

# CENTREVILLE ELEMENTARY

# STUDENT HANDBOOK

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Approved:

# INTRODUCTION

Welcome to Centreville Elementary School! This student handbook was developed to guide and answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know, so I encourage you to keep the handbook available for reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building administration.

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 reflects the current status of the Board's policies and the School's rules as of August 14, 2023. If any of the policies or administrative guidelines referenced herein are revised after August 14, 2023, the language in the most current policy or administrative guideline prevails.

Sincerely,

***Dennis Kirby***

Dennis Kirby, Principal  
Centreville Elementary School

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# EQUAL EDUCATION OPPORTUNITY / NON-DISCRIMINATION NOTICE

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 a school activity should immediately contact the School District's Compliance Officer listed below:

Chad Brady, Superintendent  
Centreville Public Schools  
P.O. Box 158  
190 Hogan Street  
Centreville, MI 49032  
Phone: (269) 467-5220

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 education opportunities. (Adopted by the Board of Education on 7/15/04)

# SECTION 1: SCHOOL OPERATION

## SCHOOL HOURS

Doors Open.....7:40 a.m.  
Tardy Bell.....7:52 a.m.  
Dismissal.....2:59 p.m.  
Half Day Dismissal Time.....11:25 a.m.

\*In order to have adequate supervision, please plan to have your child arrive at school **after 7:40 a.m.**

## ATTENDANCE POLICY

Regular attendance at school is vitally important to each student as it directly affects his/her academic progress, as well as the development of attitudes and habits for life! Studies show regular attendance is tied to success. The responsibility for good school attendance rests with the student, parents/guardians, and the school.

***Please call the elementary attendance number at 269-467-5203 by 9:00 a.m. when your child is absent from school.*** School personnel will communicate with you if we have not heard from you. Once notified, please make sure to contact the school, or send a note with your child upon their return to school. *Please remember that it is important to report any communicable diseases.*

Students who arrive between the school hours of 7:52 a.m. and 8:15 a.m. will be considered tardy. Any student arriving after 8:15 a.m. and before their lunch hour will be considered a.m. absent or leaving after their lunch hour will be a p.m. absence. Any student arriving after their lunch hour will be considered absent for the full day.

Persistent tardiness and or absences will be considered a minor violation of the attendance policy and behavior code.

***The consequences for persistent tardiness or absences are as follows:***

- 5 Tardies/Absences – Teacher contacts parent (Excluding absences with medical exemption\*)
- 10 Tardies/Absences – Letter to the parent(s) and Dean of Student contact with parent (Excluding absences with medical exemption\*).
- 15 Tardies/Absences – Dean of Student conference with parent(s). (Excluding absences with medical exemption\*)

\*In order to receive a medical exemption, a doctor's note will be required.

The school cooperates with St. Joseph County agencies to ensure that students maintain regular attendance patterns. *Persistent tardiness and absence will affect learning and may be a factor in leading to retention.*

**Please note this excerpt from the Michigan State Truancy Law:**

**Any child absent 10% or more of the scheduled instructional days will be considered truant. This means any child missing more than 9 days in a semester or 18 days in a full school year will be considered truant, resulting in parent contact.** Truancy will be reported to the elementary office. Parents will be initially contacted by letter, phone, and/or in person to discuss the absences and a solution to improve attendance. If absenteeism does not improve, a school official may make a home visit. After a minimum of 3 attempts have

been made to the child's parents without a change in attendance, the district will contact the St. Joseph County ISD and/or the St. Joseph County Prosecutor's Office.

## EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the School office 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.

## 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 and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members, and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development, and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

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 each child 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
  1. cultivating school environments that are welcoming, supportive, and student-centered;
  2. providing professional development for school staff that helps build partnerships between families and schools;
  3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
  4. providing coordination, technical support, and other support to assist schools in planning and implementing family involvement activities.
- B. Effective Communication



1. providing information to families to support the proper health, safety, and well-being of their children;
  2. providing information to families about school policies, procedures, programs, and activities;
  3. promoting regular and open communication between school personnel and students' family members;
  4. communicating with families in a format and language that is understandable, to the extent practicable;
  5. providing information and involving families in monitoring student progress;
  6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
  7. preparing families to be involved in meaningful discussions and meetings with school staff.
- C. Volunteer Opportunities
1. providing volunteer opportunities for families to support their children's school activities;
  2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.
- D. Learning at Home
1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
  2. working with families to establish learning goals and help their children accomplish these goals;
  3. helping families to provide a school and home environment that encourages learning and extends learning at home.
- E. Engaging Families in Decision Making and Advocacy
1. engaging families as partners in the process of school review and continuous improvement planning;
  2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.
- F. Collaborating with the Community
1. building constructive partnerships and connecting families with community-based programs and other community resources;
  2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

## IMPLEMENTATION

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will

include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

## 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 parents 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 will 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.

## SCHEDULING AND ASSIGNMENT

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

## TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Centreville Elementary, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines

that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the elementary office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## 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

## STUDENT FEES, FINES, AND SUPPLIES

Centreville Public schools at times may charge specific fees for non curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

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. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades.

## 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.

- A. Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- C. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the staff member overseeing the activity or principal.
- D. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- E. Students may not engage in house-to-house canvassing for any fundraising activity.
- F. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

- G. 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 safe-keeping and will not be liable for loss or damage to personal valuables.

## 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.

## 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.

## PERSONAL COMMUNICATION DEVICES

The use of a PCD during class time to engage in non-education related communications is expressly prohibited. In order to avoid disruption of the educational environment and protect students' right of privacy, student use of personal communication devices (PCDs) is limited to the following:

- Elementary students may use PCDs before and after school hours.
- When authorized by an administrator, or an IEP team as an accommodation.

At all other times, PCDs should be silenced and stored in a student's backpack and/or cubby.

For purposes of this policy, "**personal** communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), smart watches and/or other web-enabled devices of any type which are not school issued.

Students are prohibited from using PCD's to capture, record or transmit the words or sounds (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent, in an area where a reasonable expectation of privacy exists, is considered an invasion of privacy and is illegal per Michigan statutory law. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day or until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present.

**“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 is not only 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 PCD.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are also prohibited from using PCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their PCDs to receive such information.

**Possession of a PCD by a student at school during school hours and/or during extracurricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.**

Violations of this policy will result in the following disciplinary action...

- First Offense: PCD confiscated by teacher and given to the Dean of Students’ office, student may pick-up at the end of the day.
- Second Offense: PCD confiscated by teacher and given to the Dean of Students’ office, student may pick-up at the end of the day.
- Third Offense: PCD confiscated by teacher and given to the office, a referral will be written and a parent must pick up the confiscated PCD at the end of the day.

(PCD violations shall be tracked separately from other Tier 1 Minor Behavior violations.)

*The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).*

*Students are personally and solely responsible for the care and security of the PCDs. The school assumes no responsibility for theft, loss, damage to, misuse or unauthorized use of PCDs brought onto its property.*

Students are not permitted to have in their possession an iPod, MP3 player, etc., in the classroom during the school day. This expressly would limit the possession and use of these devices to the time before and after school.

## ADVERTISING OUTSIDE ACTIVITIES / BIRTHDAY INVITATIONS

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. Birthday or party invitations are not to be passed out at school, unless prearranged with the classroom teacher and provided to all students within that classroom.

## PROMOTION, PLACEMENT, AND RETENTION

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

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

## HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Centreville Public Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or 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 authorizes many 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 application 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 nonschool 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.

No non district-sponsored organization may use the name of the school or school mascot.

## ATHLETICS

Centreville Public Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Director.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

## STATEMENT OF TITLE IX

In compliance with regulations implementing Title IX of the Educational Amendments Act of 1973, and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, gender identity or expression, or past or present physical or mental disability. Sexual harassment includes, but is not limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success;

submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Title IX complaints should be reported directly to the building administrator and/or the district Title IX coordinator(s), Chad Brady or Stephanie Lemmer. All Title IX complaints will be thoroughly investigated in accordance with the Centreville Public Schools investigation procedures for Title IX in compliance with the U.S. Department of Education, Office of Civil Rights.

## 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. A material cannot be displayed if it:
  - a. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - b. advertises any product or service not permitted to minors by law,
  - c. 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.
- B. 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 building administrator 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 hearing 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.

## FIELD TRIPS

Field trips are academic activities that are held off school grounds. Classes visit zoos, museums, businesses, etc. Parents will be informed by classroom teachers of upcoming field trips.

Teachers often invite parents to accompany field trips as chaperones, if space allows. Parents help us by supervising children under the direction of the teacher. We are NOT allowed to have children who are not students at Centreville on field trips. Since a field trip is considered an extension of school, **SMOKING IS ABSOLUTELY PROHIBITED.**

We require that only parents, who have signed up with the teacher in advance to be part of the field trip, attend and participate in the event. On occasion, all parents are welcome to attend field trips; however the completion of a volunteer form may be required prior to a parent attending the event. In most instances, we are limited as to how many parents can attend a specific field trip, so parent participation may be limited. Parents **MUST** provide their own transportation to and from a field trip.

Written permission is required for all out-of-district field trips. Parents who plan to chaperone, and plan to drive themselves, should not bring pre-school age children with them, since they will not be able to concentrate on their responsibilities as a chaperone. Parents may sign out their children with their child's teacher at the conclusion of a field trip.

## INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used at Centreville Elementary 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 should contact the Principal to set up an appointment prior to coming to the school.

## REPORTING TO PARENTS

Parents are issued report cards two times a year at the end of 1st and 2nd semester. Parents of students in grades 3-6 may access their child's current grades and attendance information on-line through PowerSchool. Parents may access PowerSchool by logging on to [www.cpschools.org](http://www.cpschools.org) and clicking on the PowerSchool icon. Parents then use a personal username and password (distributed to parents via mail from Centreville Public Schools) to access individual student information. Once in PowerSchool, parents may



view current and historical grades and attendance, as well as email a teacher, or view the school bulletin. Any questions concerning PowerSchool should be directed to the Main Office at 467-5200.

The following is the grading criteria and scales used for this school year.

## FINAL GRADE CALCULATION K-2 GRADES:

1. 100% of grades are summative.
2. Grades are reported on a 1-4 scale.
3. 1-4 will be given based on where the student ended up at the end of the marking period on the performance scale. NOT AN AVERAGE.

Final Grade Calculation 3rd-6th grades:

1. 80% of grades are summative with 20% being formative.
2. Grades are reflected as the percentages that correlate to the 1-4 scale.
3. The last percentage on a particular standard for a marking period is reported.
4. All percentages are averaged together at the end of the marking period to give an overall percentage.
5. The overall percentage is converted to a letter grade on the district grading scale.

Standards Based Grading Scale

K-4 Performance Scale

**4 | Exceeds:** Work at this level exceeds the end of year grade level expectations.

**3 | Proficient:** Work at this level meets end of year grade level expectations.

**2 | Progressing:** Work at this level is progressing toward the end of year grade level expectations.

**1:** Work at this level is well below the grade level expectation.

**N/A:** Standard was not assessed during this time period.

5-12 Performance Scale with Conversion Scale in Parenthesis

**4.0 (100.1%) | Exceeds:** Work at this level exceeds the end of year grade level expectations.

3.5 (98%)

**3.0 (96%) | Proficient:** Work at this level meets end of year grade level expectations.

2.75 (92%)

2.5 (88%)

2.25 (82%)

**2.0 (78%): Progressing:** Work at this level is progressing toward the end of year grade level expectations.

1.75 (75%)

1.5 (72%)

1.25 (68%)

**1.0 (62%):** Work at this level is well below the grade level expectation.

0.5 (50%)

**0 (0%):** Student did not attempt standard.

N/A: Standard was not assessed during this time period.

## LOST & FOUND

The lost and found area is outside the main office. Students who have lost items should check there to retrieve their items. Unclaimed items will be given to charity at the end of each nine (9) weeks and at the end of the school year.

## MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students. For the 2024-2025 school year, we are pleased to announce that all students will qualify for a free daily school lunch. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Milk may be purchased ala cart for a fee. When sending money or a check for lunch, it should be put in a sealed envelope with the child's name on the outside. Free breakfast will be served daily in classrooms starting at 7:40 a.m. Applications for the School's Free and Reduced Price Meal Program are distributed to all students. If a student does not receive a form, contact the school office at 467-5200.

## NUTRITION / SNACK BREAKS

Each individual teacher will establish daily nutrition breaks for students. These nutrition breaks are intended to be a quick, "grab & go" style of snack. Snacks are to be brought from home, and it is highly encouraged that these snacks be reasonably healthy in nature. A schoolwide recommended snack list will be communicated out at the beginning of each school year. Students are allowed to have water bottles in the classroom throughout the school day. Candy, suckers, and gum are not allowed during the school day unless provided by a staff member. Energy drinks are not allowed at school. Soda and juice are allowed at lunchtime only, but must be consumed only in the lunchroom.

## SPECIAL TREAT / SNACK

Students are allowed to bring shareable treats to celebrate such occasions as birthdays, holidays, or other special events; however, these snacks should be prearranged and scheduled through the classroom teacher prior to bringing in the items. In addition, any items that are to be disbursed within the classroom must be store bought and produced in a commercial kitchen.

## EMERGENCY CLOSINGS AND DELAYS

Centreville Elementary uses the SchoolMessenger instant alert system. Contact information for SchoolMessenger is taken directly from PowerSchool. If you need to add or alter any emergency information, please do so on the Emergency Form sent home at the beginning of the school year. After the beginning of the year, call the elementary office at 467-5200. If 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:

Radio Stations:

WLKM | 95.9 FM / 1510 AM  
WMSH | 99.3 FM / 1230 AM  
WKZO | 590 AM  
WSBT | 94.3 FM / 101.5AM

Television Stations:

WWMT | Channel 3  
WOOD | Channels 8 and 41  
WNDU | Channel 16  
FOX17  
WSBT | Channel 22

Website:

[www.cpschools.org](http://www.cpschools.org)

## EMERGENCY MEDICAL FORMS

Students are given an emergency form to be completed carefully and thoroughly at the beginning of each school year. The form should be returned to the elementary office during the first week of school. Failure to return the completed form to the school will jeopardize a student's educational program. Students with specific health care needs should provide written notice about such needs, along with proper documentation by a physician, to the school office.

## USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective principal's office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
  - a. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - b. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person.
  - c. Student self transport for emergency medication for allergies and/or reactions may occur with a pre-approved doctor's note on file.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

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

**Non-prescribed (Over-the-Counter) Medications:** Parents may authorize the school to administer a non prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. Medication must be in the original container or package. No other exceptions will be made to these requirements.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

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

## EVACUATION

When an emergency occurs, the principal shall, when feasible, consult with the Superintendent whether or not to evacuate the school. An announcement will then be made to inform staff and students of the emergency procedures that will be followed.

If a decision is made to send students home or to a preselected site, attempts will be made to notify parents by telephone and/or by radio or TV and the public address system will be used to inform all teachers and students. The professional and support staff members will supervise the orderly evacuation of the building. Teachers should take class rolls, including, addresses and telephone numbers of students as well as emergency information. Teachers will remain (or return) to their regular classrooms and remain with their students. Clerical personnel will remain at their regular stations except in cases of reassignment by their immediate supervisor. Cafeteria personnel will remain in their areas until notified to the contrary by the main office. In case of a bomb threat, the fire, police, and sheriff's department will search the building. Above all, it is imperative that all personnel remain calm and in control throughout the emergency.

## UNUSUAL SITUATIONS

The following situations are quite unlikely to occur, but in such an event, use the following procedural guidelines:

- A. Student or staff member held hostage.

- a. Isolate the area. DO NOT make a P.A. announcement or sound the fire alarm. The nearest administrator will direct teachers and monitors on duty to notify teachers in nearby classes to take their students to a previously determined area.
  - b. Notify the police immediately, giving as much information as possible (e.g. number of terrorists, number of hostages, types of demands being made). Police will be in charge once they arrive.
  - c. Notify the Superintendent.
  - d. Develop a list of casualties, if any.
- B. Intruders in building or on school property.
  - a. Ask them to leave.
  - b. If they do not leave, remind them of trespassing law.
  - c. Notify the administrator in charge and the District office.
  - d. Avoid any physical conflict or loud verbal altercations.
  - e. The principal or any staff member who is involved may notify police if intruders do not leave and/or call for the assistance of other members of the staff.
- C. Unauthorized demonstrators or pickets around the building before school opens.
  - a. Follow procedures for intruders.
  - b. Attempt to enter the building peaceably.
  - c. Notify the District office.
  - d. Hold students on the school buses if demonstrators seem to pose a threat.
  - e. Notify law enforcement officers.
- D. Demonstrators or pickets around building at dismissal.
  - a. Follow procedures for intruders.
  - b. Notify the administrator in charge.
  - c. If demonstrators seem to pose a threat, hold students in class until further notice.
  - d. Notify law enforcement officers.
- E. Student Demonstrators
  - a. Identify the leader or leaders of the group
  - b. Notify the group that the administration will confer with the leader(s) but not until all other students return to class.
  - c. Meet with leaders if students disperse and return to class.

- d. If students refuse to disperse, remind them of truancy regulations and the consequences of school disruption.
  - e. With other staff, try to identify as many participants as possible and notify parents of participants asking them to come to school.
  - f. Attempt to take pictures and/or video recording of participants.
  - g. Attempt to keep nonparticipating students away from the demonstration area.
  - h. Follow through on disciplinary action on students refusing to cooperate.
- F. Buses not operating - students in school.
- a. Keep all students in class.
  - b. Summon all unassigned professional staff members for instruction.
  - c. Dismiss students with their own cars (or bicycles) but follow Board policy regarding student passengers.
  - d. Dismiss students within walking distance after the cars have left.
  - e. Keep remaining students in school until parents are notified of the problem and transportation for their child arrives.
  - f. Alert cafeteria staff if it appears that large numbers of students will have to remain at school for an extended period of time.
- G. Major disruptions at an assembly
- a. Bring house lights to full on.
  - b. If those causing the disruption are too numerous to be handled by professional staff members on duty, dismiss the assembly and instruct all present to report to next period class.
  - c. If few in number, remove them from the assembly and take appropriate disciplinary action.
  - d. If those causing the disruption are outsiders, follow procedure for intruders.

## SAFETY DRILLS: FIRE, TORNADO, AND LOCK DOWN

The school complies with all fire safety laws and will conduct fire drills in accordance with Michigan 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 buildings. Fire and tornado drills will be conducted during the school year using the procedures provided by the State of Michigan. Lock down drills, in which the students are restricted to the inside of the school building and the building secured, will occur a minimum of three (3) times each school year.

## PROCEDURES FOR TORNADO WATCH AND WARNING

Tornado Watch: Students WILL NOT be dismissed from school. They will remain at school until school dismisses at the regular time. Tornado Warning: Students will continue to remain in school in the event of a tornado warning. Students and staff will take cover in designated areas for safety. Please do not call the

school. Individual calls tie up the phone lines making them unavailable for emergency use. In the event of a Tornado Watch or Warning, you may not pick up children other than your own WITHOUT WRITTEN PERMISSION from the student's parent/ guardian.

## STUDENT WELL-BEING

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

## INJURY AND ILLNESS

A student who becomes ill during the school day should request permission from the teacher 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. We will release only to a parent or designated person listed on the emergency form. Every attempt will be made to reach an authorized person when the child needs to leave school. In the event we are unable to reach someone, the child will be cared for in the office sick room until an authorized person can be located. **Please be sure your child's emergency form is current so you may be contacted if necessary.**

If you need to pick up your child for any reason, please check in at the office. DO NOT go directly to the classroom. The student will be called down to the office by the office staff. To reduce the spread of illness, children should be fever free for 24 hours before returning to school. Fever free means your child has maintained a normal temperature without medication for 24 hours.

## 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 elementary 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.

## COMMUNICABLE DISEASES - NON-CASUAL CONTACT

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

## 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.

## IMMUNIZATIONS

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 the principal.

## INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but 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 the principal at 467-5200 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 assessing the educational and extra-curricular program offered by the District. Parents should contact the principal's office at 467- 5200 to inquire about evaluation procedures and programs offered by the District.

## SPECIAL EDUCATION

Centreville Public Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, contact the principal at (269) 467-5200.



# STUDENT RECORDS

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

Neither the Board, nor its employees, 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 need to know that information or a need to access those documents.

When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- name, address, and telephone number;
- date of birth;
- video and/or still photography;
- major field of study;
- participation in officially recognized activities and sports;
- height and weight, if a member of an athletic team;
- dates of attendance;
- date of graduation and awards received;
- other information the District considers not to be harmful or an invasion of privacy if disclosed.

Directory information can be printed, posted on a website, or given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice, which can be found at the end of the handbook.

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, transcripts, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

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

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

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

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

1. political affiliations or beliefs of the student or his/her parents;
2. mental or psychological problems of the student or his/her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the student or his/her parents; or
8. 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 building principal receives the request.

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:

1. activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
2. 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  
Washington, D.C. 20202-4605

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

## NOTIFICATION TO PARENTS ON BLOODBORNE PATHOGENS

Dear Parent:

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

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

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

If you have any questions or concerns, please contact the principal at 269-467-5200.

## RELATIONS WITH PARENTS / GUARDIANS

The Board, Administration, and Staff need parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- Participating in school functions, organizations, and committees;
- Supporting the teachers and the schools in maintaining discipline, and a safe and orderly learning environment;
- Requiring their child to observe all school rules and regulations;
- Supporting or enforcing consequences for their child's willful misbehavior in school;
- Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;

- Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- Reading all communications from the school, and signing and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

## 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.

## PESTICIDE NOTIFICATION

Dear Parent/Guardian:

As part of the Centreville Public School district's pest management program, pesticides are occasionally applied in and around the school. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, notification request forms are available in the main office.

Chad Brady  
Centreville Public Schools  
PO Box 158  
Centreville, MI 49032

## RECESS

We are very sensitive to the weather conditions. We watch the temperatures and wind chill in the winter. Anytime the windchill is below 10 degrees, the students will remain indoors for recess. Rainy conditions also mean we will be inside for recess. It is important for your child/children to be adequately dressed for the conditions when he/she comes to school. Toys from home should not be brought to recess. All children are required to participate in recess, as it counts as a part of the instructional day. If your child is too sick to spend twenty minutes outside each day, please keep them home.

## VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of the students and staff, each visitor must report to the office upon entering the school to obtain a pass. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the principal. Parents, guardians, and visitors will not be permitted to enter the building during the school day.

## VOLUNTEER INFORMATION

We welcome and encourage volunteer help at Centreville Elementary School. Classroom teachers can always use an extra hand, and students love to have the adult attention in their room.

Volunteers at Centreville Elementary are required to complete a Volunteer Release Form. These volunteers will need to complete a background check with the elementary office prior to volunteering. A form can be sent home with your student, picked up in the elementary office, or obtained through the school website. Completed forms are kept on file in the Superintendent's Office. Although the content of this form may appear harsh, it is intended to protect our children.

## REGISTERED SEX OFFENDERS

Parents/guardians/and others who are listed on the Sex Offender Registry may only drop off and pick up their own children or, as otherwise specified in court documents, without violation of the Attorney General's ruling. Specific individual cases may further limit access to school property. Those individuals who have been identified on the registry will not be allowed to attend any events on any school property, unless specific arrangements are made with the building administration, such as, in the case of parent/teacher conferences. Please be aware that any individual identified on the Sex Offender Registry will not be allowed to attend classroom parties, musical events, field trips, open houses, or any activity in which students are present, and as defined in the written decision. In accordance with our student safety precautions and this law, any and all parents, guardians and daycare providers who pick up students must sign in at the office, and students will be called down from their classrooms for dismissal.

## USE OF PHOTOGRAPHS

Throughout the school year, Centreville Elementary staff take pictures of events and activities that include the children in the building. The purpose of the use of photography is to share the educational experiences of our students and/or celebrate the success of the students and school community. The photographs may be shared with the public in local newspapers, in newsletters (classroom, school, and district newsletters), on the website, in class stories on Dojo, and other forms of communication. A parent has the right to request that their child's photo not be shared with the public. On the last page of this handbook, we have included an area that allows parents/guardians to opt their children out of having their pictures shared with the public. We have also made the opt out form available on the District website under the Parent tab, and in the emergency update forms that are sent home annually. If a parent/guardian DOES NOT sign the request to opt their child out of use of their photograph, the child's picture may be utilized for educational reasons and/or to share the success of the children.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION

Each year, Centreville Public Schools is required to give notice of the various rights accorded to parents and eligible students pursuant to the Family Educational Rights and Privacy Act (FERPA). [An "eligible student" means a student who has attained 18 years of age.] Parents and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

1. Right to Inspect: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

2. **Right to Prevent Disclosures:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information concerning which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
3. **Right to Request Amendment:** You have the right to seek to have corrected any parts of an education record that you believe to be inaccurate, misleading, or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
4. **Right to Complain to FERPA Office:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue. S.W., Washington, D.C. 20202, concerning this institution's failure to comply with FERPA.
5. **Right to Obtain Policy:** You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Office of the Superintendent at the address given below:

Centreville Public Schools  
PO Box 158  
190 Hogan Street  
Centreville, MI 49032

## COMPUTER TECHNOLOGY AND NETWORKS

All students are subject to the School District's Student Network and Internet Acceptable Use and Safety Policy agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy, and the requisite student and parent agreement, will be distributed at the beginning of each school year.

## PARENT / GUARDIAN CONSENT FOR SCREENING AND ASSESSMENT

Here at CPS, the health and safety of our students is our top priority. To help identify students in need of additional support services, all classroom teachers will be administering brief wellness surveys to their students at least once each semester. Survey responses will be used to connect students with appropriate resources, including school health professionals (such as a school social worker or counselor), who may offer additional screening to determine specific concerns. During these unprecedented times when the safety of our students is critically important, we will not seek your permission for each student survey. If you do not want your child to participate in school wellness screenings, you may opt your child out, by contacting the main office.

## SECTION 2: STUDENT BEHAVIORS AND RESPONSE

# CODE OF CONDUCT

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

**Expected Behaviors:** Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive 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.

## STUDENT DISCIPLINE

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

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

## TIER I: STAFF MANAGED

*In addition to discussing infractions with students and making contact with parents/guardians, teachers, and other Centreville Public School staff members are expected to resolve Tier I infractions by utilizing one or more of the restorative interventions listed.*

### **Tier I Staff Managed | Response to Behavior**

Discipline log completed at staffs' discretion and subject to Tier-I staff response, involvement, and outcome.

Staff Managed Responses:

- Teach Expectations and Rules
- Establish Procedures and Structure
- Reinforce Expectations
- Actively Engage Students
- Conference with Student
- Redirect/Reteach/ Individualized Instruction
- Parent Contact

- After School Tutoring Recommendation
- Loss of Privilege
- Alternative Placement (e.g. Break Room)
- Restitution/Community Service
- Use of Restorative Practices

**Dress Code** - Dressing in an inappropriate manner in violation of the district dress code policy.

*\*Exemptions and the complete District Dress Code policy can be viewed in its entirety on later pages of this handbook.*

**Disobedience** - School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

**Aiding or abetting violation of school rules (Tier 1)** - Student assists another student in violating any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Possession of Personal Communication Devices (PCDs)** - The possession of personal communication devices by students is not allowed during school hours. \*

*\*Exemptions and the complete PCD policy can be viewed in its entirety under the Personal Communication Device section of this handbook.*

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

**Violation of bus rules** - Please refer to transportation rules/agreements.

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

**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 is prohibited. Students violating this expectation will be subject to disciplinary action.

**Inappropriate physical contact** - The act of touching others inappropriately, unwanted, and/or harmful nature.

**Unauthorized areas** - The act of being physically present in or congregating in areas which are off limits to students or not designated on a student's schedule.

*Any other offenses not specifically listed, which are similar to the above infractions, may be subject to classification as Tier-I Infractions by school authorities.*

**Multiple (3) Tier-I Violations:** Although behaviors are categorized into three (3) classifications, repeated or extreme infractions in Tier I will result in disciplinary action appropriate for Tier II.



## TIER-II: OFFICE MANAGED

*In addition to discussing infractions with students and making contact with parents/guardians, teachers and other Centreville Public School staff members are expected to resolve Tier II infractions by utilizing one or more of the restorative consequences listed.*

### **Tier II Office Managed | Response to Behavior**

**Discipline referral form completed by staff.**

Office Managed Responses:

- Conference with Student
- Redirect/Reteach/Individualized Instruction
- Parent Contact
- After School Tutoring/Homework Recovery Arranged
- Detention/Saturday School
- Loss of Privilege
- Alternative Placement (e.g. Break Room)
- Restitution/Community Service
- Use of Restorative Practices
- Check In Check Out
- Staff Mentor
- Peer Mentor
- Group Session (Anger Mgmt, Social Skills, Study Skills, Problem Solving)
- Behavior Contract/Plan
- Extracurricular/Athletic Suspension and/or loss of privilege(s)
- Bus Suspension
- In-School Suspension
- Out-of-School Suspension (up to 10 days)
- Extended Suspension (more than 10 days, but not longer than end of school year)
- Expulsion
- Other Action Taken (as determined by administrator)

**Truancy: Persistent absence or tardiness (9 or more)** - Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work.

**Falsification of school work, identification, forgery** - Forgery of hall/bus passes, excuses, as well as false I.D.s are forms of lying and are not acceptable.

- Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.
- The use of Artificial Intelligence (AI) and/or ChatGPT is prohibited unless permission is explicitly given by the classroom teacher or staff member.

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

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

**Aiding or abetting violation of school rules (Tier 2)** - Student assists another student in violating any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Displays of affection** - Students demonstrating affection between each other that is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

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

**Being on school property or attending a school activity during suspension** - No student is permitted to be on school property or attend a school activity while under suspension. This includes all school district buildings and grounds, or school buses.

**Intentional damage or defacement of property under \$200** - Vandalism and disregard for school property will not be tolerated. The act intentionally damages property belonging to the school, staff, visitors, or students. In addition to the appropriate disciplinary response, parents/guardians will replace damaged or lost property belonging to the school, staff, school visitors, or other students—restitution as required by the district, not to exceed the cost of damage incurred. Violations could result in suspension or expulsion.

**Interference with or obstructing school staff** - The intentional act by a student to prevent a staff member from completing their supervisory responsibilities. An example would include a student who refuses to get out of the way when a staff member is trying to respond to a disturbance.

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

**Potentially harmful behavior to oneself or others** - Engaging in any activities that might threaten the health or safety of oneself or others. This includes, but is not limited to, students who engage in rough or boisterous play (horseplay), and includes contact such as hitting, shoving, or kicking.

**Inappropriate sexual comments/gestures** - The act of touching others or oneself in a sexual manner or making sexually inappropriate remarks or gestures to another person and/or through the use of technology.

**Intimidation** - Intimidating another person to create fear or concern for personal safety. Intimidation with the means to carry out such threats may also be classified as assault under Tier III.

**Leaving classroom or building** - The act of walking out of the classroom or the school building without permission and/or without a designated plan. Additionally, the act of intentionally avoiding/missing class.

**Participating in disruptive gatherings** - The act of gathering with students in a school building or on school grounds for the purpose of, or having the effect of, disrupting normal school activities. This includes video recording incidents/fights.

**Refusing to identify oneself** - The act of refusing to give a correct name when asked by a school staff member or school authorized person.

**Multiple (3) Tier-II Violations:** Although behaviors are categorized into three (3) tiers, repeated or extreme infractions in Tier II will result in disciplinary action appropriate for Tier III.

## TIER-III: OFFICE-MANAGED BEHAVIOR

### **Tier III Illegal Behavior | Response to Behavior**

Discipline referral form completed by staff.

Office Managed Responses:

- Notify authorities
- Conference with Student
- Reteach/Individualized Instruction
- Parent Contact
- After School Tutoring/Homework Recovery Arranged
- Detention/Saturday School
- Loss of Privilege
- Alternative Placement (e.g. Break Room)
- Restitution/Community Service
- Use of Restorative Practices
- Check In Check Out
- Staff Mentor
- Peer Mentor
- Group Session (Anger Mgmt, Social Skills, Study Skills, Problem Solving)
- Behavior Contract/Plan
- Extracurricular/Athletic Suspension and/or loss of privilege(s)
- Bus Suspension
- In-School Suspension
- Out-of-School Suspension (up to 10 days)
- Extended Suspension (more than 10 days, but not longer than end of school year)
- Expulsion
- Other Action Taken (as determined by administrator)

**Use of drugs** - A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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. 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.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many

drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

**Aiding or abetting violation of school rules (Tier 3)** - Student assists another student in violating any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Use of tobacco/vapes/etc.** - Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, vape, or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, at any District-related event, and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

**Possession of a weapon** - A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

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

**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.

**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.

**Possession of Personal Communication Devices (PCDs)** - The use of personal communication devices to commit an illegal act may result in suspension and/or expulsion. \*

*\*Exemptions and the complete PCD policy can be viewed in its entirety under the Personal Communication Device section of this handbook.*

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

**Fighting** - The act of engaging in combat, violence, or aggression, hitting, punching, kicking and/or having physical contact in an aggressive manner with another person.

- A. Fighting / Mutual Altercation: A physical altercation between one or more students that does not cause serious injury but requires physical restraint.
- B. Initiating a Fight: Intentionally initiating a fight between others or with another student that results in a physical altercation
- C. Response to a Physical Attack: Any action of responding to a physical attack in a combative response that is not defined as self-defense. Self-defense is described as an action to block an attack by another person, or to shield yourself from being hit by another person. If the retaliation meets this definition, then there will be no consequence.

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

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

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

**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.

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

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

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

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

**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. The school is not responsible for personal property. Theft may result in suspension or expulsion.

**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, the principal, or dean of students. Complaints will be investigated in accordance with AG 5517.

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 employees, 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.

Defined:

Harassment

- A. 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;
- B. 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;
- C. 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:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. 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;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

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

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

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

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain

- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

**Bullying and Other Aggressive Behavior\*** - Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended, or that a reasonable person would know is likely to harm one or more students, either directly or indirectly by doing any of the following:

- A. Substantially interfering with relationships, educational opportunities, benefits, or programs of one or more students;
- B. Adversely affecting a student's ability to participate in, or benefit from, the 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;
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school;
- E. Taking or vandalizing another student's property.

\*The complete District Anti-Bullying policy can be viewed in its entirety on the following pages.

**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.

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

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants,



trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

*Any other offenses not specifically listed, which are similar to the above infractions may be subject to classification as Tier-III Infractions by school authorities.*

**Multiple (3) Tier-III Violations:** Although behaviors are categorized into three (3) tiers, repeated or extreme infractions in Tier III may result in disciplinary action up to 180 suspension and expulsion and the permanent removal from extracurricular activities/athletics.

## CODE INFRACTIONS

The Student Code of Conduct covers the most obvious and serious types of misconduct along with various school related procedures and policies. In some cases more specific policies are included in the Athletic Code of Conduct, the Course Bulletin, and/or outlined in NEOLA board policy. As stated in the above acknowledgment, ALL Centreville Elementary students are subject to district/school guidelines, rules, and procedures.

Neither the infractions, nor the consequences for code infractions which follow, are to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal with violations of the rules and regulations of Centreville Elementary, or other types of conduct which interfere with the proper functioning of the educational process and/or the health and safety of students, staff, and the community.

The section that follows details the infractions as well as the possible range of consequences to the violations of the Student-Parent/Guardian Code of Conduct. If a specific consequence is not stated for a violation of a particular rule, then reasonable disciplinary actions may be taken at the discretion of the administration. Actions may range from a verbal warning to a recommendation for expulsion depending on the nature and severity of the offense, the prior behavior records for the student, the recommendation of school personnel, and other relevant circumstances.

## DISCIPLINE CODE

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

## 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.

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 elementary principal.

## DISCIPLINE DUE PROCESS RIGHTS

### Suspension

On the basis of the present status of present school law, the principals of Centreville Public Schools are delegated the authority to temporarily separate or suspend a student from school. Suspensions of more than ten (10) days are to be discouraged. In taking disciplinary action the following precepts shall be adhered to:

1. A student shall be fully informed of the charges brought against him/her, including the rationale for the action and the conditions of time and termination. If the charges are denied, opportunity shall be given to the student to present his/her version prior to taking action.
2. The parents/guardians shall be immediately notified by phone or personal contact if the student is to be temporarily separated or suspended from school. Written notification of such contact shall be made in the student discipline file.
3. Verbal notification shall be followed by written communication to the parents or guardian stating the charges, reasons, and conditions of the separation or suspension. A copy of the letter shall be placed in the student's cumulative file.
4. The hearing and appeal procedure shall follow that set forth in the Hearing and Appeal Procedure section.

### Long-Term Suspension

The superintendent shall make a recommendation for the expulsion of a student from school to the Board of Education. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing, signed by the principal, and accompanied by the student's cumulative file. Except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the exclusion recommendation. The procedures listed below shall be followed:

1. The student shall be under suspension pending the recommendation of the superintendent to the Board pending the Board's decision.
2. The superintendent's recommendation to the Board shall be in writing. It shall include the essential elements that form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
3. The Board of Education shall set the date, time, and place of the hearing, and shall transmit written notice of the same to the parent or guardian at least five (5) school days before the date of the hearing.
4. The hearing and appeal procedure shall follow that set forth in the Hearing and Appeals Procedure section. Efforts shall be made by the school, but not guaranteed, to provide alternative means by which a student under an extended suspension or expulsion may continue his/her education. Such

opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

## Expulsion

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

1. The Board shall convene an expulsion hearing for any student who commits criminal sexual conduct, arson, or possesses a weapon at a school sponsored activity or within any school or other educational facility, or on the grounds thereof, including school buses and other school transportation. A "weapon" for the purpose of this section, includes, but is not limited to, any knife or other cutting, stabbing or slashing instrument, blackjack, metallic knuckles, bludgeon, club, chain, gas-ejecting devices, explosives, fireworks, whether legal or otherwise, martial arts weapon, or any firearm, including any pistol, revolver, rifle, shotgun, slingshot, air gun, zip gun, flare gun, pellet gun, BB gun, or the like. The term "firearm" is also defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm. "Weapon" shall also include a belt, comb, file, compass, or other object if adapted as a weapon and/or if used in a threatening or assaulting manner.
2. In compliance with State law, the Board shall permanently expel any student who commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. State law defines a dangerous weapon 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."

The Board need not expel if the student can establish to the satisfaction of the Board that:

- A. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. The weapon was not knowingly possessed;
- C. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- D. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of, a District administrator or the police.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to these students.

The Superintendent shall ensure that the weapons expulsion is duly noted in the student's record and that the student has been referred to the County Department of Social Services or Mental Health Department within three (3) school days after the expulsion and the parents informed of the referral. In compliance with Board policy 5772, the Superintendent shall also notify the appropriate law enforcement agency if the expulsion is for possession of a dangerous weapon.

A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the

adult student, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.

- B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade 6 or above, the parents, legal guardian, the adult student, or an emancipated minor may submit a request for reinstatement after 150 school days from the date of expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, legal guardian, the adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on District form 5601.01 F1.
- E. The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- F. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, or non-reinstatement, based on the committee's consideration of:
  - a. The extent to which reinstatement would create a risk of harm to students or school personnel;
  - b. The extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
  - c. The age and maturity of the student;
  - d. The student's school record before the expulsion incident;
  - e. The student's attitude concerning the expulsion incident;
  - f. The student's behavior since the expulsion and the prospects for remediation;
  - g. If the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to, the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
    - i. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
    - ii. participate in an anger management program or other counseling activities;
    - iii. cooperate in processing and discussing periodic progress reviews;
    - iv. meet other conditions deemed appropriate by the committee;

- v. accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, guardian, adult student or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event that a student who has been permanently expelled from another school district requests admission to this District, he/she must appear before the Board at an admission hearing.

- A. Follow the same procedure it has established in paragraphs A-F above for the reinstatement of a District student.
- B. Rely upon the recommendation of the Superintendent.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

### **Hearings and Appeal Procedures**

Parents shall be notified in writing of appeal procedures that shall include:

1. Parents may request in writing a conference with the principal. Such requests shall be made within the period of separation or suspension. The conference will be scheduled within three (3) days of the request. The principal shall affirm or modify the terms of his action within two (2) school days from the date of the conference. The principal's decision in cases of temporary separation shall be final.
2. Within three (3) school days from the principal's decision, the parent may appeal in writing such decision to the superintendent of schools or his/her designee. A conference with the parent will be scheduled within three (3) school days of the request. The superintendent shall affirm or modify the decision of the principal within two (2) school days of such decision.
3. The superintendent's decision may be appealed in writing to the Board of Education within five (5) school days of such decision.
4. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that the hearing shall be conducted under the following rules and procedures, namely:
  - a. Written notice shall be given of the time, date, and place of the hearing at least five (5) school days prior to the hearing date.
  - b. The student or parent may be represented by an attorney or other advisor of the student's or parent's choosing.
  - c. Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
  - d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.

- e. There may be present at the hearing the principal, the Board of Education's attorney and such other persons as the President of the Board of Education deems essential to the proper adjudication of the case.
- f. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

## DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be 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.

## PUBLIC ACT 102 (EFFECTIVE AUGUST 1999)

The Centreville Public School Board of Education approved the following revisions of the Centreville Student/Parent Handbooks in response to Public Act 102, Section 1309, 1310, 1310a and 1311a:

## CLASS REMOVAL

Teachers may send students out of a classroom or activity to the school office when their conduct is such that they are considered to be detrimental to the class or activity. If removed from a class, the student must report to the school office immediately. Upon review by a building administrator, the student may be assigned additional detention time or face suspension from school, depending on the circumstances that led to the removal. The student may not be permitted to attend or participate in after school activities.

Before a student is removed from a class by the teacher, he/she normally would have been warned, unless the seriousness of the offense warrants removal the first time.

## TEACHER-INITIATED SUSPENSION

A teacher may suspend a student from class, subject, or activity for up to one (1) full school day for the following violations of the Student Code of Conduct:

1. Gross or persistent disrespect, disobedience, or belligerence in association with school personnel.
2. Dangerous, intimidating, threatening, or harassing behavior toward other persons or property.

The teacher shall immediately send the student to the appropriate administrator and specify the reason for the suspension in writing. As soon as possible but no later than the end of the day, the teacher will contact the student's parent/guardian to schedule a parent/teacher conference regarding the suspension. If feasible, the administrator, counselor, school psychologist, or social worker shall attend the conference. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the administrator. Upon review of the situation, the administration may increase the consequence if it is determined that additional suspension (or possibly expulsion) time is appropriate.

A letter to the parents will follow the verbal communication, and a copy of the letter will be placed in the student's file.

The administrator may require that the parents and the student meet with him/her to plan the satisfactory return of the student to the school setting.

In accordance with State law, the following behaviors shall result in expulsion up to 180 school days:

1. Student commits physical assault against another student at school, on school premises, on a school bus/vehicle, or at a school-sponsored activity or event. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
2. Commits verbal assault against a District employee, volunteer, or contractor. "Verbal assault" means stating or writing intentions or plans to cause or attempt to cause physical harm to another through force or violence.
3. Makes a bomb threat or similar threat directed at a school building, property or a school-related activity. If the severity of the circumstances calls for the administration to recommend an expulsion of longer than ten (10) days, the procedure described in the following section shall be followed.

## SCHOOL SUSPENSIONS, EXCLUSIONS, AND EXPULSIONS (11 DAYS OR LONGER)

In cases involving school suspension or exclusion of more than ten (10) days for gross or persistent misbehavior or for bodily conditions that are detrimental to the school, the following procedure will be followed:

1. The student involved will be under suspension pending the final decision on the case.
2. The building principal will make recommendations to the superintendent in writing.
3. The superintendent will make recommendations to the Personnel & Policy Committee of the Board of Education and will inform the parents, in writing, of his recommendations.
4. The Superintendent will set the date, time, and place of the hearing, and shall transmit written notice of the hearing to the parent or guardian at least five (5) school days before the date of the hearing. The hearing shall be held no longer than ten (10) school days after the suspension.

## DRESS CODE

In general, it is the responsibility of parents and/or the individual student to set guidelines for appropriate dress within reasonable standards of social acceptance. Students are in school to learn. Any fashion (dress, body art, accessory, or hair style) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

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

The following styles or manners of dress are not allowed:

- Clothing that suggests or promotes anti-social behavior, violence, obscenity, vulgarity or profanity, sexual inferences, or logos referring to (drugs, tobacco, alcohol, or the occult).

- Halter tops, tank tops with narrow straps (less than 2 in.) and/or those that are low-cut, midriff tops, crop tops, spaghetti strap tops and/or dresses, torn or mutilated clothing.
- Lycra/biker shorts, unless covered by loose shorts.
- All shorts must be appropriate in length using fingertip length as a guideline.
- Tops with large arm openings.
- Torn jeans are approved if the un-patched tears are below the allowable shorts length.
- Coats or other outerwear worn during the school day.
- Wallet chains, dog chains, or collars.
- Hats/bandanas/hoods worn within the building as head coverings, unless prior administrative approval obtained.
- Undergarments must not be visible.

## ANTI-BULLYING POLICY

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students, and to equally prohibit bullying without regard to its subject matter or motivating animus.

### A. Prohibited Conduct

- a. **Bullying:** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended, or that a reasonable person would know is likely to harm one or more students, either directly or indirectly by doing any of the following:
  - i. Substantially interfering with relationships, educational opportunities, benefits, or programs of one or more students;
  - ii. Adversely affecting a student's ability to participate in, or benefit from, the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - iii. Having an actual and substantial detrimental effect on a student's physical or mental health;
  - iv. Causing substantial disruption in, or substantial interference with, the orderly operation of the school;
  - v. Taking or vandalizing another student's property.
- b. **Retaliation/False Accusation:** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, is strictly prohibited.

- B. **Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below. A report



may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

- C. Complaints Against Certain School Officials.** Complaints of bullying by the building principal or designee may be reported to the superintendent at 269.467.5220. Complaints of bullying by the superintendent may be reported to the president of the Board of Education.
- D. Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.
- E. Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim and the parent/guardian of the perpetrator.
- F. Annual Reports.** At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.
- G. Responsible School Official.** The superintendent and/or designee ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.
- H. Posting/Publication of Policy.** Notice of this policy will be: (a) annually circulated to all students and staff, (b) annually discussed with students, and (c) incorporated into the teacher, student, and parent/guardian handbooks.
- I. Training and Educational Programs.** The Responsible School Official shall provide the opportunity for annual training for administrators, school employees, and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

The Responsible School Official shall also periodically arrange, or otherwise provide educational programs, for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

## 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.

## BUS TRANSPORTATION

Since riding a school bus or any other school-provided transportation is an extension of the school day, the basic behavior guidelines and expectations as specified in the Student Code of Conduct are in effect. The definition of the terms "Minor" and "Major" violations when used in this code are the same as those listed in the Student Code of Conduct. Riding the bus is a privilege. To safely convey the students to and from school, proper behavior must be observed at all times. The safety of the riders cannot be jeopardized by the misbehavior of any individual.

## MINOR VIOLATIONS

The bus driver is charged with the responsibility of maintaining a safe atmosphere and environment for those students that are being transported. It is understood that the primary individual responsible for and in the best position to maintain discipline on the bus is the driver. The bus driver will impose corrective action whenever a student's conduct is inappropriate and/or jeopardizes the safety of the riders. If the student has not responded to the previous corrective action, the driver has the option of referring the student for further intervention. When a student is involved in a minor violation that warrants documentation, the general procedure that will be followed is as follows:

### First Offense Warranting Documentation

The student will be given a written warning and talked to about their behavior. The driver will explain the desired behavior to the student. The driver will call the parent and notify them about the bus violation and written warning. The driver will notify the Bus Supervisor and send the warning to the Dean of Students. Driver may change the students set if they feel necessary.

### Second Offense Warranting Documentation

The student will be given a written warning and talked to about their behavior. The driver will explain the desired behavior to the student. The driver will call the parent and notify them about the bus violation and written warning. The driver will notify the Bus Supervisor and send the warning to the Dean of Students. The driver will change the seat of the student. The Dean will meet with the student. Together they will call

the parents and discuss the situation. The parent will be made aware that the student may receive a detention for their behavior and/or a suspension off the bus if the unwanted behaviors continue.

### Third Offense Warranting Documentation

If a student gets to their third violation in a semester. The bus driver will give a written warning to the student. The driver will explain the violation to the student. The driver will notify the Bus Supervisor and send the warning to the Dean of Students. The Dean will meet with the student and call the parents to discuss the number of days the student will be suspended from riding the bus. It will be up to the parents to provide transportation to and from school for the time the student is suspended from riding the bus.

**NOTE:** Change of seat, Detention, and or Suspension may all be additional consequences. in the Third Offense Violation.

**\*\*Student's Offenses reset each semester.**

## MAJOR VIOLATIONS

A student involved in an incident where a major violation occurs will immediately progress to the Tier 3 in our Centreville Student Handbook. This could result in suspension for the rest of the year.

## GENERAL COMMENTS

Based on the type, severity, frequency, and/or extent of the violation, the Dean of Students may increase the length of the suspension or may place the violation on any step of the code. The Dean of Students has the authority to repeat a discipline step at his/her discretion.

Parents of students who have lost their bus riding privilege for the school year must attend a conference involving the Dean of Students, Transportation Director, and the bus driver before that student will be permitted to ride the school bus in future years.

## VIDEO RECORDING ON SCHOOL BUSES

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

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the Dean of Students 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.

## ATHLETIC BUS TRIPS – RULES OF CONDUCT

1. Students in Grades 7-12 are permitted to ride buses.
2. Students who go to the game by bus must return by bus (this means THE SAME ONE RIDDEN TO THE GAME). Failure to comply with this rule will result in the student being denied bus transportation to future games.

3. We do not believe a school bus should provide the place nor the time for romance. Any relationships not in the acceptable standards of good taste will result in the offenders being denied future transportation privileges. Students are not to be in the bus unless the driver or chaperone is present.
4. A school is judged by the conduct of its students. Any booing, profane talk, boisterous conduct or smoking will not be tolerated. Disciplinary referrals will be handled according to our discipline policy.
5. We expect the students to have a good time on the bus trip. Singing and cheering is fine, but rowdyism is not.
6. There is no need for any horseplay on the buses.
7. We expect each student to do his/her part toward keeping candy, gum, wrappers, and debris off the floor of the bus.

## TRANSPORTATION EXPECTATIONS

1. Respect the bus driver and follow their instructions. Remember, the bus driver has the same jurisdiction over children on the bus as teachers have in the classroom. Riding the school bus is a privilege that may be withdrawn for inappropriate behavior.
2. Be on time to bus stops. The bus cannot wait. We suggest arriving 5-10 minutes early as the bus could arrive early, depending on ridership.
3. Your student(s) may be asked to walk up to 1.5 miles to the bus stop. Stops will be made on a regular schedule only. This is the State ruling and not a local ruling. Bus stops are to be determined by the Transportation Director and will only be made in a clear vision area. The Transportation Director has the final decision.
4. Stay off the roadway at all times while waiting for the bus. The bus must stop at least 10 feet from the student when approaching stops.
5. Cross in front of the bus when crossing the highway, not in back of the bus and at least 20 feet in front to assure adequate vision.
6. Wait until the bus has come to a full stop before attempting to enter or leave the bus. Stay seated until the bus stops.
7. Do not leave the bus without the driver's consent.
8. Keep voice levels low and refrain from causing distraction.
9. Occupy the seat assigned by the driver. Keep aisles clear at all times.
10. There will be no video recording or photography taken while on the school bus.
11. Students will keep their head, hands, and belongings inside the bus at all times. This is state law and will be considered a major violation.
12. There will be no yelling out of bus windows.

13. Do not use profane or vulgar language.
14. Help keep the bus clean, orderly, and sanitary. No eating is allowed on the bus.
15. Be considerate of small children.
16. Families shall inform the Transportation office or the bus driver when an absence is expected from the bus.
17. Report all injuries occurring due to bumps immediately to the driver so proper action can be taken.
18. The Safety Law states that the driver must stop where they have at least 400 feet of clear and continuous visibility before and behind the bus. Stops will NOT be made on curves. If your requested stop location does not meet the criteria for a legal bus stop, you will be asked to meet at another safe location.
19. Students must ride their assigned bus both to and from school. If you are planning to ride the bus to a friend's house, both families must contact the building office and the student(s) will bring a note to the driver. The note shall be signed by the building principal and/or their designee.
20. Permanent transportation changes must be made through the Transportation office at least 48 hours prior to planned implementation. Stop approval by the Transportation Director will be required.
21. Absolute quiet must be maintained at railroad crossings and other danger areas.

Violation of bus rules will not be permitted. Any student guilty of improper behavior on the bus may be denied bus transportation by the Dean of Students. Violations will be handled as per our disciplinary policy.

Our school bus code authorizes transportation of all children over 1-1/2 miles from their school. We will transport children within this distance on established routes as room allows. Please take note that we are NOT allowed to transport adults at any time. Any unauthorized person attempting to board or boarding a school bus is subject to citation for a civil infraction and may be ordered to pay a civil fine of not more than \$500.

Kindergarten students may have in-town pickup, to be determined by the Transportation Director. Safety will be considered.

The rules apply to the student. In turn the parents and students may expect the following:

1. Safe, dependable transportation.
2. Buses that are on time for all stops.
3. Courteous and fair treatment.
4. Understanding and intelligent handling of all situations that may arise.

## CENTREVILLE SCHOOL BOARD POLICIES DISCLAIMER

All Centreville Public School Board Policies supersede policies listed in this handbook. This handbook is intended to address specific needs in the elementary building. For more information on the school board

policies of Centreville Public Schools please visit the following website,  
<https://go.boarddocs.com/mi/centers/Board.nsf/Public>.

## PHOTO RELEASE OPT-OUT

Centreville Elementary staff take pictures of events and activities that include the children in the building. The photographs may be shared with the public, such as, in local newspapers, in newsletters (classroom, school, and district newsletters), on the district website, in class stories on Dojo, and other forms of communication. A parent has the right to request that their child's photo not be shared with the public. In order to opt your child out of photographs being published, you must check and sign below.

I am requesting that my child's photo not be shared with the public through written publication or on the internet.

Child's Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_