

Haas Elementary School Student/Parent Handbook

General Information for Parents

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Mr. Travis Smith – Technology Support

Board Meetings

The Board meets regularly each month. Please refer to “The Communicator” for specific dates and times.

Haas Elementary School Mission Statement

We at Jack P. Haas Elementary School believe education is the shared responsibility of school personnel, students, parents and the community. Believing that all children can learn, we will provide the opportunity for them to achieve their potential.

In this process, we will promote the achievement of essential skills, enhance positive self-image and encourage respect for others. The development of these necessary skills will benefit students in meeting the demands of the future as responsible citizens.

Attendance

Everyone at Haas Elementary have high expectations for all students. Arriving on time and remaining until the teacher has brought closure to the day is very important to learning and promote good work habits. The school day begins at 8:10 a.m. No students should be in classrooms until the start of the school day. The school day ends at 3:20 p.m.

Students are marked tardy when they arrive between 8:10-9:30. After 9:30 a student is considered absent for the morning. If a student is checked out prior to the end of school between 2:30-3:20 it will be recorded as a tardy for accounting purposes.

In the event that your child is absent please contact the elementary school office at 591-2101 between the hours of 7:30 a.m. and 1:00 p.m.

If a call is not made, a written excuse must be sent with your child upon his/her return.

Homework will be provided to students upon their return to school. For each day the student is absent from school he/she will be given an equal number of days to turn in work. For all excused absences, due to illness or family emergencies, students are permitted to make up and receive full credit on their work.

Where arrangements for assignments have been made in advance, such assignments are due the first day the student returns to school or no credit will be given.

Parents are encouraged to consider the school calendar when planning family vacations. A family vacation form should be filled out for these days. The form must be filled out and signed by the parent(s) and the principal for trips lasting longer than four days.

If you know that your child is going to miss an extended period of time, please let the office know in advance. If parents plan to be out of town for a period of time, it is important that the office be advised of the person(s) responsible for the student during the parents' absence.

Every day of suspension (out of school) counts as an absence. Students will be allowed to make up any/all-missed work upon their return.

Regular attendance and daily punctuality have a positive relationship with good academic progress and promote a healthy attitude towards school. Therefore, if a student reaches five (5) absences in a semester a letter will be sent home. If a student

reaches seven (7) absences in a semester another letter will be sent home. If a student reaches ten (10) absences per semester, the student must meet with the principal and parents will be contacted. Excessive absences will be reported to the GISD Attendance Officer or Department of Human Services.

Communication Services

Enrollment Forms

The emergency form is the school's connection to home. It is imperative that the card be completed and accurate. There **MUST** be at least three active phone numbers to be used in case of an illness or emergency. Those designated contact people need to realize their responsibility. In addition, it is the parent's responsibility to update the information as needed.

Emergency School Closing

It is each parent's responsibility to keep their enrollment forms updated and inform children what to do and where to go in the event of emergency school closings. These forms will be kept on file at the school and used in the event of an early dismissal. Please explain and periodically practice this procedure with your child. All school closings are announced on television (Channel 12) and on radio station WCRZ 107.9 F.M.

In the event the school district is under a **TORNADO WATCH**, buses will run their normal schedules.

During a **TORNADO WARNING**, buses will **not** transport students home until **AFTER** the warning has been canceled. The school building may be a safe environment during a tornado warning, and Genesee School's discourages parents from picking up their child during a warning.

Report Cards

Report cards are issued at the end of each marking period, every 9-10 weeks. It is the shared responsibility of the student, the parent, and the teacher to keep apprised of the student's progress. A teacher may also send a report home to notify parents/guardians of improvements and positive attitudes or student achievement. Half way through each marking period teachers are encouraged to send home a progress report for each student in his/her class.

Parent-Teacher Conferences

Parent-Teacher conferences are held after the first and third marking periods. This gives the teacher an opportunity to assess the ability, effort, achievement and behavior of students. It is a time for the teacher to discuss his/her observations with parents. Parents and the teacher then consider approaches/strategies to help the student, if necessary. Sign up sheets for fall conferences are available during the first Open House. Sign up sheets for spring conferences are available during the second Open House.

Grading Scale (Grades 3-6)

| | |
|-------------|------------|
| 98-100 – A+ | 88-89 – B+ |
| 93-97 – A | 83-87 – B |
| 90-92 – A- | 80-82 – B- |

| | |
|------------|------------|
| 78-79 – C+ | 68-69 – D+ |
| 73-77 – C | 63-67 – D |
| 70-72 – C- | 60-62 – D- |

0-59 - E

Honor Roll

The honor roll is calculated at the conclusion of each grading period for students in third through sixth grade. In order to be eligible for honor roll status, a student must have All A's, A's & B's or All B's. Honor roll students will be posted outside each classroom at the conclusion of each marking period. These names will also be published in the District newsletter.

Homework

Because education is a lifelong process that extends beyond the school, it is important that students recognize learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside of the school. A broad definition of homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reports, recreational reading, and other activities which are related to classroom work, but are assigned to be done at home.

Reasons for Homework

- To complete work started in class
- To expand and/or enrich regular class work
- To build interest in reading and learning
- To make up work missed due to absence
- To encourage parents' awareness of student learning
- To provide an opportunity to pursue special interest or ability areas
- To increase learning time
- To establish independent study skills

Guidelines for Parents

- Parents can support a child's interest in lifelong learning by encouraging study habits and providing a learning environment in the home
- Provide a quiet, well-lit place for the student to do homework

- Help your child budget time so that a regular schedule for study is set
- Take an active interest in what your child is doing in school. Ask for explanation of a particular assignment and what is being learned. Compliment good work or when improvement is shown. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible
- Encourage and guide your child with assigned homework. Under no circumstances do it for your child
- Consult your child's teacher as soon as problems arise

Suggestions for Students

- It is important to develop good study habits at school and at home
- Be sure you understand the assignment, and ask your teacher if you need help
- Set aside a regular time to do homework
- Study in a quiet place
- Complete your work and hand it in when it is due
- Do your best on each homework assignment

Retentions & Promotions (skipping a grade)

Students that are having difficulty in achieving at a sufficient level may be referred to the Child Study Team (CST) by the classroom teacher. The team discusses the difficulties that the student is having and considers interventions that may help the student be more successful. Consideration for retaining a student will include, but are not limited to performance in the content areas, performance on nationally normed referenced assessments, the students age and maturation. All retention candidates must go through the CST process. Arranging a student to be retained with the classroom teacher is not an acceptable practice. All students recommended for retention will be submitted to the principal for final approval.

Students being considered for promotion (skipping a grade) must have administrative approval.

Parent-Teacher Organization (PTO)

The PTO meets monthly on a regular basis. Traditionally, meetings have been scheduled on the same night as Board of Education meetings. PTO meetings begin at 6:00 p.m. The purpose of PTO is to provide educational experiences for all students in the form of assemblies and programs. It is also forum to exchange ideas that will benefit all of the students at Haas Elementary School.

Student Services and Resources

Child Study Team

Students that are having difficulty in achieving at a sufficient level may be referred to the Child Study Team (CST) by the classroom teacher. The team discusses the difficulties that the student is having and considers interventions that may help the

student be more successful. The team consists of the elementary school principal, the school social worker, the student's teacher and other relevant staff members. A student may be referred for additional evaluation if more information about the student is needed.

Positive Behavior Support Team (PBS)

The Positive Behavior Support team (PBS) focuses on specific programs and activities that will promote a culture throughout the school that encourages appropriate choices throughout the school day. Programs already in place include: Caught Being Good coupons for students, Students of the Month from each classroom, WOW certificates for entire classrooms that are making appropriate choices and banners throughout the school promoting being safe, being respectful and being responsible. Persons on the PBS team include the principal, teachers, parapro's, bus drivers and any others that have contact with students that will add to the committee.

Testing Program

Students in grades 1-6 take the CTBS test on a yearly basis. This assessment is traditionally given in the spring. The MEAP test is given in grades 3-6 and is administered in October. Periodic assessments in Language Arts are being developed in all grades to assess student progress and ensure instructional quality. Other subject assessments are currently being developed and are scheduled to be implemented soon.

Media Center

One goal of the media center staff is to help students become information specialists so that they can learn how to navigate through appropriate resources.

Students are invited to use the materials and equipment that have been provided and to check out reading and research materials to support learning.

The media center provides the following services:

- Instruction in media center research and technology through curriculum based classroom projects.
- Print and non-print materials to meet individual and classroom needs.
- Reading enrichment and guidance
- Individual help finding materials
- Computer lab for research and projects

When a student signs out media center materials, he/she is contracting to return materials on time and in good condition. If a student has not finished with the materials in the allotted time, he/she may renew them. Fines may be levied on materials that are either lost or damaged. The fine will consist of replacement cost of the item(s).

Any stealing or vandalism of media center materials will result in discipline for stealing/vandalism and exclusion from the media center.

Student Conduct in the Media Center

When in the media center, students should observe the following rules:

- Follow the direction of the staff
- No eating or drinking in the media center
- All students must be reading, writing, or doing research in a quiet and reasonable manner

The media center staff encourages students and school staff to use the media center and the expertise of the media center staff to find the information that they need to succeed.

Computers and Technology

Having a network account with the Genesee School District is a privilege not a right. When the student and parent sign the Acceptable Use Policy (AUP) and turn it in, a network account is created for the student.

EMAIL/BLOGGING

- Profanity, threats or any other inappropriate language is not to be used. This includes attachments
- Accounts are to be kept “clean” by deleting emails/blogs regularly and emptying the trash regularly
- Emailing/blogging is to be accessed with the permission of the teacher during class time
- Only open email/blogs coming from a source with which you are familiar. Delete all other email without opening it to avoid viruses

INTERNET

- All students accessing the Internet must have an AUP on file with the appropriate technology support personnel
- Students are only allowed on the Internet for classroom assignments and must have permission from an adult to access the Internet
- No pornographic or otherwise inappropriate sites are to be accessed
- If a student accidentally accesses anything unacceptable on the Internet, they are to back out immediately and report the site to the teacher/person in charge

NETWORK

- Do not reveal your password to anyone
- Save all documents to the network

Infraction of the Rules

Breaking one or more of the rules above will result in a warning. After a warning has been given, any infraction of the rules will result in revocation of the email and/or network account.

Food Services

An application for Free/Reduced lunches will be sent home with your child the first day of school. Please return the completed forms to the classroom teacher or the elementary school office. Lunches are available to students in the cafeteria on a daily basis. Breakfast is also available for students beginning at 7:45 A.M.

Students are given approximately 30 minutes for lunch and 30 minutes for recess. Parents who wish to eat lunch with their son/daughter are asked to sign in at the office as a visitor.

Students in the cafeteria are not permitted to sell food or barter for food.

Transportation

The Genesee School Board provides bus service for all students who reside within the Genesee School District. It is a parent's choice as to whether they desire their child to ride the bus. If a parent does not want to use this service, it becomes their responsibility to transport their children to and from school and be on time.

Students WILL NOT be picked up for school and dropped off at multiple destinations. A student must be picked up and dropped off at a consistent location. Addresses for morning pick up and afternoon drop off may be different, however, they must be consistent on a daily basis. A request for a variance in this policy must be submitted in writing to the Superintendent's office at least one week in advance and must be for no less than a one-week period. The request forms are available in the SUPERINTENDENT'S OFFICE and may be picked up during normal business hours.

The bus driver may assign seats as needed.

BUS MISCONDUCT is conduct that reduces the safety of students riding the bus. Riding the bus to and from school is a privilege that students may enjoy as long as they behave in a reasonable and responsible manner. Bus safety is of extreme importance. Any act that violates rules of bus safety will be considered serious and will be met with strong disciplinary measures that may include removal of bus riding privileges or possible suspension from school. Bus discipline slips written by the bus driver, will be dealt with by the principal.

Expected Bus Behaviors include, but are not limited to:

1. Shall maintain complete SILENCE at railroad crossings.
2. Shall keep hands to ones self, no scuffles/fighting
3. Use inside voices when riding the bus.
4. Stay in your seat. Jumping from seat to seat can disrupt the driver.
5. Be respectful to other students and adults.
6. Students shall load and unload in an orderly fashion, no pushing.
7. Obscene language and gestures are unacceptable.

8. Weapons are not permitted on the bus.
9. Eating or drinking on the bus is prohibited unless authorized.
10. Please do not damage or deface the bus in any manner.

Absolutely no fighting. The bus must remain a safe place for you and others.

FIRST LEVEL OFFENSES:

Examples include: feet in the aisle, talking at railroad crossings, standing up, excessive noise, rude, annoying or discourteous behavior.

Consequences of First Level Offenses

- First incident – Verbal warning
- Second incident – Written warning requiring parent signature
- Third incident – Second written warning
- Fourth incident – One day suspension from the bus
- Fifth incident – Five day suspension from the bus
- Sixth incident – Removal from the bus for rest of semester

SECOND LEVEL OFFENSES:

Examples include: body parts or things thrown out of the window, causing bodily harm to others, profanity, smoking (or possession of cigarettes or lighters, etc.), throwing things, fighting, spitting, lying to bus driver or aide, destruction of property, getting out of seat while the bus is moving, continuous incidents of first level offenses.

Consequences of Second Level Offenses

- First incident – Two day suspension from the bus
- Second incident – Two day suspension from school with required conference

Severity of the incident may result in additional disciplinary action taken by the principal. Any student suspended from the bus for a discipline is also suspended from the bus for any field trip, athletic event or school related activity.

A child who receives several warning slips will be monitored closely! Bus privileges may be revoked if improvement is not shown.

Consequences of a bus run driven by a substitute driver

During a bus ride driven by a substitute driver, all offenses (first and second level) will be subject to “consequences of second level offenses”.

- First incident – Two day suspension from the bus
- Second incident – Two day suspension from school with required conference

Bicycles

Students in grades 4-6 who normally walk to school may ride their bicycles. Please note the following guidelines for safety reasons.

- Bicycles are to travel on the side of the road with traffic
- Bicycles are to be walked while on school property
- Bicycles must be parked in designated areas during school hours
- Bicycles should be locked. Genesee School District is not responsible for damaged, lost or stolen bikes

Student Recognition

Honor Roll

Honor roll students are recognized in the District newsletter and posted outside the classroom of each teacher. Please see Honor Roll under Student Communication of this document for specifics on Honor Roll qualifications.

WOW Certificates

Entire classes are recognized with certificates that are posted in the hallway outside each classroom. Possible reasons why a class would receive a WOW certificate include: Setting a good example for others, quiet in the halls, polite and cordial to others. Any staff member, substitute and parent volunteer can reward a classroom with a WOW certificate. The class with the most WOW certificates at the end of each month gets to hang a special banner outside their room the following month. There are two banners, one for lower elementary K-3 and one for upper elementary 4-6.

Caught Being Good Coupons

Individual students who demonstrate positive behaviors can be rewarded with caught being good coupons. The coupons are placed in an envelope with their classroom teacher. At the end of the month the principal will draw a name from each classroom. The students selected receive special recognition by the principal. Any staff member, substitute and parent volunteers can reward a student with CBG coupons.

Caught Being Good Coins (plastic)

Playground staff hand out caught being good plastic coins for individual students that demonstrate positive behaviors on the playground. Students that receive a coin can redeem them in the office for a small prize.

Perfect Attendance

Students that receive perfect attendance are recognized with a luncheon at the end of the year. We encourage students to be at school on a daily basis.

President's Award

Awards are given at the end of the year to those students that meet high levels of academic achievement.

Student Conduct and Responsibility

The primary function of Haas Elementary School is teaching and learning. Student behavior is highly related to academic achievement. Students experience higher levels of achievement when they are part of an orderly, secure school where behavior problems are minimal. School staff will treat students with respect and expect students to show respect to school staff. The greater the mutual respect, the less the need for rules and disciplinary procedures. Students are expected to take responsibility for their own actions. This means a student has the responsibility to decide how he/she will conduct him/herself while they are at school as well as take responsibility in accepting the consequences of his/her actions.

Students spend most of their school time in the classroom setting, and the classroom teacher is primarily responsible for control and discipline in the classroom (level 1). A teacher may utilize various strategies to help a disruptive student grow into more positive behavior. Some of those strategies may include, but are not limited to:

1. Discuss the behavior with the child, causing the child to reflect on his/her choices.
 2. Incorporate positive reinforcement techniques in an effort to improve the behavior.
 3. Provide supervised time-out sessions for the student.
 4. Remove privileges, such as recess or special events.
 5. Hold phone conferences with the parents seeking help in rectifying the situation.
 6. Discuss or conference with the school counselor.
 7. Discuss with the school administrator and the child.
 8. Require a detention after school.
 9. Require written assignments to reflect on actions.
- Other items the teacher/administration determine as appropriate.

Student Expectations

Students should use the following expectations (the 3 B's) as a guideline for their conduct. As students work hard to meet these expectations, they will develop pride in themselves, their school and their community.

BE SAFE

BE RESPONSIBLE

BE RESPECTFUL

Be Safe

Always think about your own safety and the safety of those around you in any situation. Examples include entering and exiting the school in a safe manner, walking in the hallways and classrooms and demonstrating appropriate behaviors on the school bus.

Be Responsible

Come to school with the attitude that the purpose for being in school is to learn. Come to class with the proper tools (book, pencils etc.) and with all assignments completed. Attending school on a regular basis will increase the likelihood of high academic success.

Be Respectful

Respect the worth and dignity of each individual and respect the rights of fellow students. Treat others in a manner that you would like to be treated. Examples that have been demonstrated in the past include helping a younger student tie his/her shoe laces, being polite to other students and adults, saying please and thank you will promote a healthier school community.

CODE OF CONDUCT

Good behavior in school provides all students with the best atmosphere for learning. The school staff has the responsibility to insist on good behavior. The following code of conduct, policies and discipline procedures will be used to enforce school rules.

Please note that consequences are more severe when misbehavior continues and is repeated even after attempts by school staff to improve the behavior. Students who have a history of breaking the rules may face consequences for their total disciplinary record. When a student has accumulated several detentions, in-school suspensions, or out-of-school suspensions, or any combination of these, a parent conference will be requested. At this conference a behavior plan may be developed and implemented for that student. This behavior plan will be in effect until the end of the school year or sooner if it is in the best interest of the student.

Consequences are also more severe depending on the severity of the behavior. Behaviors that endanger the health or safety of any student or staff member have the most severe consequences.

While an attempt has been made to write a complete code, the following behaviors and consequences are not considered to be a complete list. Students may be disciplined for inappropriate behaviors not covered by these rules. Also, students are reminded that rules are enforced at any time students are on school grounds, during all school activities that are on or off campus and at all times the students are under the supervision of any staff member.

Level 1 Offenses

Usually a fairly innocent exchange, or one that is in the initial stage of becoming a more serious situation. Level 1 offenses are generally handled by the classroom teacher.

Examples include but are not limited to the following:

- Gossip/tattling
- Back talking
- Disrespect
- Name calling/inappropriate language
- Throwing objects
- Teasing
- Taking someone else's property

Staff Responses to Behavior Displayed by Students

Staff members will address Level 1 offenses accordingly:

- Immediate conferencing to stop the behavior
- Verbal correction to stop the behavior
- Verbal promise or written contract to stop the behavior
- Possible loss of privileges
- Other appropriate interventions to correct the behavior(s)

Consequences for Level 1

The interventions listed are intended to be a suggested list and can be amended at any time.

- Parent contact either by phone or written
- Loss of privileges such as detention from recess
- Writing an apology or sentences

If, however, the degree of seriousness of the offense dictates, more severe disciplinary measures will be taken.

Level 2 Offenses

Level 2 offenses are defined as those that affect the health, safety or education of others. Additionally, any repeated (habitual) level one offense or any level one offense with malice or contempt, including behavior resulting in physical assault.

The examples listed below are not all-inclusive, and may be amended at any time.

- Profanity directed at others
- Dangerous behavior (i.e. rough-housing)
- Hitting another student/bullying
- Theft on school property or at school sponsored activities
- Vandalism
- Inappropriate language such as swearing
- Racial comments with the intent to embarrass

Staff Responses to Behavior Displayed by Students

Staff will address Level 2 offenses accordingly.

- Immediate referral to Principal
- Parent contact either verbal or written
- Significant loss of privilege (recess detention or other intervention that is deemed appropriate)

Consequences to Level 2

Level 2 offenses will result in any or all of the following:

- Written record of the incident and expectations for appropriate behavior(s)
- Behavior contract to be signed by the parent, student, teacher and principal
- Loss of privileges (automatic) such as detention, suspension in school or suspension out of school for up to a ten (10) day period
- Parent contact with the possibility of a meeting with the principal

Level 3 Offenses

Level 3 offenses are defined as extremely aggressive behavior that may endanger or harm others. Additionally, any repeated (habitual) level two offense or any level one offense with extreme malice or contempt, including behavior resulting in physical assault.

The examples listed below are not all-inclusive, and may be amended at any time.

- Striking/assaulting a staff member
- Unauthorized possession of a firearm, knife, explosive device, club, chain, potentially dangerous instrument or replica on school grounds or district-related event
- Theft on school property or at school sponsored activities
- Starting or threatening to start a riot or fights in a gang related fashion.
- Bullying
 - Bullying is defined as physical or verbal. The use of intimidation or threats regardless of the gender of the victim. Bullying can even be in online chat rooms and through e-mail.

Consequences of Level 3 Offenses

Level 3 offenses will result in any or all of the following:

- Short-term suspension – Exclusion for ten (10) school days or less.
- Long-term suspension – Exclusion for more than ten (10) consecutive school days.
- Possible expulsion from Genesee School District
- Parent meeting will be mandatory.

Note: A school board may authorize or order suspension or expulsion of a student from school for “gross misdemeanor or persistent disobedience,” MCL 380.1311(1).

Expulsion Required by State Law

Expulsion is defined as the exclusion of a student from school and school-sponsored functions for the remainder of the school year or permanently.

The Legislature requires suspension or expulsion for the following offenses:

Students in grade 5 and below:

- Possession of firearm/possession of a “dangerous weapon.” As defined by MCL 380.1313, that is used to threaten another person-permanent expulsion, subject to possible reinstatement after 90 school days.
- Other possession of “dangerous weapon”/arson/criminal sexual conduct-permanent expulsion, subject to possible reinstatement after 10 school days.

Students in Grade 6 and above:

- Possession of “dangerous weapon”/arson/criminal sexual conduct- permanent expulsion, subject to possible reinstatement after 180 school days.
- Physical assault against adult (school staff, volunteer, or contractor)-permanent expulsion, subject to possible reinstatement after 180 school days.
- Physical assault against another student – suspension or expulsion for up to 180 school days. Verbal assault, as defined by school board policy, against an adult/bomb threat or similar threat – suspension or expulsion for a period of time determined in the discretion of the school board or its designee.

The administration reserves the right to recommend long-term suspension and/or expulsion for misconduct defined as severe. Severe misconduct is defined as, but not limited to the following:

- 1) Physical assault upon any person in or on school property, in transit on school transportation or during attendance or participation at any school sponsored activity.
- 2) Fighting: Any act of hostile bodily contact in or on school property in transit on school transportation or during attendance or participation at any school sponsored activity. A student is considered to be fighting if he/she perpetuates any aggressive, hostile act toward the other person regardless of who initiated the fight. If the student has any available avenue of escape, the student must choose that option rather than retaliation.
- 3) Inciting others to violence or disobedience by encouraging words, acts or deeds, demonstrations or protests that disrupt the educational process of the school.
- 4) Possession, use or threat to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury.
- 5) Sexual Harassment: The act of issuing unsolicited sexual overtures. This may include:
 - a) Verbal harassment - may include sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions and threats.
 - b) Non-verbal harassment- display of sexually suggestive objects or pictures or obscene gestures.

- c) Physical harassment- may include unwanted sexual contact including touching, pinching or assault.
- 6) Shakedown and/or Strong arm: The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into agreement freely and without the presence of either an implied or expressed threat.
- 7) Smoking or chewing tobacco or possession of tobacco, lighters, matches on school property.
- 8) Possession, use, or transfer of any stimulating, depressing, or behavior altering substance, or any form of hallucinogenic drug, marijuana, alcohol or look-alike. Look-alikes are defined as substances that are represented as a drug or substance intended to produce abnormal behavior.
- 9) Willful destruction of property belonging to others. This shall include but not limited to tampering with any apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.
- 10) Possession of a dangerous weapon including firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 3” in length, pocketknife operated by a mechanical device, iron bar or brass knuckles.

Legal Basis for School Discipline

- 1) Michigan School Code 380.1310, 380.1311, 380.1312, 380.1313.
- 2) Various Court rulings that further define the role of the Board, administration and staff of schools.

Explanation of Consequences

Detention: Faculty members are permitted to assign recess detention as a form of discipline. The student will serve detention the day it is issued. A note will be sent home from the monitor in charge of detention. The note is expected to be signed by a parent and returned to the office the following day.

Detention rules:

- 1. Students are expected to enter and exit quietly.
- 2. Students are expected to remain in their seats.
- 3. Students are expected to put their heads down while in detention.
- 4. Food, beverages, gum, etc. are not allowed.

In-School Suspension (ISS)

The principal may assign ISS to a student as a form of discipline. Students may receive a ½ day or full day in-school-suspension, depending upon the circumstances. In all cases, students obtain their assignments from their teachers and work instead of participating in normal class activities.

Students are expected to follow the following rules while in ISS.

- 1. Students are expected to enter and exit quietly.
- 2. Students are expected to remain in their seats.

3. Work at all times. Students must complete all assigned work.
4. Food, beverages, gum, etc. are not allowed.

Out-of-School Suspension

Out-of-School Suspension is the removal of a student from all school property and all school activities for a specific amount of time. There are two types of suspension:

1. Short term for up to ten school days.
2. Long term suspension, where the student is removed from school for more than ten days, but is given a definite date when he or she can return.

Homework will be provided to students upon their return to school. For each day the student is suspended from school he/she will be given an equal number of days to turn in work.

Substitute (guest) Teacher Policy

If a student has misbehaved for a substitute teacher, the substitute teacher has two options. The substitute can indicate on their report to the regular teacher that a student has misbehaved or he/she may send a student to the office. In either case, the following consequences will apply:

- 1st offense: Detention
- 2nd offense: Out-of-school Suspension and a meeting with the principal. Parent conference may also be required

Hallway Conduct

In order to observe our school wide goal of being safe, responsible and respectful, it is essential that students conduct themselves in a responsible manner while in the hallways. Running, wrestling, pushing and shoving, teasing/bothering classmates are not permitted. Such actions are unsafe. They can lead to injury and conflict between persons.

Observing appropriate corridor behavior will lead to a more pleasant learning atmosphere for everyone.

General Information

Cafeteria Conduct

Although the cafeteria is an area of the school that is not as structured as the classroom, students are still expected to maintain appropriate behaviors. Because the cafeteria is used on a daily basis and in the evening students should keep the following procedures in mind while in the cafeteria.

- Students must walk
- Students are responsible for busing trays and trash to proper areas
- Food and drink must be consumed in the cafeteria only
- Students must stay in the cafeteria during lunch unless given permission to leave

Dress Code

Clothing should be modest and appropriate for the weather. There will be no short shorts, shirts with inappropriate language or pictures, or midriff tops. Footwear must be worn. Please send your child with the appropriate clothing for outdoor comfort. On days when physical education is scheduled, students must wear gym shoes. Dress and appearance may not be disruptive to the educational process, damaging to property, or violate reasonable standards of safety, health, hygiene or decency.

Fire Drills and Emergency Evacuation

Teachers will review the procedures with the students as to how to exit the building and where to go depending on where they are in the building. Doors and windows should be closed during fire drills. Under no circumstances will anyone be permitted to re-enter the building until the “all clear” is given.

Injuries and Illnesses

Anyone who is injured or becomes ill while in the school building should report to the office for assistance. Parents will be called if the injury/illness is serious.

Lockdown

In the event that a dangerous person or animal enters the building, a lockdown will be announced over the PA system. Teachers are expected to turn off their classroom lights, lock classroom doors, and move students to an area in the classroom which will be the least visible to a person or persons passing in the hallway. Students are to remain quiet until the all clear is announced.

Lost and Found

All items found, such as jewelry, wallets, books, jackets etc. should be turned into the main office. Books, if not claimed, will be returned to teachers. Wallets, glasses, jewelry etc. should be turned into the office. Articles of clothing will be placed in the lost and found box located inside the main entrance to the elementary school. All unclaimed items will be given to Goodwill or Salvation Army at the end of each quarter.

Medication Policy

The following guidelines must be adhered to whenever a student is to receive medication at school.

- Parent or guardian must pick up Genesee Schools Procedure for the Administration of Medication guidelines and sign a permission form in the office.
- Over-the-counter drugs are not to be dispensed unless prescribed by a physician.
- Parent or guardian must deliver the medication in person to the office. **DO NOT SEND MEDICATION TO SCHOOL WITH THE STUDENT.**
- Medications must be contained in the original vial bearing the physician’s prescription and directions.

- All medications must be kept in the office including inhalers unless prescribed by a doctor for that student to carry it on their person.

Physician forms need to be updated yearly and new medication needs to be brought into the office. Medications need to be picked up at the end of the school year or they will be discarded.

Pets

Animal pets are not allowed in the building. They should not be brought to school unless special arrangements are made.

Phone Calls

To teach responsibility, we discourage students from calling home for situations other than emergencies.

Recess

All students well enough to come to school will be required to go out during scheduled recess time, unless a doctor’s note indicates otherwise. If your child has just had surgery, is recovering from a broken bone or a long illness, etc., we will make exceptions. Please help us by telling your child that he/she is expected to go outside.

The same expectations for good conduct in the classroom apply to the playground. All students have been instructed on safe, reasonable use of playground equipment. Students who mistreat others or who use playground equipment in an unsafe manner will lose playground privileges. Students are expected to respond to the playground monitors with respect. The playground monitors are in charge during recess time.

Recess may be held indoors for the following reasons:

- Temperature with a wind chill below zero degrees
- Health and safety of the children
- Playground conditions.

Textbooks and School Supplies

Textbooks are distributed by teachers. Pencils and paper will be furnished to classroom teachers. All other supplies are the students’ responsibility. Lost or destroyed textbooks must be paid for by the student before a report card will be issued. Please note the following schedule of fees that may be charged to the student for damage to textbooks.

| | |
|-------------------------------------|---|
| Normal wear and tear | no charge |
| Ripped covers and pages | \$1.00 |
| Damaged cover/needs rebinding | \$2.00 - \$9.00 (Depending on book condition) |
| Lost book(s) | replacement cost |
| Writing in book (minor) | \$2.00 |
| Writing in the book (major) | \$5.00 |

Valuable Possessions

Students are not to bring electronic devices to school. Toys and playing cards should not be brought to school. If special arrangements are made for a student to bring these items to school, Genesee School District is not responsible for damaged, lost or stolen items.

Visitors

Genesee Schools welcome any parent from the community to see our educational facilities and instructional programs. To provide for the safety of our students, it is required that all visitors report to the elementary office upon arrival. Visitors are required to sign in and will receive a visitor's badge. In addition, for safety purposes, visitors are requested not to loiter in or near restrooms, in the parking lot, or outside classrooms.

Family members are important to our students. However, no student is allowed to bring brothers, sisters, relatives or friends with them on any school day. These visits tend to disrupt the learning environment. We do encourage families to come to special events such as open houses.

Genesee Schools are Drug and Smoke Free environments. This means no one is allowed to smoke or use tobacco anywhere on school property.