



PEWAMO–WESTPHALIA
ELEMENTARY SCHOOL

STUDENT HANDBOOK

2024-25

Welcome to Pewamo-Westphalia Elementary School! We look forward to getting to know all of our students and parents on a personal level and becoming a community that is committed to each other. We will do everything we can to provide the very best academic and social experience for EVERY individual student.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District, but it is not all-encompassing. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. School officials are responsible for interpreting the handbook, and, if a situation is not specifically addressed, the school will make decisions based upon staff discretion, application board policies, and state and federal statutes and regulations, consistent with the school's best interests. In addition, school officials may revise the handbook to implement the education program and ensure student well being.

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer:

Mrs. Jennifer Goodman, District Superintendent 989.587.5100

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

Mission Statement

We will provide a compassionate culture with high expectations and unlimited possibilities for all.

Vision Statement

Pewamo-Westphalia Elementary School will promote the academic, social and personal development of all students. We will foster a joy of learning in a safe and nurturing environment where student achievements are recognized and celebrated

BOARD OF EDUCATION

Jason Hafner, President; Tim Schafer, Vice-President; James Pohl, Treasurer;
Preston Weber, Secretary; Brad Weber, Trustee; Trina Anderson, Trustee; Lori Pung, Trustee

SCHOOL CONTACT INFORMATION

Office phone: (989) 593-3488 Fax: (989) 593-4118

Website: www.pwschools.org

Rebecca Thelen and Morgan Klein, Secretaries: PWElementarySecretary@pwschools.org

Elementary Hours of Operation

7:55 a.m. – 2:47 p.m.

Morning Drop Off: 7:35-7:55

Lunch/Recess: 10:55-11:25 (BK-1st) 11:25-11:55 (2nd-5th)

Recess: 1:00-1:20 (BK-K) 1:20-1:40 (1st-2nd) 1:40-2:00 (3rd-5th)

When To Report To The School Office

Students report to the school office for the following reasons:

1. Coming to school late. Parents/Guardians **must** sign in the student and provide a reason for late arrival.
2. Illness or injury.
3. To ask permission to call parents (only when necessary).

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order to not miss a significant portion of their education. Many important things are learned as a result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Dropping students off at School

There is no supervision for students until 7:35 am every morning. If you drop your child off before this time, you are putting them at risk and putting a great deal of liability upon the school. School does not start until 7:55 am. The first bell does not sound until 7:51. Under no circumstances should students be at school before 7:35 unless arrangements have been made for their safety and supervision. P-W Schools cannot be held responsible for their safety and well-being if they are here during unsupervised time. We would appreciate your respect for this school rule. Thank you for your cooperation.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy, the school will report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child. Clinton County has a truancy officer who will work closely with the school to monitor student attendance.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

1. Illness
2. Recovery from accident
3. Required court attendance
4. Professional appointments
5. Death in the immediate family
6. Observation or celebration of a religious holiday
7. Such other good cause as may be acceptable to administration

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence **no later than 8:00** on the day of the absence. They are to call the school office at 989-593-3488 and explain the reason for the absence. If the absence can be foreseen, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 10 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. If it continues, the student may be denied the opportunity to participate in extracurricular school activities and events and a notation made on his/her grading record transcript concerning his/her frequent absence from school.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the classroom teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to truancy laws of the State.

Notification of Absence

If a student is going to be absent, the parents must contact the school at 989-593-3488 by 8:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the principal, a student may not make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Tardiness

Students arriving after the start of school will be marked tardy. Those arriving later than 8:25 shall be recorded as an absence and require an excuse. Late students should have their parent/guardian report to the office to sign the student in before reporting to class. Absence from school due to suspension shall be considered an authorized absence.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the classroom teacher as soon as possible to obtain assignments. Make-up work due to suspension must be completed by the time the student returns to school. If picking up homework, please do so after 2:45 to allow the teacher to assemble it.

Excused from Recess and Physical Education

A student may remain indoors during recess only with a doctor's statement indicating the length of time the child should be allowed to remain indoors, or with teacher permission. If a student has a chronic condition (asthma) that requires them to be in during certain weather conditions, a Doctor's note must be submitted one time only, but should state the specifics of that child's case. All students will participate in the physical education program provided unless they have a doctor's written excuse.

Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with Code of Conduct at school events, regardless of location.

Entering and leaving the building at non-arrival or dismissal times

For obvious reasons, all children should keep regular school hours. There are times, however, when this is not possible. If a student arrives at school after classes are in session, a parent must first report to the office to sign the student in and provide a reason for being tardy. Students will not be allowed to leave school prior to dismissal time without a written request signed by the parent, or the parent phoning in or coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian or a phone call from the parent/guardian. Also, when the parent picks the child up from school, the **parent is to sign in and/or sign out at the office**, thus notifying the school the child is leaving for the day. If someone other than the parent is to pick the child up from school, a note from the parent stating who is to pick their child up and when must be sent to school with the child. **The school may choose not to release a child into someone else's custody if a note from the parent or phone call is not received giving the school permission. If arriving early to pick up your children, please wait in your vehicle or outside the main entrance. Staff members will walk the students to the main entrance at the end of the day and release them to the proper person.**

Non-Custodial Parents

If there is a court order which prohibits a parent/guardian from contacting the student, then a copy of the court order needs to be provided to the office.

VISITORS

All visitors to school must report to the office upon entering the building. **Under no circumstances should a visitor proceed to the classroom without notifying the office.** Unidentified strangers will be asked to leave the school building and school grounds. This is critical to ensuring the safety of our students. All visitors must sign in at the office.

Classroom Visitation

Parents are welcome to come and visit their students' classroom. Parents wishing to visit and/or observe a classroom should contact the school office at least 24 hours prior to their visitation to make arrangements.

Friends or Relatives Visiting School

Before a student may bring a friend or relative to school to visit for the day, he/she must receive permission from the teacher and principal. Generally, the school does not allow the friends of students to visit a class because of the disruption it sometimes causes in the classroom.

Should the teacher and principal grant permission, the following rules must be observed:

1. The student must be of an age appropriate for elementary school. (Ages 6-12)
2. The parent must contact Jeff Dygert to ask for permission if the guest will ride the bus.
3. The visitor must check in at the office upon arrival.
4. The visitor must obey all classroom and school rules or he/she will be asked to leave.
5. The visitor will participate in all class activities.

VOLUNTEERS

The Pewamo-Westphalia School District values community involvement in the way of volunteering. Whether you'd like to help out in a classroom, attend a field trip, or coach, then volunteering is a great way to be involved with the school and students. If you would like to volunteer, please complete a volunteer form and return it to the school. Background checks will be conducted on all volunteers and chaperones.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or delayed because of inclement weather or other conditions, the school will notify the following radio and television stations: WILS, Lansing; WJIM, Lansing; WITL, Lansing; WION, Ionia; and WOODTV 8, Grand Rapids, informing them of a school closing. The district will also post on our social media sites. If weather conditions appear to indicate a possible school closing, please check the radio, TV or internet. A message in PowerSchool will also be sent to all families. Please provide the office with current phone numbers and email addresses in order to receive the messages concerning weather delays.

Tornado Watch

A tornado watch means conditions are right for the formation of tornadoes. If the school should be notified of a tornado watch, school will continue uninterrupted and school personnel will keep alert to changing weather conditions.

Tornado Warning

A tornado warning means a tornado has been sighted in the immediate area. Because of lack of time to safely send our students home, the following emergency procedures are to be observed:

1. Signal - short blasts of the emergency bell.
2. Students file into designated area and sit as close to the wall as possible with their knees against their chest and book placed on their head. (Stay away from doors and windows.)
3. The all-clear signal (school bell) will ring when the danger has passed.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of ringing of a pre-selected bell into the school PA system. A test drill is run at the

beginning of each year that is preceded by a full explanation of what specific alarm sound will be made to designate this drill.

- The Fire Department, as well as Clinton County, has a copy of our plans should an emergency occur.

Fire Emergency

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of initiating our fire alarm signal. A test drill is run at the beginning of each year that is preceded by a full explanation of what specific alarm sound will be made to designate this drill.

Fire Policy

In the event of an actual fire in the Pewamo Elementary building, it will be important to not only get all of the students and staff out of the building, but off the school grounds as well. Once safely outside, students would be escorted by their classroom teacher to St. Joseph's school gym where parents would be contacted. Parents should go directly to St. Joseph's to pick up their children. This policy has been enacted on the advice of the Pewamo Fire Department and is intended to assure the safety of our students in the best way possible.

Lock Down

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a PA announcement by office staff. Guidance concerning our lock down procedures has been given by local law enforcement officials.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

MEALS

Breakfast and hot lunch will be provided for all students. This year these meals will be provided to all students for free. If a student brings a cold lunch and would like to have milk to drink, there will be a minimum charge for the milk. You may pay on a weekly or daily basis. For further information, please call Jessica Anthony at (989)587-5100 Ext. 5225 or contact her at jessica.anthony@pwschools.org.

Free and Reduced Lunch

Our district receives certain grant funding based on the number in our free and reduced lunch population. Although all students will receive free and reduced lunch this year, it is helpful for our district to fill out an application. Applications for free or reduced lunch are made available each year. Parents who believe they may qualify for this program should fill out an application and return it to the school office. Applications can be filled out at <https://pewamo.familyportal.cloud>. Eligibility for free or reduced lunch is based on family income. Qualified families are notified by the school. Schools receive funding for federal programs based on the free and reduced lunch count, so please submit the application even if you are not interested in receiving the benefit. For further information, please call Jessica Anthony at (989)587-5100 Ext. 5225 or contact her at jessica.anthony@pwschools.org.

ELEMENTARY MEDIA CENTER RULES

Every class at the elementary building will be scheduled to meet once per week with the library staff for literature/story time and a book check out opportunity. Each student is issued a patron number specific to him/her and books checked out are the responsibility of that student. Students in grades BK-3 are allowed a maximum of two books at a time, while students in grades 4-5 are allowed a maximum of three books at a time. Books check out for a two-week, ten-day period, skipping weekends, holidays, and other scheduled absences. Books are due back by the date stamped in the book. Books that are lost and/or damaged beyond reasonable repair are the responsibility of the student. Students will be fined the replacement cost of each lost/damaged book plus cover the cost of cataloging records, processing, and materials. *If a book is lost prior to the end of the year, a parent may contact the media specialist to arrange for time to locate the missing book prior to paying.*

ANIMALS IN SCHOOL

The bringing of animals to school is not allowed. However, in cases where the teacher gives permission for an animal to be brought to school, the following procedures must be followed:

1. Make sure the animal has been properly inoculated from disease.
2. Determine if the animal is tame enough for a classroom visit.
3. Make sure the animal is properly secured in a cage. Animals on leashes must be held by the student/parent and taken home after showing to the class.

BICYCLE RIDING

Students are allowed to ride their bicycles to school provided they abide by the following rules.

1. Once a student reaches the school grounds, he/she must put the bike in the bike rack provided and not remove the bike until school is dismissed at the end of the school day. Failure to do so will result in suspension of privileges at the principal's discretion.
2. Under no circumstances will a student be allowed to ride his/her bicycle to and from religion class
3. A student who rides a bicycle to school must return home on the bicycle. The school is not responsible for damage to bicycles left in the bicycle rack overnight and on weekends.
4. It is suggested that each student who rides a bicycle to and from school chain their bicycle to the bicycle rack to avoid theft and/or damage. The school is not liable for damage to a bicycle whether it is before, after, or during school hours.

CELL PHONE/ELECTRONICS POLICY

P-W Elementary School recognizes the importance of communication and collaboration, and provides iPads/Chromebooks for students to be productive in the classroom. However, to keep the focus on our students developing academically as well as acquiring the necessary skills for face-to-face interaction with peers and adults, we feel it's imperative to reduce the unnecessary distractions that our elementary school-aged children are facing.

- All phones/devices are brought on campus at one's own risk.
- Electronic devices such as cell phones/gaming devices and or apple watches are to be turned off during the school day and must remain in the student's backpack~ not in clothing pockets or on the person. Place the device all the way inside of the backpack so that it is not visible.
- The school is not responsible for lost or stolen devices.
- Phone calls, texting, and videotaping of oneself or others is strictly prohibited at any time during the school day to include classrooms, library, playground, cafeteria, common areas or restrooms.
- If a student is seen with a cell phone during school hours they will be given a reminder of the school policy, and/or it may be taken away and kept in the office until the end of the day or until a parent/guardian of the student comes to school to pick it up.

If a student needs to contact a parent during the school day for an emergency, he/she must request permission from the teacher and go to the main office to make the call. If a parent needs to get a message to their student, then they must contact the office at (989) 593-3488 or email the office at PWElementarySecretary@pwschools.org.

MOVIES

Staff members are allowed to show G rated movies in their classrooms. Upper elementary staff members (third through fifth grade) are allowed to show PG movies, with a parent permission slip. No PG13 or R rated movies are allowed to be shown, even with parental permission, during school or at school events.

GRADES

Pewamo-Westphalia Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Grading Scale

Children are graded on a quarterly basis. The marking system is as follows:

Grades BK-2 EE-Exceeds Expectations ME-Meets Expectations
 DE-Developing Expectations

Grades 3-5:

A	100-94	C	77-73
A-	93-90	C-	72-70
B+	89-88	D+	69-68
B	87-83	D	67-63
B-	82-80	D-	62-60
C+	79-78	E	59 and below

Third, fourth, and fifth grade students are eligible to make the academic honor roll. Honor roll is determined by a cumulative grade average of 3.0 or better with no grade lower than a C.

DRESS CODE

During periods of harsh weather students are expected to dress appropriately. Students should wear boots, hats, mittens/gloves, and a heavy winter coat during cold weather. Students not dressing appropriately for the weather conditions (no boots) may be assigned to an isolated place on the playground (basketball courts or sidewalks).

Dress Code

A dress code promotes a district's academic environment, maintains discipline, and prevents disruption of the educational process. The educational system should, therefore, prepare students for effective living in adult society. Having good taste in dress and grooming establishes school pride. Clothing must meet the following requirements:

- Is not related to drugs, tobacco, alcohol, or violence (gang-related).
- Does not contain obscenities or inflammatory messages.
- Head coverings (ie: hats, visors, bandanas, hoods, sunglasses, etc.) may be worn to school, but removed upon entering the building and must remain in the student's locker until school is dismissed.

- All shirts must cover the stomach, back, and bra straps; and must provide coverage with an appropriate neckline that does not expose cleavage. Tank tops, half shirts, spaghetti straps, halter-tops, form-fitting, visible undergarments are not permitted. Tank tops or sleeveless tops will also be prohibited for boys.
- Skirts, shorts and dresses must be no shorter than mid-thigh. Athletic uniforms that do not adhere to the school dress code may not be worn during the school day.
- Dress-up days are not excluded from the dress code policy.
- Feet must be covered at all times during the school day with shoes or sandals. Slippers will not be allowed. Shoes with wheels or secret compartments are not permitted.
- No backpacks or external coats may be worn or taken to class.
- Pajama bottoms are not appropriate dress for school and not permitted.
- Pants must be worn at waist level. Any baggy trousers that hang below waist level, must not be worn.

COLD WEATHER POLICY

If the wind-chill temperature is ten degrees or higher, students will be outside for recess. Recess will be inside if the wind-chill is *below* ten degrees.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held once a year. This year conferences will be held October 10th and 12th. Conferences will be held by appointment only and will be scheduled by the classroom teacher. Teachers are encouraged to keep the lines of communication open regarding the progress of your child. All parents are invited to make appointments to see their child's teacher at any time throughout the school year for additional conferences. **Communication between home and school is the key to success. Please stay in touch with your child's teacher(s), especially if they are experiencing any difficulty.**

****Parents are asked to keep their children at home during conferences unless they will be supervised by another adult while the parent(s) and teacher are meeting. Unsupervised students can be disruptive to this process and create a babysitting problem for school personnel.**

FIELD TRIPS

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

Chaperone Responsibility

Taking students on a field trip is a time-honored tradition and an experience that will be held in students' memories for a long time. This trip is a reward and a privilege for the students in the particular class that is taking the trip and is not intended for others. Therefore, siblings and other children are not allowed to attend. Although field trips are a fun-filled day for our students, they require a great deal of planning and preparation on the part of the teacher. One very important role on any trip is that of the chaperone. When you agree to chaperone, you are agreeing to work for the teacher and to represent the school in the most professional and upstanding way. You are agreeing to be responsible for a group of children, their safety and their concerns. We see this as a tremendous responsibility and take it very seriously. Following is a list of chaperone duties and responsibilities. As a chaperone:

- I accept responsibility to supervise and be aware of my group's whereabouts at all times.
- I accept that I will not be allowed to bring other children (my own or others) on the trip as I am responsible for the safety of the students in the group that I am assigned.
- I agree to **work for the teacher** and carry out their instructions **exactly!**
- I agree to represent the school and community in a responsible and professional manner.
- I agree that my number one responsibility is the safety and protection of the students to whom I am entrusted.

- I agree to follow the same code of conduct that is expected of students in the school handbook.
- I agree to ride school-provided transportation to all points of destination unless other agreed-upon arrangements have been made with school officials.
- I agree to not use drugs, tobacco or drink alcohol during the field trip.
- I accept that I may not be able to socialize with other chaperones because of my duty to students entrusted to me.
- I agree to direct any serious discipline problems to the classroom teacher.
- I agree to intervene whenever a child puts himself/herself in danger or in a dangerous situation.

BASIC RECESS RULES

The following rules will be strictly enforced as they are intended to enhance each student's safety:

1. Use equipment properly.
2. Exit and enter the playground by designated doors only.
3. Don't re-enter school without permission.
4. Take care of playground equipment.
5. Touch/flag football only, no tackling.
6. Line up quietly and promptly at the bell or whistle.
7. Wear appropriate clothing for weather conditions.
8. Don't play between school and the garage.
9. Obey recess supervisors at all times.

TRANSPORTATION

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety. Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall be on time at the designated loading area; stay off the road at all times while walking to and waiting for the school transportation; line up single file off the roadway to enter; wait until the school transportation is completely stopped before moving forward to enter; refrain from crossing a highway until the driver signals it is safe to cross; go immediately to a seat and be seated. It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall remain seated while the bus is in motion; keep head, hands, arms, and legs inside the school vehicle at all times; do not litter in the school vehicle or throw anything from the vehicle; keep books, packages, coats, and all other objects out of the aisle; be courteous to the driver and to other riders; do not eat or play games, cards, etc.; do not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall remain seated until the vehicle has stopped; cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe; be alert to a possible danger signal from the driver. The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

BUS RULES AND REGULATIONS

1. The driver is responsible for the bus and the safety of the pupils. His/her instructions and requests must be followed without question. Failure to do so will be treated as defiance of authority.
2. Pupils must avoid talking to the driver except when absolutely necessary to ensure maximum attention to the road.
3. Normal conversation is permitted. However, to ensure greater safety, shouting, wrestling, fighting, and pushing is prohibited.
4. Change seats only when the bus stops and with permission of the driver.
5. Smoking and profane language by anyone is absolutely prohibited at all times.
6. Refrain from throwing or shooting anything in or at the bus, and leaving waste paper and trash on the floor.
7. Always keep your head and arms inside the bus.
8. Never attempt to leave the bus while it is in motion; stay in your seat until the bus stops.
9. Never open or tamper with the emergency door or any of the bus equipment.
10. Before crossing the road after leaving the bus, cross in front of the bus only on the signal from the driver, and after making sure that no vehicles are approaching.
11. Walk across the road. **DO NOT RUN.**
12. School bus policy is to be followed at all times.

LOST AND FOUND

Lost and found articles are kept for a maximum of three weeks. These articles are then either discarded or given to children who lack them (especially winter clothing). If a child has a missing article, he/she should check the Lost and Found immediately. Lost items are kept in the hallway in an area designated "Lost and Found".

******To avoid loss of property, mark items with your child's name.******

HOMEWORK

Homework may be assigned to help reinforce class work. Please encourage prompt return of homework assignments. Students in grades BK-K should have homework only on "special" occasions. Our goal for students in grades 1-2 is no more than 15 minutes (average) of homework per night. Our goal for grades 3-5 is no more than 30 minutes (average) of homework per night. Many nights there will be no homework at all. Other nights there may be more than the stated goal. These averages may vary based on the abilities of individual students. If a child has excessive amounts of homework every night, please contact the school to discuss the matter.

SCHOOL RETENTION POLICY

In some instances it is beneficial to a student if he/she repeats a grade. Retention will only be used in the most serious of situations and will not be used without very careful consideration to the well-being of the child. Often this is recommended because a student either lacks the skills necessary to succeed in subsequent grades, or the child lacks the maturity needed to succeed. When a teacher suspects a child may benefit from retention, the parent is contacted as soon as possible and a conference is set-up between the teacher and parents. Should the child continue to struggle after the conference, the classroom teacher may recommend retention. The parents will be sent a form on which they are to indicate whether or not they agree to the retention. If the parents do not agree, they are to give their reasons in writing and meet with the principal and child's teacher to discuss the recommendation for retention and resolve the differences.

SPECIAL EDUCATION

Pewamo-Westphalia Schools provide a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Pewamo-Westphalia Special Education Director, Julie Farmer, at (989) 593-3488.

INJURY, ILLNESS, CASUAL/NONCASUAL-CONTACT COMMUNICABLE DISEASES, DISABILITIES

1. All injuries must be reported to a teacher or the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's Emergency Procedures. **Student emergency forms must be filled out at the beginning of the year and have a phone number where a parent can be reached at any time.**
2. Students who become ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission and sign out.
3. Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Students will be sent home for lice if school personnel finds live bugs in the hair. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, coronavirus and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.
4. In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.
5. The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Mrs. Julie Farmer at 989.593.3488 to inquire about evaluation procedures and programs.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school leadership regarding procedures for such instruction. Applications must be approved by the Superintendent. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program.

STUDENT RECORDS AND ARMED FORCES/SELECTIVE SERVICE

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA). Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to our Guidance Counselor. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the

beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 20202-4605, Washington, D.C., www.ed.gov/offices/OM/fpc
Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

ENROLLING STUDENTS IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides; unless enrolling under the District's open enrollment policy and/or unless enrolling and paying tuition. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following: a birth certificate or similar document; court papers allocating parental rights and responsibilities, or custody (if appropriate); proof of residency; proof of immunizations. Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Our school secretary will assist in obtaining the transcript, if not presented at the time of enrollment. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from **Pewamo-Westphalia Schools**, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school secretary for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWING FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous

controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal whenever such help is needed.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school secretary.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

CODE OF CONDUCT

A major component of the educational program at **Pewamo-Westphalia Elementary** is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to: abide by national, State, and local laws as well as the rules of the school; respect the civil rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; act at all times in a manner that reflects pride in self, family, and in the school.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks, cubbies and/or lockers, for that purpose. Locks for these lockers will

not be provided and are not permitted to be used by the students. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

Use of drugs

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student. A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the

National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

Use of Breath-Test Instruments

The principal may arrange for a breathalyzer test for blood-alcohol to be conducted on a student whenever s/he has reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, then s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Possession of a weapon

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

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

Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Purposely setting a fire

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

Physically assaulting a staff member/student/person associated with the District

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

Verbally threatening a staff member/student/person associated with the District

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

Extortion

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

Falsification of school work

Plagiarism and cheating are forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

False alarms, false reports, and bomb threats

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

Explosives

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

Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Theft

When a student is caught stealing either school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience

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

Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

Unauthorized use of school or private property

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

Violation of individual school/classroom rules

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

Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher or the principal, or may report it directly to the Superintendent at 989-587-5110. Complaints will be investigated in accordance with AG 5517. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

[Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.]

BULLYING AND OTHER AGGRESSIVE BEHAVIOR

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure. Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some

circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or staff member who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

- **Aggressive behavior** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such

behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

- **At School** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using technology that occurs off school premises if either owned by or under the control of the District.
- **Bullying** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
 - substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 - causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three.
Some examples of bullying are:

Physical-hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

Verbal-taunting, malicious teasing, insulting, name calling, making threats.

Psychological-spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

- **Harassment** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).
- **Intimidation/Menacing** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.
- **Staff** includes all school employees and Board members.
- **Third parties** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education

FACTORS TO BE CONSIDERED BEFORE SUSPENDING OR EXPELLING A STUDENT

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board shall consider the following factors:

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

The Board will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Principal will still consider the factors.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

PEWAMO-WESTPHALIA SCHOOLS POLICY FOR DISPENSING MEDICATIONS

When possible, medications should be scheduled outside of the school day. However, we recognize the need for some medication to be dispensed to students while they attend school. We further recognize that medication needs to be administered in a safe, effective manner and in compliance with existing state and federal statutes. In order to assure that your child is best taken care of, the Pewamo-Westphalia Board of Education has established a policy for our school to follow when dispensing medication. **ALL** provisions of this policy must be followed. It is as follows:

1. All **prescription, nonprescription and homeopathic medications** shall be given only with a written order from the physician which shall include the name of the medication, dosage, time to be given, length of time the medication will be prescribed, side effects of the medication and the reason for the medication to be given.
2. Written permission by the parent/guardian authorizing the school to give the medication must be received.

3. Medication must be brought to school in its **original container**, labeled with the date, name of student, name of medication, dosage, and the time to be given. If multiple medications are taken, each prescription must be in a separate bottle.

If the above requirements are not followed, we will not dispense the medication to your child. This is not being done to inconvenience you; rather it is done in accordance with the Public Health Code of Michigan, Article 15, 333.16109(2)(c) of Act 368 of 1978. A permission form for your doctor to fill out is available in the school office. A new prescription and permission form are required at the beginning of each new school year. Prescriptions will not be carried over from one school year to the next. Parents must pick up any “leftover” medication from school within 2 weeks of the conclusion of the school year or at any time that a student leaves the school district. All medications not picked up in this time period will be destroyed.

CONCUSSION POLICY

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rest breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional. Students may not return to activity/participation until cleared in writing by a Doctor.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to www.cdc.gov/concussion.

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Memory Problems
Confusion/Double
Vision
“Feeling Down”

Headache
Not “Feeling Right”
Feeling Irritable

Slow Reaction Time
Dizzy/Nausea
Sleep Problems

Pressure in the Head
Lack of Balance
Sensitivity to
Light/Noise

Fogginess

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay (i.e. cleared by a Doctor in writing). A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously).