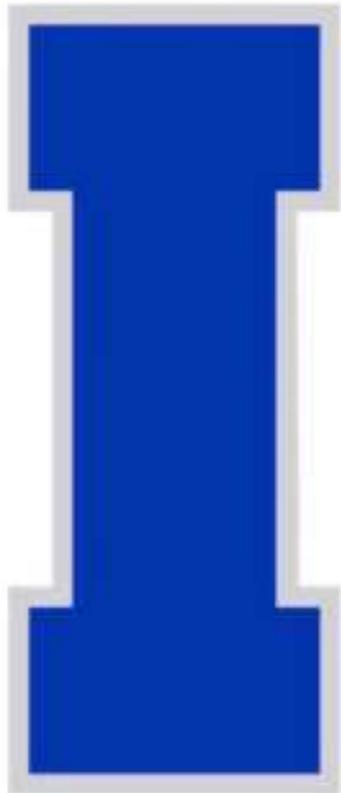
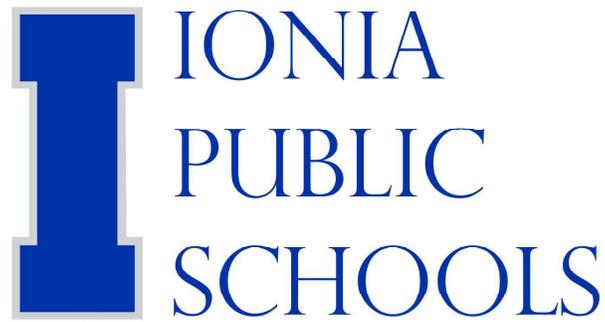


**IONIA**  
PUBLIC SCHOOLS



Elementary  
Student Handbook  
*2025-2026*



# IONIA PUBLIC SCHOOLS

Welcome to Ionia Public Schools! Our strong educational system is a result of the collaborative efforts of our parents, students and staff working together to create a passion for learning and improve the quality of life for all. We will Inspire, Persevere and Succeed!

This handbook has been prepared to help families become better acquainted with the elementary schools and the rules and regulations by which they are operated. We hope this handbook will help to answer your questions and serve as a reference throughout the school year. Please direct any unanswered questions to your child's school.

School	Principal	Secretary	School Information
<b>Boyce Elementary</b> 3550 N. State Road Ionia, MI 48846	Heather Charon	Megan Hammond	Office: 616-527-0571 Attendance: 616-527-8011
<b>Emerson Elementary</b> 645 Hackett St. Ionia, MI 48846	Dustin Gill	Shelly Maddox	Office: 616-527-8018 Attendance: 616-527-8045
<b>Jefferson Elementary</b> 420 N. Jefferson St. Ionia, MI 48846	Leila McDonald	Alexandra Naab	Office: 616-527-2740 Attendance: 616-527-8048
<b>Rather Elementary</b> 380 E. Tuttle Rd. Ionia, MI 48846	Darin Magley	Robbie Ganong	Office: 616-527-1720 Attendance: 616-527-8033
<b>Twin Rivers Elementary</b> 435 Lou Lemke Lane Muir, MI 48860	Paul Frost	Emily Smalley	Office: 616-522-0005 Attendance: 616-522-0007

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# Home-School Communication

## 1. COMPACT: SCHOOL / PARENT PARTNERSHIP

To demonstrate our belief that high student performance is a shared responsibility by parents, the entire school staff, and students, the members of the School Leadership Team have developed a school/parent compact.

Each elementary school will provide all students with high quality curriculum and instruction which will provide the maximum opportunity for all students to successfully meet the state's content and performance standards. Consistent and open communication regarding student progress will be maintained, including regularly scheduled parent-teacher conferences, progress reports, and appropriate access to staff.

In turn, parents of all students will agree to be responsible for supporting your child's learning. This support will include, but not be limited to, monitoring attendance, homework completion, volunteering when possible, and participating in decisions regarding your children's education.

## 2. ELEMENTARY STUDENT SUPPORT SERVICES

The mission of the Elementary Student Services is to help all students reach full academic, social, and emotional growth. The services we provide may include, but are not limited to:

<ul style="list-style-type: none"><li>● Communication Skills</li><li>● Relationship Skills</li><li>● Parent/Teacher Consultation</li><li>● Professional Development</li><li>● Community Resources</li><li>● Academic Support</li><li>● Individual Short Term Therapy</li></ul>	<ul style="list-style-type: none"><li>● Problem Solving</li><li>● Crisis Intervention</li><li>● Standardized Testing</li><li>● Outreach Services</li><li>● Intervention Strategies</li><li>● Motivation &amp; Behavior Support</li><li>● Group Short Term Therapy</li></ul>
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Student Support Services is a part of our school process to help all students. This service is provided by School Social workers, Counselors and/or Behavior Specialists. Your child may be involved with this support through referrals from their parent, teacher, principal or self-referral. Elementary Student Services will contact parents/guardians if continued support is deemed necessary

## 3. INFORMATION & NOTIFICATIONS - MOBILE APP

Download the IPS Mobile App to your smartphone or device and get:

- The latest school and district news and information
- Important notifications like emergency alerts, school closures, and early releases
- Easy access to academics
- Helpful resources: lunch menus and balances, athletic schedules, social media, and more



Download this QR code for the IPS mobile App.



#### **4. IPS CHANNELS OF COMMUNICATION**

We hope you will feel free to bring your concerns and questions to our attention. Parents who have questions about their child's schooling are urged to communicate regularly with the staff member most directly involved. We want to resolve parent concerns as quickly as possible. If an issue cannot be settled at a particular level, parents may pursue the discussion at higher levels, following the steps outlined below:

- Step 1:** Contact the school employee directly involved with the situation, i.e. teacher, bus driver, secretary, cook, coach, etc. If you are not satisfied with the outcome after this conversation, go to Step 2.
- Step 2:** Contact the employee's supervisor. This could be the building principal, transportation supervisor, food services supervisor, athletic director, etc. You will be asked to meet and discuss specifics. If you are still not satisfied, go to Step 3.
- Step 3:** Contact the superintendent at 527-9280. A meeting of all involved will be set and a decision will be offered. If you still have concerns, go to Step 4.
- Step 4:** Schedule a time to present your case to the Board of Education. This can be arranged by calling the superintendent's office at 527-9280.

#### **5. NEWSLETTERS**

Weekly newsletters are shared electronically and posted on social media in an effort to keep families informed of school activities. We hope you will read the newsletters from your principal and share information and activities with your children. Hard copies of newsletters are available upon request.

#### **6. PARENT INVOLVEMENT OPPORTUNITIES**

Volunteers are required to complete a volunteer application form available on the district website or the school front office. Each volunteer who applies will have a background check conducted by I.P.S. in collaboration with the Michigan State Police data bank ICHAT. Background checks are required for individuals interested in volunteering in class and/or building activities occurring during the school day, field trips and/or field day. The volunteer is verified for one calendar year from the time of review.

All volunteers must be approved by the school principal before assisting at the school. Individuals with previous felony convictions are not permitted to volunteer in the district.



#### **SCHOOL WIDE**

Each elementary parent/teacher group (PTG) functions to create an open, supportive atmosphere between home and school. All parents are encouraged to attend monthly meetings and to be involved in special projects. Meeting dates, times, and locations are communicated by each elementary school.



## **CLASSROOM**

Teachers will send a message asking for help in this area. All parents are encouraged to be a part of the school. If your schedule doesn't allow you to help, but you would still like to help in other ways, let your child's teacher know. There are many at-home jobs.

### **7. CLASSROOM PLACEMENT**

Parents may have input in student placement. Schools cannot guarantee that all requests will be granted. This is necessary to create balanced classes. This balance includes, but is not limited to student academic performance, behavior, special needs, etc.

### **8. PARENT / STUDENT / TEACHER CONFERENCES**

Parent/Student/Teacher Conferences are scheduled during the first marking period and near the middle of the third marking period. Conferences are scheduled by appointment. Notices are sent home and parents are asked to return the appointment form or call the office to select a time that is convenient.

Parents are invited to request a conference appointment at any time during the year when they feel that the interest of their child merits one. Please call in advance to arrange for an appointment.

### **9. REPORT CARDS / PROGRESS REPORTS**

Report cards are issued two times a year at the end of each semester. All report cards will be sent home with your student, unless a conference is scheduled. Music, physical education and art grades are only reported in January and June.

Progress reports are issued at the end of the first and third marking periods.

### **10. SPECIAL EDUCATION**

In addition to the classroom teacher, there are other specialized personnel available to assist students. Special services personnel include: speech-language pathologists, teacher consultants, school psychologists, and school social workers.

Inquiries about Special Education should be made to Special Education Director, James Nuse, 527-9280.

### **11. STUDENT EMERGENCY INFORMATION**

Two emergency numbers are needed on file for each student. Please notify the office if your address, work number, home number or emergency numbers change during the school year. Information can also be updated through the district's mobile app. Emergency numbers need to be accurate in case your child becomes ill or is injured at school. People listed as emergency contacts need to be informed that if you cannot be reached in case of illness or injury they will be expected to provide appropriate care. Please be sure to keep your child's emergency information updated in regard to changes in any telephone numbers of the people listed to call in emergency situations.

### **12. VISITORS**

Parents and guardians are welcome to visit the elementary schools. To minimize class interruptions and ensure safety, the following regulations have been set up for all visitors:

1. Contact the office at the front door entry location. Once approved, visitors will then need to

go to the office to sign in.

2. All classroom visits need to be pre-arranged with the teacher.
3. Student and parent/guest visitation are not allowed except under special circumstances (including breakfast and lunch) which must be approved by the building administrator.

## SCHOOL DAY PROCEDURES

### 13. SCHOOL HOURS - KinderStart - Grade 5

<b>Boyce Elementary</b>	<b>8:40 a.m. - 3:35 p.m.</b>
<b>Emerson Elementary</b>	<b>8:30 a.m. - 3:25 p.m.</b>
<b>Jefferson Elementary</b>	<b>8:40 a.m. - 3:35 p.m.</b>
<b>Rather Elementary</b>	<b>7:40 a.m. - 2:35 p.m.</b>
<b>Twin Rivers Elementary</b>	<b>8:40 a.m. - 3:35 p.m.</b>

### 14. DAILY ARRIVAL / DISMISSAL

Students should not arrive at school before adult supervision is scheduled. Below are the times adult supervision begins and students are allowed to enter the building.

Boyce: 8:35 a.m.

Emerson: 8:25 a.m.

Jefferson: 8:35 a.m.

Rather: 7:30 a.m.

Twin Rivers: 8:35 a.m.

Students are not permitted to be dropped off early. Once students arrive on the school site, they are expected to remain for the school day.

Each elementary school will communicate specific directions regarding arrival and dismissal procedures for that particular building.

### 15. RECESS / SUPERVISION

Students will go outdoors for recess unless it is raining or the temperature or wind chill temperature is 10 degrees or colder. Exceptions to this rule can be made for a limited period of time and may require a statement from a physician. On the occasion when a child is unable to go to recess, they will stay near the office area where they can be supervised. Please contact your child's school office if a situation occurs and your child is unable to go outside due to a medical reason.

## 16. INCLEMENT WEATHER



### SCHOOL CLOSINGS / CANCELLATIONS

In case of an early morning school closing or delay, the school authorities, when possible, will make the announcement as early as possible. The closing would be announced through phone, text, email, tv stations, and additional social media outlets. Download the IPS mobile app to receive alerts.

When there is an emergency closing, many students don't know what they should do or where to go. To help the school provide students with a safe departure in an emergency situation, each parent or guardian needs to:

1. Review with your child in advance where they should go when the school closes early because of an emergency. Review this often.
2. If your child's procedure for an emergency closing is different from their normal daily routine, give your child's teacher the information in writing. Without written notification to the teacher, your child will be sent to the place where they go on a normal day when school dismisses.



### TORNADO WATCH

If a "tornado watch" is issued, the schools will keep students in regular session. We discourage the practice, but parents may have their children released from school by visiting the school or by sending a personal written communication permitting the release of your child to another responsible adult. If a tornado has been sighted ("tornado warning") in the immediate area, all students will take cover in the building until the all clear is announced. If sufficient time is allowed to transport students home in an emergency of any type, this will be done.

## 17. LOST & FOUND

Items such as coats, gloves, hats, boots, and book bags should be clearly marked with the student's name. Lost and found items are kept in a central location. Please ask the office for permission to look through lost and found items if your student has lost an item at school.

## 18. PHONE USE

Children are allowed to use the phone at the discretion of the teacher or office. This will be limited to school related or other important matters. Please arrange for daycare messages and other after school plans to be taken care of outside the school day if at all possible.

## 19. MEDIA CENTER USE

Library books that are not returned must either be paid for or returned before additional books can be

checked out of our school library.

## **20. SUPPLIES / BOOKS**

All supplies used within the content of the regular curriculum are furnished by the Ionia Public Schools. Pencils, crayons, paper, etc., are not available on an unlimited basis; therefore, we encourage children to bring them to school if more supplies are needed.

Each child is requested to bring to school:

1. Gym shoes for physical education class.
2. A backpack for carrying library and school books to and from school.

Occasionally the teacher may have a special project and ask students to bring different types of supplies, i.e., egg cartons, milk cartons, thread spools, etc. Your help is always appreciated.

Textbooks and library books issued to students during the school year are considered the responsibility of the student. The average life expectancy of a hardbound book is about five years. The condition of the text will be noted by both the teacher and the student at the time each book is issued. When the books are collected the condition will again be checked and fines will be issued for unreasonable damage or loss.

## **21. SAFETY & SECURITY**

All doors to the elementary schools will be locked. Parents and other visitors should always plan to enter through the main entrance, where they will need to push the button on the Ai- phone (intercom and video surveillance system) to communicate with the secretary or principal to gain entrance. Students and staff have been asked not to open locked doors for anyone. This procedure is to ensure the safety of your children while attending school. Thank you for your cooperation. Safety drills (fire drills, tornado drills, and SmartBoot lockdown/shelter-in-place drills) as required by state law will be scheduled and practiced. This emergency drill information will be listed on each school's website after the drill has taken place.

## **BREAKFAST / LUNCH**

### **22. FREE HOT LUNCH AND BREAKFAST**

Ionia Public Schools offers a free breakfast and hot lunch program daily for all students. A [monthly menu](#) is posted on IPS website under the Food Service. Schools will also share the monthly menu with all families..

- Breakfast is provided in the classroom at the start of the school day.
- Students may bring their lunch from home and may purchase milk in the lunchroom.
- We ask that your child follow all lunchtime rules, and also the directions given to them by the supervising aides.
- Breakfast and elementary student lunches are free. If a student wants milk only without the other lunch items the cost is \$0.35. Prices are subject to change.
- Both lunch and breakfast will be free to all students.

### **23. FREE LUNCH APPLICATIONS**

Even though all elementary students will receive free lunch, parents must still complete one free lunch HIR form listing each family member in the household. The HIR form can now be completed online. Click [here](#) to access the form online. A hard copy of the form is available through the front office at each school. The applications received at the school are forwarded to the Food Services Department. The Food Services Department keeps the applications on file for the school year and uses the information in aggregate form for reporting purposes.

## ATTENDANCE

### 24. DAILY ATTENDANCE

All children are expected to attend school every day. Prompt and regular school attendance is a key to any student's success. It is our responsibility to ensure compulsory school attendance laws are followed. Therefore, the following procedures will be observed.

- A. Encourage your child to attend school every day unless ill.
- B. The following reasons for absence will be recorded as excused absences: illness, recovery from an accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday, such other good cause as may be acceptable to administration. Any absence not accounted for above will be recorded as unexcused absences. Examples include but are not limited to the following: staying home to baby-sit, overslept, travel not coordinated with attending school (not getting missing work to be turned in upon return), needed at home, missed bus, child is not immunized (a waiver is needed), willful truancy (refusing to come to school), and parent called in but no reason given for absence.
- C. When a child is absent from school, call the school attendance line or send a dated and signed note to his/her teacher when he/she returns, stating the reason for the absence. An automated phone call will be sent if a child is absent and the office has not received notification.
- D. When a student has an extended illness (3 or more days), the parent should request assignments by calling the office between 9:00 a.m. and 12 noon. This will provide the teacher with sufficient time to prepare the assignments by the end of the school day.
- E. The student is responsible for making up assignments after any absence. If necessary, the work will be made up when time is available during the regular school day or at home. Teachers may also make arrangements with parents for students to stay after school to make up for missed work due to an absence.
- F. If a student arrives late, the student must report to the office.
- G. Students are not marked tardy if buses do not arrive on time.
- H. Truancy, excessive absenteeism without just cause, and tardiness are not acceptable and may result in further action. Severe cases could escalate to local agency referrals and involvement of the Ionia Public Schools district attendance officer. These cases may terminate with court action.
- I. Ionia Public Schools Attendance Letter process:

<b>5 Day Letter</b>	This letter informs parents/guardians that five absences have been reached by the student.
<b>10 Day Letter</b>	This letter informs parents / guardians that they need to set up a meeting with the building administrator. This meeting's purpose is to discuss the student's attendance and come up with ways in which to improve attendance. Failure to attend this meeting at the school or to make contact with the administrator will result in moving to the next step in the truancy process. Also at this time, a Youth Services Bureau Referral may be made by the school.

<b>15 Day Letter</b>	This letter will come from the Director of Juvenile Division of the 8th Circuit Court. They will set up a meeting at the Court to discuss the student's lack of attendance.
<b>20 Day Letter</b>	This letter will inform the parents / guardians that the Prosecuting Attorney's office has been petitioned due to the truancy of your student.

## 25. TARDINESS

Students arriving late to class cause disruptions to instruction. Consistent tardiness will be addressed on an individual basis.

- Students arriving to the classroom after the school day begins will be marked tardy.
- Students arriving at school late must check into the office with a parent/guardian to correct our attendance record before reporting to his/her classroom.
- Except for late buses, tardiness should be explained by a note or a call from home.
- The school principal will determine if a tardy is excused or unexcused.

## 26. EARLY DISMISSAL FROM SCHOOL

No students will be released from the school to walk home, except at the regular dismissal times or with the principal's approval. Parents are expected to pick their child up at the office if the child must be dismissed at an earlier time. Please send a note to the teacher advising the teacher of your child's early dismissal time.

## 27. HALF DAY ABSENCES

A student will be marked absent for a half-day if they are not in attendance for at least half of the morning or half of the afternoon session. The exact time allotment will depend upon when the student attends lunch and lunch recess.

## 28. PREARRANGED ABSENCES

Should it become necessary for a student to be absent for part of the day, i.e. dentist, doctor appointment, that student should present a signed note from their parent or doctor excusing the absence. Please send a note telling who will be picking up the child, especially if it will be someone other than the parent/guardian or someone not listed on the Emergency Referral Form. No student may leave the school at any time without permission from the principal (or teacher left in charge or the secretary). This is the school's way of accounting for all children. All students must be picked up at the school and complete the sign in/sign out sheet. All students must be signed in or out when arriving late or leaving early. A responsible designated adult (parent/guardian/ relative, etc.) will be asked to sign the ledger.

## 29. VACATION ABSENCES

Family vacations taken while school is in session are discouraged. Work is difficult to make up and information missed during class discussion/ instruction cannot be duplicated. Parents should be aware that absences caused by "family vacations" may put a child at an academic disadvantage and/or cause a grade to be affected.

If vacation days are taken, this procedure should be followed:

- Notify the principal for all family vacation leaves that are taken while school is in session.
- Talk with the classroom teacher to establish expectations for missed work.
- Parents may request the work which will be missed in advance of the planned vacation or missed work can be given to the student upon their return. The student will have a number of days equal to his/her absence to complete the work.

### 30. MOVING

If you are moving from your current school, please let the office know when your child will be leaving and to what school system he/she will be entering. Please return all books before leaving.



## HEALTH AND MEDICAL ISSUES

### 31. ACCIDENTS

If your child is injured at school, we will make him/her comfortable and then call you immediately. If you cannot be reached, we will attempt to contact the emergency contacts that you listed on the emergency card.

### 32. STUDENT ATTIRE & GROOMING



#### APPROPRIATE DRESS

It is the feeling of the school district that proper attire and good grooming have a positive influence on citizenship, attitudes, and values that are developed during a student's school years.

At the elementary level, we realize that the primary responsibility for the manner in which a student is dressed rests with the parents. The school has determined that the following manners of dress are not acceptable in school:

- bare midriffs
- bandanas
- short shorts, shirts or other clothing that could be considered revealing (regular length shorts may be worn)
- sagging pants
- shirts and hats that advertise tobacco, drugs, alcohol,
- violence or other inappropriate messages
- hats and sunglasses
- colored hair gel and dye, if distracting

Shoes must be worn at all times for the health and safety of the students. Students should be prepared to go

outside and dress warmly in the winter. Please select clothing that helps students develop a positive self-concept.



## **GROOMING**

Personal body care (brushing teeth daily, showering, bathing, and washing hair on a regular basis) contributes to the general health and good hygiene habits of students. Students showing concern in these areas will be directed to the office and the parents will be notified.

### **33. BIRTH CERTIFICATES**

It is required by Ionia Public Schools and the State of Michigan School Code, (Section 1135) that a copy of a birth certificate, with an official seal, be on file for each child. The hospital issued “certificate” is not considered an official document and is, therefore, not acceptable.

### **34. IMMUNIZATIONS**

Michigan law requires that children starting school have a record showing at least four shots of DPT (Diphtheria, Tetanus, and Pertussis) and three doses of Inactivated Polio Vaccine, including one dose of DPT and Inactivated Polio given after age 4. Also required are three doses of Hepatitis B, two doses of Measles, Mumps, and Rubella, and two doses of Varicella (chickenpox) Vaccine or immunity from chickenpox disease. If your child has not received all their required shots, please contact your doctor or local health department for an appointment. Be sure to keep a record of the vaccines and dates they were given to your child. You will need this record to register for school. Failure to have these immunizations may lead to suspension from school according to State of Michigan law.

### **35. IPS DISTRICT NURSE**

Ionia Public Schools has access to a nurse who provides guidance to all schools in our district. The nurse will be able to work with building staff to provide for the medical needs of our students.

### **36. HEAD LICE POLICY & TREATMENT**

Students with nits or head lice will be sent home from school and may return to school only when that student is nit free. It is very important that all nits be combed out of the hair, or the child will be sent home again. A student will not be readmitted to school until the principal or member of the school staff examines the child’s hair and scalp to assure that the student is free of head lice and all nits (eggs). Parents are asked to accompany the student when returning to school after a treatment for head lice.

#### **Head Lice Treatment**

Parents should use any one of a variety of specialized head lice shampoos designed to treat and remove head lice and nits. Each school has specific instructions available on how to treat head lice.

### **37. COMMUNICABLE DISEASE**

Communicable disease control is an integral part of school health service. The school follows current public health practices, rules and regulations governing the control and prevention of communicable disease that are set up by the state and county health departments.

## Communicable Disease

Below are the current guidelines for students to return to school after an illness. Please note that some of the return guidance and timeframes listed below for communicable diseases may change based upon the latest guidance from the Ionia County Health Department.

Disease	May Return	Approximate Time
"Blushing" (Fifth's Disease)	No temperature above 100	24 hours
"Cold" Symptoms	Reduction of cough, no temperature above 100, clear runny nose	24 hours
Chicken Pox	No new eruptions or fever, may have old dry scales	One week
Fever	May return to school with no temperature above 100 for 24 hours, without the use of fever reducing medications.	24 hours
Hepatitis	Doctor's permission only	-
Influenza	No fever and cough has subsided	24 hours
Diarrhea	24 hours after last episode or medically cleared	24 hours
Impetigo	24 hours on medication	24 hours
Measles Rubella / Three Day	No rash or fever, red eyes or runny nose	7-10 days
Mononucleosis	Doctor's permission	Depending on condition
Mumps	No swelling or fever	1-2 Weeks
Pediculosis	No live bugs or nits	-
Pink Eye	No observable mucus in eyes or eyelash after 24 hours on antibiotics	24 hours
Strep Infection	Doctor's permission	Dependent on condition
Ringworm	Round rash is fading. After 24 hours of treatment	24 hours

Vomiting	24 hours of last episode	24 hours
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### **38. PRESCRIPTION & OVER THE COUNTER MEDICATION SCHOOL PROCEDURES**

Any student who is required to take medication during the regular school hours will comply with school regulations.

“Medication” includes all medicine prescribed by a physician and any non-prescribed (over-the-counter) drugs. School regulations are as follow:

1. Any prescription medication must have a doctor’s written order and be in its original container, labeled with the date, the student’s name, and the exact dosage to be administered.
2. Written authorization from the child’s parent or guardian must be on file in the school.
3. All medications, including over the counter drugs, should be brought to the school secretary by the parent or guardian.
4. School personnel will not administer any medication where the administration of the medication requires specialized knowledge or training, such as the injection of medication, unless that person has the required knowledge or training. The administrator retains the right to refuse to administer such medication if he/she believes that he/she does not possess the necessary training to comply with the administration requirements of this medication.
5. Parents should pick up all medication at the end of the school year. Medication not returned to parents will be disposed of by the school.
6. Any over-the-counter medication, such as aspirin, ointments, cold tablets, etc., must be in its original container and a signed authorization form needs to be completed by a parent or guardian.
7. Only with written permission from the physician and the parent will a student be allowed to self-administer any specialized medication, such as an asthma inhaler.
8. Medication will be stored in a designated location where adults are present throughout the school day. Students will not be allowed access to this medication. When adults are not present, the medication will be kept in a locked cabinet.
9. Opportunities should be provided for communication between the parent or guardian, school personnel, and physician, regarding the effectiveness of the medication administered during school hours.

## **STUDENT CONDUCT**

### **39. ELEMENTARY SCHOOL CODE OF STUDENT CONDUCT**

School is a place where students come to get an education. We believe students should be able to learn in a school that is safe and orderly. In order to ensure a safe school environment, the overall concept of discipline must include the cooperation of the school, home, and student.

Rules for acceptable behavior within individual classrooms, cafeteria, hallways and outside will be carefully

defined and posted early in the year. Teachers are individuals and may expect different types of behavior from their students. It is the student's responsibility to recognize such differences and comply.

Students, parents and school must share the responsibility for creating the best possible school setting. The school must provide a quality staff and programs to help students succeed in a complex world. Parents must help their children learn to take responsibility for their actions. Students must respect themselves, the school, staff members, and their classmates. The Ionia Public School District has set the following guidelines to ensure consistency in discipline at all schools.

#### **40. SCHOOL-WIDE PBIS PROGRAM**

Each elementary school in Ionia Public Schools has developed a PBIS Program. PBIS stands for Positive Behavioral Interventions and Supports. The PBIS Program is a school-wide system of support that includes proactive strategies for defining, teaching, and reinforcing appropriate student behaviors to create positive school environments which will in turn enhance teaching and learning. A continuum of positive behavior support for all students within a school is implemented in all areas including the classroom and non-classroom settings (such as hallways, playgrounds, restrooms, and buses). The specific details of each school's PBIS Program will be communicated to students and parents at the beginning of the school year and the PBIS Program will be on-going throughout the entire school year.

#### **41. DUE PROCESS RIGHTS**

To better insure appropriate due process is provided to a student, the Board establishes the following guidelines:

##### **A. Students subject to short-term suspension:**

A student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension.

##### **B. Students subject to long-term suspension and expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

The Superintendent shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students.

#### **42. DISCIPLINARY ACTIONS & RESPONSIBILITIES**

Disciplinary actions are taken with the aim of correcting behavior patterns and teaching responsibility. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction and understanding guidance. For those students who do not, and to protect the rights of all our children, it is important that parents and students understand the consequences of misbehavior. There are certain responsibilities we all share in helping the students overcome behavior problems. If a student's misbehavior is directly related to an identified handicap, the school staff will take such conditions into account. A student who becomes involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the

seriousness of the behavior problem, one or more of the following actions will be taken by the school staff. **In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines.**



### **INFORMAL TALK**

The principal or his /her designee will talk with the student to reach agreement regarding the student's behavior. Parents are not allowed to talk with or question other students at school regarding behavioral concerns without the permission and involvement of the principal and the child's parents.



### **LOSS OF PRIVILEGES**

The school administrator may notify the parent of privilege suspension. These privileges may include removing the student from the playground, cafeteria, media center, and/or class participation.



### **CONFERENCE**

A conference will be held with the student, the teacher, the administrator and other appropriate staff members, to develop a plan for improving behavior. The parent may be contacted.



### **DETENTION**

Occasionally students may be required, by a teacher or the principal, to stay after school. In such cases, parents will be given 24 hours notice. Parents are responsible for picking up their child when detention concludes.



### **SUSPENSION**

The student is excluded from school and related school activities for a period of days as determined by administration. Parents will be notified and a conference between the administrator, student, parents, and other appropriate school staff will be conducted.



### **EXPULSION**

The principal, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and/or action by the Board of Education. Through this action the student is excluded from school and all school activities for the remainder of the current semester. Under special cases, exceptions in the length of the expulsion may be recommended to the Board of Education by the school staff. The student and parents are notified of charges by telephone and certified letter. The procedure for expulsion follows in accord with the rights of the student within due process and is recorded in the student's CA60 file.

For an offense constituting persistent disobedience or gross misconduct, the following factors will be considered prior to suspending or expelling a student:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

PROBLEM AREA	STUDENT RESPONSIBILITY	PARENT RESPONSIBILITY	SCHOOL RESPONSIBILITY	DISCIPLINE ACTIONS 1st OCCURRENCE
ATTENDANCE / TARDINESS	Come to school each day and be in class when the bell rings.	Help children get up in the morning and arrive at school on time	Keep records of student attendance / tardies	Minimal: Informal Talk  Maximum: Conference
DEFIANCE OF AUTHORITY	Respect staff members and other adults in the building at all times, even when they are telling you that you have made a mistake	Support school staff in helping children develop a sense of respect for authority.	Show respect for students and reinforce those that demonstrate good behavior.	Minimal: Informal Talk  Maximum: Suspension
DISORDERLY CONDUCT	Be well mannered at school. Use kind language, walk in the halls, bring only items that belong in school, and show respect for other students .	Impress upon children that school is a place to learn. Pay attention in class and play only during recess.	Plan structured activities and model appropriate behavior that creates an orderly learning environment to help students behave and use their time properly.	Minimal: Informal Talk  Maximum: Suspension
THEFT*	Keep all personal items in proper places, and use adults' or other student's items only with their permission.	Support the idea that taking what doesn't belong to the child is wrong .	Keep classrooms neat and orderly, limiting the temptation for the students to take things that don't belong to them.	Minimal: Informal Talk  Maximum: Police Involvement

TOBACCO	Bringing tobacco to school in any form is not allowed.	Teach and discuss good health habits with your child concerning the use of tobacco.	Encourage students to participate in a program of good health and physical fitness, and discourage the use of tobacco products.	Minimum: Parent Involvement  Maximum: Suspension
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PROBLEM AREA	STUDENT RESPONSIBILITY	PARENT RESPONSIBILITY	SCHOOL RESPONSIBILITY	DISCIPLINE ACTIONS 1st OCCURRENCE
THREAT OR HARASSMENT	Show respect to the school staff and your classmates.	Help children to develop sense of respect for themselves and others	Provide a school environment in which students feel safe and comfortable.	Minimum Informal Talk  Maximum: Expulsion
FIGHTING	Seek alternative ways to resolve conflicts.	Help children to develop alternative methods of resolving conflict and to seek assistance from staff when necessary.	Establish an atmosphere of open communication for students to seek help from staff members.	Minimal: Informal Talk  Maximum: Suspension
REPEATED VIOLATIONS	Learn from their first mistake and not become involved in misbehavior again.	Cooperate with the school staff to improve their child's behavior and help children understand that continued misbehavior disrupts the educational process.	Deal with repeated violations by developing a behavior plan that uses appropriate resources.	Minimum: Conference  Maximum: Expulsion

\*Since these problems also violate state law, school officials may need to notify appropriate police authorities.

### 43. MANDATORY EXPULSION LAWS

**NOTICE TO ALL IONIA PUBLIC SCHOOL DISTRICT  
PARENTS AND STUDENTS REGARDING  
MANDATORY EXPULSION LAWS**

*Since 1995, state and federal laws have required school boards and school administrators to impose expulsion as the penalty when students possess dangerous weapons in a weapon-free school zone or commit arson or rape in a school building or on school grounds. A weapon-free school zone exists at every public and private K-12 school in Michigan and includes school grounds and district vehicles which transport students. The Michigan School Code allows for few exceptions to the rule of mandatory expulsion.*

*A student found in possession of a dangerous weapon in a weapon-free school zone will be permanently expelled from Ionia Public Schools and all other public schools in Michigan, with the possibility of reinstatement only after specified time periods. In addition, within 3 days after a student is expelled for having a dangerous weapon or for committing arson or rape, the school district must refer that student to the appropriate Department of Social Services or community mental health agency. Notification of that referral shall be given to the parents or legal guardians or to the student if he/she is emancipated or at least 18 years of age.*

*State and federal laws define dangerous weapons as a gun, dagger, dirk, stiletto, a knife with a blade over three inches (3") in length, a pocket knife opened by a mechanical device, an iron bar, or brass knuckles. Any Ionia Public School student who has any one of these weapons in his/her possession at school, on school grounds, or in district vehicles shall be permanently expelled from Ionia Public Schools and all other public schools in Michigan. We also will notify the police as is required by state law.*

*Students are expected to know what objects are considered dangerous weapons and are required to avoid bringing them to school or onto school grounds. Any student or parent who has a question about whether an object is a dangerous weapon should contact the building principal.*

*Students may still be expelled from the Ionia Public School District for other serious offenses as defined in the Student Code of Conduct distributed to parents and students at the beginning of the academic year. We encourage you to review that document so you clearly understand the behavior expected of all students at each of our schools. Additional copies of the code may be obtained from your building principal.*

*The Ionia Board of Education and the administrative staff are committed to providing a safe and orderly environment in which students can learn. As part of that commitment, we intend to strictly enforce the new mandatory expulsion penalties in order to keep our school free from unlawful, dangerous weapons. We call upon parents and students through the Ionia Public School district for your cooperation in working to accomplish that goal.*

#### **44. DISCIPLINE UNDER SAFE SCHOOL LAWS**

State legislation signed into law by our Michigan governor impacts student discipline in the Ionia Public Schools. Ionia Public Schools accordingly adopted policies to allow for these changes:

1. **PA 104** requires the permanent expulsion of students in grades 6 and above who intentionally cause or attempt to cause physical harm to a teacher, volunteer or contractor in a school. Additionally, expulsion of up to 180 days is required for students in grades 6 or above for verbal threats, bomb threats, or similar threats.

2. **PA 103** allows a teacher to suspend any age student from his/her class, subject or activity for up to one day if the teacher "has good reason to believe" the pupil's conduct would merit suspension under the local board student code of conduct. Ionia Public Schools board policy reads: Under Public Act 103, a teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to

effectively teach the class, subject, or activity, or the student’s behavior interferes with the ability of other students to learn.

3. **PA 102** requires school districts to expel a student in grade 6 or above for up to 180 days for student on student assault. Assault is defined as: Intentional, unauthorized physical contact or threatening words with another person which causes physical injury or would reasonably be expected to cause physical injury.

## 45. DANGEROUS & DISTRACTING ITEMS

Students should not bring dangerous and distracting items to school. If these are brought to school, they will be taken away. These items will be held by the principal for the rest of the school year or until a parent or guardian comes to school to pick them up. *This would include, but not be limited to* explosives, guns, knives, box cutters, skateboards, scooters, toy guns and toy knives, baseballs and bats, sleds, hand- cuffs, trading cards and other items. CD players, headphones, and electronic games are not appropriate in school since they may be lost, stolen or create a disturbance. Roller blades or *heelies* may not be worn in the building.

### DANGEROUS & DISTRACTING ITEMS

Arrangements may be made with individual teachers to bring unusual items to school for special times or projects, but students will be expected not to use them outside that situation. Electronic items that are educational in nature (i.e.eReaders, Tablets) may be used at appropriate times during the school day as determined by the teacher but the school will not be responsible if these items are damaged or stolen.

- Cell phones, I-pods, MP3 players, smartwatches, air pods, and/or any other electronic devices may not be used while at school from the time students enter in the morning to the end of the school day. These items must remain off and in backpacks at all times during the regular school day.
- Cell phone infractions will result in confiscation, parents must pick up the cell phone from the main office.
- Multiple infractions may result in the need for a parent/student meeting with the principal.
- Cell phones may be brought to school by students, but must be turned off and remain in the child’s backpack at all times during instructional hours. Misuse of a cell phone will result in it being taken away to be picked up by a parent.
- The school is not responsible for lost or damaged personal property.
- Toys and other personal items of value should be kept home. Often valuable items end up lost or stolen. Our school cannot be held responsible for the security of valuable items that do not belong in school.
- Pets and other animals may only be brought to school with the prior approval of both the teacher and the principal.

## 46. DISCIPLINARY CONSEQUENCES

PROBLEM AREA	STUDENT RESPONSIBILITY	MINOR OFFENSE	MAJOR OFFENSE
ARSON	Intentionally setting a fire in or around the school property	Principal/ parent meeting	Suspension/expulsion from school

BITING	—	Parent contact	Action of the principal for health reasons - possible suspension
DISORDERLY CONDUCT	Conduct which is dangerous or disruptive. This includes, but is not limited to: throwing snowballs, stones, food or other objects; shouting or running in the building.	Loss of privilege	After school detention/parent meeting or school suspension
EXTORTION	Threatening to harm another student if he/she doesn't give property or money.	Written explanation, apology, detention	Major or 2nd Offense - Parent/teacher/principal meeting. Consequences to be decided at the meeting. Possible suspension.

### Disciplinary Consequences

PROBLEM AREA	STUDENT RESPONSIBILITY	MINOR OFFENSE	MAJOR OFFENSE
FALSE ALARM	Pulling the fire alarm system or pulling the SmartBoot in a non-emergency situation without adult permission	—	Parent/teacher/principal meeting and possible suspension
FALSE ACCUSATION	Falsifying information to harm another's character.	Minor - Loss of privilege /detention	Major - School suspension
FIGHTING	—	—	Major offense - Suspension plus group meeting
FORGERY/CHEATING	Writing or using the name or work of another person.	After school detention/parent contact	-
HARASSMENT	Consistently bothering/irritating/annoying.	Loss of privilege	Conference with all parties/possible suspension up to expulsion

INAPPROPRIATE TOUCHING	The deliberate act of grabbing or touching inappropriate parts of a person's body.	Loss of privilege/detention	Suspension Repeated offenses/ parent contact
INAPPROPRIATE OBJECTS AT SCHOOL	Toy guns, skateboards, radio, knives, guns, video games, baseballs and bats, sleds, and handcuffs.		In the case of toy knives and guns, suspensions or expulsion may be issued; real knives and guns will follow the weapons-free school law

### Disciplinary Consequences

PROBLEM AREA	STUDENT RESPONSIBILITY	MINOR OFFENSE	MAJOR OFFENSE
INCOMPLETE WORK		Consequences given by the classroom teacher.	If necessary, principal involvement
INSUBORDINATION	Failure to obey a reasonable request from any school employee (principal, teacher, secretary, custodian, cafeteria worker, security staff, aide, or bus driver).	<ul style="list-style-type: none"> <li>• 1st Offense - Loss of privilege</li> <li>• 2nd Offense - After school detention and loss of privilege</li> <li>• 3rd Offense - Parent/teacher/ principal meeting - possible suspension</li> </ul>	
LITTERING	Throwing or scattering rubbish, trash or paper on school property.	Clean up plus loss of privilege	
MALICIOUS DESTRUCTION	Deliberate destruction or defacing school property including	Restitution/ loss of privilege	Restitution/possible police involvement and parent/principal meeting.

	property of persons employed by the school.		Possible suspension.
NAME CALLING		Verbal warning/ loss of privilege	Major (Including racial or ethnic slur) - Principal meeting/after school detention. Possible suspension.
OBSCENE OR LEWD BEHAVIOR	Drawing or showing inappropriate pictures or making obscene gestures.	Loss of privilege, after school detention/parent contact	Possible suspension
PROFANITY/ SWEARING		Loss of privilege	Parent contact and consequences by principal.

### Disciplinary Consequences

PROBLEM AREA	STUDENT RESPONSIBILITY	MINOR OFFENSE	MAJOR OFFENSE
<b>SPITTING</b>		1st Offense - Loss of privilege  2nd Offense - After school detention	Parent/principal/teacher meeting with consequences by principal
<b>THEFT</b>	Taking someone else's property, including school supplies, without permission.	<p align="center"><b>Petty</b></p> 1st Offense -Restitution and loss of privilege 2nd Offense - Restitution and after school detention 3rd Offense - Parent contact and possible suspension Stealing property or money over \$25.00. Suspension/parent contact with Police Liaison intervention	
<b>THREATS</b>	Students who make threats on the lives of others (student or any school personnel)	1st Offense:  Parent Contact. Student will be subjected to a suspension while an investigation is taking place. The end result could be an expulsion from school.	

## **47. ANTI-BULLYING**

### **Statement of Intent**

We are committed to providing a safe and nurturing educational environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a telling school. This means that anyone who knows that bullying is happening is expected to tell the staff.

### **What is Bullying?**

Bullying is defined as a deliberately hurtful behavior that negatively impacts a student's educational, physical and/or emotional well-being. This hurtful behavior involves an imbalance of power and takes place repeatedly over a period of time.

Bullying can be any of the following:

- Emotional – being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti or gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Verbal – name calling, sarcasm, spreading rumors, teasing
- Cyber – all areas of internet, such as email and internet chat room misuse, mobile phone threats by text messages and calls

### **Procedures**

The following procedure will be followed anytime a student believes that they have been a victim of bullying or other aggressive behavior:

- Report the incident to the principal. Parents, teachers, counselors or other staff members may be notified and should, in turn, notify the principal.
- The principal will promptly investigate the incident and will document the important details
- The victim and the parents of the victim will be notified of the incident and the action taken.
- The aggressor and their parents will be notified of the incident and the resulting consequences.
- A yearly summary of all reported bullying incidents, the investigation details, and the resulting consequences will be compiled and given to the superintendent to share with the Board of Education.

### **Possible Consequences**

Consequences for bullying may include (but will not be limited to) the following actions:

- loss of privilege
- lunch detention
- after school detention
- in-school/out-of-school suspension
- expulsion

Any person can report incidents of bullying by calling 522-9605 or by emailing the “safety address”

developed for your school as follows:

TR\_safety@ioniaschools.org  
Boyce\_safety@ioniaschools.org  
Emerson\_safety@ioniaschools.org  
Jefferson\_safety@ioniaschools.org  
Rather\_safety@ioniaschools.org

## 48. HARASSMENT

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or staff member, or any person associated with the school district while on district property or at any school-related event on or off district property.

If a student is the victim of any unwanted sexual action or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office.

All reports shall be kept confidential and investigated as soon as possible.



### SEXUAL HARASSMENT

#### A. Verbal:

Written or spoken sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.

### Sexual Harassment

#### B. Nonverbal:

Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

#### C. Physical Contact:

Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, and pushing the body.



### GENDER / ETHNIC / RELIGIOUS / DISABILITY / HEIGHT / WEIGHT HARASSMENT

#### A. Verbal:

1. Written or spoken innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, disabilities, or physical appearance.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

#### B. Nonverbal:

1. Placing objects, pictures, or graphic commentaries in the school environment.
2. Making insulting or threatening gestures.

## 49. THREATS ON THE LIVES OF OTHERS

Students who make threats on the lives of others (students or any school personnel) will be subjected to a

suspension while an investigation is taking place. The end result could be an expulsion from school. Please explain to your child/children the seriousness of making threats on someone's life. Threats to kill or injure someone will not be tolerated at school.

## 50. ACCEPTABLE USE POLICY FOR TECHNOLOGY

Ionia Public Schools as a district has adopted an acceptable use policy to ensure that proper educational pursuits characterize the use of our technology. Violations of the policy will not be tolerated.

## 51. INTERNET SAFETY RULES

- **Never** give out your full name, address, phone number, school name and address, or any other personal information.
- **Do not** enter contests
- **Do not** download programs to any school computer.
- **If you see** something that you know is inappropriate or that makes you uncomfortable, let your teacher know. Never respond to it yourself.
- **Never agree** to get together with someone you "meet" online.
- **Do not** click on any links or attachments that are contained in email from anyone you don't know.
- **Never** send a person your picture.
- **Do not** give out your passwords to anyone.
- **Follow the rules** your school has set up regarding your use of the Internet and your behavior.
- **Never** copy material that you find on the Internet and pretend that it's your work.

## 52. TRANSPORTATION



### BUS RULES

Bus transportation is a privilege, not a right, and will be taken away from students who abuse this privilege.

The following rules and regulations apply to all the students riding District operated school buses. These rules and regulations were established to assist the drivers in assuring that you are afforded the safest possible ride to and from school. The school bus driver is responsible for the enforcement of the regulations.

1. Students being transported are under the authority of the bus driver.
2. Students shall stay in their seats and keep hands and feet to themselves.
3. Students must have permission from parents and/or school to leave the bus other than at the regular stop.
4. Students shall converse in normal tones; profane language is prohibited.
5. Students may not transport animals on buses.
6. Students who refuse to obey may forfeit their privilege to ride the bus.

\* Suspension of bus privileges and/or suspension from school could result from the following infractions: (length of suspension is discretionary, depending on severity of infraction).

- Use of tobacco or creating a fire hazard.

- Fighting.
- Possession of alcohol or drugs.
- Throwing hazardous objects in or from the bus.
- Flagrant insubordination/defiance.
- Vandalism.

When rule violations occur, a written conduct report describing infractions will be completed by the driver. A copy will be given to the student to be taken home, signed and discussed by the parent/guardian. A signed copy must be returned to the driver the following day in order for the student to ride the bus. The transportation administrator will attempt to resolve the problem with the student and/or parents. The parent is expected to assume major responsibility to counsel the student as to acceptable behavior while riding the bus.

Immediate suspension from transportation service may occur when conduct warrants.

PROBLEM AREA	STUDENT RESPONSIBILITY	PARENT RESPONSIBILITY	SCHOOL RESPONSIBILITY	DISCIPLINE ACTIONS
Violation of bus rules	Students are required to follow the rules for bus riding	Parents are requested to review bus rules with student and encourage appropriate behavior at all times	The school will instruct students to obey bus rules and will assist students and bus drivers with problems that occur	Minimum: Informal talk  Maximum: Loss of bus privileges Suspension



### CHANGE IN BUS ROUTINE

Bus changes/passes to ride a different bus are no longer allowed. Students must ride the buses that they are assigned to. If parents have an emergency or a change request due to a special consideration, parents must contact the Transportation Department at (616) 527-9680 to obtain approval and then contact the school office staff to let them know of the transportation change. If approval is not obtained and the school is not contacted, the child will be sent home on his/her regular bus. Please see the Student Transportation Handbook for further information.

Ionia Public Schools operate school buses for the convenience of students living in areas surrounding the school and designated as “transportation areas.” The bus drivers are required to follow a strict schedule: This schedule may be disrupted by mechanical difficulties or bad weather conditions.

1. Your conduct on the buses should be governed by your common sense and good judgment. The driver is in complete control, has the same authority as a teacher in the classroom, and expects the cooperation of all students riding the bus.
2. Bus riders must not ride with arms or hands out of the windows nor move from one seat to another while the bus is in motion. Upon approaching railroad tracks, riders should remain quiet.
3. When leaving the bus, if a student must cross the road, he should cross in front of the bus on the driver's signal.
4. If parents have an emergency or a change request due to a special consideration, parents must contact the Transportation Department at (616) 527-9680 to obtain approval and then contact the school office staff to let them know of the transportation change.

5. Students traveling on school buses to out-of-town events will be required to ride with their assigned group to and from all such events.
6. Students who ride the bus to athletic events, for example, must return on the bus, unless, through a written request to the Principal, the parents ask that they return with the parents.

## **FIELD TRIPS**

### **53. FIELD TRIP NOTIFICATION**

Field trips are part of the instructional program. A parent's signature will allow students to participate in field trips. Prompt signing and returning of this permission slip to school is appreciated. Teachers will send home information about each field trip prior to departure. Questions regarding individual field trips should be directed to the teacher.

### **54. CHAPERONE REQUIREMENTS FOR FIELD TRIPS**

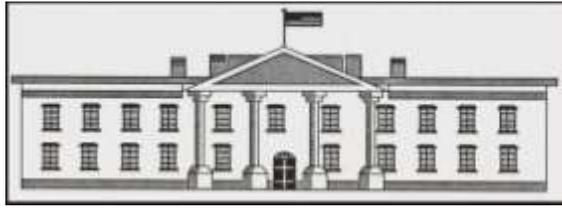
1. Chaperones must be either a parent/legal guardian or grandparent of a student at the respective elementary school. Last minute chaperone changes may not be made.
2. Chaperones are expected to be at school at least 15 minutes prior to departure of the scheduled field trip and should report to the supervising teacher for particular instructions.

#### **Chaperone Requirements for Field Trips**

3. Chaperones should notify the school as soon as possible if they are unable to chaperone. Please call the office no later than 8:30 a.m.
4. Chaperones are expected to dress appropriately. Please refer to page 17 of the Student Handbook regarding our expectations of student's attire — the same would apply to chaperones.
5. Chaperones must not use profanity or "bad" language. Conversations need to be "G" rated.
6. Chaperones are not allowed to smoke/vape on field trips.
7. In case of severe student discipline problems, chaperones should contact school personnel immediately. Do not use any physical means of discipline on any student at any time.
8. Chaperones should try to maintain a positive attitude at all times. Students' behavior and attitudes will reflect your own. In our experiences, students tend to behave better while on a field trip than they do in school. We would also like our chaperones to be on their best behavior so that we give everyone the impression that our school represents "the best" in terms of school excellence.
9. Chaperones may not bring other children on the field trip.

### **55. TRANSPORTATION FOR FIELD TRIPS**

Transportation to and from a field trip is provided by the school district. Riding on the school bus with classmates is considered to be a part of the trip. A parent wishing to drive his/her child to and from the field trip may request permission in writing from the building principal prior to the day of the field trip. Parents must follow the bus to and from the field trip. Parents are not permitted to take their child directly to or home from a field trip without the principal's written permission.



## **NOTIFICATIONS**

### **56. SCHOOLS OF CHOICE POLICY**

Our district does participate in schools of choice within the Ionia Public Schools District and within the Ionia County Intermediate School District. Parents may contact the Superintendent's Office for specific information.

### **57. USE OF SCHOOL FACILITIES**

The school district makes available the use of school facilities, during non-school hours, to various groups within the community. All such use must be arranged in advance. All inquiries regarding the use of our facilities should be directed to the maintenance/transportation office.

### **58. NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Ionia Public Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with "legitimate educational interests."

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the Ionia Public Schools discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll or when there are court orders for student record disclosure procured by an Assistant U.S. Attorney General or higher-ranking government official.
5. The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Michigan Air National Guard, and the Michigan Army National Guard. Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

## **59. MANDATED REPORTERS / CHILD ABUSE**

Under Michigan law, teachers and administrators are required to report to the Ionia County Child Protective Services any suspected indication of child abuse or neglect. The same law gives IMMUNITY from legal action if any such report is filed in good faith. The law further requires that we allow Child Protective Services caseworkers to interview any child who is referred to them, whether by a member of the school staff or by any other individual.

## **60. EQUAL OPPORTUNITY MESSAGE**

It has always been the policy of Ionia Public Schools to be an equal opportunity institution. We do not discriminate on the basis of sex, race, color, creed, ethnic origin, age, physical or mental handicap, height, weight, or marital status in any of our educational programs or activities, including enrollment, placement, and employment.

Any person wishing to inquire regarding these policies, or to file a complaint, should contact:

**Ben Gurk - Superintendent**  
**James Nuse - Special Education Director**  
**250 E. Tuttle Rd.**  
**Ionia, MI 48846**

## **61. DESIGNATION OF "DIRECTORY" INFORMATION UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Generally, school officials must have written permission from the parent/ guardian or from an eligible student (that is, a student who is 18 or older or who is otherwise legally emancipated) before releasing any information from a student's record. However, the Family Educational Rights and Privacy Act (FERPA) allows school districts to disclose, without consent, "directory" type information. The Board of Education of the Ionia Public Schools has designated the following personally identifiable information contained in a student's education record as "directory information":

- A. Student name, address, telephone listing.
- B. Parent/Guardian name, address, telephone listing and e-mail.
- C. Date and place of birth.
- D. Participation in officially recognized activities and sports.
- E. Weight and height of members of athletic teams.
- F. Dates of attendance, honors, degrees and awards received, grade placement.
- G. Most recent previous school attended.
- H. Photographic, video or electronic images of students.
- I. Information generally found in yearbooks.

Unless you advise the Ionia Public Schools that you do not want any or all of this information released, school officials may release personally identifiable information which has been designated above as "directory information." Upon receiving written notice from parents/guardians or eligible students objecting to disclosure, this information will not be released without the prior consent of the parent/guardian or eligible student.

You have until September 15, 2025 to advise the District in writing of any or all of the categories of "directory information" about the student which you refuse to permit the District to disclose. Your notification of objection should be addressed to the principal of your building or:

Mr. Ben Gurk - Superintendent  
250 E. Tuttle Road  
Ionia, MI 48846  
(616) 527-9280

### 62. Ionia Public Schools Responsible Use Guidelines for Generative AI Tools for Students

1. Introduction	These guidelines outline the Ionia Public Schools' (IPS) expectations for the use of generative AI tools by students. Generative AI tools are computer programs that can generate text, images, and other content from a given prompt. These tools are becoming increasingly common and have the potential to be used for educational purposes. However, it is important to be aware of the potential risks and to use generative AI responsibly.
2. Scope	These guidelines apply to all students who use generative AI tools on IPS property or through IPS's network.
3. Definitions	<ul style="list-style-type: none"> <li>● Generative AI tool: A computer program that can generate text, images, and other content from a given prompt.</li> <li>● Responsible use: Using generative AI tools in a way that is ethical, legal, and respectful of others.</li> </ul>
4. Permitted Uses	<p>Generative AI tools may be used for educational purposes, such as:</p> <ul style="list-style-type: none"> <li>● Aiding Creativity: Students can use generative AI to generate text, images, and other creative content.</li> <li>● Collaboration: Generative AI can be used to collaborate with students on projects, brainstorm ideas, and provide feedback.</li> <li>● Communication: AI can help students with real-time translation, language learning, and other communication tasks.</li> <li>● Content Creation and Enhancement: AI can help students create personalized study materials, summaries, and presentations.</li> <li>● Tutoring: AI can provide one-on-one tutoring and support, which can be especially helpful for students who need additional help.</li> <li>● Personalized Learning: AI can be used to tailor instruction to each student's individual needs.</li> </ul>
5. Prohibited Uses	<p>Generative AI tools <b>may NOT</b> be used for the following purposes:</p> <ul style="list-style-type: none"> <li>● Bullying/harassment: Students should not use generative AI to create content that is harmful or threatening to others.</li> <li>● Plagiarism: Students should not use generative AI to generate content that they plan to submit as their own work.</li> <li>● Cheating: Students should not use generative AI to obtain unauthorized access to information or to complete assignments without doing the work themselves.</li> </ul>
6. Responsibilities of Students	<p>Students are responsible for using generative AI tools in a responsible manner. This includes:</p> <ul style="list-style-type: none"> <li>● Citing Sources: Students must always cite the source of any content generated by a generative AI tool.</li> </ul>

**Ionia Public Schools Responsible Use Guidelines for Generative AI Tools for Students**

	<ul style="list-style-type: none"> <li>● <b>Avoiding Plagiarism:</b> Students must not use generative AI to generate content that they plan to submit as their own work.</li> <li>● <b>Being Respectful:</b> Students must use generative AI tools in a respectful manner and not create content that is harmful or threatening to others.</li> </ul>
7. Consequences	Violations of these guidelines may result in disciplinary action, up to and including suspension or expulsion.
8. Review	These guidelines will be reviewed on an annual basis and updated as needed.
9. Special Considerations	<ul style="list-style-type: none"> <li>● <b>Equitable Access:</b> All students shall be given equivalent opportunities to utilize and benefit from generative AI resources in the classroom, regardless of background or ability.</li> <li>● <b>Human Oversight:</b> Generative AI tools shall be employed under the supervision of educators who will guide students in their ethical and responsible use.</li> <li>● <b>Transparency and Communication:</b> There shall be clear communication with students, their guardians, and staff regarding the specific purposes and limitations of generative AI tools used in the classroom.</li> <li>● <b>Review Process:</b> A systematic process shall be established to regularly evaluate the efficacy and appropriateness of generative AI tools used in the district.</li> <li>● <b>Commitment to Ongoing Instruction:</b> The district shall provide digital literacy and fluency instruction for students to ensure their competence in using generative AI tools effectively and responsibly to support their learning.</li> </ul>

*A community dedicated to the pursuit of excellence.*

