

Explorer Elementary School

Student Handbook

2026-2027



*Visit our District website for more information regarding
Explorer Elementary, 3-5*

www.gowcs.net

(517) 655-2174

Dear Parents and Students:

Our mission is “to provide instructional excellence; engaging, integrated learning; and responsive intervention and enrichment for each student every day.” We accomplish this mission by providing every child with a **kind, safe, cooperative, respectful** learning environment, and by delivering a high-quality curriculum with excellent instruction.

We at Explorer will need your help in assuring that our mission becomes reality. Providing the best possible education for children requires a partnership between the school and the home. You as parents, grandparents, or guardians, are critical to the success of your children in school. Ask them questions, listen to them, read with them, and encourage them! We also rely upon you to reinforce our standards for attendance and behavior.

This handbook makes reference to the “Responsible Thinking Process,” which is a school process that creates mutual respect by teaching students how to think about what they are doing in relation to school expectations and provides them accountability for their actions.

We hope you find this handbook useful. It is designed to help you become familiar with our school, staff, expectations, procedures, and rules. Please take time to review this information and share it with your child.

Please contact us any time you have questions or suggestions. We welcome your input and truly appreciate your involvement! We look forward to a wonderful school year with your children and you.

Sincerely,

Explorer Faculty and Staff

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Explorer Elementary School Compact for Student Achievement

As a **parent/guardian**, I will:

- Send my child to school rested, nourished, prepared, and on time every day.
- Ask my child about his/her day.
- Praise my child's progress, no matter how big or how small.
- Encourage my child to solve problems in a positive way.
- Provide a place and time each day for my child to do homework.
- Attend parent/teacher conferences and special events.
- Communicate with the teacher.
- Help assure a safe and orderly learning environment at school, by reinforcing the "Responsible Thinking Process."

As a **student**, I will:

- Come to school with a positive attitude.
- Take responsibility for my learning.
- Follow school and classroom rules.
- Try my best.
- Respect the right of others so that our school is a warm and caring environment.
- Tell my parents/guardians what I did at school each day.
- Give my parents/guardians papers from my backpack when I get home.
- Complete my work neatly, accurately, and on time.
- I will show what respect looks like, feels like, and sounds like, by following the "Responsible Thinking Process" at school.

As a **teacher**, I will:

- Provide a safe, warm, caring, and supportive environment along with quality instruction.
- Assure that students and parents are aware of school and classroom rules.
- Explain and model behaviors and procedures expected of students at school.
- Assess and provide support for the academic, social, emotional, and physical needs of every child.
- Make appropriate suggestions regarding reading/learning materials and homework strategies.
- Keep parents informed of their children's progress through consistent communication.
- Be a lifelong learner and apply new skills and knowledge in my classroom.
- Welcome parent participation in the classroom and in achieving educational goals.
- Create an atmosphere of respect by teaching and using the "Responsible Thinking Process."

Explorer Elementary School Staff

(517) 655-2174

Third Grade

Sierra Brown, ext. 4690
Annah Brummitt, ext. 5630
Danielle Kopper, ext. 5270
Libbey Merrell, ext. 5310
Jen Norman, ext. 5230
Sarah Long, ext. 5400

Fourth Grade

Emily Byelich, ext. 5370
Kristina Foley, ext. 5320
Rebecca Reed, ext. 5550
Debbie Sileo, ext. 5390
Janelle Wheeler, ext. 5420

Fifth Grade

Shelby Buhl, ext. 5430
Andrea George, ext. 5360
Spencer Gillon, ext. 5460
Sonya Pake, ext. 5410
Keyan Roberts, ext. 5330
Nicole Thelen, ext. 5380

Student Support Personnel

Pam Daniels- Multi-Tiered Systems of Support (MTSS) Coordinator, ext. 5260
Colleen Feeney – Social Worker, ext. 5440
Amanda Gailitis – School Nurse, ext. 7017
Aubree Grimes- Responsible Thinking Classroom ext. 5300

Heather Lewis – Health Resource Advocate and Mental Health/Wellness Specialist, ext. 7008

Special Education

Lisa Briseno- Resource, ext. 5450
Caitlin Griffes – Speech, ext. 5610
Kelly Libants- Resource, ext. 5340
Kari Radzwion - – School Psychologist, ext. 4650
Marina Rine- Resource, ext. 5100

Academic Related Curriculum (ARC)

Carrie Hartges – Spanish, ext. 5570
Angie Herek – Visual Art, ext. 5210
Sean Ferguson – STEAM, ext. 5490
Brenna Richardson– Music, ext. 5500
Heath Plaxton - Fit for Life, ext. 5560
Jordan Williams - Fit for Life, ext. 4620

Common Instructional Areas

Alexis Thune- Media Center, ext. 4016
Multi-Purpose Room, ext. 5117

Main Office Personnel

Kathryn Kluzak - Principal, ext. 5001
Nancy Misailedes- School Secretary, ext. 5004
Leslie Wertz - Student Services Coordinator, ext. 4590

Please visit our website for the staff directory.

Williamston Community Schools Staff

Principal: Mrs. Kathryn Kluzak

Phone: 517-655-2174 ext. 5001 e-mail: kluzakka@gowcs.net

Superintendent: Dr. Adam Spina

Phone: 517-655-4361 ext. 3 e-mail: spinaa@gowcs.net

Williamston Board of Education

Phone: 517-655-4361 ext. 3 e-mail: WCSBoard@gowcs.net

Williamston Community Schools

Superintendent	Dr. Adam Spina	655-4361
Finance Director	Ms. Sarah Tynan	655-4361
Director of Student Services	Ms. Michelle Rosa	655-4361
Director of Technology	Mr. James Doyen	655-4361
Transportation	Mr. Rob Keith	655-1011
Director of Nutrition Services	Mr. James Davis	655-2142

Board of Education

President	Mrs. Sarah Belanger
Vice President	Mr. David Indish
Secretary	Mrs. Deborah Wolf
Treasurer	Dr. Christopher Lewis
Trustee	Mrs. Nancy Deal
Trustee	Mrs. Heather Gorsline
Trustee	Mrs. Amanda Hathaway Frattarelli

Discovery Elementary

Principal	Mrs. Cassie Pfander	655-2855
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Discovery & Explorer

Student Services Coordinator	Mrs. Leslie Wertz	655-2855
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Middle School

Principal	Mr. Adam Supianoski	655-4668
Assistant Principal	Mrs. Stephanie Chandel	655-4668

High School

Principal	Mr. Chris Armour	655-2142
Assistant Principal	Mr. Tim Standlee	655-2142

NON-DISCRIMINATION POLICY

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression and sexual orientation), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates including admission and employment.

Any questions or concerns regarding compliance with this policy may be directed to the following person:

Dr. Adam Spina, Superintendent
Williamston Community Schools,
418 Highland Street, Williamston, MI 48895
(517) 655-4361, spinaa@gowcs.net

Title IX Sexual Harassment Policy

The District prohibits unlawful sex discrimination, including harassment and retaliation, in any education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

Any questions or concerns regarding compliance with this policy may be directed to the following person:

Michelle Rosa, Director of Student Services
Williamston Community Schools
418 Highland Street, Williamston MI, 48895
(517) 655-436, rosami@gowcs.net

Homeless Students Due Process and Procedural Safeguards

The McKinney-Vento Homeless Education Program and board policy ensure the educational rights of homeless students. The District emphasizes the rights of homeless students to equal access to all educational programs and services for which they are eligible including transportation.

For further clarification or information contact:

Dr. Adam Spina, Superintendent
Williamston Community Schools
418 Highland Street, Williamston, MI 48895
(517) 655-4361, spinaa@gowcs.net

Our Day-to-Day Routines

Daily Schedule

Students should not arrive prior to 8:25. Students will be admitted into the building at 8:40 when the first bell rings.

8:25	Breakfast students admitted to the cafeteria
8:40	Students are admitted into the building and go to their classrooms
8:45	School begins – Tardy bell

Recess/Lunch Schedule

Student recess and lunch time is 42 minutes. Students have approximately 20 minutes of recess time and 20 minutes in the cafeteria to eat lunch. Depending on the grade level schedule, students may eat first, or have recess first.

11:00-11:21	3rd Grade Lunch/4th Grade Recess
11:21-11:42	4 th Grade Lunch/3 rd Grade Recess
11:45-12:06	5 th Grade Lunch
12:06-12:27	5 th Grade Recess

Attendance

Attendance at school is more important than ever before. Most of what happens in school cannot be replicated at home. Children work in teams, conduct investigations, and become immersed in learning by doing. When your child is absent, that opportunity is lost.

- **We encourage students to attend every day and arrive on time!** Instruction begins when the tardy bell rings, which means that your child should be in the classroom ready to learn at 8:45 a.m.
- Truancy/Tardiness guidelines: Attendance is monitored on an ongoing basis. If regular attendance is a concern, a member of the school staff will contact the parent/guardian, and a plan of support will be developed if needed. If, despite support, attendance issues persist, a report will be filed with the county truancy officer. The court system will determine if legal measures will be taken to ensure students are at school following this notification.
- Although we want your child to be in attendance every day, we realize that children do get sick. If your child shows visible signs of illness, or has a temperature of 100.4 degrees or higher, he/she should stay home. Please help us prevent the spread of illness to others by adhering to this recommendation. Should your child develop a fever during the school day, we will call and ask that you pick him/her up from school.
- The IEP or 504 team will determine and document whether or not the Attendance Policy, as written, will be applied, revised, or not applied for a student with a disability under IDEA or Section 504 whose disability affects or is suspected of affecting his/her attendance.

Elementary Attendance Timelines

- 8:45 - Car loop closes

- 8:46 - 10:00 am - Tardy - Parents arriving with their child should sign in at the office
- 10:00 - 12:30 pm- Morning halfday absence
- 12:30 - 3:45 pm - Afternoon halfday absence
- 8:45 - 3:45 pm - full day absence

Absences/Homework

- If students need to miss school, please leave a message on our voicemail 24 hours a day (655-2174). Absences can also be reported via the school website. We worry about students who are not here when no one has called – so parents please remember to let us know!
- If homework is needed for the child, we ask that parents follow these timelines:
Please call in the morning (prior to your student's scheduled lunch time) if you would like to pick homework up that school day or have it sent home. If a student is going to be absent for an extended time period due to illness or emergency, please let the school know as soon as possible so the classroom teacher may make necessary arrangements for homework.

Student Vacation Requests

We urge you to plan family vacations to coincide with school holidays. If this is not possible, we ask for your cooperation so that your child's learning will not be unduly interrupted.

- We request that you notify the school if your child will be away from school on vacation.
- Please work with the classroom teacher both before and after your vacation to assure that your child misses a minimal amount of schoolwork and instruction. While we would like to provide a list of assignments, this is not usually practical, given the nature of our instruction. Please see explanation under Attendance, page 9.

Getting To and From School

Arriving by Car

Please do not drop students off prior to **8:25 a.m.** There is no one available to supervise them prior to that time.

- The Discovery staff parking lot will be closed during arrival and dismissal. All students being dropped off by parent provided transportation should use the car loop.
- The main car loop which is located south of the Discovery staff parking lot will be for cars carrying **ONLY** Discovery students or Discovery **AND** Explorer students.
- From 8:25-8:35 the bus loop will be available for cars carrying **ONLY** Explorer students. This drop-off area will close to cars at 8:20 in preparation for bus arrival. If arriving after 8:20, please use the main car loop.

Bike Riders

Once students arrive in the morning, bikes must be parked in a bike rack and remain there until dismissal. Bike racks for students are located near the Explorer staff parking lot, next to door five (5). Under no circumstances should bikes be ridden on the sidewalk or driven in the area where buses are loading or

unloading. We encourage all students riding bikes to have a bike lock and to lock up bikes while at school. We cannot be responsible for stolen bikes at school.

We strongly recommend the use of bicycle helmets for all students while riding to and from school. Helmets may be brought into school for safekeeping and should be clearly labeled with the student's name. Contact the office if assistance is needed in obtaining a bicycle helmet.

Walkers

Students, and any adults walking their children to school, should arrive at our Walker Welcome Station, located at the Kids' Corner/Little Hornets Playground. From there, students will be escorted to the building by a Williamston Community Schools staff member. An end-of-day pick-up area for students is located east of the Walker Welcome arrival area near the back of the Explorer gymnasium. Students will be monitored by school staff in a safe outdoor area and released to families when they arrive in the parent/guardian waiting area.

Parents, please talk about rules for being a safe walker with your children. Through the police department we have developed what we feel is the safest way to get to and from school. Walkers are expected to follow these rules.

- All students who cross Highland Street should cross at the corner of Highland Street and Riverside.
- All students who cross Church Street should cross at the corner of Church Street and Highland with the crossing guard.

In the event that a crossing guard is not at the corner, students should be familiar with and use safe crossing rules.

Bus Riders

Bus riding is a privilege, and rules and regulations must be followed for safe and timely transportation. A bus driver deserves respect and courtesy. Any student who defies the bus driver in any way can lose his/her bus privileges. Drivers have the responsibility of getting students to/from school safely. They must have cooperation at all times. A driver may assign seats as needed.

A student must be at their stop five minutes before the bus arrives and ready to board the bus.

There shall be no running or shoving at loading and unloading zones. Parents are responsible for proper conduct of students when going to and from the bus stop, as well as at the bus stop. School authority begins when the bus arrives.

Students should always cross the street 10 feet in front of the bus. They should check both ways for oncoming vehicles. Other drivers do not always stop for students. The bus drivers will signal students to cross.

Students must remain seated upright and facing the front of the bus while the bus is in motion.

Students must be quiet at railroad crossings; students must remain quiet until the bus clears the tracks.

Students are not permitted to save seats for fellow students. Riders must move over and permit room for other students. Seats may be assigned at the discretion of the driver or Administration.

Classroom behavior is expected, and school handbook and code of conduct policies are to be followed.

Fighting or bullying will be considered a severe disruption and will not be tolerated.

Damage to seats or interior of the bus will be paid for by the student involved and riding privileges may be withdrawn.

Students must not throw anything on or from the bus or extend any part of their body from the open window.

Emergency doors must remain closed except in cases of emergency. Aisles are to remain clear and open.

Any student who brings knives, firearms, sharp instruments of any sort, firecrackers, cigarettes/cigars/vapes (either lighted or unlighted), chewing tobacco, matches, rubber bands, water pistols, water balloons, etc. may lose his/her riding privileges.

Students are not permitted to bring any object on the bus which is too large to be held on the student's lap.

No glass containers, animals (except service animals), or radios are permitted on the bus.

Cell phones, tablets, and other electronics should only be used with earbuds for music or games. Any devices used for taking or sharing pictures or video will not be allowed. Any inappropriate misuse will not be tolerated. A driver is not responsible for any broken items brought on the bus.

Students may not eat or drink on the bus. There are many food allergies. This prevents any unnecessary contact.

Students are not permitted to litter on the bus.

Use of profane or vulgar language on the bus may result in loss of riding privileges.

Continued disregard for rules and regulations will result in the loss of student bus riding privileges.

When school is cancelled for any reason, the information will be broadcast by radio stations in the Lansing area and on the District's website.

Changes from Daily Routines

Going someplace different after school

Changes in end of day plans should be communicated through the Pikmykid app no later than 3:15 pm. The app provides a secure way for notifying the office, classroom teacher, car loop staff, and transportation department about any adjustments in your child's schedule. A parent information guide, which includes directions for downloading the app to your iOS or Android device will be shared with families and will also be available in the office. Please contact our office if you need assistance getting signed up.

Students will not be allowed to ride a different bus unless a parent has cleared it through the Transportation Department. **All bus passes must be approved by the Transportation Supervisor.**

Leaving during the school day

If students must leave during school hours, please be sure to notify the school. Students must meet the person picking them up in the office. We ask that parents sign students out at that time. To minimize time out of the classroom, students will not be released to the office early to wait for early pickups. Upon verification that a parent is in the office, students will be released to the office from their classroom.

Closing of school

During the school year, it may become necessary to close school, delay the opening of school, or dismiss early. You can get this information from the district website at www.gowcs.net or local television and radio stations. The District will also use School Messenger, an automated notification system, to inform parents/families. Directions for enrolling in School Messenger can also be found on the District Website. Parents may keep students home if it is felt it is unsafe to travel to school due to weather conditions. In the event of a delay, students should arrive at school no more than 15 minutes before the announced start time.

Fire, Tornado, and Emergency Drills

We conduct fire, tornado, and lockdown procedures in accordance with Public Act 12 of 2014. Records of completed drills will be posted on the school homepage within 30 days and remain there for three years. Students will have emergency procedures explained by their teacher. Emergency folders, outlining these procedures, are available in all classrooms.

Enrollment Information

We ask that you keep us informed of any changes when they occur to your personal information throughout the year. You can do this by either stopping by or by calling the office and requesting that the changes be made.

The purpose of maintaining the enrollment information is to inform the school of your child's medical needs/limitations, and to provide accurate information, should we need to contact you in case of an emergency. We also ask that you designate other adults who may pick up your child from school or whom should be contacted if you are unavailable. Without these phone numbers, we cannot reach you, and your child does not have access to you at a time when he/she most needs you.

Birth Certificates, Immunizations, and Proof of Residency

Michigan Law requires all schools to have on file a birth certificate and a current immunization record of each child. All children entering school must be adequately immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, hepatitis B, rubella, and chickenpox. Parents or guardians must present to school officials by the first day of entrance into school a certificate of immunizations or a statement of exemption. When your child receives a booster shot, be sure to notify the school so that the student record can be updated.

Williamston Community Schools also requires consent for disclosure of immunizations in addition to proof of residency for children enrolling in school.

Exceptions to the above policy will be made in accordance with the McKinney-Vento Homeless Education Assistance Act.

Medical Needs at school

A medical release is required to excuse a student from Fit-for-Life and outdoor recess.

If a student needs medicine (whether prescription or over-the-counter) while at school, please follow these guidelines:

- Students are not to keep any medication in their possession during the school day, unless directed by a primary care provider.
- If you wish your child to have over the counter or prescription medication while at school, please obtain a medical form from the office or online at gowcs.net. It must be signed and returned to the office along with the medication in its original container. All medications (prescriptions/OTC) will be dispensed to the student, only after written permission is on file. This would be a completed medication form filled out by the parent/guardian or the primary care provider in the case of prescription medications. This policy includes cough drops and other similar over the counter medications.

If a student has serious allergy concerns including those that may necessitate the use of an inhaler or EpiPen, please complete an allergy action plan which is available through the school office.

- With a primary care provider's written recommendation, students may keep inhalers or EpiPens in the classroom or if a family wishes to have their child carry an inhaler or EpiPen throughout the day, please be sure the school is aware of this arrangement through their allergy action plan.

Student Records

Pursuant to Williamston Board of Education policy, a parent or guardian of a student under 18 years of age may have access to the cumulative records related to the student. Parents or guardians interested in reviewing their child's records should phone or write the elementary principal to request a review.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 30 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
2. The right to request the amendment of the student’s education records that the parents or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the records as requested by parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that Williamston Community Schools obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated “directory information” without your written consent, unless you have advised the District to the contrary.

Directory information includes:

- student names, addresses, and telephone numbers
- image and/or likeness to include photographs and video
- date and place of birth
- major field of study
- grade level
- enrollment status (e.g. Wilson Talent Center, Kids' Corner & Little Hornets)
- dates of attendance (e.g. 2017-2021)
- participation in officially recognized activities and sports
- weight and height of athletic team members
- degrees, honors, and awards received
- the most recent educational agency or institution attended

If you do not want your student's directory information released, complete the District Directory Information and Opt-Out form that is included in the online enrollment portal.

Home/School Communication

There are many ways to contact classroom teachers regarding questions you may have. Each teacher can be contacted by phone, e-mail, letter, or in person by appointment. We encourage this communication and pride ourselves in being available for our community.

Joint Custody/Dual Home Situations

In order to accommodate the unique needs of joint custody situations, we appreciate your help. If your child resides at more than one residence or if non-custodial parents wish to receive school communications, please contact your child's classroom teacher and make sure PowerSchool contact information is up to date for both households.

Report Cards

Report cards will be issued two (2) times during the school year.

Parent/Teacher Conferences

Teachers will meet twice yearly with parents at a time that is convenient for both parties. Conferences may be held in-person or remotely. Teachers will contact parents to schedule conferences.

- One conference time will be afforded per student in consideration of each teacher's busy conference schedule.
- The fall conference will take place sometime after the start of school and before the end of the first semester.
- The spring conference will take place sometime during the months of January-March.
- Even though we have conferences twice a year, situations and concerns arise that warrant additional parent/teacher contacts. Please contact your child's teacher **whenever** you have questions or concerns. Most situations can easily be resolved by working together and getting first-hand information immediately.

Open House

Each year, with circumstances allowing, Explorer Elementary School will hold an Open House prior to the start of school. The purpose of the Open House is to give parents and students the chance to meet the teacher and for students to familiarize themselves with the school and classroom. Open house is an informative and enjoyable evening for parents, students, and staff.

Visitation

Visitors

We welcome visitors to our building when circumstances make it safe to do so. When visiting our building, please keep the following procedures in mind:

- In the interest of student safety, we do not have visitors in the building during student arrival and dismissal times. Parents wishing to drop off and pick up students from school should use the car loop or Walker Welcome Station.
- *All Visitors*, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.
- Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clear visible location. All visitors must return to the main office and sign out before leaving the school.

Student Visitors

We ask that student visitors **not** be brought to school. While it is exciting to share our classroom with relatives and friends, such visits can be very disruptive to the learning environment.

Pets

We know you love your pets and consider them to be part of the family. However, in the interest of safety, we ask that you do not bring dogs or cats onto school grounds or into the school. If you must bring your pet with you when you pick up your child, please leave it in the car or wait at the end of the driveway.

Service Animals

Service animals are allowed on district property (district policy #5032) to assist individuals with disabilities. Animals might be present in a wide variety of locations throughout the school day, to include buses and before and after school events. Should you have questions or concerns regarding the authorization or use of service animals, please contact the building principal.

Community Relations

Volunteers

At Discovery and Explorer Elementary Schools we appreciate the time and talents of our community members. Volunteers contribute in a variety of ways to the education of our students. We are in need of volunteers to read to students, chaperone study trips, assist with special events in classrooms, and support various other activities. Parents are also needed to participate as representatives on school improvement committees. Some classroom teachers also use volunteers to help support curriculum and prepare materials. The PTSA also sponsors a volunteer program for the schools. We invite any parents, grandparent, or community member wishing to volunteer some of their time and skills to our students to inquire with teachers at open house in the fall or throughout the school year.

To ensure the safety of our students, all volunteers will be required to complete a basic background check prior to working in the building. Michigan State Police criminal background checks will be required of **any** adult interacting directly with students. This includes classroom activities or study trips. These checks will be done by the school district after background check paperwork has been submitted by perspective volunteers. There is no cost involved with having a background check completed. Please see the building secretaries to obtain a copy of the form in advance of volunteering.

We ask that volunteers sign in at the office upon arrival and get a pass each day they are on campus.

Homework Policy

Specific homework policies and expectations will be established and communicated by each grade level team. Teachers will communicate the homework policy at the beginning of the year and information about applicable assignments thereafter.

Technology Policy

We recognize that elementary students increasingly have access to personally owned tablets and other devices through which they can read and complete various academic tasks. Explorer students and parents will be asked to review and electronically sign the *Explorer Elementary Technology Agreement* at the beginning of each school year. The agreement outlines expectations for responsible technology use pertaining to school computers as well as the policy regarding the use of personal devices at school. Explorer Elementary is not responsible for lost, stolen, or damaged devices that students choose to bring to school.

Cell Phones and Communication Devices

We understand that some families wish for their child to have a cell phone at school for communication before or after school. Permission for a cell phone to be brought to school must be indicated by the parent on the *Explorer Elementary Cell Phone and Smartwatch Agreement*. This document is part of the paperwork filled out by families in the enrollment portal. Cell phones must be turned off and remain in the backpack during the school day. They may also be turned into the office for safe keeping. Other communication devices that act as cell phones, such as smartwatches, are not permitted in class unless calling and texting features are disabled. If a student uses their phone or similar device during the school day without permission from the teacher, it will be held in the office until a parent is able to pick it up.

The use of any recording, video, or camera functions without the consent of the subject (students, staff, building guests, etc.) is strictly prohibited.

Student Support Services

Library

The school library will be open from 8:30-3:30. Students will be limited to checking out two books at a time. If damage or loss occurs, students will be expected to repair or replace the item.

Title 1 Services

Explorer Elementary School has intervention services available for all students in grade 3-5 who demonstrate the need for additional academic support. Parents will be notified of eligibility. Students are referred to receive intervention support by the classroom teacher when it becomes evident that additional or alternative programming may be appropriate for a student not meeting grade level expectations. For additional information see Board Policy #7175 Parent/Guardian Involvement in Education.

Special Education

Through the Ingham Intermediate School District and the Williamston Community Schools, a full continuum of services is available at Explorer Elementary School. If you feel your child needs any of these special services, please contact your child's teacher, the building administrator, or the Director of Special Education.

Notice of Section 504 Due Process Procedural Safeguards

Section 504 of the Rehabilitation Act prohibits discrimination on the basis of handicap in all programs and activities operated by a recipient of federal financial aid. For purposes of affirmative assistance (regular or special instruction, supplementary aids and services) the statute defines a "handicapped person" as "any person who has a physical or mental impairment which substantially limits one or more major life activities." Under Section 504, school districts must provide free appropriate public education (FAPE) to eligible students in elementary and secondary programs.

When a student is referred for an evaluation because of a suspected handicap, or when a student has been determined eligible under Section 504, the parent or guardian of that student has certain rights. Any parent has the right to file a grievance for suspected/alleged disability harassment.

Visit the district website for further clarification, information, or contact:

Building 504 Coordinator:

Mrs. Leslie Wertz
wertzl@gowcs.net
(517) 655-2855 ext. 4590

District Director of Student Services:

Ms. Michelle Rosa
rosami@gowcs.net
(517) 655-4361 ext. 5108

Social Work

Williamston Community Schools provides social, emotional, and behavioral support through our PBIS programs. As part of the PBIS continuum, school social work support is available to students, parents, and staff on our elementary campus. All students may interact with and receive support from our social workers during classroom lessons or short-term individual counseling. Parental permission is required to participate in psychoeducational support groups, peer-to-peer groups, and/or long-term individual support. The school social worker also provides referrals to outside counseling and therapy when such support is warranted or requested. Confidentiality is assured unless a student reports suspected abuse or neglect, is a danger to self or others, or a release of information is on file.

School Social Worker: Colleen Feeney, feeneyc@gowcs.net (517) 655-2174, ext. 5440

Threat Assessments

We work hard to ensure safety, including the mental and physical wellbeing of our students and staff. In the event that a staff member or student hears a student make comments or threats that suggest students, staff, or the individual student may be at harm, a threat assessment will be conducted. The threat assessment will be facilitated by a social worker with the support of a school-based team. Results of the assessment will be shared with the student's parent or guardian.

Lunch and Breakfast Information

All students are eligible to receive one free breakfast and one free lunch each day that is provided through the state's School Aid budget.

Students who bring lunch from home should pack a lunch that does not require heating in a microwave. Microwaves are not available for student use.

Students who are lactose intolerant may get a note from a primary care provider in order to substitute juice for milk.

Healthy Snacks

Snacks that meet the USDA guidelines may be available for a small fee each morning in the cafeteria.

Study Trips

Teachers may arrange study trips for their class. These trips broaden and enhance the curriculum by giving students a firsthand experience that books, pictures, and technology cannot provide. Occasionally, parents may be asked to help supervise students during a trip. Advance notification will be given regarding scheduled study trips. When parents are asked to supervise study trips, we ask that siblings not be brought along.

Fifth Grade Camp

Our fifth graders participate in a fun and challenging educational experience each fall. Fifth grade teachers will send home information regarding camp soon after school starts.

Classroom Parties

Classroom teachers may arrange small room programs and/or parties for special days such as Halloween, the winter holiday season, and/or Valentine's Day. Parents who wish that their children do not participate in these celebrations are asked to contact the classroom teacher directly. As a part of our enhanced safety measures, we will limit adult participation in class parties to pre-arranged volunteers. Teachers will have sign-up opportunities for parents interested in assisting.

Weather permitting, elementary students will participate in a Halloween parade near the school. Families are welcome to observe this outdoor celebration. If, due to inclement weather, the parade is canceled, students will have a classroom party with their teacher and classmates, and with the support of pre-arranged party volunteers.

Birthdays and Out-of-School Celebrations

Invitations to birthday or other out-of-school celebrations should be handled outside of the school day.

School Pictures

Photographs of all students are taken each year for school records purposes. Parents are under no obligation to purchase photos but do have the opportunity to purchase them through advance ordering.

You will receive information prior to the date of pictures being taken. Watch for information in your child's classroom newsletter! A make-up picture date will also be determined and published later in the school year.

Use of School Materials

Students are provided with necessary materials for classes. These materials are provided by the school but must be taken care of by the student. Any destruction, loss or misuse of books, desks, or any other school property will be charged to the student. A replacement fee will be charged for lost books.

School Telephone

The school phone is a business phone and is in constant use throughout the day. For this reason, phone use by children will be closely monitored. Calling parents to arrange visits to a friend's house during the evening will not be allowed. Arrangements like that should be taken care of at home.

Lost and Found

- The Lost and Found items are located on the hooks near the Discovery office and the Explorer gym.
- Fragile items, such as watches, eyeglasses, jewelry, and valuables like wallets and keys will be held at the office until someone comes to claim them.
- Except for classroom/school activities and the purchase of lunch, we strongly suggest that students **not** bring money to school. If it is a must, please notify the teacher to make arrangements for safekeeping.
- Anything a student brings to school (backpacks, lunch boxes, hats, gloves, coats, sweatshirts, boots, etc.) should be labeled with his/her name.
- All unclaimed and unidentified lost and found articles will be donated to local charities throughout the year. Families will be notified when this occurs.

Appropriate Dress

- We suggest that students come to school in neat, clean, and comfortable clothing. Parents, please remember that we work hard and play hard here. Formal clothing will probably not receive the care it deserves at school.
- Students are not permitted to wear apparel that causes a substantial disruption in the school environment-
- Students go outside every day the weather permits at Explorer Elementary School. They need jackets, gloves, hats, and boots during the winter months. Children remain indoors for recess on days when the wind chill at school is below 0 degrees Fahrenheit at lunchtime. We do not send children outdoors when it is raining, but on occasion the weather changes during recess time. **Please pay attention to weather forecasts to best anticipate the appropriate clothing needed for the expected weather for all seasons school is in session.**
- All student outerwear should have a name written somewhere to identify the owner.
- Hats, bandanas, and hoods are **not** to be worn inside the building.
- Students should have shoes at school to wear in class. Boots are worn outdoors and stored in the locker/hallway area while students are in class. Heelys and other wheeled shoes are not permitted.
- When visiting the community pool during school hours, swimwear must be consistent with the appropriate norms as established by the facility. Cutoff shorts and thong swimsuits are not permitted.

Explorer Elementary School Content Offerings

- Explorer Elementary School students receive instruction in math, language arts, social studies, science, health, and Academic Related Curriculum (ARC).
- Academic Related Curriculum (ARC) classes include Fit for Life (physical education), Music, Spanish, STEAM, and Visual Arts. All Explorer Elementary school students typically receive 50 minutes of ARC instruction each day.
- Parents are welcome to preview our reproductive health lessons prior to their children seeing the material. Parents who wish their child to be excluded from some or all of these lessons need to let the teacher know in writing.

- If you would like a copy of any parts of the curriculum, please contact the school office.
- Students will need athletic shoes to wear during Fit for Life classes.

Attendance at High School Athletic Events

Any student in the 8th grade or younger must have an adult present for entry and supervision during any Williamston High School athletic event. This policy is in place to ensure the safety of all students.

BEHAVIOR EXPECTATIONS

Williamston K-5 Elementary Campus Student Code of Conduct

- The Williamston Community K-5 Elementary Code of Conduct is available on our website. Copies can also be made available upon request. Please review this document with your family and direct any questions you may have to the office.
- In order to help students get the most of their educational experiences, it is necessary to have a school where students are safe, secure, and have respect for themselves and others. The purpose of the Code of Conduct is to clarify behavioral expectations and provide a fair, consistent, and effective way of providing an effective educational environment.
- The Williamston Community School District is committed to schools that are safe and free from alcohol, cigarettes, drugs, pornography, weapons, violence, and bullying.

Please read over the Code of Conduct. In the area describing weapons, the state code is clear on the definition of a “dangerous weapon.” The school district is further clarifying the definition of weapon as:

Any object, instrument, or device that might cause or has caused a person to fear for his/her well-being or has caused an injury.

Students charged with weapon offense will be subject to any consequences noted in the Code of Conduct. We ask you to counsel your children against bringing personal items to school that might be misinterpreted as a weapon (e.g. a penknife, a leather awl, etc.)

Safe and drug-free schools are a product of individual “good judgment.” It is important for all of our students to develop an attitude that puts school achievement and good common sense as priorities.

Explorer Elementary Students are Kind, Safe, Cooperative, and Respectful

The general expectations for behavior at Explorer Elementary School are quite simple. It is our goal that Explorer Elementary School students will always behave in the following ways:

- Kind- Treating each other kindly, saying only good things, and helping each other.
- Safe- Being careful that no one gets hurt and solving problems by talking them through.
- Cooperative- Working together, listening to each other, sharing, and doing their part.
- Respectful- Taking care of property, our environment, and other people’s rights.

The following matrix has been developed to inform and support positive behaviors in our school.

Discovery & Explorer Behavior Expectations Matrix

Expectations Location ↓	<u>Kind</u> We consider how our words and actions will make others feel.	<u>Safe</u> We make choices that keep those around us and ourselves free from emotional and physical harm.	<u>Cooperative</u> We work together, listen to one another, and solve problems by talking about them.	<u>Respectful</u> We treat others the way we want to be treated and take care of our school environment.
All Areas	•Use school friendly language •Show manners toward others, "Please", "Thank you, "Excuse me"	•Keep hands, feet and objects to yourself	•Follow adult directions	•Consider other people's ideas, time, and personal space
Recess	•Include others in games and play •Wait patiently for your turn during games, or when playing on the play structures	•Leave nature on the ground •Go down the slides feet first •Keep hands and feet to yourself •Sit on your bottom to swing	•Follow the rules of the game •Listen to other people's ideas •Take turns •Share playground equipment	•Line up quickly when you hear the whistle •Stay within recess boundaries
Hallway	•Acknowledge others quietly with a wave or smile •Be aware of others in the hallway	•Walk •Face forward •Keep your hands and feet to yourself	•Stay in a line •Respect the personal space of others	•Use a quiet voice if you need to talk •Stay on one side of the hallway •Keep your hands and feet off the wall
Cafeteria	•Use manners with lunch staff and classmates •Include others in seating	•Walk •Eat and touch only your lunch •Remain seated •Keep chair legs on the floor	•Clean up after yourself •Raise your hand for help	•Keep your hands on your own food and belongings •Use quiet voices as you enter and exit the lunchroom
Classrooms	•Be inclusive of others •Be helpful toward your teacher and classmates	•Walk •Use materials appropriately •Keep all 4 legs of chairs on the floor	•Participate in class activities and discussion •Be ready to learn	•Listen to the person talking •Use classroom materials for their intended purpose

Expectations Location	<u>Kind</u> We consider how our words and actions will make others feel.	<u>Safe</u> We make choices that keep those around us and ourselves free from emotional and physical harm.	<u>Cooperative</u> We work together, listen to one another, and solve problems by talking about them.	<u>Respectful</u> We treat others the way we want to be treated and take care of our school environment.
Office	•Use a quiet volume level when talking	•Touch or handle only approved items from office staff	•Wait in the area the adult asks of you •The button for entry to Discovery is for adults or emergencies only before school.	•Wait quietly until acknowledged by office staff
Computer Lab/Technology Use	•Help others with computer problems when you are able, ask for adult help if you are not sure how to fix the problem	•Carry Chromebooks and other technology with two hands	•Visit only teacher approved websites	•Use a gentle touch on the keyboard and mouse •Logoff websites when instructed to do so the first time
Waiting Before School	•Use positive words, tone of voice, and actions interacting with others •Greet people	•When doors open to allow you in the building, wait for others in front of you to enter without pushing or shoving •Walk to your destination	•Stay in the waiting area for your grade level until 8:10 am	•Stay on the sidewalk or designated area while waiting
Bathroom	•Use the bathroom for its intended purpose •Report problems or unclean conditions to an adult	• Keep water in the sink •Use soap correctly, one squirt to wash your hands •Walk	•Flush the toilet •Throw your trash in the waste basket •Return quickly and quietly back to class	•Use a quiet voice •Clean up after yourself •Give others privacy
Bus	•Make room for others to sit comfortably	•Stay in your seat •Keep your head, hands and feet inside the bus •Stay back 10 feet from your arriving bus	•Listen closely to bus driver directions •Assigned seats may be given	•Always leave your seat area clean • Keep feet, backpacks, book bags and other items within the seating area

Playground Behavior

- When out on the playground, students are encouraged to run, play games, use equipment, or socialize with other students.
- Students are still expected to behave in **kind, safe, respectful, and cooperative** ways.

The following guidelines will help students act in a kind, safe, respectful, and cooperative manner:

1. Students need to follow directions from teachers or other adult supervisors.
2. Students must have permission from an adult to leave the playground.
3. Students must stay within the playground boundaries established by supervising staff.
4. Students must be respectful of classes in session.
5. Students should avoid muddy and ice-covered areas.
6. Tackling is not permitted. Only touch football may be played.
7. Students should remember to keep hands, feet, and unkind words to oneself.
8. When a problem arises with another person, try using conflict resolution skills that all students have been taught. If help is needed, get an adult supervisor right away.
9. Sticks and stones found on the playground are not toys. Please do not pick them up for play or use.

Playground equipment is fun but can be dangerous. Please follow these guidelines:

Slides-

- Only two students on the ladder and only one student on the slide at any one time.
- Slide down in a sitting position only.
- Support poles are not to be slid on or climbed.

Swings-

- One person on a swing at a time.
- Do not twist, swing sideways, or jump off a moving swing.

Indoor Recess behavior

Children remain indoors for recess on days when the wind chill at school is below 0 degrees Fahrenheit, when it is extreme inclement weather, or when it is raining at lunchtime.

Being **kind, safe, cooperative, and respectful** in the classroom during lunch recess time is very much like the exceptional behavior exhibited at all times in the classroom.

For Example:

1. Students must ask permission from a Lunch Supervisor for a pass to leave their classroom.
2. Games involving the throwing of objects will not be allowed.
3. Students are to follow the specific guidelines established by the classroom teacher.
4. Students are quiet and treat each other with respect.
5. Use of the Internet is not allowed during recess times unless the teacher has authorized the use of specific websites.

Items Not Allowed In School

To assist students in behaving in a kind, safe, cooperative, and respectful manner, the following items are not to be brought to school:

- Baseballs, softballs, or Frisbees/discs
- Glass containers
- Items that squirt water
- Sling shots
- Matches and lighters
- Fireworks
- Laser pointers
- Knives, guns, etc. (no toys of torment, in accordance with Weapon-Free law)
- Remote control operated vehicles
- Electronic communication devices (except for classroom use as directed by the Explorer Elementary Tech Agreement)
- Trading cards or similar items and/or games of chance (Pokemon, Bakugan)
- Gum
- Electronic toys and games
- Heelys
- Baseball bats or hockey sticks
- Stuffed animals (except for classroom rewards/celebrations/spirit days)
- Other items as listed in the Code of Conduct.

We strongly recommend that students do not bring to school possessions that are expensive or valuable. We cannot be responsible for their safekeeping. In addition, students should not bring money to school for the purpose of giving it to other students or for engaging in the purchase of items from other students. Any personal transactions should take place with parental supervision outside of the school day. Personal transactions include trading of items, which is also prohibited at school.

Addressing Bullying at School

We, at Explorer, have agreed to a new definition of violence in our school. We are confident that this new awareness will create a kinder, safer, more respectful learning environment for everyone. *We want to emphasize that this definition is not the result of increased violence; it is the result of increased awareness.*

Violence is any mean look, gesture, word, or action that hurts a person's body, feelings, friendships, reputation, or property.

Bullying is fully defined in the board policy #8260 and regulation #8260-R. These references can be found on the district website.

Explorer utilizes a variety of resources to educate students on what constitutes bullying. We proactively address bullying through lessons, building level messages, screencasts, and class discussions. Bullying is a form of violence in which someone repeatedly and on purpose says or does something mean or hurtful to another person who has a hard time defending himself or herself.

Bullying also includes cyber-bullying, in which any electronic communication is used to adversely influence student participation in normal school activities or causes a substantial detrimental effect on a student's physical or mental health within the school environment.

Harassment is a type of violence that is racial, cultural, religious, or sexual in nature. It is unwanted, repeated, and creates a hostile, intimidating, or offensive school environment. Harassment can take the form of a look, gesture, word, or action.

Normal Peer Conflict is when two or more students have a disagreement, conflict, or a misunderstanding. One or more of the students may be impulsive, hot-headed, lack anger management skills, or lack problem solving/conflict resolution skills. The violence may or may not be repeated in the future. It may or may not have been intentional that the violence occurred.

We will also be working with children to help them identify when it is necessary to involve an adult in their conflicts, and when it is important to report.

Reporting

- Telling an adult about a problem when someone is getting hurt: their body, their feelings, their friendships, their reputation, or their property are being hurt.
- Telling an adult about a problem that is dangerous, destructive, or disturbing.

We as a staff have committed to intervene every time we witness a violent action, in order to help children understand what kind, safe, cooperative, and respectful behavior is.

Inappropriate Behavior

Inappropriate student behavior will be dealt with on an individual basis and in accordance with Williamston K-5 Elementary Campus Code of Conduct and Disciplinary Steps. Any behavior which threatens the safety, security, or emotional well-being of another student will not be tolerated at school or on the bus and will be dealt with in accordance with the Williamston K-5 Elementary Campus Code of Conduct.

At Explorer Elementary School, we will teach, model, and support skills which enable all our students to be **KIND, SAFE, COOPERATIVE, AND RESPECTFUL** individuals. By doing this, we will build a foundation from which our students can grow into **lifelong learners and responsible citizens**.

The table below lists the most common behavior categories and the expected behaviors for each category. We understand that children do not always make choices that adhere to these expectations. When behavior infractions occur, our staff will determine the severity of the infraction and use the Responsible Thinking Process to support student behavior and address concerns.

Behavior Category	Expected Behavior
	<i>Acting in a manner that is kind, safe, cooperative, and respectful</i>
Language	• Language that is socially appropriate and respectful
Physical Aggression	• Respect for others' personal space • Walking away and reporting possible conflicts
Defiance / Non-compliance	• Acting in a cooperative manner • Respectful of school expectations • Responding appropriately when addressed
Disruption	• Cooperative behaviors • Turn taking • Contributing appropriately to classroom discussions and activities
Harassment	• Language that honors and validates others and their beliefs
Property Misuse / Damage	• Respectful use of personal and school property • Using equipment in an appropriate manner • Returning items to their appropriate places
Inappropriate Touching / Exposure	• Hands kept to yourself • Private parts are kept private
Lying / Cheating	• Being honest in actions and in words • Producing authentic work
Theft	• Being honest in actions • Refraining from taking things that are not yours
Possession	• Refraining from possessing items that are illegal or not school appropriate

Our Responsible Thinking Philosophy

Students have the right to learn, and teachers have the right to teach in safety. No one has the right to disrupt, to prevent other students from learning or to violate the right of others.

What is RTP?

RTP is a process by which students are taught to monitor their own behavior by taking responsibility for what they do.

Rather than telling students what to do they are asked what they are doing in relation to the rules or standards of where they are.

This is our opportunity to teach students how to think on their own and create their own effective plans rather than someone else doing the thinking for them.

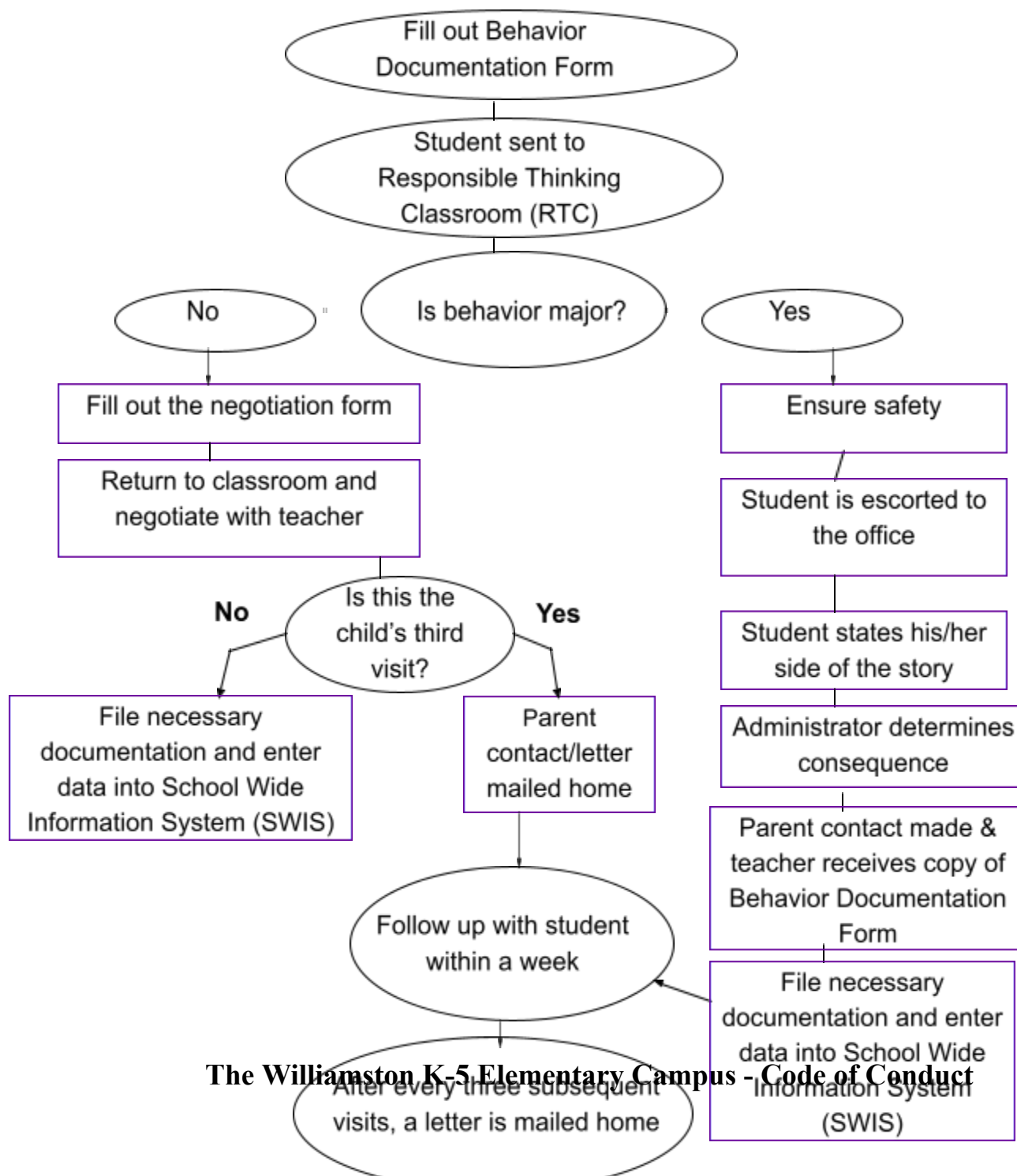
RTP is a tool for our students and staff to employ in order to grow and learn in a consistent and safe environment.

Through the use of The Responsible Thinking Process, students will learn how to self-manage their behavior.

How it Works

1. A student disrupts during class time or is being unsafe.
2. The student is asked the first set of questions.
 - What are you doing?
 - What are the rules?
 - What happens when you break the rules?
 - Is this what you want to happen?
 - What will happen the next time you disrupt?
3. The student either:
 - Chooses to respond by correcting the inappropriate behavior and continues in class.
 - Chooses to continue behavior and is asked the second set of questions.
 - What are you doing?
 - What did you say would happen next?
 - Where do you need to be?
4. If the student is asked the second set of questions, they are automatically sent to the Responsible Thinking Classroom.
5. While in the RTC the student is given the opportunity to complete a plan of action to correct the inappropriate behavior. Once a plan has been completed the student is allowed to return to class.
6. If they disrupt again, the questions will be asked one time and they will be sent to RTC.

The following flowchart summarizes the additional steps taken when a student does not respond to redirection and the second set of questions is asked.



RATIONALE: The purpose of this Code of Conduct is to foster an environment that is safe and conducive to learning. Within our school, the administration and all other school personnel are

responsible for creating and supporting such an environment. To achieve this goal, faculty, staff, parents, students, and other members of the community must have a clear understanding of the school's expectations for student behavior. The Williamston K-5 Elementary Campus Code of Conduct provides those expectations by:

- Integrating various sources of authority including state law, Board of Education policies, and administration guidelines,
- Identifying expectations and responsibilities of the K-5 elementary students,
- Defining the conduct that violates those rights and responsibilities,
- Standardizing the procedures that the school will use in responding to conduct violations,
- Assuring the rights and responsibilities of students when disciplinary action is taken.

APPLICATION:

The Code of Conduct applies to any student who is on school property, traveling on school-affiliated transportation, attending school or any school-affiliated activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

DUE PROCESS RIGHTS:

Any student whose conduct may warrant suspension or expulsion will be provided due process.

Student:

- Notice of the alleged violation
- Opportunity to present his/her side of the story
- Opportunity for a speedy and impartial conference with the principal, assistant principal, or principal's designee
-

Parent:

- Notification of the alleged violation
- Opportunity for a speedy and impartial conference with the principal, assistant principal, or principal's designee
- Written notification of the suspension/expulsion
- Opportunity to appeal the assistant principal's decision to the principal or his/her designee

A student with an Individualized Education Program ("IEP") or Section 504 Plan is also entitled to additional rights under state and federal law if facing a potential removal from school exceeding ten (10) school days.

SUSPENSION FROM SCHOOL

Snap Suspension

Snap Suspension: In accordance with State law and Board of Education policy, snap suspensions may be issued by teachers in accordance with the following definitions, policies, and procedures. A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity

for up to one day for violation of the following inappropriate behaviors as defined by the student discipline code of conduct: 1) harassment/bullying and/or sexual harassment; 2) profanity/obscenity; 3) insubordination/insolence; 4) gross misbehavior. Note: All other violations of school policy should be referred to school administration. Snap Suspension Procedure 1. The teacher must complete a referral form to inform administration of the suspension before the end of the class, subject, or activity. 2. The teacher must send the student being suspended (with an escort) to the office as soon as the student is removed from the class. 3. The teacher will contact the parent/guardian of the student by phone by the end of the day, or in writing within two school days, to request that the parent/guardian attend a conference to discuss the student's inappropriate behavior. An administrator will be present at the conference if requested. The school counselor, psychologist, or social worker shall also attend this meeting if requested by the parent/guardian or school. 4. The student shall not be returned to the classroom that day unless the teacher and administrator agree it is appropriate. 5. The teacher will maintain written documentation of the snap suspension and place a copy in the student's discipline file.

In-School Suspension

The administration may assign an in-school suspension in lieu of out-of-school suspension. The in-school suspension is held during the school hours and is supervised by a staff member.

During the day the students will work on class assignments provided by their teachers and may meet with other school staff. The students will be separated from their peers for the school day and they will not be allowed to participate in extracurricular activities from the beginning of the first day of in-school suspension until the close of the school day on the final day of in-school suspension. Should a student cause a disruption, or be insubordinate to the staff member, he/she will be given an out-of-school suspension equivalent to the number of days he/she was originally assigned to in-school suspension.

Before the suspension is issued, the student shall be informed of the specific charges and have the opportunity to respond to the allegations. The administrator shall provide written or telephone contact, if possible, to the parent/guardian of the suspension, its cause, and its length. The principal or designee's decision on the in-school suspension is final.

Short Term Suspension (1-10 school days)

A principal or designee may suspend a student from school or any school function for up to ten (10) school days for violation of the Student Code of Conduct.

A student on suspension is not allowed on campus, including extra-curricular participation or activities from the time the suspension is imposed until midnight of the final day of suspension. Classwork may be provided during the suspension.

Before the suspension is issued, the student shall be informed of the specific charges and have the opportunity to respond to the allegations. The administrator shall provide written or telephone

contact, if possible, to the parent/guardian of the suspension, its cause, and its length. The principal or designee's decision on the short-term suspension is final.

Long Term Suspension (11-59 school days)

The superintendent may suspend a student from school or any school function up to and including 59 school days for violation of the Student Code of Conduct.

A student on suspension is not allowed on campus, including extra-curricular participation or activities from the time the suspension is imposed until midnight of the final day of suspension. Classwork will be provided during the long-term suspension.

The principal or the designee may suspend a student pending the long-term suspension hearing before the superintendent. A written notice of any proposal to long-term suspension and the charges upon which the long-term suspension is based shall be given to the student or the student's parents/guardians. The notice of the proposal for a long-term suspension shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing before the Superintendent. The parent/guardian or student will be provided at least 3 calendar days' notice before the hearing. A copy of the Board policy and the administrative procedures shall also be given with the notice.

Upon the conclusion of any formal hearing which results in a long-term suspension, the Superintendent (Hearing Officer) shall make a written report of the findings and results of the hearing. The report shall be directed to the Board and shall be open to the inspection of the parents or guardians and counsel or another advisor of the student. The Superintendent or designee's decision regarding a long-term suspension is final.

EXPULSION FROM SCHOOL

Expulsion (60-179 school days)

"Expulsion" means a complete severance of the relationship between the student and the District for 60-179 school days.

A student may be expelled by the Superintendent for 60-179 days following recommendation by the building administrator or designee. The expelled student will not be allowed to enter school property, attend, or participate in any school or school-related activities.

A written notice of any proposal to expel for 60-179 days and the charges upon which the expulsion is based shall be given to the student and the student's parents or guardians. The notice of the proposal to expel for 60-179 days shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing before the Superintendent. The parent/guardian or student will be provided at least 3 calendar days' notice before the hearing. The notice shall also

state the right of the student to be represented by counsel, to produce witnesses, and submit evidence on his or her behalf, and to cross-examine any adult witnesses who may appear against him or her. A copy of the Board policy and the administrative procedures shall also be given with the notice.

At the expulsion hearing, the Superintendent shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as recommended. After the presentation of the evidence, the Superintendent shall decide the issue of guilt and take such action as he/she finds appropriate.

Upon the conclusion of any formal hearing which results in an expulsion for 60-179 days, the Superintendent shall make a written report of the findings and results of the hearing. The report shall be directed to the Board and shall be open to the inspection of the parents or guardians and counsel or another advisor of the student.

Expulsions for 60-179 days may be appealed following the procedures listed below (see "60-179 Day Expulsion Appeal Process"). During a 60-179 day expulsion appeal, the student will remain on out-of-school suspension until the appeal is completed.

Permanent Expulsion

"Permanent Expulsion" means a permanent and complete severance of the relationship between the student and the District.

A student may be permanently expelled only by action of the Board of Education following recommendation by the building administrator or designee. The permanently expelled student will not be allowed to enter school property, attend, or participate in any school or school-related activities.

A written notice of any proposal to permanently expel and the charges upon which the permanent expulsion is based shall be given to the student and the student's parents or guardians. The notice of the proposal to permanently expel shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing before the Board. The parent/guardian will be provided at least 3 calendar days' notice before the hearing. The notice shall also state the right of the student to be represented by counsel, to produce witnesses, and submit evidence on his or her behalf, and to cross-examine any adult witnesses who may appear against him or her. A copy of the Board policy and the administrative procedures shall also be given with the notice.

Upon any conclusion which results in a recommendation to the Board for permanent expulsion, the Superintendent shall submit a written report detailing the reason(s) for the recommendation to the Board. The report shall be open to the inspection to the student's parents or guardians and counsel or another advisor of the student. If the student is 18 years of age or older, the report shall be open to inspection by the parents or guardians and counsel or other advisor of the student only upon written consent of the student.

At the permanent expulsion hearing, the Board shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as recommended. After the presentation of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Due Process Rights

Any student whose conduct may warrant suspension or expulsion will be provided due process.

Student:

- Notice of the alleged violation
- Opportunity to present his/her side of the story
- Opportunity for a speedy and impartial conference with the principal, or principal's designee

Parent:

- Notification of the alleged violation
- Opportunity for a speedy and impartial conference
- Written notification of the suspension/expulsion
- Opportunity to appeal the expulsion decision. See Expulsion Appeal Process below

A student with an Individualized Education Program ("IEP") or Section 504 Plan is also entitled to additional rights under state and federal law if facing a potential removal from school exceeding ten (10) school days.

60-179 Day Expulsion Appeal Process

Any student who has been expelled for 60-179 days may appeal the expulsion to the Board by filing a written notice of the appeal with the Board Secretary not later than 10 calendar days after receiving written notice of the 60-179 day expulsion.

The student's parents or guardians shall be notified in writing of the time and place of the appeal hearing at least three days prior to the appeal hearing. The appeal hearing shall be conducted in accordance with the procedures stated above. The Board's decision is final.

Suspension and Denial of Athletic and Extracurricular Activities

On any and all days a student is serving suspension, that student correspondingly is denied all participation and attendance at any District-sponsored athletic or extra-curricular activity. If a suspension involves days that include a weekend, the denial extends to all District-sponsored or extra-curricular activities during that weekend. If a student serving suspension fails to adhere to this policy, it is considered trespassing and results in additional days of suspension.

CATEGORIES OF MISCONDUCT

To establish the best possible learning environment for the student, as well as to provide for the health, safety, and welfare of all students and school personnel, the following categories of misconduct have been adopted. This list is not intended to be exhaustive, and includes, but is not limited to the following:

1. Academic Misconduct: Engaging in behavior that artificially alters academic achievement or grades that includes, but is not limited to, plagiarism and cheating. Plagiarism is using or representing the information of another individual or source and passing it off as your own. Cheating is a violation of the rules established by a teacher for any assignment or test. Cheating may also include attempting to gain or gaining unauthorized access to material; or providing, using, or submitting data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.
2. Altering Document: Forging, falsifying, or altering a document.
3. Arson: Setting fire to a building or other real property or the contents thereof or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading, or procuring another to do such act or acts.
4. Bomb Threat/False Alarms/Fire Extinguisher Misuse: Making a knowingly false statement or communication of any kind of notice about the possession or location of any explosive, destructive, or incendiary materials involving students, school personnel, or school property; falsely activating the fire alarm system; misusing a fire extinguisher; or making a false "911" call.
5. Breaking and Entering: Breaking into and/or entering any school building, facility, office, room, storage space, or other enclosure without authority to do so.
6. Bullying: Bullying is any gesture or written, verbal, graphic or physical act (including an electronically transmitted act) that is reasonably perceived as persistent, annoying, unwanted, negative attention with the intent of humiliating or upsetting another individual.
7. Criminal Acts: A student's commission of, or participation in, any act prohibited by federal or state law or local ordinance also violations of the Student Code of Conduct when such act affects the safe and orderly operation for the school, including but not limited to an act committed on school property, on school-related transportation, or otherwise related to any school program, function, or activity. School officials may take appropriate disciplinary action regardless of whether a criminal charge results.
8. Damage/Destruction of Property: Defacing or damaging school property, classroom materials, equipment, or books, which includes removing of bar codes; defacing or damaging another's property.
9. Dangerous Article: Using, possessing, attempting to possess, brandishing, or concealing any dangerous article, lighter, instrument, device, material, look-alike, replica, or any other item

capable of causing bodily harm. This includes, but is not limited to, knives with blades of three (3) inches or less. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.

10. Dangerous Weapon: Using, possessing, attempting to possess, brandishing, or concealing any weapon capable of causing great bodily injury or death. This includes, but is not limited to, a firearm, dagger, dirk, stiletto, and knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bars, or brass knuckles. The definition of a firearm is based on federal law. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.
11. Dishonesty to a Staff Member: Attempting to make a person believe as true something false which includes, but is not limited to, failing to disclose information, hiding/covering up information or evidence regarding oneself or others, or giving a false name or identification.
12. Display of Affection: Physically demonstrating affection, which includes, but is not limited to, touching, petting, kissing, or any other physical contact that may be considered sexual in nature.
13. Disrespect: Rude, inconsiderate, or disrespectful behavior.
14. Disruptive Conduct: Behavior which substantially interferes with the educational process.
15. Dress Code Violation: Dress or personal adornment which jeopardizes the health, safety, welfare, and orderly conduct of the educational process.
16. Drugs/Alcohol: Using, selling, purchasing, distributing, possessing, or attempting to possess mood-altering substances (including counterfeit or look-alike substances), narcotics, drugs, including prescription (except those for which permission to use in school has been granted pursuant to Board policy), controlled substances, alcoholic beverages, inhalants, anabolic steroids, paraphernalia, other intoxicants, or any other illegal substances so designated and prohibited by state or federal law.
17. Drugs (Prescriptions/Over-the-Counter Medication): Refer to Board Policy 8670
18. Electronic Devices: Using or displaying electronic devices without prior approval from a designated school official.
19. Explosive Device: Using, possessing, attempting to possess, brandishing, or concealing any explosive or incendiary device, which includes, but is not limited to, fireworks and chemical reaction objects such as firecrackers and poppers.
20. Failure to Follow Classroom/School Rules: Not following the classroom/school rules and/or procedures as determined by a staff member.

21. Fighting/Physical Aggression: Engaging or attempting to engage another in a physical conflict.
22. Gambling: Participating in or organizing games of chance to gain money or other items of value.
23. Hall Pass Misuse: Abusing the privilege of a hall pass; leaving class without permission.
24. Harassment: Persistent, annoying, unwanted, negative attention with the intent of humiliating or upsetting another individual on the basis of race, color, national origin, sex, religion, disability, or age.
25. Inappropriate Comments: Written or verbal slurs/rumors which tend to humiliate or embarrass another person.
26. Instigating Inappropriate Action: Instigating or encouraging acts of misconduct.
27. Insubordination/Defiance: Refusing or failing to obey, either verbally or non-verbally, a reasonable request or directive by a person vested with appropriate authority.
28. Intimidation: Intimidating others by the real or implied infliction of physical, verbal, written, electronically-transmitted, or emotional abuse, which includes posturing or attacking the property of others for the purpose of intimidation.
29. Minor Physical Incident: Physical incident where there is no imbalance of power and there is no intent to cause harm. Not limited to, but may include pushing, shoving, slapping, wrestling, and horseplay.
30. Obscenity/Profanity: Using words, pictures, caricatures, or gestures that are offensive to the general standards of the school and/or community; swearing.
31. Physical Assault Against School Personnel: Intentionally causing or attempting to cause harm through force or violence to any District employee or against a personal engaged as a volunteer or contractor of the District.
32. Sexual Harassment (Level 1): Using words, pictures, objects, gestures, or other actions of a sexual nature that cause embarrassment, discomfort, or a reluctance to participate in school activities.
33. Sexual Harassment (Level 2): Making unwelcome sexual advances, requesting sexual favors, or engaging in other verbal or physical conduct of a sexual nature may constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive environment.
34. Smoking/Tobacco Product: Using, selling, purchasing, distributing, possessing, or attempting to possess tobacco, vaping, juuling, or products represented as tobacco in any form.

35. Tardiness: Not being in the classroom when class is scheduled to begin.
36. Technology Misuse: See District Policy
37. Theft: Stealing, attempting to steal, possessing, or transferring school or private property, or participating in the theft or attempted theft of school or private property.
38. Threat/Harassment Against School Personnel: Intentionally causing or attempting to cause intimidation to any District employee or against a personal engaged as a volunteer or contractor of the District.
39. Threat of serious bodily harm: Threatening another, either verbally or non-verbally, with death or serious physical injury.

Consequences are assigned using a rubric, which guides the evaluation of: (a) prior infractions; (b) intent of the student; (c) actual or risk of harm to student(s); and (d) the severity of the infraction.

DISCIPLINARY CONSEQUENCES

Warning
Student Conference
Parent Phone Contact
Parent Conference/Meeting
Lunch Detention
Recess Detention
After School Detention
Removal/Suspension from Bus
In-School Suspension
Out-of-School Suspension (short-term)
Suspension (long-term)
Superintendent Conference
Referral to Agency/Law Enforcement
Expulsion

Restorative Justice Practices

Administrators should consider using restorative practices as an alternative or in addition to suspension or expulsion. Restorative Justice should be the first consideration for infractions such as interpersonal conflicts, bullying, verbal and physical conflicts, thefts, damage to property, class disruption, harassment, and cyberbullying. Restorative practices may include target-offender conferences that:

- Are initiated by the target.

- Are approved by the target's parents or legal guardian or, if the target is at least 15, by the target directly.
- Are attended voluntarily by the target, a target advocate, the offender, members of the school community, and supporters of the target and the offender; and
- Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm. The attendees would be called a restorative practices team and may require the student to apologize; participate in community service; restoration of emotional or material losses, or counseling; pay restitution, or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.