions, persistent disobedience and have shown little or no behavioral change toward more positive participation will be expelled. Such recommendation(s) shall be appropriately documented citing the disciplinary infraction(s) considered "gross misdemeanors or persistent disobedience." In addition, students eligible for expulsion will be sent home for up to one hundred eighty (180) school days. However, if a firearm or knife were involved, then the expulsion can last up to one year. If there are fewer days left in the school year than the expulsion, students will serve the remaining days of the expulsion at the beginning of the next school year. If expelled, students may not come to school or to any school-related activities during the expulsion period, nor will they be permitted to enroll in any Michigan Public School. The Principal will submit a recommendation for expulsion to the Board of Education.

Parents/Guardians shall be informed in writing of the school's intent to expel by the Principal. Students and parent(s)/guardian(s) have the right to appeal this decision to the Board of Education.

In order to protect the health and safety of students and employees and to prevent threatened disruption to the educational process, an otherwise eligible resident student who seeks to enroll in Haas Elementary and who has previously been found to have engaged in misconduct in another school district which resulted in a long-term suspension or expulsion, or who is alleged by school authorities to have engaged in such misconduct in another school district but withdrew from such school district prior to the misconduct being established, will not be granted permanent enrollment at Haas Elementary. A student shall be permitted to enroll but shall be held on suspension pending a hearing before the Principal. A student who has been expelled from another school district for criminal sexual conduct, arson, or possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in section 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311, 1313; MSA 15.41311, 41313) or who is found to have committed such offense prior to enrollment in Genesee Jr./Sr. High School shall not be admitted in the district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5); MSA 15.41311(5)).

The Principal shall determine whether the student's prior misconduct is of sufficient gravity that the student's presence in the school represents a threat to the health and safety of students and/or school personnel or threatens the educational process in the school. If the student's presence is deemed a threat, the student is temporarily suspended from school, and the student's parent(s) or guardian is notified of the steps that pertain to student's individual case.

- The prior act of misconduct that is the basis of the Principal's decision
- The recommendation regarding the suspension or expulsion of the student • The fact that a hearing will be held before the Board of Education for expulsion
- The time, place, location and procedures followed at the hearing.

### **VII. Minor Code of Conduct Violation**

The following violations, in general, lead to classroom consequences for repetitive violations based on each student's overall discipline. The following violations, in general, lead to classroom consequences, parent meeting, or after school detention. The Principal will determine the appropriate record.

#### **Insubordination**

All students must obey all adults in the school: administrators, teachers, para-educators, secretaries, custodians, lunchroom aides, volunteers and others. Students must do what these adults ask of them. Students must not disrespect adults by talking back.

Students must not break classroom or school rules. They may not keep teachers from teaching and students from learning. Students who cause a disruption in the classroom by talking, making noises, throwing objects, or otherwise distracting one or more of their classmates, are engaging in insubordination. Leaving the classroom without permission and not following the directions of any adult within the school environment are also considered to be insubordinate.

**Physical Contact/Physical Aggression**

Includes pushing, shoving, kicking, tripping, etc., often in an attempt to start an argument or a fight. Student age is one factor in determining whether the contact/aggression is a minor or major violation.

**Inappropriate Language**

Students must not say or write inappropriate words, signs, or pictures/drawings in our school community.

**Defiance**

- Students must not refuse to cooperate with school administrators and/or teaching staff investigating a possible violation of the Code of Conduct and/or building rules. Students must not make false statements or give false evidence. Students must not refuse to cooperate with school personnel in any disciplinary proceeding and refuse to testify.
- Refusing to follow instructions and/or directions
- Leaving the classroom without permission

**Dress Code Violation**

Appropriate clothing options are detailed in the Student and Parent Handbook. Students who are out of dress code:

- First offense is a warning
- Second offense parent notification
- Third-Fifth offense the student must change into school appropriate clothing • Additional offenses will result in an in-school suspension.

**Possession of Banned Items**

Includes devices with wheels (in-line skates, skateboards, shoes with wheels), energy drinks (i.e. Red Bull, Monster, Rock Star) with extreme levels of caffeine, toys (without prior approval for special events or circumstances).

**Cheating**

Students must not engage in cheating. Cheating includes but is not limited to, using a cell phone or camera phone during testing, the actual giving or receiving of any unauthorized aid or the actual giving or receiving of unfair advantage on any form of academic work. Students must not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work. A student must not unlawfully duplicate, reproduce, retain, or use copyrighted material. If a student is caught cheating, he/she will automatically fail the assignment/test. The student may also face automatic failure of the class for the marking period, depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

**Public Displays of Affection**

Public display of affection between people is personal and not meant for public exhibit. Such displays include touching, kissing, petting, or any other physical contact that may be considered sexual in nature.

**Falsification of Records**

Parent's/guardian or student's must not use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or records, nor shall they provide false, misleading, or inaccurate statements or information on school forms or records. Falsification of records will result in a recommendation for expulsion by the Principal to the Board of Education for expulsion.

**Trespass/Skipping**

Students may not be on school property or in a school building except to participate in the educational process and/or the specific enrolled activity of the school. Includes being in the hallway, other classrooms, or any other area of the school without an adult's knowledge and/or permission.

**Student Cell Phone Policy**

A student may possess a cell phone in school, on Genesee School property, after school activities, and at school-related functions, provided that, during school hours the cell phone remains off and must be concealed, unless approved for use by the classroom teacher. Also during school activities, when directed by the

administration, faculty or sponsor, cell phones shall be turned off and stored out of sight. The use of cell phones in classrooms, hallways, bathrooms or during testing is strictly prohibited.

Possession of a cell phone 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, which will result in confiscation of the cell phone.

- First offense (Warning) the device will be held until a parent and/or guardian picks it up at the main office.
- Second offense the device will be held until a parent and/or guardian picks it up at the main office.
- Additional offenses will result in in detentions or in school suspension and/or out of school suspensions.
- Any device that is not picked up by the last day of school will be disposed.

### **Using a Camera Phone**

Genesee School District prohibits the use of camera cell phones from any bathroom, locker room or other location where students and staff have a "reasonable expectation of privacy" or taking pictures or video without permission of the student(s). A student improperly using any telecommunication device to take or transmit digital photographic images/video or students posting video images to social media sites will face disciplinary action up to, and including, 10 day suspension, and/or expulsion. Taking or transmitting digital images during testing is also prohibited.

If a student is caught transmitting digital images or other communication during testing, he/she will automatically fail the test and receive suspension.

### **Defacement of Property**

Actions such as: writing on desks, walls, lockers, in school textbooks or library books, placing chewed gum on desks. Students will be required to clean and/or replace the object that has been defaced.

## **VIII. Major Code of Conduct Violations (short-term suspension)**

The following Major Code of Conduct violations will most likely lead to a short-term suspension. A short-term suspension occurs when a student is suspended for one (1) day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. The length of the suspension will be determined by the Principal and will be based on the student's discipline record and the seriousness of the offense(s). The Principal, will investigate major breaches of student code of conduct on a case-by-case basis, and make decisions accordingly. Repetitive violations will lead to a recommendation for expulsion to the Board of Education.

### **Failure to Accept Pre-Suspension Consequences**

Failure to accept the consequences of minor code of conduct violations is considered a major code of conduct violation.

### **Defiance/Disrespect/Insubordination/Non-Compliance**

Includes: Persistent or repetitive "minor" violations under this definition, or behaviors deemed by the Director of Student Services or his/her designee to rise above the level of a "minor" violation. Student age is one factor in making this determination.

### **Disruption**

Includes: Persistent or repetitive "minor" violations under this definition, or behaviors deemed by the Director of Student Service or his/her designee to rise above the level of a "minor" violation. Student age is one factor in making this determination.

### **Fighting/Physical Aggression**

Fighting/Physical Aggression is defined as physical altercations that does rise to the level of a physical assault, including the act of inciting or prompting others to fight.

### **Smoking/Lighter Possession**

Students must not smoke, have, or use any kind of tobacco or possess a lighter at school, on school grounds, or at any school-related activities.

**Violence/Threats**

Students must not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) cause the disruption, disturbance, or obstruction of any school function, activity, or event. Nor shall they engage in or encourage others to engage in conduct that is reasonably likely to result in a disruption or obstruction of the educational process.

**Damage of Property**

Students must not damage, break, or destroy school property or anything that belongs to someone else. Actions such as carving into woodwork, desks, or tables, and spray-painting surfaces are actions of destruction of property. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of damage of property. Parents and/or guardians of students who damage or vandalize school property will be required to pay for losses or damages.

**Sexual Misconduct/Harassment**

Students must not act through the use of word(s), gestures, body-parts of self or others in an unacceptable way. Harassment of any type, including hazing and discriminatory harassment, is prohibited. Students must not engage in sexual advances, requests for sexual favors, or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or disability, (e.g. sexual or racial comments, threats or insults, unwanted touching, etc.).

**Look-alike Weapons or Drugs**

Students must not possess, handle, or transmit any object or instrument that is a "look-alike" weapon, instrument or illegal substance (e.g. rubber knife, toy gun, pills, powders etc.)

**Unauthorized Computer Usage**

Computer crimes and abuses will result in immediate reporting to the proper authorities and removal of the student from the network system. The following is a list of infractions or abuses that include, but is not limited to:

- Tampering with, unplugging, altering, moving or misusing hardware.
- Abusing the desktop, network system or software
- Using software programs that have not been designated for student's use by staff, making copies of programs, installing software to the system, or gaining access to files other than their own.
- Deliberately infecting a computer or network with a virus.
- Unlawful copying of programs, theft of hardware or software, unauthorized access to computer files, unauthorized access or use of Internet, password or code violations, inappropriate use of e-mail or unauthorized/ inappropriate use of school computer equipment.

Discipline may include the following: computer use restriction, suspension, possible restitution for damages and repairs, and/or permanent computer privileges being revoked.

**IX. Major Code of Conduct Violations (long-term suspension/expulsion)**

The following major Discipline Code Violations can lead to mandatory suspension with recommendation for expulsion to the Board of Education. Students who engage in any of the violations in this level will be suspended and the Principal may submit a recommendation to Board of Education for expulsion. Breaking and Entering Students must not force their way into any school building or classroom.

**Breaking and Entering**

Any student who breaks into the school building or a classroom will be suspended with recommendation to the Board of Education for long-term suspension/expulsion.

**Alcohol and Drugs**

Students must not bring alcohol or drugs to school. They must not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication is NOT required) of any alcoholic beverage, intoxicant, or drug. Students must not inhale any chemical substance for the purpose of becoming intoxicated or under the influence. They must not sell or give a prescribed medication to anyone at school. First offense may result in expulsion.

### **Physical Assault**

A student will not physically assault another person. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]). If any student enrolled at Genesee commits a physical assault at school against another student, then the Board of Education or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]). If any student enrolled at Genesee commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the Board of Education or its designee, then the Board of Education shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

### **Weapons: Dangerous Instruments**

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for selfprotection. Dangerous instruments include, but are not limited to, chemical-mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, box cutters, hammers, baseball bats, or metal combs of any length with sharpened handles.

### **Weapons Use of Legitimate Tools as Weapons**

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

### **Weapons: Dangerous Weapons**

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313). A "firearm", as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
- The frame or receiver of any such weapon; • Any firearm muffler or firearm silencer; or • Any destructive device.

The term "firearm" does not include an antique firearm (18 U.S.C. § 921). State law requires the Board of Education to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone", subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is in route to or from school on a school bus, the Board of Education or its designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

### **False Fire Alarms or Bomb Reports**

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 7 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the Principal shall suspend or expel the student from the school district.(MCL 380.1311a[2]).

### **Fire/Arson**

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the Board of Education shall expel the student from the school district

permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311[2]). “Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

### **Fireworks and Explosives**

Students must not handle, possess, or transport any substance or prepared chemical that can explode or is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person. Students may not bring any fireworks or firecrackers to school.

### **Theft**

Students must not take anything that does not belong to them. Students must not have anything that has been stolen.

### **Sexual Assault**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the Board of Education shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311[2]). “Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

### **Verbal Assault against an Employee**

A student will not bully, harass, intimidate, threaten or coerce any school employee, contractor, or volunteer. If any student enrolled at Haas Elementary commits a verbal/physical assault, the Board of Education or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the Board of Education or its designee. (MCL 380.1311a[2]).

### **Gang Activity**

A student will not, by use of violence, force, and coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the Haas Elementary mission.

Students must not wear or display any clothing, jewelry, colors, or insignia that may be reasonably perceived by a teacher or administrator as evidence of membership in or affiliation with a gang or otherwise symbolizes support of a gang. Students must not use any word, phrase, written symbol or gesture, which intentionally identifies them as a member of a gang or otherwise symbolizes support of a gang. Students must not try to recruit others for gangs.

### **Felony**

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony.

### **Gross Misdemeanor**

Gross misdemeanor, or conduct which constitutes violation of school rules and regulations (in a school setting or at school-sponsored activities including school transportation to and from school) may include, but is not necessarily limited to, the following conduct:

1. Substantially interrupts or interferes with the orderly education of self and/or other students.
2. Jeopardizes the physical and mental health and safety of staff and/or students
3. Represents willful disregard or disrespect for the constituted authority of the school
4. Willfully destroys school district property
5. Disorderly behavior – jostling or roughly crowding people unnecessarily, tumultuous or threatening behavior; making unreasonable noise, congregating with others, and refusing to comply with a directive to disperse, creating a hazardous or physically offensive condition
6. An unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion.

#### **X. Procedure for Appeal of the Code of Conduct**

Appeal at any step of the disciplinary action is available to parents, legal guardians, and students. The appeal must be registered within two school days after the student has been disciplined. An appeal form is available from the Superintendent's office.

#### **XI. Appeal to the Board of Education for Reconsideration**

A student aggrieved by the decision of the Board of Education may, within five (5) days of receipt of the decision, petition the Board of Education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee's decision should be reviewed or reconsidered. The Board of Education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for consideration.

#### **XII. Re-Admittance Guidelines**

Re-admittance to the Haas Elementary will not be considered until twenty (20) school weeks (summer school not included) have passed. Parents may contact the Principal's Office to apply for readmission. This process may include (but is not necessarily limited to) a meeting with the Principal and may also involve certain conditions such as a behavior agreement, communication with outside therapists, court caseworkers, etc. These students will be permitted to re-enroll for the semester following his/her expulsion pending a parent/guardian, pupil, and school personnel conference discussing strategies to assist the pupil with improving his/her daily attendance. Students expelled for truancy will not be considered for re-admittance until twenty (20) school weeks (summer school not included) have passed. Students who have been expelled for possession of a dangerous weapon, arson, or criminal sexual conduct may be reinstated according to the provisions of Section 1311 of the Revised School Code, MCL 380.1311(5); MSA 15.41311(5).

#### **XIII. Anti-Bullying**

Harassment or bullying, like other violent or disruptive behaviors, is conduct that disrupts both a student's ability to learn and to feel safe in the learning environment. Demonstration of such behavior is prohibited at Haas Elementary. It is expected that students conduct themselves with proper consideration of the rights and welfare of other students, staff, and visitors to Haas Elementary.

##### **Bullying Defined**

Bullying is defined as any gesture, written, verbal, graphic, or physical act (including electronically transmitted acts i.e. internet, cell phone, PDA, or wireless handheld device) that is intentional in nature, repetitive over time, and

- Physically harms a student or damages the student's property
- Has the effect of substantially interfering with a student's education
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
  - Has the effect of disrupting the orderly operation of the school.

Bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. Many behaviors that do not meet the criteria to be defined as bullying may still be prohibited by other district policies, building or classroom rules.

Haas Elementary recognizes that bystander support of harassment or bullying can encourage these behaviors. Thus the district prohibits both active and passive support for acts of harassment or bullying. The staff encourages students to support others, who walk away from these acts when they see them, constructively try to stop them, or report them to staff members. The following factors, at a minimum, shall be given full consideration in the development of consequences for each act of harassment or bullying.

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

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and

allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Factors for Determining Consequences**

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Context in which the alleged incident(s) occurred
- Incidences of past or continuing patterns of behavior
- Relationship between the parties involved

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance and must be consistent with the approved code of conduct. Remedial measures will be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.

### **Examples of Consequences**

- Temporary removal from the classroom
- Loss of privileges
- Classroom or weekend detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Legal action and or reporting criminal activity

### **Examples of Remedial Measures**

- Assisting the student with finding a better way to solve the problem
- Supportive discipline including participation in behavior intervention plan
- Referral to Response to Intervention Team, as appropriate
- Parent conferences
- Referral to mentoring program
- Social work referral

## **XIV. Search and Seizure**

In order to maintain order and safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by student, without notice to or the consent of the student.

Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Principal may request the assistance of law enforcement officials to conduct the inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material, including searches conducted through the use of specially-trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, gym sacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and nature of the infraction.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

#### **XV. Bus Transportation**

The district provides bus transportation to and from school for students living in the Genesee School District. A list of bus stops will be published at the beginning of the school year. Parent/guardians must, at the beginning of the year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned.

#### **Bus Variance**

Students must be picked up and dropped off at consistent locations. Addresses for morning pick up and afternoon drop off may be different, provided they are consistent. A request for a variance to this policy must be submitted in writing to the Superintendent's office at least one week in advance, and must be for no less than a one-week period. Request forms are available in the Superintendent's office and may be picked up during normal business hours. Exceptions for emergency situations may be made at the discretion of the Principal or his/her designee. Bus variances will not be granted for convenience (i.e. students wishing to visit after school).

While students are on the bus, they are under the supervision of the bus driver and/or para-educator. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Director of Student Service or the Principal. Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Inappropriate behavior may result in suspension from bus services.

#### **Bus Code of Conduct**

While students are on the bus, they are under the supervision of the bus driver and/or bus aide. In most cases, the bus driver/aide can handle bus discipline problems. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the principal. Parents will be informed of any inappropriate student behavior on a bus.

In the interest of safety, students are expected to observe the following rules:

- Students must comply with all directives given by the bus driver or bus aide.
- If crossing a traveled roadway necessary, wait for the driver to signal to cross, look both ways, walk in front of the bus, and walk - do not run- to the other side.
- Enter and exit the bus only when the bus is fully stopped
- The bus driver and bus aide have the authority to assign seats.
- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Students must remain in their seats throughout the bus ride. Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus and out of the aisles.
- Students will use low volume voice while talking on the bus. Loud conversation, singing, boisterous conduct, unnecessary noise, or use profanity are not allowed.
- Students must maintain complete silence at railroad crossings.
- Student backpacks and possessions must be small enough to fit on the student's lap or on the floor between the student's feet.
- Headphones, electronic music players or games may be used at the discretion of the bus driver or aide. The Genesee School District cannot be responsible if these items are lost or stolen. Students who misuse the privilege will lose it.
- Students should be at their bus stop 5 minutes prior to bus pick-up times.
- Throwing objects or spitting within the bus or out the window poses a significant safety risk and is strictly prohibited.
- Food and beverages must remain in students' backpacks. Exceptions may be made by school personnel to allow appropriate usage (i.e. field trips other special situations to meet individualized needs).
- All school rules apply while on the bus, at the bus stop, or waiting for the bus. Students may use their electronic device while waiting or riding on the bus.

- Use emergency door only in an emergency. In the event of an emergency, stay on the bus and await instructions from the bus driver. Illegal use of the emergency door is a major misconduct.
- Do not open windows.
- Keep the bus neat and clean. Never tamper with, damage, or deface anything on the bus.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus. • Inform the driver when an extended absence is expected.

### **Bus Minor Misconduct**

Conduct that does not substantially threaten the safety of the bus riders and/or driver or aide including but not limited to:

- Disrespectful behavior (i.e. talking back, failure to follow directives immediately)
- Failure to remain seated
- Inappropriate language
- Improper boarding/departing procedures
- Other misconduct deemed minor by the Principal or his/her designee **Consequences:**

1<sup>st</sup> Minor: Warning

2<sup>nd</sup> Minor: Conference with the student and parent contact

3<sup>rd</sup> Minor: Constitutes a Major misconduct (2 day suspension) All additional minor misconduct will be considered "major".

### **Bus Major Misconduct**

Conduct that substantially threatens the safety and welfare of bus riders and/or the bus driver/aide, including but not limited to:

- Fighting/Pushing/Tripping
- Possession of weapons, fireworks, illegal drugs, matches, lighters, squirt guns, water balloons
- Tampering with bus equipment (i.e. illegal use of the emergency door)
- Throwing objects in/out/on the bus
- Vandalism/Destruction of Property
- Other misconduct deemed major by the Principal or his/her designee **Consequences:**

1<sup>st</sup> Major: 2 day bus suspension

2<sup>nd</sup> Major: 3 day bus suspension

3<sup>rd</sup> Major: Long term suspension of riding privileges at the discretion of the Principal or his/her designee. Students who commit major bus misconduct offenses are also subject to additional consequences identified in the Code of Conduct.

### **Bicycles**

Students are permitted to ride their bicycles to school with parent permission. Please note the following guidelines for safety:

- Bicycles are to travel on the side of the road with traffic.
- Bicycles must be parked in designated areas during school hours.
- Bicycles should be locked. Genesee School District is not responsible for damaged, lost, or stolen bicycles.
- Students riding bicycles must wait for buses to clear the bus lanes before being dismissed.

### **Walkers**

Students may walk to and from school with written parental permission. A Permission to Walk form is available in the elementary office. Parents are encouraged to consider the risks involved if students must walk across busy roadways en route to the school.

### **XVI. Report Card Grading**

School report cards are issued to students on a quarterly (9-week) basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of curriculum, attendance, performance on standardized tests and other testing.

Consideration for retaining a student will include the following factors:

1. Student academic progress. In grades K-2, readiness for learning will be considered. Making less than one year of progress or working one year or more below grade level is a positive factor for retention. If progress is two years or more below grade level, consideration will be given to the student's response to his/her academic intervention plan prior to
  - recommending retention. For students in grades 3-6, a failing semester grade in two of the four core curriculum subject
  - (math, reading, science, and social studies) is a positive factor for retention. If the failing marks are in the first semester with improvement in the second semester, this will be considered a positive factor for promotion to the next grade.
2. Attendance. The state mandated attendance goal for elementary schools is 90% daily attendance. In consideration of the state mandate, missing more than 10% of the school year (20 days) will be a positive factor for retention.
3. Light's Retention Scale. This scale helps teachers and parents weigh the pros and cons of retention. A rating of "Fair" or above will be considered a positive factor for retention.
4. Parent Input. Parents are encouraged to provide information including family history with school retention, and a projection of how the student would respond to retention.

If a student has three positive factors for retention, they will be retained unless the Child Study Team or other designated team (i.e. grade level team) identifies extenuating circumstances to support promotion. All retention candidates will be reviewed by the team and submitted to the principal for final approval.

Students being considered for accelerated promotion, i.e. "skipping a grade" must have administrative approval.

### **Homework**

Homework is a way for students to practice the skills or concepts that were introduced in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Parents should monitor and/or provide assistance with homework, but should never complete homework for the student.

### **Haas Elementary Parent-School Compact**

It is the mission of Jack P. Haas Elementary, in partnership with parents and community, to promote the achievement of essential skills, enhance positive self-image, and encourage respect for others. We believe that all children can learn and will provide the opportunity for them to achieve their personal best. We are dedicated to fostering high expectations and promoting positive attitudes to achieve equity and excellence in a safe and nurturing environment.

### **XVII. Haas Elementary Parent Involvement Policy**

1118(b): Parent Involvement Policy:

Haas Elementary will:

- Create a team of parents and teachers to write a Student/Teacher/Parent compact and gather ideas for a Parent Involvement Policy.
- Present the plan to parents and other staff to gather feedback.
- Share the final policy and compact with parents, students and staff annually.
- Evaluate and improve our School-Wide Title I parent involvement plan annually.

1118 (c) (1): Annual Title I Meeting:

Haas Elementary will:

- Hold an annual school-wide Title I meeting in the Fall of each school year at our Open House.
- Present the School-Wide Title I plan, hand out Title I brochure, review our Parent Involvement Policy and introduce the Student/Teacher/Parent Compact—which will be revisited and reviewed with parents during a parent-teacher conference.
- Meet annually with our Parent Advisory Team and staff representatives to review our School-Wide Parent Involvement policy and compact.

1118 (c) (2): Flexible Meetings:  
Haas Elementary will involve all parents by offering the following activities at various times of the school year. Activities will be offered during the evening hours, as well as various daytime hours.

- Open House
- Parent Academy
- Parent Workshops
- Family Reading Nights
- Parent Teacher Conferences
- PTO activities

- Flexible IEP times
- Classroom Volunteers
- Science Fair
- Ice Cream Social
- Band Concerts

1118 (c) (3) Involve parents in planning, reviewing, and improving the School-Wide Title I program, including the School and District Wide Parent Involvement Policy:

Haas Elementary will involve parents in the planning and reviewing the School-Wide Title I program by:

- Reviewing Parent Involvement Policy and compact at Kindergarten Registration/Open House/Parent Academy.
- Posting Parent Involvement Policy at Fall Parent Teacher Conferences and on District website.
- Providing a suggestion box at the school or an email address for feedback.
- Conduct a parent survey at all conferences to gather overall parent perceptions of Haas Elementary, Title I services and parent involvement.
- Expanding the school website to include Title I information
- Adding a Title I meeting mid-year in addition to one in the fall.
- Revising Parent Involvement Policy after reviewing parental suggestions.
- Including parent representatives at planning meetings.

1118 (c) (4) (A) Provide Timely Information:

Haas Elementary will provide timely information through:

- Open House for all students before school starts in the Fall
- Parent Academy in the fall of each school year
- Fall Kindergarten Transition program
- Monthly school and classroom newsletters (more often as needed)
- Daily/weekly folders
- District Website
- Parent Vue (Grades 3-6)
- E-mail/phone calls as needed
- Parent Workshops at least twice per school year

1118(c) (4) (B) Provide a Description and Explanation of Curriculum in use at the school, Academic Assessment, and Proficiency levels of students.

Haas Elementary will provide information through:

- Parent-Teacher Conferences with all parents met with in the fall and at least one other time during the school year with additional times available upon parent request. Student achievement data is shared with parents in a format they can understand.
- Phone calls/email—as needed to update parents on student progress/behavior
- Parent Academy held in the fall of each school year to share behavior expectations and academic standards with parents.
- School/Classroom newsletters will be sent home at least monthly to share curriculum and classroom/school activities.
- Report Cards will be sent home at the end of each marking period.
- District/School website will make the compact and parent involvement policy available for parents to read.
- District/School will provide explanations of North West Evaluation Association (NWEA), Smart Balanced, and Study Island to parents in a format they can understand.

1118(c) (4) (c) Provide parents opportunities for regular meetings to formulate suggestions regarding decisions related to the education of their children and formulate responses to these decisions: Haas Elementary will provide parents the opportunity to interact with their child's school by:

- Title I meeting mid-year at flexible times
- Parent Teacher Conferences two times per year
- Telephone calls, emails, written correspondence between parents and staff
- Annual Perception Survey (one at each conference)
- Parent Advisory Team meetings as needed

1118(c) (5) Revise the School-Wide plan to meet student and parent needs and share revisions if parents find the plan unsatisfactory.

Haas Elementary will provide parents the opportunity to submit comments by:

- Suggestion box in office that will be reviewed monthly with administrators responding via email, phone call or conference to those who leave their name and contact information.

- Parent Survey at Title I meetings to provide feedback on parent workshops and the Title I program.
- E-mail/Written correspondence between parents, teachers and administrator.

1118(d) (1) Develop jointly with parents and teachers a School/Parent/Student Compact.

Haas Elementary will develop a School/Parent/Student compact:

- The Parent/Teacher/Student compact is developed by a Parent/Teacher team and reviewed annually. Revisions are made based on surveys and suggestions.
- The Compact is reviewed with parents at fall conferences where teachers and parents discuss how it relates to the child's success in school. This sharing allows for all stakeholders to have their voice heard.

1118(d) (2) (A) Review compact at Parent Teacher Conferences.

Haas Elementary will provide the opportunity to review the compact:

- Introduce the compact at the Parent Academy to all stakeholders.
- Give compact to all parents at Fall Parent Teacher Conferences. Teachers and parents discuss contents to foster a strong home-school connection. Revisit the Compact at the next Parent Teacher Conference.
- Meet annually with staff representatives and Parent Advisory Team to revise the compact to ensure improved achievement for all students.

1118(d) (2) (B) Provide frequent reports to parents on their children's progress.

Haas Elementary will provide progress reports through:

- **Report cards (November, January, March, June)**
- **Parent Teacher conferences (October, February)**
- **Phone calls/emails as needed**
- **Progress Reports (Grades K-6)**
- **Parent-Vue**
- **Individualized Education Program (IEP's) yearly meetings, where the plans for students receiving Special Education services are reviewed and new goals based on current data are written with parents/staff.**

1118(d) (2) (C) Afford parents' reasonable access to staff. Provide opportunities for parents to volunteer, participate and observe in their child's classroom.

Haas Elementary will encourage parent participation by encouraging parents to attend:

- PTO (Parent Teacher Organization) meetings, which are held monthly.
- Parents may volunteer to work with students or help the teacher using their strengths. (A background check is required)
- Chaperones on field trips. (A background check is required)
- Field Day activities where parent volunteers are needed to run various outdoor activities.
- Reading Night with families coming to school to read together at least once per year.
- First Grade Muffins with Moms/Donuts with Dad where parents come to school to interact with each other and their child. This will be held once per year.
- Science Fair and Ice Cream Social provides an opportunity to display student work and encourage positive social interaction.
- Parent Teacher Conferences are held two times per year.
- Daily/weekly folders.
- Email/phone calls as needed. Staff is encouraged to make positive phone calls throughout the school year.

1118(e) (1) Provide information and assistance to parents regarding the state and local academic standards, assessments and monitoring their child's progress

To inform parents about academic standards and assessments, Haas Elementary will provide:

- Fall Parent Academy to share Common Core State Standards, NWEA (RIT Scores), district level assessments, and information on how to use these data points.
- State Assessment (Formerly Known as MEAP) results are sent to parents of all 3<sup>rd</sup>-6<sup>th</sup> grade students.
- Title I meeting to share how Title I was developed, how students qualify and the goals for exiting the program.
- Title I brochures providing information on Title I programming, parent involvement opportunities and school contact information.
- Parent Teacher Conferences/Title I staff available at conferences to discuss assessment results and progress.

1118(e) (2) Provide materials and training to parents.

Haas Elementary provides training and materials to parents in the following ways:

- At Parent Teacher Conferences/Parent Academy parents will be provided a parent friendly curriculum guide.

- At Title I Parent Nights, parents will be provided with materials and training specific to their child's needs.
- Parent Workshops will be offered twice per year. Parents will be provided with Title I programming information, interactive activities to do with their child, and the opportunity to provide feedback on Title I services.

1118(e)(3) Educate teachers, Title I staff and principals regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs.

In order to ensure that quality parent involvement is part of Haas Elementary professional development plan, staff will participate in the following:

- Parent Panel Discussions will be conducted by the Title I parent representatives and teachers to answer questions regarding the Parent/Student/Teacher compact, how to organize for homework, and various other topics of interest.
- Book Study completed by staff that focuses on parent involvement, effective communication and understanding the culture of our students/community.
- Family Engagement Resources from Michigan Department of Education will be shared at monthly staff meetings.

1118(e) (4) Coordinate parent involvement activities with other programs

To ensure success for our students, Haas Elementary will coordinate the following programs:

- Kindergarten Staff will coordinate with staff from the Great Start Readiness Program and Head Start to plan a yearly parent meeting for upcoming Kindergarten students. The purpose of the meeting is to teach parents ways to prepare their child for Kindergarten.
- Preschool students will visit kindergarten classrooms each spring to begin the transition to Kindergarten.

1118(e) (5) Inform parents of school and parent programs in a timely and practical format in a language they can understand.

To inform parents in a timely and user-friendly manner, Haas Elementary will provide:

- Daily/weekly take-home folders
- Class/school newsletters in parent-friendly language
- Translators for Parent Teacher meetings/newsletters will be provided by GISD.
- Conferences available upon request by the parent

1118(e) (14) Provide support for parental involvement at their request.

Haas will provide:

- Handicap accommodations as appropriate (early arrival/preferential seating) as requested via email or phone to child's teacher or building administrator.
- Scheduled flexible meeting times during the school day and evening and requested by parents via phone calls, emails or note to child's teacher.

1118(f) Parent involvement activities accessible to all parents, including those with disabilities, migratory and parents who use English as their second language in a language they understand.

Haas Elementary will provide:

- Flexible meeting times as requested by the parent.
- Handicapped accessible facilities
- Phone conferences can be pre scheduled and noted on all conference sheets
- Classroom/school/district newsletters written in parent-friendly language
- Collaboration with community agencies (i.e., Community Mental Health) as requested by parents or as agreed upon with parents at an Individualized Educational Program or Instructional Support Team.
- Translators will be provided as needed by GISD.
- Services for Migrant Families from the Mid-Michigan Migrant & ELL program. Interpreters are available through this program, as well as ELL testing and support for those students that qualify.
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## **XVIII. Notifications**

### **Student Privacy Protections**

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. Consent before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or the student's parent/guardian;

2. Mental or psychological problems of the student or the student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom the students have close family relationships;
  6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers 7.  
Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
  8. Income, other than that required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of – 1.  
Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
  3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use – 1.  
Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

#### Instructional Material

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

#### **Equal Opportunity/Nondiscrimination Statement**

The Genesee School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Dr. Melody Strang, Superintendent  
Genesee School District 7347 N.  
Genesee Rd.  
Genesee, MI 48437  
(810) 591-1650

For further information you may also contact:

Office for Civil Rights  
U.S. Department of Education  
1350 Euclid Ave., Suite 325  
Cleveland, OH 44115  
(216) 522-2573  
(877) 521-2172 (TDD)  
[OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

#### **Student Records**

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:  
Family Policy and Compliance Office  
U.S. Department of Education 400  
Maryland Avenue, SW  
Washington, DC 20202-5920
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained from: [www.geneseeschools.org](http://www.geneseeschools.org) Under the Board Policies link
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Genesee School District Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information:"
  - a) a student's name;
  - b) major field of study;
  - c) participation in officially recognized activities and sports;
  - d) height and weight, if member of an athletic team;
  - e) height if member of an athletic team;
  - f) weight, if member of an athletic team which requires disclosure to participate;
  - g) dates of attendance;
  - h) date of graduation;
  - i) awards received;
  - j) honor rolls;
  - k) scholarships;
  - l) school photographs or videos of students participating in school activities, events or programs;

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

7. You have 10 days from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to:

Dr. Melody Strang, Superintendent  
Genesee School District 7347 N.  
Genesee Rd.  
Genesee, MI 48437

### **Teacher Qualifications**

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 3-6 will take standardized tests in core curriculum subjects in the spring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school district's designated "homeless liaison" is: Debi Wilcox, Executive Secretary to the Superintendent

### **Mandated Reporters**

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

### **Pesticide Application Notice**

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Dr. Melody Strang, Superintendent  
Genesee School District 7347 N.  
Genesee Rd. Genesee, MI 48437

Notification will be given before application of the pesticide. Prior notice is not required if there is no imminent threat to health or property.

