

Holmes Elementary School

Student Handbook



426 E River St
Spring Lake, MI 49456
846-5504

www.springlakeschools.org/holmes

Holmes Mission Statement

Holmes Elementary School, in partnership with the community, will provide a challenging curriculum in a nurturing environment which enables all students to reach their potential.

Holmes Motto

SEE, BELIEVE, ACHIEVE

SLPS Mission Statement

We educate, empower and inspire students to achieve their highest potential.

SLPS Vision Statement

Teaching & Learning: Spring Lake--the premier provider of education for life Climate & Culture: Spring Lake--the strongest community to belong and thrive Organizational: the best place to work and raise children

Animals

Animals are not allowed in the school building or on school property.

Assessment / Testing

Classroom, district and state achievement tests are administered to students throughout the school year. These assessments allow staff to identify strengths and growth areas, as well as serve in a multi-tiered system of support (MTSS) for learners who may need additional intervention.

Screeners function as another part of the MTSS system - by providing data for educators to make instructional decisions, as well. While summative tests occur periodically throughout the year, other formative assessments typically occur more frequently to help give teachers a better understanding of each child's performance. Parents will be notified of any intervention plans for support, as well as the state testing schedule. Should you have any questions, please contact the school office.

Attendance, Absences, Late Arrivals, & Early Dismissals

Success in school is closely related to good attendance. Students need to participate in all aspects of their school experience if teachers are to be able to effectively help pupils to learn. In order to enjoy that full participation, students need to be healthy, rested and ready. Parents are responsible for helping their children develop the habit and routines which support regular and punctual attendance.

We recognize that there are times when children will not be in attendance. For the good health of everyone, we expect that students who become ill will be cared for at home until they are well enough to fully participate in all school activities. **Per OCHD guidelines, we also ask that a child be fever free (without medication) for 24 hours before returning to school.** We also ask that children do not come to school if they have vomited in 24 hours. We also realize that some health related appointments may occur during the school day. While we encourage parents to promote healthy habits, please try to keep the amount of school time missed for such appointments to a minimum.

Family trips can be wonderful educational experiences. **We ask that these trips be scheduled during school year breaks.** If a student is going to be away from class for more than a few days, parents need to make the appropriate arrangements with their child's teacher **and** the office. **Teaching staff cannot duplicate the school learning experience for children who travel during the school year. Teachers will NOT be able to provide work ahead of time. Students will need to make up the work when they return to school.**

In the event of any absence, tardiness, or anticipated early dismissal, the school needs to be informed. Because Holmes School shares parent's concerns for the protection and well-being of our students, we have developed the following procedures to help alleviate problems:

1. **If your child is going to be absent or tardy, please call the office or email holmesattendance@springlakeschools.org before 9:00 a.m. and leave the message on the attendance line (#1) each day your child is absent.** The information we need is your child's full name, the child's teacher and a description of the absence (i.e. fever, vomiting, etc). You are welcome to also inform the teacher **but the office must be contacted.**
2. To assure the safety and security of our students, school messenger will telephone home to inform the parent that their child is not in attendance if we have not been notified already. If you do not contact the school, your child will remain unexcused, which could result in truancy proceedings.
3. Students who arrive late or who return to school following an appointment need to be signed in at the office before going to class.
4. For early dismissals, a phone message or note signed by the parent is needed before a student can be released. The student must be signed out at the office. Please make sure to allow time for your child to be called to the office.
5. Requested changes in end-of-day transportation plans must be made **by 2:00 p.m.** to assure the message is received by the student. **Children are only allowed to ride his/her assigned bus and stop.**
6. Good habits and routines in attendance help our students to be successful. If a student is absent or tardy more than 10% of the days in a marking period, the parents will receive a letter from the principal, a copy of which will remain in the student's permanent record. If the situation continues after the parents have been notified, the

school will notify the Superintendent's office and the proper legal authority as indicated in the Michigan Compulsory School Attendance Law.

7. Any students arriving after 10:30 a.m. (excused or unexcused) will be considered absent for half a day. Any student leaving before 1:30 p.m. and not returning will be considered absent for half a day.
8. If a child is not in attendance for the school day, it is expected that they will NOT participate in any evening school sponsored activities.
9. **School begins at 8:45 a.m. The tardy bell rings at 8:50 a.m.** Punctuality is an important life skill. Please help your child develop good work habits by making sure he/she arrives to school on time. Students who are chronically late miss important beginning of the day instructions. Late arrivals are a disruption to classroom routine and decrease class productivity. Students who are chronically tardy may be subject to disciplinary consequences. Parents who transport their children need to arrive at school before 8:50 a.m. (please see *Drop off/Pick up* section).

For safety reasons, students are expected to arrive at school **after 8:35am.** Students are also expected to leave the school grounds immediately after being dismissed at 3:45pm. **Early dismissals for half-day sessions will be at 12:00pm.**

Bicycles/Roller Skates/Roller Blades/Scooters/Wheeled Shoes

Bicycles may be ridden to school provided they are parked in the rack and not moved until the end of the school day. It is recommended that students lock their bicycles. "Wheels" are not allowed on school grounds. Students are required to walk bikes across the street and wear helmets.

Birthday & Celebrations

All food items must have a **clear** list of **ALL** ingredients included when brought to school (homemade, store bought, and pre-packaged). We encourage families to try to limit the sugar content of the treats. Suggestions might be stickers, pencils, healthy treats, bite size foods, etc. **We will not be able to accept balloon, flower, or gift deliveries during the school day.** If dropping off a birthday treat, please label and leave in the office.

Classroom parties are scheduled during the school year. These typically are connected to holidays or special events. Teachers may also plan other celebrations of learning or accomplishment. **Parents planning to attend a party during the school day must have an approved volunteer form on file with the school (please see volunteer section).** We ask that you make daycare arrangements for any children not in school. If you are attending a classroom event, please do not park in the front lane during the school day.

Invitations to pass out at school for private parties will not be allowed unless the entire classroom is invited. This eliminates hurt feelings.

Bullying Policy*

See addendum at the end of the handbook.

Communication & Deliveries

School time should be devoted to instructional purposes. We try to avoid interruptions unless absolutely necessary. Parents are welcome to contact teachers via email or phone. **Any important messages will be delivered to a student through the school office. Items for students should be labeled and left at the office (including birthday treats).**

Emails sent after school hours will be responded to on the next school day.

Please send a note with your child (preferred method) or call the attendance/transportation line (#1) with any changes in transportation for your child (before 2:00pm). The office will notify the teacher - **do not** leave the message on the teacher's voice mail.

The school sends out a newsletter via email called the *Holmes Happenings* which includes information on upcoming events at the school and other important dates. Please make sure to read this carefully as this is our only way of communicating this information to you.

If a problem develops or a parent senses a child is having difficulty with an assignment or with an incident at school, parents are encouraged to talk with the teacher immediately to bring about increased understanding and a quick resolution. Issues which are not satisfactorily resolved with a teacher may be addressed with the principal. It is

suggested parents/guardians follow the “chain of communication” in order to reach a satisfactory resolution—teacher, principal, superintendent.

Community Child Care

Community Child Care, the before and after school child care program, is housed at Jeffers Elementary 6:30 a.m. - 6:00 p.m. Students attending Community Child Care will be bused to/from Holmes.

Conferences

Parent-teacher conferences are scheduled twice a year. These are designed to be a two-way exchange so both parent and teacher will know and understand each child better. **Due to the large number of conferences each teacher schedules, divorced/separated parents will need to attend the same conference. Conferences cannot be rescheduled due to family vacations.**

Crossing Guards

There is an adult crossing guard on Hammond both in the morning and afternoon. This person will assist safe crossing to and from the Intermediate School. The Village provides crossing guards at Lake and River and on Savidge near St. Mary's Church.

Dress and Grooming

It is important that parents take the time to check their child's attire before sending him/her off to school. **Be aware of the weather forecast for the day and whether or not it is PE day for your child's class.**

Clothing and grooming considered distracting, indecent, or wholly inappropriate for the classroom will not be allowed. This would include, but not be limited to, beachwear, pajamas, short clothing (an inseam of no less than 5" for shorts is a good guideline), clothing with holes or bare midribs, clothing that mentions or symbolizes guns, alcohol, drugs, or tobacco, clothing that has lewd or offensive connotations, tank tops, halter tops, or revealing dress (a shoulder strap of 2" is a good guideline). Wallet chains, long chains, or sharp/pointed jewelry are not allowed. Coats are not to be worn in the classroom. If a student's dress is deemed inappropriate and no alternate clothing is available, parents will be called to bring in appropriate clothing. No hats or other headgear should be worn in the building. **Flip flops are not recommended for the playground and gym.** Please provide your child with a pair of tennis shoes for physical education class.

Student Drop-off and Pick-up

Parents may ONLY use the front lane for dropping off and picking up their children before and after school Please pull all the way up to the end of the drive and instruct your child to proceed to the FRONT doors where he/she will enter the building after 8:35am when dropping off your child.

Please STAY IN YOUR VEHICLE while in the drop off/pick up lane. You may only turn right when exiting this lane.

For the safety of students, DO NOT use any of the parking lots for drop offs or pickups (this is for parking only).

Parents meeting a child who walks home will need to meet them in the designated area on the big playground.

Electronic Devices

Students should not bring headsets, handheld games, virtual pets, cellular phones, smart watches, laser lights/pointers, and other personal entertainment equipment into the school building without teacher permission. The use of handheld devices may be allowed in the classroom during instruction at the discretion of the teacher. If a classroom activity requires the use of a handheld device, the equipment must be safely stored in the classroom when not in use. Teacher permission is always required for the use of handheld devices. If unauthorized use is observed, staff has been instructed to confiscate or direct these items to the office, where they can be picked up after school. **The school is not responsible for their safekeeping or for the theft or damage to any item.**

If a student is asked to carry a cellular phone to and from school by a parent for after school communication, it must be turned off and stored with the teacher or in a locker and not used during school hours.

Emergency Information

Parents are required to update emergency information each school year. This information is used in case of an accident, illness or any other emergency. It is the responsibility of the parent to notify the office of any changes, including address changes, during the school year.

Emergency School Closings & Safety Drills

Arrangements have been made to notify the general public by various media whenever schools are to be closed because of severe weather conditions. The announcements will be broadcast intermittently over radio and television stations. If you do not hear any announcements, you can assume that the school will be open. An email/phone call will also be made through School Messenger.

In an extremely unusual situation where an emergency develops after the students reach school, announcements will be broadcast via email, phone (School Messenger), radio, and TV. We urge all parents to discuss this matter with their children. You should give directions to your children should they go home and find no one there.

Each year, Michigan Law requires at least 8 fire drills, 2 tornado/severe weather drills, and 3 lockdown/intruder drills be conducted for the safety of our students. In the case of an emergency, students are to follow the instructions of the teacher and proceed immediately to the designated route.

Field Trips

Field trips are occasionally part of the learning process. Parent/guardian permission is required for a student to attend any field trip. Parents will be asked to complete one "all inclusive" permission slip in the beginning of each school year. On occasion, students may be asked to pay a portion or all of a field trip fee in order to defray costs. Confidential requests may be made to the office in cases where assistance is needed.

Field trips are privileges and not obligatory. Students may be eliminated from attendance of a field trip or parents asked to attend with their child if poor behavior has been exhibited in the classroom or on previous excursions. Many field trips have a limited number of chaperones allowed.

Homework

Homework during the elementary school years is used to practice newly acquired skills or extend the learning that occurs in the classroom. Many times it reinforces the school-home partnership by including family projects. Regular homework helps establish responsibility and develops good study habits. The recommended national guidelines are:

K, 1 st	10 minutes
2 nd	20 minutes
3 rd	30 minutes
4 th	40 minutes

It is not necessary for parents to request homework when your child is absent. Homework can be made up after the student returns to school. Generally, the number of days absent, the number of days given to make up the work.

Injuries

Student safety is a priority at Holmes. Accidents do occasionally occur, however. School staff dispenses ice and band aids when needed. Student injuries, which receive a call to parents, include any trauma to the head, cut requiring medical attention or suspected bone injury. As a rule of thumb, the office will call if we think the child will look different when returning home.

Lockers

Lockers are the property of the school and are assigned to students for the purpose of storing books, supplies, coats. **No decorations may be placed inside or outside of lockers.**

Lost and Found

Three times a year (Christmas Break, Spring Conferences and after school is out in June) any lost and found articles not picked up are given to one of the various charitable organizations in the area. The school is not responsible for personal equipment brought to school. **If your child's name is written on any item, it will be returned to him/her.**

Lunch / Breakfast

Breakfast is served every day beginning at 8:35am. Students have several options.

Lunch includes two options every day. Monthly menus can be found on line at springlakeschools.org/food service. Parents may pay for lunches daily, weekly, or monthly by cash or check at the school. Payments are also accepted on line by credit card. Email reminders are sent to parents when lunch balances are low. Free & Reduced applications are located at www.springlakeschools.org/foodservice or the school office.

The school does not have microwaves available to heat student lunches, so please plan your child's cold lunch accordingly.

Due to the limited time allowed for lunch, we ask that students eat lunch at school. If you are eating lunch with your child, an approved volunteer form must be on file and we ask that you bring food for you and your child only.

Media Center

Due dates are set on library materials so they will be returned and made available to others. The cost of materials not returned or damaged will be billed to the parent of the student.

Parents may restrict their child from having access to books that they deem to be inappropriate for their child. To do so, email the SLPS District Media Specialist, Laurie Draeger, at ldraeger@springlakeschools.org.

Medication

If your son or daughter will be taking any type of medication, prescription or non-prescription, **there must be a signed (by parent and physician) Parent Permission for Student Medication Form on file in the office and the medication must be supplied and brought to school by the parent/guardian in its original container.** The school cannot dispense any type of non-prescription medication, i.e. Tylenol, Ibuprofen, cough drops, eye drops, that has not been supplied by the parent/guardian and the proper forms on file. New forms must be completed every year. If your son or daughter is asthmatic or diabetic, a management plan also needs to be on file. These forms are available in the school office.

Notice of Nondiscrimination

The Board of Education of Spring Lake Public Schools does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinators are:

Amy Kendall, Director of Special Education
345 Hammond Street, Spring Lake, MI 49456
akendall@springlakeschools.org
(616) 846-9240

David Theune, Director of Communications
345 Hammond Street, Spring Lake, MI 49456
dtheune@springlakeschools.org
(616) 846-5500

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>

The Board's nondiscrimination policy and grievance procedures can be located at <https://www.springlakeschools.org/our-district/transparency/title-ix>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.springlakeschools.org/our-district/transparency/title-ix>.

Parents Club

The Holmes Parents Club meets throughout the school year. The committee sponsors family nights, popcorn Fridays, field trip scholarships, bingo, holiday workshop and special classroom activities. All parents are members and welcome to participate.

Pictures

School pictures are offered before the school year begins.

Pictures of our students appear in the media (local newspapers) and on the Holmes School web pages. Students are not identified by name on any internet publication. If you do not wish to have your child's picture in the media, please opt out on the form provided at the beginning of the school year.

Playground Supervision

School staff will supervise the playground during the morning, noon and afternoon recesses.

Recess

We have two daily recesses that are 15 minutes in length. Recess time is a break in the day for elementary students. Children are expected to play outside during the recess and noon hour.

A doctor's excuse is required for extended periods of indoor recess. However, as a rule of thumb, if a child is too ill to play outside, he/she should be at home recuperating.

Student Conduct/Behavior


Holmes students are expected to demonstrate responsibility, respect, and safety. Respect for others, for property and for self provides the cornerstone of our discipline policy. The life skills and conflict resolution strategies create a climate of common language and shared expectations. Student safety is the primary objective of the discipline code. Physical aggression, bullying, harassment and teasing are not tolerated.

Students are advised by the principal, counselor, or classroom teacher to consider the choice they made, the consequences of that choice and what might be a better choice if the same situation occurs in the future. There are behavior expectations in common areas and a consequence rubric.

Holmes School follows the PBIS program, Positive Behavior Interventions and Support is a program supported by the Michigan Department of Education to promote and maximize academic achievement and behavioral competence. It is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning.

As part of the PBIS program, we have established several clear rules for the behavior we expect in all common areas of our school. We will explicitly teach those expectations to the students and reward them frequently with positive tickets and prizes for their great behavior. The expectations for all student behavior will be clear throughout our building and playground areas, cafeteria, gymnasium, and classrooms. You will be able to ask the student, "What are the expectations in your school?" "How do you follow those expectations?" "What happens when a teacher sees you following the expectations?"

H.E.A.R.T. SMART Expectations

	CLASSROOM	HALLWAYS, COMMONS & STAIRS	BATHROOM	LUNCHROOM	PLAYGROUND & RECESS	ASSEMBLIES & FIELD TRIPS	BUS
HELPFUL	Whole body listening	Keep organized and clean	Tell an adult if you or someone else needs help	Clean up the table and floor Follow all adult directions the first time	Dress appropriately for the weather Line up when the bell rings	Whole body listening	Use 'partner talk' voice levels
EMPATHY	Notice, invite, and include others	Share the space	Wait your turn	Notice, invite, and include/help others	Notice, invite, and include others Share	Make sure everyone can see and hear	Invite others to sit with you
ATTITUDE	Positive participation Make good	Greet people in a friendly manner	Use kind words	Use good manners	Use kind words and actions	Positive participation Use kind	Use kind words towards others,

	choices and try new things				Play fair/ be a good sport	language to show thanks	including bus driver
RESPECTFUL	Be ready to learn Respect your space and materials, and the space and materials of others	Walk quietly Close lockers gently	Use a quiet voice Respect others' privacy Keep the bathroom clean	Use a quiet voice Keep hands, feet, and objects to self Mindful body (walking, eyes forward, arms by side)	Take turns Follow playground rules Clean up equipment and trash	Use good manners Respect all adults	Keep the bus clean Keep hands, feet, and objects to yourself
THINKER	Follow the group plan Be a problem solver and then ask for help if needed	Keep the pace Use stairs safely	"Go, Flush, Wash, Toss, Leave" Use expected bathroom behaviors	Get what you need Raise your hand for help	Be a problem solver and then ask for help if needed	Ask thoughtful questions	Find a seat quickly and calmly Stay seated and facing forward

Student Council

The Holmes School Student Council is a leadership opportunity for students. Representatives are chosen from grades 3 and 4. They operate the Holmes Student Store and sponsor activities each year.

Student Records

If you would like to check your child's cumulative records, you may make an appointment to view them. We will have them available in the office.

Substitute Teachers

Every student will periodically be taught by a certified substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. Students are expected to be courteous to guest teachers.

Technology Code of Ethics and Internet Usage Policy

Use of technology at Holmes is a privilege extended to all individuals who wish to enhance their learning experiences. Each individual has the right to make use of all authorized hardware and software at Holmes. Users shall also accept the responsibility for the preservation and care of that hardware and software. This link connects you to the district policy

<https://www.springlakeschools.org/1to1/>

Textbook/School Materials

Students are responsible for the care and safe keeping of school books and other school materials. Students will be fined for lost or damaged books/materials.

Toys

Toys and sports equipment from home are not allowed at school (Pokémon cards, stuffed animals, basketballs, spinners, dolls, the latest toy fad, etc.). The school and/or individual classroom may have special celebration days throughout the school year, which will be communicated by the classroom teacher and/or the school. On these days, toys must remain in the classroom. If toys are brought to school, they will be kept by the classroom teacher until the end of the day.

Transportation Policies

In order to achieve a minimal route time and on time arrival at school, it will be essential that we maintain the time integrity of routes. Students are required to be at their bus stops 5 minutes prior to their pick up time. Should they not be at their stop, the driver will not wait for them, nor will they return to pick up students. If your child misses the bus, you will need to bring your child to school. Do not chase down the bus on foot or by vehicle as this creates many safety issues.

Parents/guardians are requested to identify one pick-up and one drop-off location for the school year. The bus stop may or may not be located at the home address. However, students will be assigned to the nearest designated bus stop within the prescribed walking distance. Parents must register their child on line, with transportation, each school year in order for him/her to be placed on a bus route at:

<https://www.springlakeschools.org/transportation/> . If you do not have access to a computer, you may contact transportation at 616.846.5507. Parents may view their child's bus route information via their PowerSchool Parent Access Account.

Students are required to ride the bus they have been assigned. This ensures that the school will know who is actually on a bus, a student can be located in the event of an emergency, and overcrowding is controlled. In the event that a bus has more students than available seating, students may be moved to an alternate bus without advance notice.

LAW REQUIRES that ALL items carried on a bus must be secured. The items must be held on the lap of a student. Articles may not occupy a seat, be under a seat, be in the aisle or block emergency exits. Hockey and lacrosse sticks along with bats, golf clubs, sleds, skateboards, skis, snowboards, or any other piece of recreational equipment will not be allowed on the buses for student transportation. Critters (i.e. bugs, snakes, fish, hamsters, etc.) are also not allowed on the buses.

Rules for all students:

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Bullying / Violence is prohibited.
6. Remain seated.
7. No smoking/vaping.
8. Keep your hands and head inside the bus.
9. Do not destroy property.
10. For your safety, and the safety of others, do not distract the driver through misbehavior.
11. Electronics are not allowed out on the bus. They must remain in bag or pockets.
12. The bus is an extension of school and school rules apply.

Misbehavior on Bus: Penalty at discretion of Bus driver, Transportation Director, Coordinator and/or Principal. Depending on the infraction, consequences may include; a call to parent, restitution for damages, seat assignment, loss of busing privileges for 1 to 10 days, or permanent loss of busing. Serious misbehavior on the bus may also be cause for suspension or expulsion from school.

Visitors & Volunteers

Volunteers and visitors are welcome at Holmes School. All adults who enter the building are asked to first report to the office to sign in and receive a badge.

If you are volunteering, please make daycare arrangements for any children not in school.

All volunteers must complete a volunteer assessment form at least two weeks prior to the event or he/she will not be allowed to attend the event (this includes parties/celebrations during the school day). A new Volunteer Assessment Form must be completed each school year.

Weather

During inclement weather the students are allowed to come inside prior to the first bell. During the winter months the temperature is checked daily. On extremely cold (zero degrees or below wind chill) or rainy days, students will be inside for recess. **Please dress children appropriately for outdoor play every day.**

Outerwear Guide: Every spring students are eager to shed their winter outerwear. We have adopted the following policy:

- Below 50 degrees, wear coat
- 50-60 degrees, wear long sleeves, fleece, sweatshirt, or coat
- Above 60 degrees, coats are optional unless parents say you must

Weapons, Fireworks, and Explosive Devices

Weapons and chemical protection sprays of any kind are prohibited. A weapon is defined as a firearm, gun, revolver, pistol, dagger, disk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical blade, iron bar, club, brass knuckles, or other dangerous weapon.

All weapons will be taken and may be turned over to the police department. The students will also be subject to disciplinary action that can range from suspension to expulsion. Federal "Gun Free Schools Act of 1994" and state law regarding "Weapon-Free School Zones" states that it is illegal for any person on school property or attending a school related event to possess a weapon, use a weapon, or threaten bodily harm with a weapon. The person will receive a recommendation to the school board for expulsion from school for a minimum of one year. This expulsion is from all public schools in the State of Michigan. Parents/Guardians and the local law enforcement agency must be notified. Authorities will charge the person with a misdemeanor or felony. It will be the responsibility of the parent to prepare and submit a petition for reinstatement.

Students involved in, or attempted involvement in use, sale, transfer, or possession of explosives, fireworks, smoke bombs, or any other incendiary device will receive a **minimum** one day suspension from school.

SLPS Bullying Policy*

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

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

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

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

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

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.

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

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

Non-Retaliation / False Reports

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

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

Definitions

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

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

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

“Bullying” is defined as any 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 hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

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

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

“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.



SPRING LAKE

Hand in hand, we can learn and work together to improve school achievement.

As a Student, I (name), will

- Always try to do my best in my work and in my behavior,
- Work cooperatively with my classmates,
- Show kindness, compassion and respect for myself, my school and other people,
- Show responsibility when using technology (including social media),
- Obey the school and bus rules,
- Come to school prepared with my homework and supplies,
- Believe that I can learn and will learn.

As a Parent/Guardian, I (name), will

- See that my child attends school regularly and on time,
- Provide a home environment that encourages my child to learn,
- Insist that all homework assignments be completed,
- Communicate regularly with my child's teacher,
- Support the school in developing positive behaviors,
- Talk with my child about his/her school activities every day,
- Encourage my child to read at home and to monitor his/her screen time,
- Show respect and support for my child, the teacher, and the school.
- Teach responsibility when using technology (including social media)

As a Teacher, I (name), will

- Believe that each student can learn,
- Show respect for each child and his/her family,
- Come to class prepared to teach,
- Provide a safe environment conducive to learning,
- Help each child grow to his/her fullest potential,
- Provide meaningful and appropriate homework activities,
- Enforce school and classroom rules fairly and consistently,
- Maintain open lines of communication with the student and his/her parents,
- Seek ways to involve parents in the school program,
- Demonstrate professional behavior and a positive attitude.

Hand in hand, we will work together to carry out the agreement of this compact.