

North Branch Elementary School



Parent/Student Handbook 2025-2026

**4055 Elm Creek Road
North Branch, MI 48461
Office: (810) 688-3042
Fax: (810) 688-8321**

**Student School Hours
8:42 a.m. – 3:47 p.m.**

**Theresa Rae – Principal
Nikolas Hopp – Assistant Principal**

Welcome

The North Branch Elementary School Handbook serves as an essential tool for your child's educational success. By taking the time to read through the handbook with your child, you will be taking the first step in ensuring a more productive school experience for your family.

This handbook has been developed to provide answers to frequently asked questions. The handbook details expectations for student behavior, an outline of school rules, general school procedures, and operations, as well as important information regarding the school calendar and special events.

We invite you to take an active role in North Branch Elementary. A spirit of cooperation enhances the learning environment for your child and you. Should you have further questions and/or concerns that you wish to have addressed, please do not hesitate to call the school, talk with your child's teacher, or schedule an appointment to talk with the administrators.

We look forward to being your partner in education in the year ahead.

*Sincerely,
The North Branch Elementary Staff*

Theresa Rae, Principal
Nikolas Hopp, Assistant Principal
Heather Fantin, Dean of Students
Debbie Calimeri, Secretary
Laura Dhooghe, Secretary
Patricia Laur, District Nurse
Billie Marceau, Secretary
Mickey, Therapy Dog

NBE HANDBOOK TABLE OF CONTENTS

Note: You may click on the content below for direct access

HANDBOOK NOTES	- 5 -
BUILDING CONTACT INFORMATION	- 6 -
MISSION STATEMENT	- 10 -
ACADEMIC INTEGRITY AND HONESTY	- 11 -
ACCIDENTS AND INJURIES	- 11 -
ANNOUNCEMENTS	- 11 -
ANTI-HARASSMENT (SB Policy 5517 & 5517.01)	- 11 -
ASSIGNMENT NOTEBOOKS/PLANNERS	- 11 -
ATTENDANCE AND TARDIES (SB Policy 5200 & SB Policy 5230)	- 12 -
BASE TEAM	- 13 -
BICYCLES	- 13 -
BUS RULES AND REGULATIONS (Transportation Website)	- 13 -
COMMUNICABLE DISEASES (SB Policy 8450)	- 14 -
COMPUTER TECHNOLOGY AND NETWORKS (SB Policy 7540)	- 14 -
CONCUSSIONS (SB Policy 5340.01)	- 15 -
CONFERENCES	- 15 -
CONTROL OF BLOOD-BORNE PATHOGENS (SB Policy 8453.01)	- 15 -
DISABILITIES (LCISD Special Education Website)	- 16 -
DISCIPLINE/DUE PROCESS RIGHTS (SB Policy 5600)	- 16 -
DISMISSAL	- 17 -
DISTRIBUTION AND DISPLAY OF PRINTED MATERIALS	- 18 -
DRESS CODE (SB Policy 5511)	- 18 -
DRUG-FREE SCHOOL ZONE (SB Policy 5530)	- 18 -
ENROLLING IN THE SCHOOL	- 18 -
EQUAL EDUCATION OPPORTUNITY (SB Policy 2260)	- 19 -
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (SB Policy 8330)	- 19 -
FACILITY SECURITY (SB Policy 7440)	- 20 -
FIELD TRIPS (SB Policy 2340)	- 21 -
FOOD SERVICE INFORMATION (SB Policy 8500) (Foodservice Website)	- 21 -
LUNCHROOM RULES	- 22 -
GANG AND GANG RELATED ACTIVITY	- 22 -
HEAD LICE, SCABIES, AND OTHER COMMUNICABLE DISEASES	- 22 -
HEALTH INSTRUCTION (SB Policy 2414)	- 23 -
HEALTH SERVICES (SB Policy 5310)	- 23 -
HEARING & VISION SCREENING	- 23 -
HOMEBOUND STUDENTS (Homebound Services)	- 24 -
HOMELESS STUDENTS (SB Policy 5111.01)	- 24 -
HOMEWORK POLICY (SB Policy 2330)	- 24 -
HOMEWORK/VACATION WORK REQUEST POLICY	- 24 -
ILL STUDENTS	- 24 -
IMMUNIZATIONS (SB Policy 5320)	- 25 -
INSURANCE (Insurance Information) (SB Policy 8760)	- 25 -
LIBRARY	- 25 -
LOCKERS	- 26 -

LOST AND FOUND	- 26 -
MEDICATION POLICY (SB Policy 5330)	- 26 -
MOBILE DEVICE HANDBOOK	- 26 -
NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS/ACTIVITIES (SB Policy 2266)	- 27 -
PARENT AND FAMILY ENGAGEMENT (SB Policy 2112)	- 27 -
POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)	- 27 -
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS (SB Policy 8431)	- 28 -
PROGRESS REPORTS	- 28 -
PROMOTION, PLACEMENT, AND RETENTION (SB Policy 5410)	- 28 -
PROTECTIVE SERVICES (Child Protection Law)	- 28 -
PUBLIC ATTENDANCE AT SCHOOL EVENTS (SB Policy 9160)	- 29 -
RECESS	- 29 -
REPORT CARDS	- 29 -
SAFETY STANDARDS (SB Policy 7430)	- 29 -
SCHOOL CLOSINGS (District Webpage)	- 29 -
SCHOOL SAFETY INFORMATION (SB Policy 8400)	- 30 -
SENDING MONEY TO SCHOOL	- 31 -
SPECIAL CLASSES	- 31 -
SCHOOL PICTURES	- 31 -
SCHOOL SUPPLIES	- 32 -
SEARCH AND SEIZURE (SB Policy 5771)	- 32 -
SECTION 1 OF ARTICLE VIII OF THE STATE CONSTITUTION OF 1963	- 32 -
SECTION 10 OF THE REVISED SCHOOL CODE	- 32 -
STUDENT PRIVACY & PARENTAL ACCESS TO INFORMATION (SB Policy 2416)	- 32 -
STUDENT RECORDS (SB Policy 8330)	- 33 -
STUDENT RIGHTS AND RESPONSIBILITIES (SB Policy 5780)	- 33 -
STUDENT VALUABLES	- 33 -
STUDENT WELLNESS (SB Policy 8510)	- 33 -
TELEPHONES (SB Policy 5136)	- 33 -
TEXTBOOKS (SB Policy 5513)	- 34 -
THEFT	- 34 -
TORNADO/FIRE/SAFETY PROCEDURE (SB Policy 8420)	- 34 -
TRANSFER/WITHDRAWAL FROM SCHOOL	- 34 -
VIDEO SURVEILLANCE AND ELECTRONIC MONITORING (SB Policy 7440.01)	- 34 -
VISITORS (SB Policy 9150)	- 35 -
VOLUNTEERS (SB Policy 3120.09)	- 35 -
WASHING AND DRYING OF CLOTHING	- 35 -
WEAPON FREE SCHOOL ZONE POLICY (SB Policy 7217)	- 35 -
USE OF CANINES (DOGS)	- 36 -

APPENDIX

APPENDIX A: COVID-19 PROTOCOLS	- 37 -
--------------------------------	--------

HANDBOOK NOTES:

❑ Some portions of this handbook are interactive, with links to further information. Accessing this handbook online will allow you to take advantage of these features.

❑ Many policies are directly related to the North Branch Area Schools Board of Education Bylaws and Policies. These policies can be accessed online at www.nbbronzos.net under the Board of Education menu. Such references will be denoted as “SB Policy #”.

North Branch Elementary School Staff

Administration

FIRST NAME	LAST NAME	TITLE	E-MAIL
Theresa	Rae	Principal	trae@nbbrncos.net
Nikolas	Hopp	Assistant Principal	nhopp@nbbrncos.net

Dean of Students

FIRST NAME	LAST NAME	E-MAIL
Heather	Fantin	hfantin@nbbrncos.net

Coaches

FIRST NAME	LAST NAME	TITLE	E-MAIL
Allison	Brown	Literacy Coach	abrown@nbbrncos.net
Kirstin	McHan	Literacy Coach/Interventionist	kmchan@nbbrncos.net
Cindy	Lewis	Math Coach	clewis@nbbrncos.net

Begin-a-Garten Staff

FIRST NAME	LAST NAME	E-MAIL
Karen	Bareither	kbareither@nbbrncos.net
Kim	Friday	kfriday@nbbrncos.net
Kari	Hall	khall@nbbrncos.net
Julie	Ludwig	jludwig@nbbrncos.net

Kindergarten Staff

FIRST NAME	LAST NAME	E-MAIL
Kathy	Bailey	kbailey@nbbrncos.net
Karly	Barker	kbarker@nbbrncos.net
Kim	Brandt	kbrandt@nbbrncos.net
Dorotha	Fitzpatrick	dfitzpatrick@nbbrncos.net
Stacy	Hauxwell	shauxwell@nbbrncos.net
Patty	Mroz	pmroz@nbbrncos.net
Elizabeth	Polly	epolly@nbbrncos.net

First Grade Staff

FIRST NAME	LAST NAME	E-MAIL
Isabella	Barker	ibarker@nbbrncos.net
Kelly	Brennan	kbrennan@nbbrncos.net
Laura	Burack	lburack@nbbrncos.net
Chelsey	Crisman	ccrisman@nbbrncos.net
Ashley	Jones	ajones@nbbrncos.net
Renee	Kage	rkage@nbbrncos.net
Regan	Knox	rknox@nbbrncos.net
Lindsay	Picarski	lpicarski@nbbrncos.net

Second Grade Staff

FIRST NAME	LAST NAME	E-MAIL
Jodi	Conley	jconley@nbbrncos.net
Autumn	Deshetsky	adeshetsky@nbbrncos.net
Kristal	Ellsworth	kellsworth@nbbrncos.net
Kim	Gormley	kgormley@nbbrncos.net
Catherine	Lietz	clietz@nbbrncos.net
Jenda	Pilarski	jpilarski@nbbrncos.net
Sara	Racine	sracine@nbbrncos.net
Brenda	Richardson	brichardson@nbbrncos.net

Third Grade Staff

FIRST NAME	LAST NAME	E-MAIL
Holly	Berridge	hberridge@nbbrncos.net
Kristina	Childers	kchilders@nbbrncos.net
Benita	Curtis	bcurtis@nbbrncos.net
Melanie	Halleck	mhalleck@nbbrncos.net
Stacey	James	sjames@nbbrncos.net
John	Liparoto	jliparoto@nbbrncos.net
Lyndsay	Young	lyoung@nbbrncos.net

Fourth Grade Staff

FIRST NAME	LAST NAME	E-MAIL
Jodie	Ferdon	jferdon@nbbrncos.net
Megan	Hopp	mhopp@nbbrncos.net
Sarah	Liford	sliford@nbbrncos.net
Sarah	Nies	snies@nbbrncos.net
Melissa	Scigel	mscigel@nbbrncos.net
Sarah	Sieradzki	ssieradzki@nbbrncos.net
Kevin	Withey	kwithey@nbbrncos.net

Specials/Enrichment Staff

FIRST NAME	LAST NAME	ROLE	E-MAIL
Jane	Ehardt	Music Teacher	janeehardt@nbbrncos.net
Jeff	Ehardt	Enrichment Teacher	jehardt@nbbrncos.net
Danielle	Hiroskey	Enrichment Teacher	dhiroskey@nbbrncos.net
Sara	Hyde	STEM Teacher	shyde@nbbrncos.net
Carrie	Knox	Librarian	cknox@nbbrncos.net
Nolan	Kolacz	SmartLab Instructor	nkolacz@nbbrncos.net
Sarah	Opperman	Art Teacher	sopperman@nbbrncos.net
Barb	Terauds	Physical Education Teacher	bterauds@nbbrncos.net
Mary	Waldeck	Creative Movement Teacher	mwaldeck@nbbrncos.net

Special Education Staff

FIRST NAME	LAST NAME	E-MAIL
Michele	Alexander	malexander@nbbrncos.net
Sherri	Bonner	sbonner@nbbrncos.net
Andrea	Bower	andreabower@nbbrncos.net
Kathryn	Conlin	kconlin@nbbrncos.net
Sherri	Distelrath	sdistelrath@nbbrncos.net
Madelynn	Kidder	mkidder@nbbrncos.net
Olivia	Simmonds	osimmonds@nbbrncos.net

Special Services Staff

FIRST NAME	LAST NAME	ROLE	E-MAIL
Chander	Crump	School Social Worker	ccrump@nbbronzos.net
Linda	Hunt	Speech & Language Pathologist	lhunt@nbbronzos.net
Jason	Jarvis	School Based Therapist	jjarvis@nbbronzos.net
Jacqueline	Luea	Speech & Language Pathologist	jluea@nbbronzos.net
Patrick	Riley	School Counselor	priley@nbbronzos.net
Lori	Trisch	Speech & Language Pathologist	ltrisch@nbbronzos.net

North Branch Elementary Building Responsibilities

Duty	District Contact	Building Contact	Grade(s)	Phone Ext.
AYP/School Report Card	Jim Fish	Theresa Rae	BK - 4	2503
Homeless Student Liaison	Ashley Cooper	Theresa Rae	BK - 4	2503
M-Step Coordinator	Mark Brown	Nikolas Hopp	3 & 4	2504
MI-Access Coordinator	Lori Wierbicki	Nikolas Hopp	3 & 4	2504
Building Website / Calendar	Mark Brown	Nikolas Hopp	BK - 4	2504
Title I Coordinator	Amber White	Theresa Rae	BK - 4	2503
504 Coordinator	Lori Wierbicki	Nikolas Hopp	BK - 4	2504
ELA Curriculum	Amber White	Theresa Rae	BK - 4	2503
Math Curriculum	Amber White	Theresa Rae	BK - 4	2503
Science Curriculum	Amber White	Theresa Rae	BK - 4	2503
Social Studies Curriculum	Amber White	Theresa Rae	BK - 4	2503
Physical Ed/Health Curriculum	Amber White	Theresa Rae	BK - 4	2503
Art/Music Curriculum	Amber White	Theresa Rae	BK - 4	2503
Compass Gifted & Talented Programming	Amber White	Theresa Rae	3 & 4	2503
Technology Curriculum	Amber White	Theresa Rae	BK - 4	2503

NORTH BRANCH AREA SCHOOLS

Mission Statement

North Branch Area Schools...a learning community dedicated to excellence.
--

BELIEFS

- ☐ We believe children come first.
- ☐ We believe each child can learn.
- ☐ We believe collaboration among parents, students, staff, and the community is essential to school success.
- ☐ We believe learning is a lifelong experience.
- ☐ We believe that a safe and caring environment is essential to quality learning.
- ☐ We believe that high expectations lead to an individual's highest achievement.
- ☐ We believe in creating educational opportunities that meet individual needs.
- ☐ We believe that successful schools continually evaluate and adapt to changing needs.

ACADEMIC INTEGRITY AND HONESTY

Permission must be obtained before collaborating with AI chatbots (like ChatGPT) on any assignment and when AI is permitted to be used to enhance or elevate creative work, all text generated by AI must be cited.

ACCIDENTS AND INJURIES



Each child's records must contain information to guide school personnel in case of accidents. Our procedure will be to call the child's home first for directions. Should medical attention be immediately necessary, we shall use our own judgment and the emergency information provided for what we believe is in the best interest of the child. Parents must be sure to update the emergency information at the beginning of each school year and whenever emergency information has been changed.

ANNOUNCEMENTS

Appropriate announcements are made by office personnel at the beginning of the school day. Announcements concerning school functions or other events must have the approval of the principal.

ANTI-HARASSMENT POLICY (SB Policy [5517](#) & [5517.01](#))

What is bullying? Bullying is a form of harassment and is defined as: “the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling, and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money/ possessions, and exclusion from peer groups within the school.”



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

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

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

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property under the school's control. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

ASSIGNMENT NOTEBOOKS/PLANNERS

Students in 4th grade at North Branch Elementary School (and occasionally in other grades) are required to have a planner that can be used for writing down homework assignments and notes for parents, etc. Planners

are used to begin helping fourth-grade students with the transition to Ruth Fox Middle School. The use of the planner will allow parents to have additional communication with their child's teachers as well. If a planner is lost or destroyed, a child may be required to purchase a new one.

ATTENDANCE AND TARDIES (SB Policy 5200 & SB Policy 5230)

STATE OF MICHIGAN LAW

The State of Michigan General School Law provides in Section 380.1561 that "every parent, guardian or other person in this state having control and charge of any child between the ages of six (6) to the child's sixteenth (16) birthday, shall send that child to school during the entire school year. That child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

PHILOSOPHY

Parents, students, teachers, and administrators have the responsibility to monitor school attendance. Parents have an obligation under the law to ensure regular school attendance.

The staff at North Branch Elementary School believes that excellent attendance facilitates excellence in academics. In the event that a child is experiencing attendance problems, they will receive proper counseling and encouragement from school staff to attend school on a regular basis. Parents will also be involved in the process so the problem can be resolved. If problems continue, a report may be made for school truancy. Research clearly shows that regular school attendance is critical to academic success. Students may also be reported for truancy if they are tardy for school or leave early often.

Students are expected to attend school each and every day; however, circumstances inevitably arise which occasionally prevent a student from being in school:

- ☐ The student is ill. ([When is my child too sick for school?](#))
- ☐ The student has a medical appointment.
- ☐ The student is at a funeral.
- ☐ The student is needed at home on an emergency basis.

REPORTING STUDENT ABSENCES

- ☐ Absences will be considered unverified unless they are reported to the elementary office. For your convenience, you may contact the office by phone. Please leave a message if outside school hours.
- ☐ You may also provide the office with medical or other substantive documentation for an absence to be considered excused for the purposes of truancy. If absences are excessive, unverified/unexcused, and doctor's notes, etc. are not on file, the school may offer intervention up to and including a truancy referral. Parents may view their child's attendance records online at any time through our Parent Access link.

TARDIES

Students who come to school late must sign in at the office before going to class. Students are considered tardy if arriving at school late during the 1st half-hour of the day. After 9:20 am, students will be charged a half or whole day absence. Students will be charged a "leave early", if they are picked up after 3:20 pm. Students picked up before 3:20 pm will be considered absent (whole or half-day). Students who come to school late or leave early on a consistent basis, will be referred to the school truancy program.

PATHWAYS TO POTENTIAL PROGRAM

As a resource to families in overcoming barriers that may prohibit students from attending school, North Branch Area School has partnered with the Department of Human Services to bring the Pathways to Potential program to North Branch. Our Pathways to Potential Success Coach, Rene Pickering, is based in NBE to provide resources to the school and families. If you have any questions, please contact Mrs. Pickering, (688-3042 x2412 – rpickering@nbbronzos.net). www.michigan.gov/pathwaystopotential

BASE TEAM

If a student needs assistance in being successful academically or behaviorally a staff member may refer him/her to the BASE Team. The BASE Team meets regularly to discuss students who may be struggling academically, socially, or behaviorally. Your child's teacher may make a referral to the BASE Team to discuss any of these issues and to receive recommendations as to how to help your child be more successful at school.

BICYCLES

Children are allowed to ride bikes to school. Racks are provided for parking bikes; however, the school assumes no responsibility for them. For safety, the following rules must be complied with at all times.

- ☐ All bicycles must be parked in the racks provided.
- ☐ No student can ride bikes belonging to other students.
- ☐ Students are advised to use a bicycle helmet and to provide a lock for their bicycle to prevent theft.

BUS RULES AND REGULATIONS ([Transportation Website](#))



BUS RIDING IS A PRIVILEGE. You must follow all rules and regulations and treat your bus driver with respect. Any student who defies the bus driver in any way may lose his/her bus privileges. Drivers have the responsibility of getting students to and from school safely. They must have your cooperation at all times. Drivers may assign seats as needed.

If your child needs to ride a bus other than the regular bus, you must provide a note to the teacher and the bus driver.

1. While waiting for the bus:

- ☐ Arrive at your stop 10 minutes early as drivers are not to wait for tardy students.
- ☐ Stand quietly and respect people's property.
- ☐ Do not push, fight, or play games.
- ☐ Wait until the bus completely stops before attempting to board.

2. While boarding or departing the bus:

- ☐ Form a single line and step on and off quickly and quietly.
- ☐ Do not push, fight, or play games.
- ☐ Cross properly 10 feet in front of the bus after stopping and looking for traffic.
- ☐ **Preschool through fourth-grade students will only be dropped off if an adult is visually present.** When the bus driver determines that an adult is not present, the child will be returned to the North Branch Elementary School.

3. While on the bus:

- ☐ Students must remain seated while the bus is in motion.
- ☐ Students must not stand up to leave the bus or change seats until the bus stops.
- ☐ Students must not throw anything on or from the bus or extend any part of the body from open windows. The buses will not have windows down any more than three notches.
- ☐ The use of profane or vulgar language on the bus will result in loss of riding privileges.
- ☐ You are not permitted to litter on the bus at any time.
- ☐ Damage to seats or the interior of the bus will be paid for by the students involved and riding privileges will be withdrawn.
- ☐ Students are expected at all times to listen and follow directions from the bus driver.
- ☐ The only radios allowed on the bus are ones with individual headphones. **Any electronics brought onto the bus are the responsibility of the student. We will not be responsible for any items lost on the bus. If you do not want to take the chance of losing it, please do not bring it to school.**

Severe disruptions include, but are not limited to: minimum three-day suspension of bus riding privilege).

- ❑ Fighting (throwing a punch), improper language, obscene gestures, vandalizing, defying the bus driver, or stopping the bus driver from driving his/her bus in a safe manner.
- ❑ Any student who displays knives, sharp instruments of any sort, firecrackers, cigarettes, cigars (either lighted or unlighted), chewing tobacco, vaping paraphernalia, matches, rubber bands, water pistols, water balloons, etc. will lose his/her riding privilege. Please also note that glass bottles are not allowed on the bus.

5. In the event of an emergency:

- ❑ Stay calm & listen to the adult. Use the emergency door only during an emergency or drill.

CONTINUED DISREGARD FOR THE RULES AND REGULATIONS WILL RESULT IN THE LOSS OF STUDENT'S BUS RIDING PRIVILEGES. PLEASE BECOME FAMILIAR WITH THE STUDENT DISCIPLINE POLICY.

Bus Passes

To ride a bus other than the one assigned, the student must bring a written note signed by a parent/guardian to school and turn it in to their teacher. The office will issue a bus pass. In the case of a closed bus, the parent/guardian must receive prior permission from the transportation supervisor (688-3660).

It is important to include the following information in the note from home:

- | | |
|--|--|
| 1. Child's First and Last Name | 5. Please include the Bus Letter if it is not the same bus. |
| 2. Today's Date and Day of the Week | |
| 3. Teacher | 6. Provide the address with the house number and the name of the street. |
| 4. Name of resident's home your child is going to (please do not simply put "sitter" or neighbor" on the note) | |

Some bus routes may be closed due to overcrowding. Bus passes cannot be written for closed busses

COMMUNICABLE DISEASES (SB Policy 8450)

In the case of communicable diseases, please notify the school office. Students with a communicable disease will be excluded from school activities until released by their doctor, symptoms have cleared, or the time period has expired for that disease.

COMPUTER TECHNOLOGY AND NETWORKS (SB Policy 7540)

An Acceptable Use Policy, or AUP, must be on file for every student before the end of the second week of school to ensure the use of the school's computers and network. To view the district's AUP, please click the following link ([AUP](#)). Failure to abide by the conditions set forth in the AUP will result in disciplinary action including, but not limited to, the loss of privileges in using the school's computers and network.

Failure to return the AUP by the end of the second week of school will prohibit students from participating in activities that require the use of school computers and/or the network until the AUP can be processed by staff.



Examples of common violations of the AUP include, but are not limited to:

Tier 1 Offenses:

Music, email, video, instant messaging/chat, gaming, and others deemed inappropriate or distracting by staff

Tier 2 Offenses:

Involvement of violence, profanity, nudity, weapons or drug references and others as deemed inappropriate or distracting by staff

Tier 3 Offenses:

Hacking, downloading, bullying and others deemed inappropriate or distracting by staff

Consequences for AUP violations include, but are not limited to:

1st offense

Tier 1: One-day loss of computer privileges

Tier 2: One-week loss of computer privileges

Tier 3: Minimum of a two-week loss of computer privileges

2nd offense

Tier 1: Three-day loss of computer privileges

Tier 2: Minimum of a two-week loss of computer privileges and possible loss of recess or suspension

Tier 3: Loss of computer privileges for the remainder of the semester and a 3 day out of school suspension and placed on social probation

3rd offense

Tier 1: Two-week loss of computer privilege and possible loss of recess or suspension

Tier 2: Loss of computer privileges for the remainder of the semester and a 3 day out of school suspension

Tier 3: Loss of computer privileges for the remainder of the school year, a minimum 3 day out of school suspension, possible referral to the superintendent and/or board of education, possible report filed with law enforcement, and placed on social probation for the remainder of the school year.

CONCUSSIONS (SB Policy 5340.01)

To provide for the safety of student athletes, all athletic programs of the District shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth athletes. The District shall comply with whichever standards are more protective.

CONFERENCES

Parent-Teacher Conferences are normally scheduled after the first marking period. Individual conferences are scheduled with each of your child's teacher(s). In addition, we invite you to meet with your child's teacher(s) at any time during the school year as often as you feel necessary. Appointments may be scheduled by calling the elementary school or by sending a note or email to the teacher. We do not interrupt classroom instructional times, but are happy to take messages or connect you to the appropriate teacher's voice mail.

CONTROL OF BLOOD-BORNE PATHOGENS (SB Policy 8453.01)

The Board of Education seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The Superintendent shall implement administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally- mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

DISABILITIES (LCISD Special Education Website)

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State Law. Contact the building principal at (810) 688-3042 or district special education director at (810) 688-9324 to inquire about evaluation procedures and programs offered by the district.

DISCIPLINE/DUE PROCESS RIGHTS (SB Policy 5600)

In order for students to become active learners in the classroom, and be prepared to accept the responsibility of becoming a responsible citizen in our community, we expect all members of the North Branch Elementary family (students, parents, volunteers, and staff) to adhere to "The Stars of Good Behavior" which is listed below and posted throughout our school.

- ☐ Be Respectful
- ☐ Be Responsible
- ☐ Be Safe

School and classroom rules are based on "The Stars of Good Behavior". The following is the sequence of procedures that the staff follows as behaviors occur that do not follow the code of conduct.

1. Reminders and redirection by the teacher are the first level of intervention when needed. All teachers use a behavior system that may be a "color" system or clip-up clip-down.
2. If the problem continues, the homeroom teacher will try another intervention strategy which may include a conference with the student, a phone call or note to the parent, a time-out in the room, or a conference at recess.
3. If the problem is serious and is still not resolved, the student will be sent to the office with an office referral form from the staff member. The principal may utilize one or more of the following strategies: conference with the student, require the student to miss recess time, call the student's parents, schedule a parent conference.
4. In extreme situations, the student will be sent directly to the principal. Verbal or physical threats, disrespect, unsafe behavior, weapons possession, defiant behavior, will constitute an office visit. The above actions could result in loss of privileges or suspension. Suspensions are at the discretion of the building administration.
5. Restorative Practices: The school shall consider using restorative practices as an alternative or in addition to suspension or expulsion ([MCL 380.1310c](#)). The district emphasizes restorative practices in order to decrease the number of suspensions and expulsions.

Offenses

- ☐ Verbal or physical threats toward staff members or other students will result in disciplinary action, suspension, or expulsion.
- ☐ Sexual Harassment or harassment of other students or of staff members will result in disciplinary action at the discretion of school officials. Continued harassment (including name-calling) may result in long-term suspension or expulsion.
 - ☐ Definition of Harassment: anything that interferes with a student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's education opportunities. This may include making racial slurs, mocking behavior, or other demeaning comments.
 - ☐ Definition of Sexual Harassment: (may include but not limited to) verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome

touching, sexual jokes, posters, cartoons, etc., suggesting or demanding sexual involvement, remarks speculating about a person's sexual activities or sexual orientation.

- ❑ Hazing or Bullying (see separate section in the handbook)
- ❑ "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless or electronic device.
- ❑ **In emergency situations, the student will be sent directly to the principal. Fighting, possession of illegal substances, or defiant behavior will constitute an emergency. The above actions will result in detention, suspension, or expulsion. According to the drug and weapon-free school zone policy, authorities will be contacted if students are in possession of an illegal substance or weapon. Cigarettes are illegal for students and will be treated as such. Disciplinary action will be taken in the event that a child possesses a lighter, matches, fireworks, etc.**

Due process rights (SB Policy [5600](#) and [5611](#)):

- ❑ When a student is being considered for a short term suspension, (remainder of the school day) the administrator will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student with the evidence supporting the charges. After the informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, s/he and her/his parents will be notified and the child will need to be removed from the school. In the case of a school suspension (from 2-10 school days), the above due process considerations will be given to the student, including their right to explain their side. The decision regarding the suspension will be communicated either orally or in writing to the student's parents. A student or his or her parent/guardian may appeal the administrator's decision to suspend a student for ten (10) or fewer school days to the Superintendent. The Superintendent's decision is final.
- ❑ In the case of a long-term suspension (over 10 school days) or a school expulsion, the student and parents will receive the following information: written notice of the offense and opportunity for a Board hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board is convinced by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or the Revised School Code and that suspension or expulsion is the appropriate consequence. The Board's decision is final.
- ❑ **Students with Disabilities:** It is the policy of the District to follow all applicable State and Federal laws related to disciplining students with disabilities. Please see [NBAS Board Policy 5600](#), for more details.

DISMISSAL

No student will be allowed to leave school prior to dismissal without a written request signed by the parent or legal guardian. No student will be released to a person other than a custodial parent without written/phone permission provided by the custodial parent/guardian. Due to the large number of students that attend North Branch Elementary School and the hectic nature of the end of the school day, all phone requests for a change in dismissal should be phoned into the elementary office by 2:45 pm. **Calls made after 2:45 pm may not be honored.**

Students who are being picked up at the end of the day should bring a note from home stating that they will be picked up or message their child's teacher through Seesaw or email. Otherwise, they will be required to ride the bus or follow their normal dismissal procedure.

The school requires that students follow their normal dismissal procedure. The school staff will make every attempt to enforce these expectations with students. However, in the event that a student chooses to make a different decision at the end of the day, such as choosing not to go in the pick-up line or follow the bus line, they may be subject to disciplinary action for neglecting to follow the dismissal procedures.

Students who have not been picked by 3:50 pm and are still located in the North Branch Elementary office will be sent to FABS, by bus, and will be charged accordingly. FABS will be located at the North Branch Early Learning Center (6655 Jefferson Street, North Branch, Michigan, 48461).

DISTRIBUTION AND DISPLAY OF PRINTED MATERIALS

Display of posters and signs other than school-sponsored activities and distribution of printed material must have prior approval by the building principal.

DRESS CODE (SB Policy 5511)

Dress, grooming, and appearance may not be disruptive to the educational process, damaging to property, or violate reasonable standards of safety, health, hygiene, or decency. At the elementary level, permanent tattoos/hair dye, and body piercing can be disruptive to the educational process and are strongly discouraged. Students may be asked to remove/cover disruptive items.

1. Students must wear shoes.
2. No wallet chains, wheelies, bandanas (unless used as a facial covering).
3. Students may not wear clothing with negative, sexually suggestive, or unacceptable sayings/slogans, and/or advertising alcohol or tobacco products.
4. Shirts that are low cut, midriff-baring, open-back, side-baring arm holes or see-through may not be worn. Shirts must touch/overlap bottoms.
5. Shorts/Skirts must be fingertip length (or must have a 3-inch inseam)
6. Students should only wear shorts during periods of warmer temperatures.
7. It is strongly recommended that students wear closed-toe shoes on the playground. Many injuries happen to toes in the spring and fall due to inappropriate footwear.

Students who are dressed inappropriately may be asked to change or call home for appropriate clothing.
--

DRUG-FREE SCHOOL ZONE (SB Policy 5530)



The possession, use, or sale of tobacco, alcohol, or other drugs (including over the counter medications) is prohibited on school grounds. Students who bring these items to school (including matches, lighters, etc.) will be subject to the State of Michigan law as well as suspension or expulsion from school. Possessing, using, or being under the influence of any illegal or controlled drug substance or over the counter medication or any substance represented to be a controlled substance (i.e., caffeine pills, look-alike drugs, etc.) may result in disciplinary action and/or a referral to the police.

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 Schools of Choice policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

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

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the [District Homeless Student Liaison](#) with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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.

EQUAL EDUCATION OPPORTUNITY (SB Policy 2260)

It is the policy of this district to provide an equal education opportunity for all students. As such, North Branch Area Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Jim Fish, Superintendent - 810-688-3570

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (SB Policy 8330)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that North Branch Area Schools (NBAS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, North Branch Area Schools may

disclose appropriately designated “directory information” without written consent, unless you have advised North Branch Area Schools to the contrary in accordance with North Branch Area Schools procedures. The primary purpose of directory information is to allow the North Branch Area Schools to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want North Branch Area Schools to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the North Branch Area Schools in writing. NBAS has designated the following information as directory information:

- **a student's name**
- **major field of study**
- **participation in officially recognized activities and sports**
- **height if a member of an athletic team**
- **weight, if a member of an athletic team which requires disclosure to participate**
- **dates of attendance**
- **date of graduation**
- **awards received**
- **honor rolls**
- **scholarships**
- **school photographs or videos of students participating in school activities, events or programs**

FACILITY SECURITY (SB Policy 7400)

Buildings constitute the greatest financial investment of the District. It is in the best interest of the Board of Education to protect the District's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal law. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate public areas in and around the schools and other District facilities, and on school buses.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors and Board property and may require the prosecution of those who bring harm to persons and/or

property. The Board will seek repair to rectify the damage or payment of a fee to cover the cost of repair or replacement from the person(s) responsible. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent is authorized to install metal detectors and video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons:

- A. in school buildings;
- B. on District property;
- C. at Board-sponsored/controlled events.

FIELD TRIPS (SB Policy 2340)

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

FOOD SERVICE INFORMATION(SB Policy 8500) (Food Service Website)

North Branch Area School District is a CEP district participating under the USDA National School Lunch and Breakfast Program. What this means is that ALL students, regardless of income eligibility, will receive FREE breakfast and lunch school meals. We have a fiscal responsibility to stay in compliance and meet financial accountability; parents/guardians are responsible for second meals purchased by their student(s) from the National School Lunch and School Breakfast Programs as well as ala carte items (extra items).

Students are expected to have funds available on their Food Service Account for the purchase of these items. The district uses a prepaid debit system; therefore, when a student purchases a second meal or ala carte item, the amount is automatically deducted from the student's Food Service Account. The preferred method of payment is to pay online through the district's website www.nbbrncos.net by going to the Parent and Student Tab, then log in to Family and Student Access. Payments may be sent with your student (cash/check) or may be mailed to **North Branch Area Schools, ATTN: Food Service, PO Box 3620, North Branch, MI 48461.**



Policy Regarding Food Service Accounts

- Ala Carte items are CASH ONLY or students MUST have funds on their Food Service Account. Charges are never allowed for Ala Carte items.
- Purchasing milk alone is \$0.75 cents regardless of lunch account type.
- Adults and Staff are encouraged to have funds on their Food Service Accounts or pay at point of service. No charging is allowed.
- A full (reimbursable) lunch consists of 3 of the 5 components offered, (though 5 items may be taken); main entrée, fruit, vegetable, grain and milk.
- Adjustments will only be made by the Food Service Department.

If a parent or guardian wishes their child to only receive their free breakfast and/or lunch, they may contact the Food Service Office and controls may be placed on the account to block or limit ala carte purchases. Family and Student Access is a helpful tool to track your student's purchases, balances and payments and can be found under the Parent and Student tab.

With student meals free this school year, we kindly ask families to complete the Education Benefits Form. The information gathered from these forms is critical in determining the amount of money our school district receives from a variety of State and Federal supplemental programs. The Education Benefits Form is available in every school office and may be sent home at any time requested, call (810) 688-2226. The Education Benefits Form may be accessed on the district's website: www.nbbrncos.net located under the Food Service Department, then under Food Service Documents Tab.

Students will ALWAYS be served a meal, no matter the eligibility or balance of the food service account.

North Branch Area Schools prohibits public identification and all forms of lunch shaming with the specifics outlined below:

- Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to wear a wrist band or hand stamp
- Prohibits the requiring of students to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative balance
- Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to perform chores or other work to pay for school meals
- Prohibits the direct communication with a student about a negative balance unless your district has unsuccessfully attempted to contact the student's parent or legal guardian first through telephone, mail and electronic mail
- Prohibits discussing a negative balance with a student in the presence of other students

Special Dietary Needs

If a doctor has determined that your child has a special food sensitivity/allergy that would prevent the child from eating the regular school meal, the school will make ANY SUBSTITUTIONS PRESCRIBED BY A LICENSED PHYSICIAN. The physician's statement, including prescribed diet and/or substitution, MUST be submitted to the food service department before any special diet can be given to your child. The Michigan Department of Education's Request for Special Food Service Policy Dietary Needs Accommodations Form is available through the food service department and also available online at www.nbbroncos.net, located under the Food Service Documents tab, and needs to be filled out by a licensed physician. This provision is State mandated. The North Branch Area School's Food Service Department will work with the parent(s) and school staff to create a plan to manage a student's special dietary needs.

All treats brought into the building for distribution to others (i.e. birthday/holiday treats) must be store purchased, sealed upon arrival, and have a clear ingredient label attached. Any items not meeting these requirements will not be allowed into North Branch Elementary School.

School Meals follow the USDA guidelines:

- Meat/Meat Alternate, Grain, Vegetable, Fruit, and Milk

Updated: 06/12/2024

LUNCHROOM RULES

1. Eat your lunch
2. Talk quietly with students seated close to you
3. Stay seated
4. Clean up your table and floor area
5. One trip to the garbage when you are dismissed

GANGS AND GANG RELATED ACTIVITY

The presence of gang-related apparel, jewelry, accessories, or manner of grooming or behavior will not be tolerated. Also, intimidation or other gang-related behavior is unacceptable and will not be tolerated. The use or display of, possession of, or the production of gang-related symbols is also not allowed on school grounds. Students involved in any of the described gang behaviors will receive one or more of the following consequences:

- ☐ Parent contact/parent conference
- ☐ Suspension

HEAD LICE, SCABIES AND OTHER COMMUNICABLE DISEASES

In the event your child has head lice or scabies, it is important that the school office is notified. This is the primary way we have of monitoring these problems. Any student suspected of having these communicable conditions will be excluded from school and may not return until we have a statement from a doctor, the Health Department, or the school nurse stating that the child is free of active lice as well as nit free. **A head check**

must be conducted by school personnel before the child is allowed to return to his/her classroom. This is done to ensure the health and safety of all students. It has been our experience that the Health Department can be very helpful in dealing with these problems. You may wish to contact them if you have questions about head lice or scabies. It is your responsibility to check your child on a regular basis to ensure that they do not have head lice.

HEALTH INSTRUCTION (SB Policy 2414)

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

HEALTH SERVICES (SB Policy 5310)

In compliance with law, the Board of Education may require students to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. determine that the learning potential of each child is not lessened by a remediable, physical disability.

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

HEARING & VISION SCREENING

Early identification of hearing and vision problems increases each child's opportunity for academic and social success. According to Michigan law, a child's hearing and vision must be screened PRIOR to school entry. These services may be provided at your child's pre-school program or are available at your local health department. Children ages five and up are screened according to the following schedule located to the right:

Hearing and Vision Screening Requirements*		
Pre-school	X	X
Kindergarten	X	
1st Grade		X
2nd Grade	X	
3rd Grade		X
4th Grade	X	

HOMEBOUND STUDENTS (Homebound Services)

The school 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 regarding procedures for such instruction. Students who will miss more than five school days are eligible for homebound instruction. Medical documentation from a physician will need to be turned in to the school.

HOMELESS STUDENTS (SB Policy 5111.01)

Students living in the following situations are considered “homeless” and may be eligible for additional services including free lunch, etc.

*In a shelter, motel, vehicle, or campground

*On the street

*In an abandoned building, trailer, or other inadequate accommodation

*Doubled up with friends or relatives because of a lack of finances or affordable housing

If you have questions regarding this, please contact the district’s homeless student liaison coordinator Sarah Potoski (spotoski@nbbrncos.net or (810) 688-3042).

HOMEWORK POLICY (SB Policy 2330)

The assignment of homework can be expected. Student grades may reflect the completion of all work, including outside assignments. Homework is also part of the student’s preparation for success in school. The purpose of homework at North Branch Elementary School is to:

- Provide students with opportunities for independent practice and learning.
- Help develop good study habits and responsibility
- Help young people understand that learning can occur at home as well as at school

Parents can assist in making homework a successful experience in several ways:

- By providing a quiet, well-lit space for homework free of distractions.
- By regularly expressing that they value learning and school achievement.
- By providing a regular time for homework and/or reading at home.
- By checking to see that homework assignments are completed.
- By letting teachers know if special circumstances prevented homework from being completed.

Most assignments are short, require materials found at home, and designed for students to succeed.

HOMEWORK/VACATION WORK REQUEST POLICY

When your child is ill we want to honor requests for their work. Remember, students have the same number of days to make-up work that they have missed due to illness or vacation. When a student is home because they are sick, it might be to their benefit to wait until they are feeling better to receive homework. When they return, it is their responsibility to get work from their teachers.

Providing homework prior to a family vacation is at the discretion of the classroom teacher. Students have the same amount of days to complete the work that they miss while they are gone.

ILL STUDENTS

Any student who becomes ill in school should report to the office where office personnel will provide assistance or make a parent contact. Students who must go home because of illness must be signed out by a parent, guardian, or person authorized by the parent or guardian. Students will not be allowed to leave the building with unauthorized persons.

Please make sure that emergency information cards are updated yearly or when changes occur.



- The elementary school has a designated nurse station and quarantine area, for students who become ill at school.
 - Symptoms Requiring Absence and/or immediate pickup if at school:
 - High-Risk symptoms of an infectious illness:
 - Temperature $\geq 100^{\circ}$ and/or GI symptoms (diarrhea or vomiting)
 - Students must remain home until free of symptoms for 24 hours without medication.
 - Symptoms associated with Covid-19 in addition to the above:
 - Sore Throat
 - Respiratory symptoms (cough, congestion, sore throat, shortness of breath).
 - Allergies and Asthma symptoms are not acute respiratory illnesses.
 - Muscle Aches/Severe Headache
 - Unexplained loss of taste or smell
 - Other Illness requiring absence:
 - Strep throat (may return after 24 hours on antibiotics)
 - Pink Eye (may return after 24 hours on antibiotics)
 - Hand Foot Mouth (may return after blisters have scabbed over)
 - Unexplained rash
 - Stay home if exposed or tested positive for Covid-19
 - If a student develops any of the signs or symptoms listed above they will be isolated and parents will be contacted to pick up their child in a timely manner as they will not be allowed to ride the bus home.

*See [Appendix A](#) for information on COVID protocols, which will be located at the bottom of this document.

IMMUNIZATIONS (SB Policy 5320)

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. Please direct any questions on this policy to the NBE office.

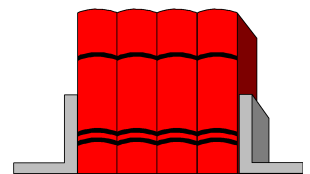
INSURANCE (SB Policy 8760)

North Branch Area School District does **NOT** provide medical insurance to cover your student in the event of injury. Instead, it has selected to offer you the opportunity to obtain student insurance to provide affordable coverage options (Contact Central Administration – 810-688-3570). If you do not have insurance, student accident insurance is absolutely vital. Even if you do have other insurance, you will probably have to pay a deductible or co-payments. Student accident insurance will help fill those expensive "gaps".

Resource: [MiChild Link](#)

LIBRARY

The Library appreciates your help in assisting children to respect public property. The books and other media are borrowed property and deserve the respect of the borrower. Keeping library books deprives others of their use. No fines are levied on overdue books, but a replacement amount will be charged if a book is not returned or lost.



LOCKERS

- ☐ The use of lockers by students is a privilege, not a right.
- ☐ Misuse of lockers, such as kicking them, marking on them, etc. may cause the student to forfeit his/her right to use them.
- ☐ Lockers will be assigned at the beginning of the school year by the homeroom teacher. Students are responsible for keeping lockers clean, free of stickers, and neat at all times.
- ☐ Lockers remain the property of the school district and may be subject to occasional inspection.
- ☐ Locks of any kind are prohibited.

LOST AND FOUND

Our lost and found at North Branch Elementary School is located in the Jefferson Trail hallway commons area just outside of the office doors. Students who have lost items should check there and may retrieve their items throughout the school day as well as after school hours. Many articles that accumulate during the year are never claimed, therefore any unclaimed items and clothing will be donated to charitable organizations in the community at the end of each month.

MEDICATION POLICY (SB Policy 5330)

We must have strict guidelines regulating medications as we are not in the business of prescribing medicines and are not trained to do so. Due to the amount of medications administered during the school day, we ask that you limit medicating your child during school hours.

- ☐ A doctor's written order needs to be provided for any type of medication, even over-the-counter medications that need to be given on a regular or as-needed basis. The doctor must complete a form or write a letter stating the student must take the medicine during regular school hours.
- ☐ We may not know if a student has an allergy or some other problem. "As needed meds" may still require a phone call to parents to check to see when the last dose was given and inform them we will be giving their child a dose.
- ☐ ALL medicines are to be in their original containers. Medications must have the student's name and dosage required clearly marked on the container.
- ☐ A parent or guardian must bring the medicine to the office personally and once delivered, they will be stored in a locked location.
- ☐ Only the school nurse, principal, teachers, or office secretary will administer medications.
- ☐ Asthma Inhalers/Epi-pens – The school will follow the written medication plan developed by the principal in conjunction with medical personnel.

MOBILE DEVICE HANDBOOK (1-to-1 Policy)

At North Branch Area Schools, it is our belief that technology will help to provide learners with a scalable and sustainable 21st Century learning environment that will have a positive impact on student achievement and literacy for all, while preparing students to be college, career and life ready.

In order to accomplish this feat, North Branch Elementary will provide a device for every student (Ipad or Chromebook) to help build their knowledge as they move through the elementary school. These devices will remain at North Branch Elementary School and will be directly in the classrooms where the students will have access to them.

The following link will take you to the full [NBAS Student Mobile Device Handbook](#).

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (SB Policy 2266)

The Board of Education of the North Branch School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education programs and activities.

PARENT AND FAMILY ENGAGEMENT (SB Policy 2112)

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.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

This year at North Branch Elementary, we are putting emphasis on our School-wide Positive Behavioral Interventions and Supports program. PBIS is a “proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on the prevention of problem behavior, the development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.”

As a part of this program, our school expects three basic things (Stars of good behavior):

★ Be Respectful

★ Be Responsible

★ Be Safe

In order to be consistent, these three basic principles are posted in every area of our school. The grid that is used is included on the last page of this student handbook.

As an incentive for meeting the PBIS goals (when in Phase 6 of the Michigan Return to School Roadmap) students will be invited to celebrations throughout the year, as long as they meet grade-level defined expectations in the following areas:

- Classroom Effort

- Good Behavior

- Attendance

BRONCO STARS OF GOOD BEHAVIOR (School-Wide Expectations)

Stars of Good Behavior Around Our School						
We have the right to...	Classroom	Hallway	Bathroom	Playground	Cafeteria	Bus
Be Responsible 	★ Take proper care of your desk & supplies ★ Raise Hand ★ Accept consequences without arguing	★ Stay in line in ABC order (on the right side of the hall) ★ Take proper care of your locker	★ Keep bathroom clean ★ Use bathroom in a timely manner ★ Wash hands with soap and water	★ Listen to adults ★ Accept consequences without arguing ★ Line up calmly when recess is over	★ Eat <u>your</u> lunch ★ Listen to adults ★ Line up calmly and appropriately	★ Stay in your seat ★ Listen to driver
Be Respectful 	★ Follow the Give Me Five signal ★ Use quiet voices ★ Use kind and encouraging words	★ Use quiet voices ★ Keep hands & body to yourself ★ Leave personal space between you and your neighbors	★ Respect the privacy of others ★ Use quiet voices ★ Use supplies properly	★ Include others ★ Use kind and encouraging words ★ Share and take turns	★ Talk quietly and politely ★ Use good manners ★ Clean up after yourself	★ Talk quietly and be polite ★ Keep hands & body to yourself
Be Safe 	★ Walk ★ Follow directions ★ Make good choices	★ Walk ★ Keep one foot in color zone on right side	★ Use bathroom in an appropriate manner (climbing & crawling are not allowed)	★ Follow equipment & playground rules ★ Keep hands & body to yourself ★ Make good choices	★ Stay at your seat ★ Raise your hand for help ★ Make good choices	★ Follow bus rules ★ Face the front of the bus ★ Go directly to your house

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS (SB Policy 8431)

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. The School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

Pesticide Management Notices will be posted on the [district website](#), and at the central administration building, in accordance with appropriate posting timelines.

PROGRESS REPORTS

Progress reports are sent home at the classroom teacher's discretion. If a student is having difficulty every effort will be made to contact the parent or guardian. Parents are encouraged to stay in contact with their child's teacher either through the use of the planner (if applicable), phone calls, and visits to the school or family access (a computer accessible grade report).

PROMOTION, PLACEMENT, AND RETENTION (SB Policy 5410)

Promotion to the next grade is based on the following criteria and is the decision of the school:

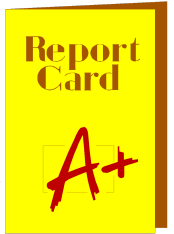
- *current level of achievement
- *potential for success at the next level
- *emotional, physical, and/or social maturity

PROTECTIVE SERVICES (Child Protection Law)

Protective Service Personnel occasionally come to the school office to speak to students if they have received a referral. The law states that protective services can speak to children without prior notification of parents. In the event that protective services request a conference with a child who is in attendance at school, office personnel will comply with the request.

PUBLIC ATTENDANCE AT SCHOOL EVENTS (SB Policy 9160)

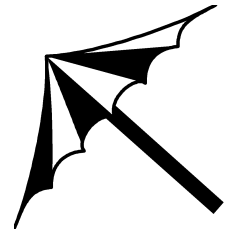
The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events. The Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with [Board Policy 7440](#) and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.



RECESS

In Phase 5 or 6 of the Michigan Return to School Roadmap, it will be our general policy to provide our students with an outdoor recess period each day. **Parents** should make certain that their child is dressed appropriately for the weather. We will have recess outdoors unless inclement weather conditions occur or if the temperature or wind chill falls below 10 degrees. Students without appropriate attire (boots, snow pants, hats, gloves, etc.) may be required to stay on the blacktop or report to the office for their recess time. Please make sure that all students bring shoes (no slippers) to school to wear in the classrooms.

If your child is unable to go outside for recess, you must send a note to his/her teacher. If it is necessary that your child remain inside for recess for an extended period of time, a doctor's note is required.



For the safety of all children on the playground, students are to follow our [Bronco Stars of Good Behavior Matrix](#) on the playground. Those students who are involved in unsafe behaviors (ex. throwing rocks/snowballs, hitting, bullying, etc.) will be sent to the office to discuss their choices with an administrator. An administrator may choose disciplinary action, as the **teacher or building administrator has the authority to remove recess privileges.**

REPORT CARDS

Report cards are issued at the end of the 1st and 2nd semester and are sent home with students. Progress reports are generally distributed around parent-teacher conferences.

SAFETY STANDARDS (SB Policy 7430)

The Board of Education believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

SCHOOL CLOSINGS

In the event of inclement weather or mechanical breakdown, the school may be closed or the starting delayed. These same conditions may require early dismissal from school. School closings, delayed starting times, or early dismissals from school will be announced over as many local radio and television stations as possible.

Radio - WWGZ - 103FM/1530AM, WKYO - 1360 AM, WMPC - 1230AM **Television** - Channels 5 and 12

North Branch Area Schools also uses a program called Skylert, linked to Family Access. This allows the superintendent and building administrators to personalize announcements to parents through a phone call,

email, or text. The superintendent utilizes this system in the event that school is canceled due to inclement weather. Please make sure that your contact information is current by checking Family Access.

If no report is heard, it can be assumed that the school is in session. It is very helpful if you do not call the school or the bus garage with questions about school closings. These telephone lines need to be kept open for emergencies. Such announcements will usually be given between 8:00 pm and 6:00 am.

SCHOOL SAFETY INFORMATION (SB Policy 8400)

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

The Superintendent shall convene a meeting for the purpose of conferring regarding the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper; discussing additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board, the County Prosecutor or his/her designee, and representatives from the local law enforcement agencies. The following may also be invited to participate in the meeting:

- A. building administrators;
- B. teachers;
- C. parents;
- D. Fire Marshal or his/her designee;
- E. representative(s) from emergency medical services;
- F. representative(s) from county emergency management service agency;
- G. School Resource Officer.

The Superintendent shall make a report to the Board about all such reviews and recommend the approval and adoption of any proposed revisions or additions.

Additionally, our building follows the Comprehensive School Threat Assessment Guidelines (CSTAG), in alignment with the Lapeer County Intermediate School District.

School Safety and Threat Assessment

At North Branch Elementary School, we prioritize the safety and well-being of our students, staff, and visitors. As part of our commitment to maintaining a safe environment, the school district has established a Comprehensive School Threat Assessment system to respond to potential threats of violence or harm to individuals (CSTAG). This system involves a team of trained professionals who will investigate, assess, and address potential threats to ensure the safety of all individuals involved.

Our goal is to create a safe and supportive school environment. The safety of our students and staff is our top priority. We work to ensure that our school is a safe place to learn, and we will take the necessary steps to protect our school community. We focus on prevention, early intervention, and supportive measures rather than

punitive actions. However, serious threats will be taken seriously and addressed appropriately to ensure the safety of everyone in the school.

What is CSTAG?

CSTAG is a framework used by schools to assess potential threats and take appropriate action to prevent harm. It involves a team-based approach with administrators, mental health staff, and, when necessary, law enforcement working together to address threats in a proactive and supportive manner.

Concerning Behavior

It is imperative that all students understand the seriousness of making any threats. We encourage all students to report any concerning behavior, threats, or statements that may indicate a risk to safety. If you hear or see something that doesn't seem right, speak up. You can report concerns to a teacher, mental health professional, or administrator.

What Happens After a Report?

When a report is received, our threat assessment team reviews the information to determine the level of risk. They classify threats as either transient or substantive:

- Transient Threats: These are typically made in the heat of the moment and don't represent a serious intent to harm. They can usually be resolved through mediation or counseling.
- Substantive Threats: These indicate a higher risk and require immediate action. The school may involve law enforcement, implement safety measures, and provide additional support.

SENDING MONEY TO SCHOOL

It is not advisable for students to carry extra money to school. Money for fees should be sent in a sealed envelope clearly marked with the pupil's name, teacher name, and purpose. Please make checks payable to "North Branch Area Schools."

SPECIAL CLASSES

In Phase 4 of the Michigan Return to School Roadmap, all elementary school students in grades Begin-a-Garten through 4th grade will receive instruction in Art, Physical Education, Music, and Computers by having the specials teacher come into their cohort for instruction. In addition, all students will have the ability to check out a book through the library, whether by physically going to the library or having the librarian bring books to their individual cohorts.

In Phase 5 and 6 of the Michigan Return to School Roadmap, all elementary school students in grades Begin-a-Garten through 4th grade will receive instruction in Art, Physical Education, Music, and Computers. In addition, all students will be able to attend the library each week.



SCHOOL PICTURES

School pictures are taken for the student's permanent record and are also used to identify each student. Prints of these pictures are made available for parents. Students will be notified of picture package prices by flyers or newsletters prior to the date scheduled for pictures.

SCHOOL SUPPLIES

Teachers provide a list of supplies that would be helpful for the students to bring to school. General supply lists are also available on the school website. These lists are recommended materials and arrangements will be made if a student is not able to bring the requested materials.

SEARCH AND SEIZURE (SB Policy 5771)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

SECTION 1 OF ARTICLE VIII OF THE STATE CONSTITUTION OF 1963

"Religion, morality, and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged."

SECTION 10 OF THE REVISED SCHOOL CODE

"It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil's parents and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe and positive environment."

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (SB Policy 2416)

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

STUDENT RECORDS (SB Policy 8330)

The school district maintains many student records including both directory information and confidential information. The school will not allow for the release of the social security number of a student, or other individuals except as authorized by law. 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.

STUDENT RIGHTS AND RESPONSIBILITIES (SB Policy 5780)

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 students' 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. Parents are encouraged to remain aware of their child's progress by utilizing Family Access to check their child's grades, etc.

Students must arrive on time, prepared to learn and participate in the education program. If, for some reason, this is not possible, the student should seek help from their teacher or the building administrator.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc. 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.

STUDENT WELLNESS (SB Policy 8510)

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

TELEPHONES (SB Policy 5136)

The phone in the office may be used by students with the permission of their teacher, before or after school, or during lunchtime with a pass from the lunchroom supervisor. Students will be allowed to use the phone in the office at the discretion of the office staff.

In terms of cell phones and other personal communication devices (devices that connect to and send messages from a cellular device) at North Branch Elementary School, they are to remain in a students locker throughout the duration of the school day. If students are to be found using a personal communication device

throughout the school day the following will occur. First offense will result in the personal communication device being confiscated and held onto by the teacher or administration until the end of the school day. At the end of the school day the teacher or administration will deliver the personal communication device back to the student to take home. The second offense will result in the students personal communication device being confiscated and a parent will have to pick the device up from the office. Administration discretion will be used in any further offenses.

TEXTBOOKS (SB Policy 5513)

Textbooks are provided by the school district. Students are expected to take good care of them. In cases of more than normal wear, students will be fined according to the degree of misuse. If a student loses a textbook, he/she may have to pay for the book.

THEFT

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

TORNADO/FIRE/EMERGENCY SAFETY PROCEDURE (SB Policy 8420)

In the event of an emergency, students, staff, and visitors will be instructed by the P.A. System as to the emergency and proper procedure. Safety drills will be conducted regularly, in accordance with state law, with a minimum of five fire drills, three lockdown drills, and two tornado drills a year. A required copy of the safety drill log can be found on the school website.

TRANSFER/WITHDRAWAL FROM SCHOOL

Parents must notify the school office in writing about plans to transfer their child to another school or educate through homeschooling. A 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 office for specific details.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING (SB Policy 7440.01)

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

VISITORS (SB Policy 9150)

In Phase 5 or 6 of the Michigan Return to School Roadmap, we would like to encourage you to visit your child's classroom at North Branch Elementary School at a scheduled time during the school year. Please register at the office before going to an individual classroom so we may contact you in the event that you have a message. Those people wishing to visit/volunteer must fill out a volunteer form and receive clearance by central registry.

NOTICE
ALL VISITORS
MUST GET
PASS AT OFFICE

All visitors are required to obtain a visitor pass which must be worn while in the building. Visitors are permitted in the classrooms and the cafeteria, but are not allowed on the playground.

Occasionally we have requests by our students to bring other children to school. We ask that any requests for student visitors are approved by the principal before a student visitor is brought to school. Visitors who are brought without prior approval will not be allowed to stay.

VOLUNTEERS (SB Policy 3120.09)

Volunteers are very special people at the North Branch Elementary School! Your pay is the smile of a child or a teacher who says thank you. Our school can always use parent volunteers. In Phase 6 of the Michigan Return to School Roadmap, if you would be interested in working in school as a volunteer, contact your child's teacher, the school administrative team, or the office. Research shows that parents involved in school activities have children who perform better in school. Parents who volunteer are required to fill out a Central Registry Clearance form (required by law). The district and school-parent involvement policy can be found on the school website.

WASHING AND DRYING OF CLOTHING

Throughout the school year our school staff will utilize a washer and dryer should there be a need that arises for items to be washed (ex: soiled clothing, spilled drinks/lunch, etc.). Our staff will do our best to have the clothing washed and dried before the end of the school day, however based on the time of the accident/spill it may be the next day before the clothing is returned. If your family does not wish to have your child's items washed or dried please notify the school office at your earliest convenience.

WEAPON FREE SCHOOL ZONE POLICY (SB Policy 7217)

The Board of Education of North Branch Area Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing firearms and/or dangerous weapons.

Accordingly, the Board of Education of North Branch Area Schools shall permanently expel a pupil from attending school in the School District, if the pupil possesses a weapon in a weapon-free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and conveying manner, at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the pupil.
3. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a weapon or dangerous weapon.
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Expulsions mandated under this policy shall also include arson and rape and shall be imposed in accordance with procedures for student discipline as established by the School District and as set forth in this student handbook or other appropriate documents.

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

Students using common objects that are intentionally used for the purpose of scaring or injuring another student such as pencils, pens, etc. may be subject to disciplinary action

USE OF CANINES (DOGS)

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school-owned property such as lockers, classrooms, desks, and automobiles or other motorized vehicles parked on school property. Students will not be asked to remove articles of clothing other than jackets and/or outer garments. Canines shall not be used to search students or sniff any persons under any circumstances. The canines must be accompanied by a qualified and authorized handler who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or in an automobile or other motorized vehicle shall be reasonable suspicion for a further search by the administration.

APPENDIX A: COVID-19 PROTOCOLS

TOPICS DIRECTLY ADDRESSED AS A RESULT OF COVID-19:

- We at North Branch Elementary will continue to follow Lapeer County Heath Department guidelines as they are made available.