

Elementary Student/Parent Handbook

for
Union City Community School District

Welcome to Union City Elementary School! We are excited to have your child as a student. We look forward to working with you to make your child's experience at Union City Elementary School productive and successful.



Jennifer Johnson, Principal (517) 741-5762
Rhonda Reese, School Secretary (517) 741-8191
Mandi MacDonald School Counselor (517) 741-5789
James Owens, Director of Behavior Supports (517) 741-8191
Chris Katz, Superintendent of Schools (517) 741-8091
Deb Frey, Transportation / Bus Garage (517) 741-8571
Deb McDowell, Food Service (517) 741-3312 or (517) 741-3300

Current members on our Board of Education:

Amber Herman, President
Darin LaBar, Vice President
Jennifer Gautsche, Secretary
David Mathis, Treasurer
Paula DeJongh, Trustee
Paul Arlt, Trustee
Archie Mears, Trustee

Adopted by the Board of Education on August 21, 2023

Elementary Daily Schedule:

7:15 a.m. Office opens

7:25 a.m. Doors open for students

7:35 a.m. Classes Begin

2:35 p.m. Student dismissal

3:00 p.m. Elementary Office closes

- Elementary students will dismiss at 10:50 a.m. on half days of school.
- If you are dropping your child off you must use the circle drive.
- If you are getting out of your vehicle for any reason you must park in a marked space in the parking lot.
- The crosswalk must be used when crossing the circle drive.
- Non-bus riding students will be dismissed from inside the school, please remain in your vehicle for pick-up using the circle drive.

DISMISSAL CHANGES FOR THE 2023-24 SCHOOL YEAR:

In an effort to keep our students and staff as safe as possible, we will no longer have staff and students waiting for pick-up outside the building at the end of the day. After researching and talking with several other school districts, we will be moving to a similar system used by many area districts.

Each UCE family will receive a number to display on your vehicles' dashboard when using the parent pick up loop to pick up your student. When using the parent pick up loop, your number **MUST** be clearly visible/displayed on your dashboard. Your student will be released to walk out to your vehicle upon your arrival. You will receive 4 copies of your number at our Open House on Thursday, August 17th, from 5:00-6:30 pm. If you are unable to attend the Open House your number(s) will be sent home with your student on the first day of school.

If you misplace your numbers you will need to park in the parking lot and come into the office to pick up your student at the end of the school day. At this time, you can request replacement copies of your number.

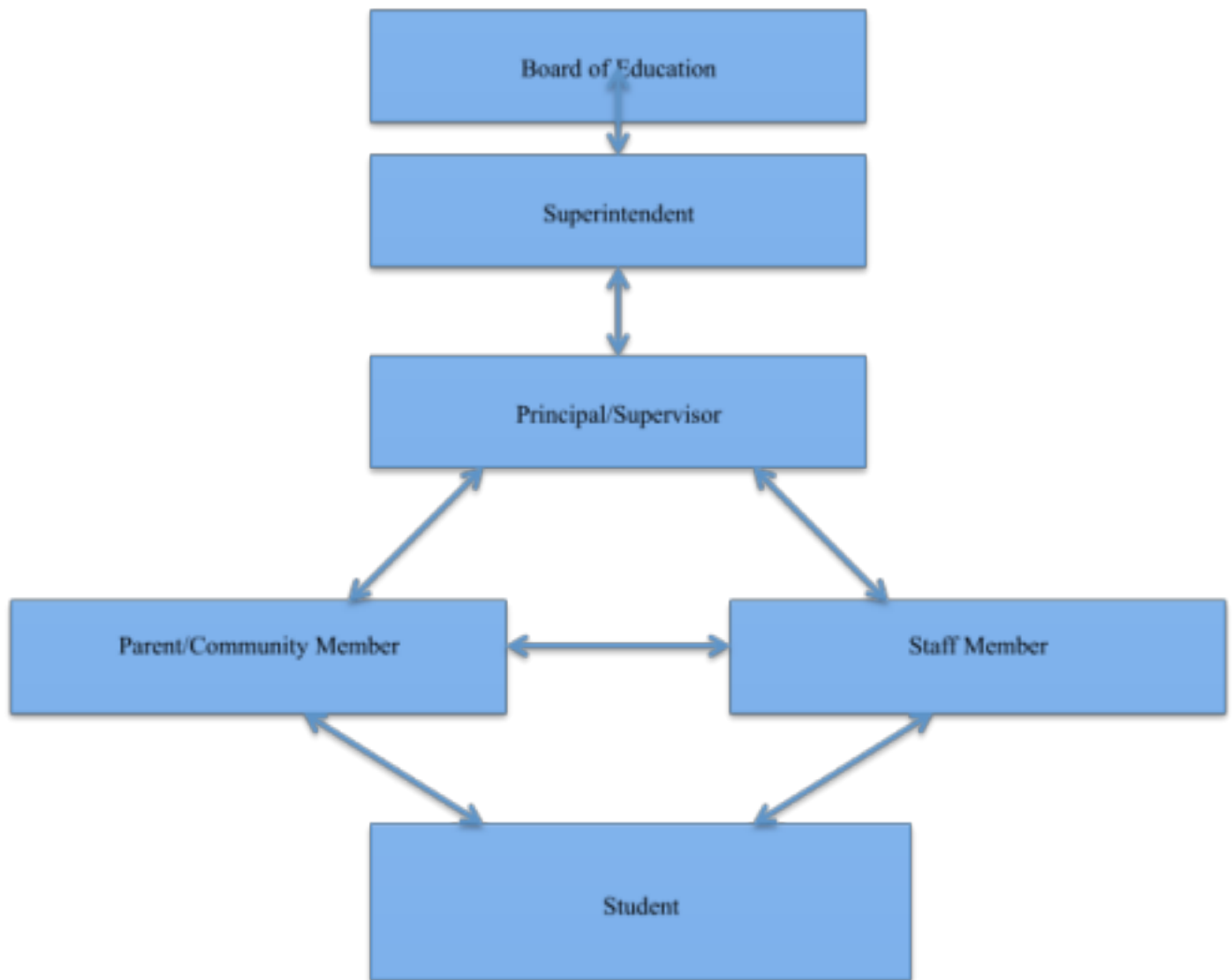
If you plan to park in the parking lot and walk up to pick up your student you will come to the front door and your student will be released to you.

SCHOOL CALENDAR 2023-2024

August (8)	14	Mon	New Teacher Orientation
	15	Tue	Staff Day AM/Professional Development (Staff-3; PD-3)
	16	Wed	Professional Development (Full Day PD)-6
	17	Thu	Professional Development (Full Day PD)-6
	22	Tue	Open Houses (ES 5:00-6:30, MS 5:30-7:00, HS 6:00-7:30) 1st Day for Students
September (18)	1	Fri	No School
	4	Mon	No School (Labor Day)
	25	Mon	Professional Development (Full Day PD)-6
October (22)	24	Tue	PTC 4-7 PM (HS and MS)
	26	Thu	1/2 Day Students -PTC 12-3 PM
	27	Fri	End of Quarter 1
November (20)	2	Thu	PTC 4-7 PM (ES)
	22	Wed	1/2 Day Students & Staff / Thanksgiving Break Begins
	23	Thu	No School - Thanksgiving Break
	24	Fri	No School - Thanksgiving Break
December (16)	22	Fri	1/2 Day - Christmas Break Begins
January (17)	8	Mon	School Resumes
	15	Mon	Professional Development (Full Day PD)-6
	19	Fri	End of 1st Semester
February (20)	19	Mon	Mid Winter Break/ No Students or Staff
March (16)	22	Fri	1/2 Day Students & Staff - End of Quarter 3
	25	Mon	Spring Break Begins
April (22)	1	Mon	School Resumes
	22	Mon	1/2 Day Students / Professional Development (PD)-3
May (21)	27	Mon	No School Memorial Day
	30	Thu	End of year (1/2 day students-staff)

Communication/Problem Solving

Union City Community Schools follows an orderly chain of communication when dealing with concerns and/or complaints. If a complaint is made or a concern shared by someone, it is the obligation of the person at that level to deal with the complaint/concern within the means they have available. If the concern is not resolved at this level, it should be taken to the next level. At this time, the person at that level should work to resolve the concern with the person stating the concern and the employee affected. As a general rule of thumb... concerns/ complaints should be solved at the level closest to the situation. If the concern/complaint is not resolved at each level, it can be taken to the next level. When a situation exists where a level is jumped, the general practice will be to refer the person with the concern/complaint to the appropriate level. This procedure does not limit the right to anyone expressing a complaint/concern to any level at any time. Here is the communication flow chart.



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NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July, 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website at www.unioncityschools.org then clicking on the "District" tab and selecting "School Board" to find or view the specific policy or administrative guideline in the Table of Contents for that section.

FOREWORD

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

To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 17, 2020. If any of the policies or administrative guidelines referenced herein get revised after August 17, 2020 the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer (Jennifer Johnson), Building Principal (517) 741-8191 ext. 5762.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

SECTION I - GENERAL INFORMATION

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PARENT INVOLVEMENT & VISITING OUR SCHOOL PARENT INVOLVEMENT The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members. Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of students in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

- a. Cultivating school environments that are welcoming, supportive, and student centered;
- b. Providing professional development for school staff that helps build partnerships between families and schools;
- c. Encourage family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
- d. Assist with technical support and other support to schools in planning and implementing family involvement activities.

B. Effective Communication

- a. Providing information to families to support the proper health, safety, and well being of their children;
- b. Providing information to families about school policies, procedures, programs and activities;
- c. Promoting regular and open communication between school personnel and student's family members
- d. Providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
- e. Encourage families to be involved in meaningful discussions and meetings with school staff;
- f. Communicating with families in a format and language that is understandable, to the extent practicable;
- g. Providing information and involving families in monitoring student progress.

C. Volunteer Opportunities

- a. Providing volunteer opportunities for families to support their children's school activities.

D. Learning at Home

- a. Offering training and resources to help families learn strategies and skills to support at-home learning and success in school;

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- b. Working with families to establish learning goals and help their children accomplish these goals;
- c. Encourage families to provide a school and home environment that encourages learning and extends learning at home.

E. Involving Families in Decision Making and Advocacy

- a. Involving families as partners in the process of school review and continuous improvement planning;
- b. Involving families in the development of it's district-wide Family Involvement Plan, and distributing the policy and plan to families.

F. Collaborating with the Community

- a. Building constructive partnerships and connecting families with community-based programs and other community resources.

Parents are encouraged and welcome to be involved in our school. Arrangements must be made with the student's teacher prior to volunteering. In addition to parent involvement, grandparents may also volunteer to assist in school; just plan ahead. When volunteering, or visiting, be sure to sign-in at the office. We believe that significant learning is more likely to occur when there is a partnership between school and home. For further clarification ask to see Board Policy 2112. Non-enrolled students are not permitted to attend school (not even as a visitor) with your student. Family and visitors are all required to enter through the front doors and go immediately into the main office. Please identify yourself to the office staff, provide ID when asked, sign-in, also accept a visitor tag identifying you as a guest. Place or wear the tag so that it is clearly visible to school staff and students. For the safety of students and staff, all exterior doors are closed and locked during school hours. Students and staff are not to open exit doors for anyone. Most importantly, it is our hope that families will participate and attend functions intended to celebrate their student's school experience as well as work with the school to enhance the learning opportunities. The following are some examples we hope are well attended: Open House, Music Programs, Parent Nights, Child Study and IEP meetings, School-wide Parties, Monthly Assemblies and potential Individual Reading Intervention Planning meetings.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Parents have the right to know how their child is succeeding in school and will be provided

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

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Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or building counselor (Mrs. Johnson or Mrs. MacDonald).

STUDENT WELL-BEING

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

State law requires that all students have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

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

ACCIDENT OR ILLNESS

Students who become ill or injured at school are required to report to the office for assistance. If the student is determined to be ill, contagious, or needs further medical treatment, parents/guardians are required to pick the student up from school. At no time should the student leave the school without notifying the office and receiving permission. In emergency cases, when the parent/guardian cannot be reached, the school reserves the right to seek medical attention unless the parent/guardian has specifically directed the school not to do so in advance, and provided in writing.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative

guidelines.

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

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

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

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

USE OF MEDICATIONS

Medications – Prescription and Over the Counter

In the circumstances where a student must take prescription or an over the counter (OTC) medication during the school day, the following guidelines are to be observed:

Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours

A Medication Authorization form must be filed with the main office before the student will be allowed to begin taking any medication during school hours. This form includes a physician's and parent's signature. A separate form is needed for each medication.

Medication must be transported to the school by a parent/guardian. A month's supply of medication is recommended. Medication may not be sent to school with the student, except for emergency medications.

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

Parents/guardians are responsible to instruct their student to take the medication at the scheduled time, and the student has the responsibility to present him/herself on time and for taking the medication.

A log for each medication will be maintained which will note the personnel giving the medication, the date, and time. This log will be maintained along with the medication administration

authorization.

All medications will be stored in the office in a secure area.

Students who are found to have either prescription or over the counter medications in their possession will be disciplined by building administration. Any student who distributes a medication of any kind to another student may be subject to discipline in accordance with the drug-use provision of the Code.

Students with appropriate authorization from the physician and parent/guardian may possess, and use emergency medications such as an inhaler or Epi-Pen.

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Management of Chronic Illness and Life Threatening Allergies

If your student has a chronic illness or life-threatening allergy, please notify the main office. Students with a chronic illness or life threatening allergy will need an Action Plan authorized by a physician, and signed by the student, and parent/guardian each school year. Parents are responsible to obtain the Action Plan, however the principal can provide assistance with this.

Students with a chronic illness or life threatening allergy will be provided an Individualized Health Care Plan developed by the principal. Appropriate staff will be notified of the plans with parental consent. Please inform the school of any changes in your student's health, health care plan, or medications so appropriate actions can be taken to provide safe care.

Federal law protects students from discrimination due to a 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 needed supports and accommodations so he/she can access educational programs and services. For further information, please contact the Building Principal at (517)-741-8191. More information on the district's Section 504 Policy is available at www.unioncityschools.org

Asthma Inhalers and Epi-pens

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

Undesignated Epi-Pens

In the fall of 2014, the State of Michigan implemented legislature to support the safety of students in the event of an anaphylactic reaction (life-threatening allergic reaction) occurring in the school setting. Michigan's Public Acts 186 and 187 require Michigan School Districts to provide at least two stock epinephrine auto-injectors (Epi-Pens) in each district building. Included in this legislation, is the training of a minimum of two staff members in the recognition of anaphylaxis and the administration of epinephrine.

The purpose of this legislature is to provide emergency medical treatment for individuals with an unknown allergy. If your student has a known life threatening allergy, parents are still advised to notify the school district of the identified allergy, and provide an epinephrine auto-injector to be kept at the school. Therefore, your School must be notified of all your child's previously known and/or any newly discovered allergies. Each school year, please continue to indicate this on your child's student registration forms, and plan to meet with your School to discuss an emergency action plan for your student.

Medical Emergency Response Team (MERT)

It is the goal of the Union City School District to provide appropriate medical assistance to all students in the event of an accident or injury on school property during regular school hours. Each school has an identified MERT team consisting of a minimum of 5 members who are CPR and First Aid certified, trained in Epi-Pen administration, use of an AED, and carry a First Aid kit. They respond to medical emergencies and follow identified procedures including exposure to blood borne pathogens. The MERT Team operates under the direction of the building's school administrator.

Head Lice

The school will observe the following protocols regarding head lice.

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1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian. 3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. 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 the building principal or school counselor 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 to be checked for head lice.

Homebound Instruction

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy. New students under the age of eighteen (18) must be enrolled by their parent, or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Homeless students who meet the Federal definition of homeless may enroll and be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. A student who has been suspended or expelled by another public school in Michigan may be temporarily denied

admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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SCHEDULING AND ASSIGNMENT

Elementary level

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Parents arriving early will be expected to wait outside in the designated pick-up zones and sign their student out with the appropriate adult.

TRANSFER OUT OF THE DISTRICT

Parents are encouraged to contact the principal about plans to transfer their child to another school. Students should return borrowed library books, parents should close out student lunch accounts. School officials transfer student records, including disciplinary records.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by State law or have an authorized waiver meeting the State immunization requirements. A parent or guardian wishing to exempt his or her child from a particular vaccination must provide a Michigan Department of Health and Human Services (MDHHS) Waiver Form that has been certified by a local public health department. A child who has been exempted from a vaccination is considered susceptible to the disease or diseases for which the vaccination offers protection. The child may be subject to exclusion from the school or program, if the local and/or state public health authority advises exclusion as a disease control measure. Readmission will be determined by the local and/or state public health authority. This is for the safety of all students.

Failure to comply with the State immunization requirements will result in exclusion from school until arrangements are made to receive the required immunizations. Immunizations are available through the school nurse with prior notification.

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers,

the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to either the Health Department or the Elementary office.

State Immunization Requirements For Students:

- Four doses DTP or DTaP; one dose must be on or after 4 years of age: • Four doses of Polio; if dose 3 administered on or after 4 years of age, then only 3 required • Two doses of Measles, Mumps, Rubella (MMR) given on or after 12 months of age • Two doses of Varicella (chickenpox) vaccine or history (date) of chickenpox disease

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- One dose of Meningococcal (meningitis) vaccine at age 11 with booster dose at age 16 (If first dose of Meningococcal vaccine is given after age 16, only 1 dose is required.) • Three doses of Hepatitis B
- One dose of Tdap (tetanus/diphtheria/acellular pertussis) given after age 11 .

Recommendations For Students:

- Human Papillomavirus (HPV) vaccine series for males and females over 11-12 years of age
- Hepatitis A vaccine series
- Influenza (annually)
- All recommended and required vaccine series should be completed.

EMERGENCY MEDICAL AUTHORIZATION

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

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

News from Michigan Department of Community Health: Section 9311 from the Public Health Code states: A child is exempt from Hearing and Vision screening if a parent, guardian, or person in loco parentis of the child presents a written statement to the administrator of the child's school, stating that the requirement violates the personal religious beliefs of the parent, guardian, or person in loco parentis.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact your building principal, Jennifer Johnson at (517) 741-8191 extension 5762 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the

instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building principal, Jennifer Johnson at (517) 741-8191 extension 5762 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350).

Documents containing social security numbers shall be restricted to those employees who have a
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need to know that information or a need to access those documents. When documents containing confidential information are no longer needed, they shall be shredded (by an employee who has authorized access to such records).

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, consult the Board's annual *Family Education Rights and Privacy Act* (FERPA), which can be located at the Superintendent's office located at 430 St. Joseph Street in Union City.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates the following as student "directory information:" A. Student's name;

- B. Address;
- C. Date and place of birth;
- D. Major field of study;
- E. Participation in officially recognized activities and sports;
- F. Height and weight, if member of an athletic team;
- 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.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's

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privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

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

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

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

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

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

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

the following activities are scheduled or expected to be scheduled:

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

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

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

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www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. Fees may be waived in situations where there is financial hardship.

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

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

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

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student’s parents. If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the

student will also be subject to discipline according to the Code of Conduct.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

UCES BREAKFAST/LUNCH POLICY

School breakfasts and lunches are free to students everyday. Families are required to complete a Household Information Report at the start of each school year in order to be eligible for this program.

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The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education. The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy [2260](#) – Nondiscrimination and Access to Equal Educational Opportunity. The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons. Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no

additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunch sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent. The operation and supervision of the food-service program shall be the responsibility of the Food Service Director and the Business Manager. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program. A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

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Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be un-collectable are also unallowable. The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service. This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards; B. the preparation of food that complies with Federal food safety regulations; C. the planning and execution of menus in compliance with USDA requirements; D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy [1130](#), Policy [3110](#), and Policy [4110](#)); E. complying with food holds and recalls in accordance with USDA regulations; F. the accounting and disposition of food service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's

time and effort recordkeeping policy (See Policy [6116](#)).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines, and may be vended in accordance with Board Policy [8540](#).

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

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FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a loud “squawking” sound and flashing lights.

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

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a verbal announcement over the PA.

EMERGENCY CLOSINGS AND DELAYS

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

WNWN (98.5) and WTVB (1590)

Battle Creek: WKFR (103.3) and WBCK (930)

TV channels: News 3, Wood TV8 and Fox 17

It is also likely you will receive a telephone alert, those will be sent to contact numbers listed by you, or you may check the district Facebook page.

Parents and students are responsible for knowing about emergency closings and delays. Students are expected to follow their “plan” completed on the emergency forms in the event that they are unexpectedly dismissed early. (Telephone service may be down, or it can become too busy during early dismissals; therefore expecting your student to call during emergencies are not reasonable options.)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used

in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Superintendent's office upon request.

VISITORS/VOLUNTEERS

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal. All volunteers and field trip chaperones must have a background check completed prior to spending time in the classroom or serving as a chaperone.

USE OF THE LIBRARY

The library is available to students throughout the school day. Books on the shelves may be checked out for a period of one week (and can renew the book if more time is needed).

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In order to avoid late fees, all materials checked out of the library must be returned to the library within 10 days of their scheduled due date (or talk with teacher for alternative arrangements).

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the lobby area near the cafeteria doors. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students may not bring to school a pocket pager, cellular telephone, or other electronic communication device except for health or other unusual reasons approved in advance by the principal.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt. The school has a central bulletin board located in the lobby

area, which may be used for posting notices after receiving permission from the principal.

SECTION II – ACADEMICS

COURSE OFFERINGS

All course offerings can be located in the Student Course Guide.

FIELD TRIPS

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

Adults who are attending/chaperoning a field trip must submit a background check form and copy of current picture identification or driver's license to be approved one week prior to the day of the trip. Adults who are chaperoning a field trip may not bring younger siblings or children. Also be aware that in accordance with school board policy the use of tobacco/nicotine (or tobacco/nicotine products) is prohibited on field trips. Parents and legal guardians wanting to transport their own child from a trip will be expected to sign a release prior to that day, forms are

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available from the teacher. Drivers may not transport students, other than their own children, on the return trip.

GRADES

The Elementary School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The school uses the following grading system:

1 - not proficient (0-40%)

2 - partially proficient (41-80%)

3 - proficient (81-90%)

4 - above proficient (91-100%)

(blank) - areas not assessed during the given marking period

GRADING PERIODS

Students shall receive a report card at the end of each nine week period indicating their progress for each standard or concept for that portion of the academic marking period.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. This can be through conferences, emails, progress reports, and possibly during a Child Study Process to communicate options/actions that can be taken to support their learning.

Report cards for students are sent home four times yearly to show progress. Parents may access student information such as grades or missing assignments and attendance information online at <http://www.unioncityschools.org> by selecting the desired link such as PowerSchool (for grades) or the Elementary site (for information about upcoming events).

Each student's ID and access password can be obtained at your request (call the office). The ID and password remains the same from year to year. If you would like to request an additional copy of this, simply contact the office. More than one "access account" for PowerSchool can be created for a student, allowing parents to separately access their children's account. In order to sign-up directly with PowerSchool to access grades (and receive reports) from home, please use the following steps:

1. You will need the user ID and access password (see information above). The ID is a 5 digit number beginning with a 5. If you do not remember the ID, please contact your child's school office and ask for the "Access ID" and "Access Password" for your child.
2. Go to <https://uc.powerschool.com> to create your account.

PROMOTION, PLACEMENT, AND RETENTION

The Building Principal has the right of placement. Elementary student promotion to the next grade (or level) is based on the following criteria:

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

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If a student is considered for retention, a recommendation will be made by the student's teacher and discussed with the student's parent/guardian

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, physical education, performing arts, citizenship, and attendance. Recognition for such activities is initiated by the staff and coordinated by the building leaders and our Positive Behavior Intervention and Support team members (PBIS).

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

We have a building wide focus on creating a school climate that maximizes academic achievement and behavioral competence. PBIS gives priority to prevention by using proactive strategies for defining, teaching, and supporting appropriate student behaviors in order to create positive school environments. PBIS creates and models clear expectations for students. A unified system for responding effectively and efficiently to problem behaviors is also developed.

HOMEWORK

Homework is part of the student's preparation for state mandated tests, graduation and postsecondary education.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford

them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board Sponsored activity (see Policy **5136**).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

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Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Chief Information Officer may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such

sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
 - B. the dangers inherent with the online disclosure of personally identifiable information
 - C. the consequences of unauthorized access (e.g., “hacking”, “harvesting”, “digital piracy”, “data mining”, etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
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- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. (x) Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are

often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Chief Information Officer as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. Third and fourth grade students currently take the M-Step in late Spring. This is a State required computer adaptive assessment. Additional benchmark and progressing monitoring testing including the NWEA are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Union City Elementary provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may contain school subject matter. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation. The Board may authorize student groups that are sponsored by a staff member. Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event.

All school rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. Non-district sponsored organizations may not use the name of the school or school mascot. All athletic programs of the District shall comply with the concussion protocols of the

Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

SECTION IV - STUDENT CONDUCT

SCHOOL ATTENDANCE POLICY

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

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 70 hours of absences in any grading period, a student will be considered a "habitual truant" which can result in:

- A. hearing before a judge in a court of law;
- B. report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

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EXCUSED ABSENCE

Students may be excused from school for different reasons and will be provided an opportunity to make-up missed school work and/or tests. Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 8:30 a.m. on the day of the absence. They are to call the attendance line at (517) 741-7265 or the building secretary and explain the reason for the absence. When leaving a message on the attendance line, include: student's full name, teacher's name, the date and reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work. Students who are excusably absent for more than 10 percent in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness".

A chronically absent student will be monitored and provided support whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in noncircular school activities and events and documented in PowerSchool as a log entry, and possible notification to the CISD Truancy Officer.

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is

missed.

UNEXCUSED ABSENCE

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, s/he will be considered a “habitual” truant and will be reported to the proper authorities.

SUSPENSION FROM SCHOOL

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

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

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NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school attendance line at (517) 741-7265 by 8:30 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child’s attendance.

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

TARDINESS

A student who is not in his/her assigned location by 7:35 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Leaving early from school also impacts learning and will be recorded and logged as “left early”.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student’s teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school or who have been suspended shall be given the

opportunity to make-up work that has been missed. The student should contact their primary teacher as soon as possible to obtain assignments. Make-up work due to suspension must be completed by the date set by the teacher, usually within a week of the absence.

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT

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

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EXPECTED BEHAVIORS

Each student shall be expected to:

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

The Board of Education has adopted the following Student Code of Conduct. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Major Offenses

These are offenses that are of a serious nature that may pose a threat to the health, safety or property of any person. Staff persons must notify an administrator when a major offense occurs. The notification should take the form of a discipline referral. The administrator must complete an investigation of the incident and gather written statements from all witnesses. The administrator

must notify the student and parent/guardian of all charges, consequences and applicable due process rights during the disciplinary process. Discipline may include any of the above discipline definitions up to permanent expulsion.

1. Abusive Language/ Inappropriate Language/ Profanity

- Profanity & vulgarity/verbal altercation (student) - Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way towards another student.
- Profanity & vulgarity/verbal altercation (toward staff) - Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way towards a staff member.
- Verbal Assault - Verbal Assault at school directed against school employees, volunteers, contractors or other authorized personnel or students will not be tolerated. Verbal assault is to be considered any communication or behavior that, by its nature, poses a serious threat to the safety or well-being of others. These actions will result in mandatory hearing with the board with the possibility of an expulsion or suspension.

2. **Arson** - A student shall not burn or attempt to burn any school building, structure or property, or intentionally set or attempt to set a fire on school property, or cause or attempt to cause an explosion, or be in possession of materials which may be used in the aforementioned activities. Arson is a felony and will subject a student to expulsion.

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3. **Bomb Threat/False Alarm** - Students making bomb threats, false alarms, or “similar threats” that place or that are perceived as placing the safety of one or more persons or of property at risk, will not be tolerated (grade 6-12 may qualify for a mandatory expulsion per MCL 380.1311a)

4. **Bullying** - Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- Substantially interfering with the student’s or students’ academic performance; or Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
 - Race, Color, Origin
 - Disability
 - Sexual Orientation
 - Religion

- Other
- Sex

5. Defiance/Insubordination/Non-Compliance

Falsification of Records - A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records.

Unauthorized presence of students on school property -

- On School Grounds: A student shall not be on any portion of the school grounds where his/her presence is unauthorized, nor remain after having been either ordered or requested to leave by any school employee possessing apparent authority over student conduct. A student should not be:
- On the school grounds where the student is regularly enrolled during any period of suspension which includes exclusion from the school of regular enrollment where such order of exclusion has been in fact made known to the student prior to the incident of unauthorized appearance.
- On the school grounds of any school or site of required school programming other than that student's school of regular enrollment or attendance, at any time other than when a school activity, function, or event is being held and the student's presence is either required or permitted, based on predetermination by the principal of the school at which the activity is being held. Presence on the school grounds while in the

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company of a parent or guardian for the purpose of meeting with a school employee to discuss the student's status, or presence on the school grounds for the purpose of proceeding directly to the school office with prior permission of the principal shall not be considered a violation of this rule.

- On Private or Public Property: During school hours students must be in school unless they have an approved reason for absence. Students who are habitually truant from school as described in this Code may be charged with truancy.

Failure to Cooperate - A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

Failure to Comply with Directions of School Personnel - A student shall not be insubordinate or fail to comply with district policies or instructions and directions of District employees (including substitute teachers and student teachers), volunteers or persons acting in a chaperone or supervisory capacity. Students who persistently violate school policy may receive disciplinary action. The violation of this code can lead to suspension or expulsion.

6. Disrespect

- Coercion, Extortion, or Blackmail - A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value from an

unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act. Violations of this code can lead to suspension or expulsion.

- Threats or conspiracies to commit violent acts - Any acts, in writing, verbally, or otherwise that are considered threatening.
- Academic dishonesty - A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall 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.
- False Allegations - A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members or volunteers.

7. Disruption

- General disruption of class - Where a student is creating an unsafe classroom environment or creating a situation where a teacher is not able to teach due to the disruption.
- Inciting a Disturbance or Melee - Causing a serious disruption or fight amongst a group of individuals, which leads to a major commotion.
- Fighting - A physical altercation resulting in pushing, shoving, or exchanging of blows between students will not be tolerated.

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- Forgery/Theft/Plagiarism - A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall 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. The violation of this code can lead to suspension or expulsion.

8. Gang Affiliation Display - A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or nonverbal (gestures, handshakes, graffiti, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or nonverbal in furtherance of the interests of any gang or gang activity, including, but not limited to,

- soliciting others for membership in any gang or gang related activity,
- requesting any person to pay protection or otherwise intimidating or threatening any person,
- committing any other illegal act or violation of School District rules or policies, or
- inciting other students to act with physical violence on any person.

The term "gang" as used in this policy, means a group of two (2) or more persons whose purposes or activities include the commission of illegal acts or violations of this Code of Conduct, District rules or policies, or whose purpose or activities cause disruption or is

likely to cause disruption to the educational process.

9. Harassment - Any threatening, insulting or dehumanizing gesture. Verbal, physical, electronic or written harassment for the purposes of this policy shall be defined as behavior that:

- Intimidates individuals or groups on any basis including race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, “Protected Classes”).
- Involves an expressed or implied threat to personal safety or has the effect of interfering with an individual’s participation in the curricular or extracurricular activities of the school district.
- Bullies or hazes another student or teammate.
- Is disruptive to the educational process that may have originated in or outside of school, on or off campus.
- Sexual Harassment - for the purposes of this policy consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that is severe or pervasive enough to create a hostile or intimidating school environment. Sexual harassment may involve the behavior of a person of either gender, against a person of the same or opposite gender. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include, but are not limited to:
 - Written contact: sexually suggestive or obscene letters, notes, invitations, drawings, verbal contact; sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comments about a person’s body or sexual characteristics that are used in a negative or embarrassing way.

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- Physical contact: any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another’s body, assault, blocking movement, or coercing sexual intercourse.
- Visual contact: suggestive looks or staring at another’s body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, graffiti, calendars or clothing.

A student who feels he/she is being harassed by peers or by a staff member of the Union City School District, or is aware of the harassment of another student(s), shall report such incidents to a building administrator, counselor, teacher, school psychologist, school social worker, teacher aide, etc. The staff member receiving a student’s report, a parent’s report or observing an incident of alleged harassment is expected to examine the circumstances surrounding the alleged incident. If the receiving staff determines that harassment has occurred, they will take steps to end the harassment. In the event that the magnitude of the incident(s) warrants further follow-up measures, staff/faculty members will report charges of harassment to the building principal or his/her designee. The building principal or his/her designee will initiate a further investigation of the harassment charges and implement follow-up measures that he/she believes are appropriate. Should the investigation of the harassment incident(s) reveal that disciplinary action is warranted, it will be taken in accordance with the policies and procedures adopted by the Board of Education.

10. Sexual Violence (Criminal Sexual Conduct), as used in this policy, refers to

physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX. Harassing conduct creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe

12. Inappropriate Display of Affection - Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult. The violation of this code can lead to suspension or expulsion.

13. Inappropriate Location

On School Grounds: A student shall not be on any portion of the school grounds where his/her presence is unauthorized, nor remain after having been either ordered or requested to leave by any school employee possessing apparent authority over student conduct.

A student should not be:

- On the school grounds where the student is regularly enrolled during any period of suspension which includes exclusion from the school of regular enrollment where such order of exclusion has been in fact made known to the student prior to the incident of unauthorized appearance.
- On the school grounds of any school or site of required school programming other than that student's school of regular enrollment or

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attendance, at any time other than when a school activity, function, or event is being held and the student's presence is either required or permitted, based on predetermination by the principal of the school at which the activity is being held.

Presence on the school grounds while in the company of a parent or guardian for the purpose of meeting with a school employee to discuss the student's status, or presence on the school grounds for the purpose of proceeding directly to the school office with prior permission of the principal shall not be considered a violation of this rule.

On Private or Public Property: During school hours students must be in school unless they have an approved reason for absence.

The violation of this code can lead to suspension or expulsion.

14. Other Behavior

Criminal Acts - A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance

Physical Aggression - A student shall not physically assault another student, a person employed by or engaged as a volunteer or contractor of the school (including substitute and student teachers). Physical Assault is defined as intentionally causing or attempting to cause harm to another through force or violence (grade 6-12 may

qualify for a mandatory expulsion per MCL 380.1311a for assault of a staff member)

- With Injury
- Without Injury

15. Property Damage/Vandalism - A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, or attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person. The violation of this code can lead to suspension or expulsion.

16. Skipping Class - Student leaves or misses class without permission.

17. Technology Violation - A student shall not engage in any act that violates the District's Network Usage and Safety Policy, any individual school computer use guidelines or mobile computing device program guidelines, including, but not limited to the following:

- Non-school-related work
 - Hate mail, discriminatory remarks, and offensive and inflammatory communications
 - Sexting or accessing obscene or pornographic materials
 - Transmission of sexually suggestive language or images
 - Loading or use of unauthorized games, programs, files, or other electronic media
 - Destruction, modification or abuse of network hardware, software, or information
 - Impersonation of another user, anonymity and pseudonyms
- Creation of links to other networks whose content or purpose would tend to violate the District's Network Usage and Safety Policy

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- Videotaping fights or videotaping someone in a place where they have an expectation of privacy
 - Posting videos of inappropriate student conduct to a social media site that affects the school community or individuals within the school community in a negative manner.

The violation of this code can lead to suspension or expulsion.

18. Truancy - A student shall not be absent from school (a full day, or any part of a day, skipping class) without permission. A student shall not leave the school campus without following the proper check out procedure. Please refer to your school's administration policy on proper check out procedures.

19. Use/Possession of Alcohol - Alcoholic beverages or intoxicants, including, but not limited to glue, aerosol paint, lighter fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence.

20. Use/Possession of Drugs –

- Any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant or other controlled substance, analogue intended for human consumption, as defined in Article VII of the Public Health Code, being MCL 33.7101, et seq., and as defined in other Michigan or Federal Statute. If Article VII of

the Public Health Code, being MCL 33.7101, et seq., is amended or repealed, then the definitions of a drug, narcotic drug, and controlled substance analogue shall be defined under the existing State Law.

- Any prescription or nonprescription drug, medicine, vitamin or chemical substance, with exception of an inhaler (e.g. pain relievers, stimulants, diet pills, pep pills, NoDoze pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose.
- Any legal substance represented as an illegal or controlled substance (e.g. No Doze as “speed” or “crack.”)
- Any drug paraphernalia or items used as such.
- Manufacture, sale, delivery, transfer or intent to sell, deliver or transfer of any of the above substances

21. Use/Possession of Combustibles - A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person. The violation of this code can lead to suspension or expulsion.

22. Use/Possession of Tobacco - A student shall not smoke, chew, vape, or otherwise use tobacco, nicotine products or a “look alike” product. A student shall not, while on District property or in proximity of campus, in District owned vehicles, and at District-related events have in his/her possession or under his/her control tobacco in any form, or paraphernalia related to its use. The school is a drug free zone that extends a 1000 feet beyond the school property. Possession of or use of tobacco can lead to suspension or expulsion.

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23. Use/Possession of Weapons - A student shall not possess, handle or transmit a gun, knife, blackjack, brass knuckles, baton, martial arts device, paintball gun, spring, airsoft and gas-powered guns, or other object or instrument that can be considered or used as a weapon that will expel a BB, pellet, or paint balls. No knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon. No “look-a-like” weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.). Also no Personal Protection Devices (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

- for weapons/dangerous instruments, including “look-a-like” guns – suspension to expulsion
- for possession, handling or transmitting a gun, including a BB gun or pellet gun – expulsion
- for possession of a knife with a blade over three inches in length – expulsion
- for possession of a knife with a blade equal to or less than three inches in length when used in a threatening manner - expulsion
- for possession of a knife with a blade equal to or less than three inches in length – suspension - expulsion

However, the district is not required to expel or permanently expel a student if the student can prove in a clear and convincing manner that at least one (1) of the following statements is true:

- The object or instrument possessed by a student was not possessed by the student for use as a weapon, or for direct or indirect sale, or delivery to another person(s) for use as a weapon.
- The weapon was not knowingly possessed by the student.
 - The student did not know or have reason to know that the object or instrument in the student's possession was a dangerous weapon.
- The weapon was possessed by the student at the suggestion, request, direction, or permission of police or school authorities.

There is a rebuttable presumption that expulsion for possession of a weapon is not justified if both of the following are met:

- The superintendent or designee determines in writing that at least 1 of the factors listed in subsections (A) through (D) above has been established in a clear and convincing manner.
- The student has no history of suspension or expulsion. Under MCL 380.1308, police must be notified.

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Example list of discipline interventions that may be used by administration

- Additional Attendance/Saturday School
- Alternative Placement
- Alcohol/drug evaluation referral
- Change in schedule or class (with notification to parent/guardian)
- Community Service
- Referral to mentoring
- Referral to district approved community organization
- Conference with Student
- Intervention by counseling staff/guidance

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- Intervention by administration
- Expulsion (180 days to permanent)
- In-School Suspension

Partial day

Full day

Restorative reflection

Individualized Instruction

- Reteach/model expectations
- Written reflection assignment

Loss of Privilege/Increased Supervision

- Suspension of field trips, assemblies, or other special privileges
- Exclusion from special events or promotion exercises
- Exclusion from extracurricular activities

Other Actions

- Develop, review, or revise individual student planning tools (e.g., Behavior Support Plan) • Individual/group counseling
- Use of restorative practices (e.g. affective statements, circles, small impromptu

- conferences, etc.) Out of School Suspension
- Out-of-school suspension (1–10 days)
- Out-of-school suspension (11–expulsion)
- Parent Contact Restitution
- Pay for damage
- Community service
- Restorative conference with victim
- Time in Office
- Time Out/Detention
- Lunch detention
- After school detention
-

MANDATORY FACTORS

Before suspending or expelling a student, school must consider:

- Age
- Disciplinary history
- Disability
- Seriousness of behavior
- Whether behavior posed safety risk
- Restorative practices
- Whether lesser interventions would address behavior

Minor Offenses

These are offenses that are of a less serious nature that do not necessarily pose a threat to the health, safety or property of any person. Staff persons must use appropriate forms of positive, school-wide behavioral interventions and supports to correct misbehavior in less serious infractions. Staff persons should keep a record of interventions and share this documentation at the request of a student, parent/guardian or administrator. Minor infractions are not referred to an administrator. If minor behaviors are repetitive after appropriate interventions have been made, the student should then be referred to an administrator for a major offense.

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1. Defiance

- Possession of cell phone or other electronic device - A student shall not use a cell phone or an electronic communication device in school without prior approval from their classroom teacher. For safety reasons, a principal may ban cell phones as needed.
- Refusal to comply with posted and published school norms - Violation of specific posted or written school or class rules that are not necessarily disruptive behaviors (for example; misuse of hall pass or classroom procedures).

2. Disrespect

- Academic dishonesty - A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall 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.
- Pestering, teasing, or bothering other students - Non-confrontational activity that is

not appropriate in a school setting and disruptive to the educational process. Engaging in rowdy, rough behavior that interferes with the safe and/or purposeful order of a school. Examples: horseplay; chasing another student in the hallway or classroom, etc.

3. Disruption

- General disruption of class - Repeatedly talking out in class or out of turn, being exceptionally loud, running, throwing objects, failure to follow classroom rules, or other disruptive behavior not defined elsewhere among minor Infractions
- Inappropriate personal property - Possession and/or use of items designated by the school as inappropriate materials such as, rollerblades, skateboards, cards, hats, food, etc. AND any other items that cause distraction or damage to persons or property or otherwise intervene with the learning process.

4. Dress Code - A student shall not dress or groom in a manner which, in the judgment of a building administrator, is unsafe to the student, or others, or to the educational process. Specific guidelines for appropriate student dress are included in this code of conduct on page 12.

5. Inappropriate Language (to students) - Written or verbal remarks or gestures that show a lack of respect, rudeness, or are inappropriate. The use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons.

6. Physical Contact/ Physical Aggression - Student engages in non-serious, but inappropriate physical contact.

7. Property Misuse - Student engages in low-intensity misuse of property.

8. Tardy - Arriving late to school or class after the posted school start time without an appropriate excuse

9. Technology Violation - Student engages in non-serious, non-sexual, but inappropriate use of cell phone, pager, music/video players, camera, and/or computer.

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EXAMPLES OF DISCIPLINE INTERVENTIONS

- Conference with student
- Individualized instruction
- Natural consequences
- Parent contact
- Restorative conference

The following are also examples of other possible teacher interventions:

- Create positive classroom expectations that are clearly defined and taught.
- Provide lessons to teach or reteach the student how to behave responsibly.
- Continuously teach and reteach classroom expectations throughout the year.
- Change student seating
- Model and practice expectations in the appropriate setting (group work, individual work, etc.)
- Change the pacing of a lesson to promote on-task behavior.

- Use pre correction strategies to remind students of expectations before the next task.
- Actively ignore misbehavior.
- Use more positive correction interactions.
- Utilize fluent and consistent corrections for early stage misbehavior.
- Respond calmly, restating the desired behavior.
- Restructure classroom practices based on student needs (structured recess, structured lunch, visual schedules).
- Use progress monitoring tools (on-task monitoring form, replacement behavior worksheet, ratio of interactions tracking form, reflection sheets, behavior contracts, etc.).
- Maintain positive expectations for all students, in all settings, at all times.
- Implement effective instructional practices.
- Establish and consistently implement corrective responses for rule violations, e.g., students lose time for valued activity, in-class time-out.
- Provide immediate positive feedback.
- Build positive relationships with students and families.
- Communicate teacher-based actions with families.
- Teach prevention lessons, e.g., social and emotional learning, bullying prevention, suicide prevention, and trauma informed practices.
- Utilize restorative affective statements and affective questions.
- Actively engage students in learning.
- Student-teacher impromptu conferencing with active listening.

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DEFINITIONS OF DISCIPLINE

Alternative Placement - Consequence for referral results in student being placed in a different educational setting (moved to a different classroom, removed from a class, etc...)

Community Service - Consequence for referral results in involvement in community service activities or projects (community service organization and project must be approved by administration).

Conference with Student - Consequence for referral results in student meeting with administrator, teacher, and/or parent (in any combination).

Detention / Time Out - Consequence for referral results in student spending time in a specified area away from scheduled activities/classes.

Expulsion - The permanent exclusion of the student from the school system upon the recommendation of Superintendent of Schools and by action of the School Board.

Individualized Instruction - Consequence for referral results in student receiving individualized instruction specifically related to the student's problem behaviors.

Loss of Privilege - Consequence for referral results in student being unable to participate in some type of privilege.

Other Action Taken - Consequence for referral results in administrative decision that is not listed. Staff using this area will specify the administrative action taken.

Parent Contact - Consequence for referral results in parent communication by phone, email, or person-to person about the problem.

Restitution - Consequence for referral results in apologizing or compensating for loss, damage, or injury; community services. Saturday School - Consequence for referral results in student attending classes on a Saturday.

Suspension - Exclusion of a student from school for a specific period of time or exclusion of a student from school which terminates upon the fulfillment of a specific set of conditions. Time in

Office - Consequence for referral results in student spending time in the office away from scheduled activities/classes.

Snap Suspension - Administrators are authorized to suspend a student for up to one (1) day from a class or activity for misconduct resulting in the serious disruption of the class/activity. (MCL 380.1390(1)(2))

RESTORATIVE PRACTICES

A disciplinary option in which students who have committed offenses will do the following: Meet with the offended parties, take responsibility for their actions, apologize, and make restitution. Any option may be invoked at an administrator's discretion and may be used in conjunction with, or instead of, any other disciplinary action.

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Per MCL 380.1310c schools "shall consider using restorative practices as an alternative or in addition to suspension or expulsion."

DRESS CODE

(modeled after the 2016 Oregon NOW Model Student Dress Code)

Student dress codes should support equitable educational access and should not reinforce gender stereotypes. Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance. Our values are:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance. Reasons for conflict and inconsistent discipline should be minimized whenever possible.

Our goals are:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection) or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender. ● Allow students to wear religious attire without fear of discipline or discrimination. ● Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

The primary responsibility for a student's attire resides with the student and parents or

guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Students should be given the most choice possible in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the school and must be explained within the dress code.

- Basic Principle: Certain body parts must be covered for all students. Clothes must be worn in a way such that genitals, buttocks, midriff, and nipples are covered with material that cannot be seen through.

All items listed in the categories below must meet this basic principle.

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Students Must Wear:*

- Shirt that meets the top of the bottoms while standing upright and cannot be seen through.
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings/etcetera.
- Shoes; activity-specific shoes requirements are permitted (for example for sports)

- High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress

Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible undergarments (not including straps).
- Bathing suits.
- Helmets or hats that obscures the face (except as a religious observance).

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes nonalcoholic beers and wines, and the like. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present

as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Student disorder/demonstration

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

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4. Use of an object as a weapon

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

5. Knowledge of Dangerous Weapons or Threats of Violence

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

6. Gambling

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

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

8. Aiding or abetting violation of school rules

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

9. Possession of Wireless Communication Devices (WCDs)

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

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to

and including suspension, loss of privileges, and may be recommended for expulsion. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD. Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive an Alternate Day Assignment or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

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10. Harassment

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

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, building counselor or building principal. Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

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

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

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

11a. Hazing

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

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

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

- illegal activity, such as drinking or drugs;
- physical punishment or infliction of pain;
- intentional humiliation or embarrassment;
- dangerous activity;
- activity likely to cause mental or psychological stress;
- forced detention or kidnapping;
- undressing or otherwise exposing initiates.

11b. Bullying and Other Aggressive Behavior

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged

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in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

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

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

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

Implementation

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

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

Procedure

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

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

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal

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from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

Non-Retaliation/False Reports

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

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

Definitions:

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

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

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on

school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

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

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

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- causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

“Staff” includes all school employees and Board members.

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

12. Possession of a Firearm, Arson, and Criminal Sexual Conduct

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

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

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

13. Criminal acts

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

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

14. Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

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

Ultimately, it is the principal’s responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable.

Formal Discipline

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

Students being considered for suspension or expulsion are entitled to an informal meeting with the building administrator, prior to removal, at which time the student will be notified of the

charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may request the opportunity to be heard regarding the suspension decision, to the Principal. An appeal may be addressed to the Superintendent within (2) days of receiving the Principal's decision. The appeal must include the reason that the decision is being appealed. The Superintendent's decision will be final.

Suspension from co-curricular and extra-curricular activities may not be appealed. When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education. The school administration then takes testimony and determines if a recommendation to expel is to be made to the Board of Education, whose decision is final. In the case of expulsion, the student remains out of school during the appeal period. It is the responsibility of the student to complete course work and earn credits for the classes they miss.

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

Discipline of Students with Disabilities

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

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After an investigation takes place, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Principal. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

When a student is suspended, s/he may make-up work missed, while on suspension. School work can be accessed through Schoology. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

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

Long-term suspension or expulsion from school

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

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion; • a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel; • a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school.

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

SEARCH AND SEIZURE

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

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

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

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

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the

right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A material cannot be displayed if it:
 - is obscene to minors, libelous, indecent and pervasively or vulgar,
 - advertises any product or service not permitted to minors by law,
 - intends to be insulting or harassing,
 - intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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- Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live farther than the city limits. The transportation schedule and routes are available by contacting the bus garage at 517.741.8571

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

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

The district provides bus transportation to and from school. A list of bus stops will be published at the beginning of the school year before student registration. Parent/guardians must, at the beginning of the school 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.

While students are on the bus, they are under the supervision of the bus driver. 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 transportation supervisor.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.

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- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity in not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver. ●

Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.

- Do not open windows w/o permission of the bus driver.
 - Keep the bus neat and clean.
 - Athletic footwear equipped with cleats or spikes are not allowed on the bus. ●
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
 - Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
 - Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all

body parts clear of the aisles when seated.

- Eating is not permitted on the bus.

Parents will be liable for any defacing or damage students do to the bus.

If you take the bus to a career center or the math and science center, you are REQUIRED to take it back to school. Students who do otherwise will be disciplined.

Students may be suspended from riding the school bus for engaging in misconduct. Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

VIDEO CAMERAS ON SCHOOL BUSES

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

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

PENALTIES FOR INFRACTIONS

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

The Union City Board of Education holds regularly scheduled meetings at 6:30 p.m. on the third Monday of each month in the Union City High School Media Center.

PARENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK:

I/we understand the rights and responsibilities pertaining to students. We agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects. This handbook is in adherence with school board policies and those are available upon request at the Superintendent's office.

An "Acknowledgement of the Student Handbook" sheet is sent home at the beginning of the school year (or at the time of new enrollments). This provides families the option to request a paper copy of this handbook and/or provides families with online viewing access.

