

Elementary Handbook and Code of Conduct

New Haven Elementary

Endeavour Elementary



NEW HAVEN SCHOOL DISTRICT MISSION STATEMENT

"Our personal best. Everyday. No exceptions. No Excuses."

Dear New Haven Parents:

The New Haven School District is a wonderful educational environment supported by fantastic staff and parents who care a great deal about children's learning. Working together we make our schools special places for children. The reward for our time and cooperative effort is the growth we see daily in our children, both academically and socially. Children are our future, so investing in their education is a wise decision.

This handbook contains a wealth of information to assist you in better understanding the policies, procedures and day-to-day operation of our district's elementary schools. Hopefully, any questions you may have will be answered on the following pages.

Please feel free to contact the school when you have anything you would like to discuss. We want to work with you to make your child's learning experience the best it can be.

Sincerely,

The Elementary School Principals

1.0 ENROLLMENT AND ATTENDANCE

The New Haven School District adheres to both state law and district policies regarding eligibility for enrollment. Questions about eligibility for enrollment should be directed to the district enrollment office at 586-421-2432.

1.1 Attendance

State law requires a student to be in school, on time everyday. When your child misses school or is late, they miss out on very important instructional experiences. However, there are valid reasons for a student to miss school. These include:

- Personal illness
- Serious illness or death in the immediate family
- Doctor or dental appointments that cannot be arranged outside the school day
- Religious holidays
- Pre-arranged absences

If your child will be tardy or absent from school, a parent¹ should call the school attendance line at appropriate number listed below:

New Haven Elementary	586-421-2423
Endeavour Elementary	586-749-8067

You may call this number 24 hours a day, 7 days a week. Please state the child's name, teacher, and the reason for the absence. The office staff will call the home of those children who are absent from school, but have not been reported absent by their parents. The phone call should be received by 9:00 AM. In the event that the call is not answered, the parents will be called at their work number.

Your child may return to school after he/she has been fever-free and has not vomited or had diarrhea for **24 hours**. A doctor's note is required if a child must stay in from recess for more than one day.

Any student who is absent on a given day may not attend after school clubs or rehearsals on that day. Their school day absence will excuse them from any attendance requirements.

Absences due to family vacations are discouraged. The school year offers several opportunities for extended family vacations. Parents are strongly urged to plan vacations in conjunction with the school calendar. If this is not possible they should notify the teacher, in writing, at least one week in advance.

1.2 Student Arrival & Dismissal

Students are permitted to enter the building **3 minutes before** school begins. For safety reasons, boys and girls should not arrive at school prior to this time, or be accompanied by an adult if they do arrive early.

Please contact 586-749-8136 (NHE) or 586-749-3401 (EE) for information regarding **before or after** school care programs available within the district.

Dismissal routines will not be changed unless a written note or phone contact is received from a parent. Phone calls must be received one hour **before** dismissal. Removing children from school early is discouraged. Routine early dismissal is NOT permitted.

1.3 Tardiness

Students are expected to be in the classroom when school begins. It is the responsibility of the parent and the child to see that the student arrives to school on time. All children arriving after the start of school are required to report to the office with their parent before going to their classroom.

Excessive absences or tardiness will require a contact with the school truancy officer. In the event of excessive absences, the school, at its discretion, may notify parents and/or the school truancy officer of a student's attendance record.

¹ The word "parent(s)" when used in this handbook and code of conduct includes legal guardians and, where required by law, those acting in the place of parents.

1.4 Students Leaving While School is in Session

When it is necessary for a student to go home due to illness, a parent, or other responsible person designated by the parent, must come to the office to pick up the student. The student will need to be signed out in the office.

Please make doctor, dentist and other appointments outside of the school day so students do not miss any of the instructional programs. If an appointment during school hours is unavoidable, please send a note to the office with your child in the morning. A parent, or other responsible person designated by the parent, must come to the office to pick up the student and sign them out.

1.5 Homework Requests & Make-up Work

A student who is absent for an extended period of time (more than two days) may request homework through the office. These requests require at least 24 hours notice.

2.0 General Health Issues & Safety Regulations

The school district is charged with keeping current health records for all students. In accordance with state health regulations all students must be immunized from communicable diseases. Except as otherwise provided by law, proof of immunization must be provided at the time of registration. Additionally, Board of Education Policy requires that all kindergartners have a physical examination prior to beginning school.

Parents are required each school year to complete an updated emergency card that contains important health information in addition to other data. Parents are urged to notify the school of any significant change in the health of their child.

Parents should keep children home when they show symptoms of illness. A child should be free of fever, diarrhea, and must not have vomited for 24 hours before returning to school. If symptoms occur while in school, parents (or emergency contacts) will be called to arrange for the child to be taken home. In the event of an accident at school, every effort will be made to reach and notify the parent of the injured child. If medical attention is required, the child will be taken to an emergency room if parents or other family cannot be reached. Information on the emergency cards will be used for these procedures.

If your child returns to school with a cast or following any illness that temporarily restricts his/her activity, please bring a complete statement from your doctor that:

- Gives permission for the student to return to school; and,
- States any activity limits.

2.1 Communicable Disease Policy

The New Haven School District is committed to providing quality educational opportunities to all students in an environment that is safe and conducive to learning. The identification, management and reporting of disease in the public school setting is essential to maintaining a safe environment. In responding to instances of communicable disease, the New Haven Board of Education follows the recommendations, rules and regulations of the Michigan Department of Public Health and the Macomb County Health Department.

If your child is suffering from measles, mumps, chicken pox, head lice, strep throat, conjunctivitis, impetigo, ringworm or any contagious disease or condition, please call the school office and notify us of the nature of his/her illness. If you are unsure of whether you should send your child to school, contact the Oakland County Health Department or the school. We are required to report to the Oakland County Health Department regarding instances of communicable diseases.

2.2 Pediculosis (head lice) Policy

The school may reserve the right to do all school or random head checks. If a child is suspected of having head lice, the parent will be encouraged to remove the child from school immediately and take him/her to the Health Department or family physician for verification and prescribed treatment. When a parent discovers that their child has head lice, it must be reported to the school as soon as possible.

After a child has been treated with the first application, he/she **must** be brought to the office to be checked, with the parent in attendance. If any nits (eggs) are found, the parent will need to take the child home and he/she **will not be readmitted until all the nits have been removed**. This procedure will be repeated when the second application is complete.

2.3 Request to Stay Indoors

All children who are in school for the full day will be expected to play outside during the recess periods, weather permitting. Generally speaking, a child who is able to be in school needs a few minutes of fresh air during the course of the day. Requests to stay indoors during recesses require a written explanation. A doctor's note is required if your child needs to stay indoors for more than one day.

2.4 School Nurse

The Macomb County Health Department provides us with a school nurse on a consultant basis. The nurse assists the staff

with health related issues, may assist in the classroom with health instruction and can answer parent questions related to their children's health and school policy. If you wish to speak to the school nurse, please call the school secretary and leave a message for the school nurse.

2.5 Medication and Sunscreen in School

Ideally all medications should be given at home. However, if it is necessary for a student to take medication, either prescription or over-the-counter (non-prescription), at school, the student's parent and physician **must** complete the Authorization for Medication, Waiver and Release of Liability form available from New Haven Community Schools.

- Medication is to be brought to school in amounts for one or two weeks. Daily carrying of medication should be avoided. **Medication is to be brought to the office by an adult and in its original container.** The medication will be kept in a locked and secure place, not accessible to pupils. Medication will be dispensed from the office where a dispensation log is maintained.
- Children are not permitted to keep medication of any kind on their person, in their lunch boxes or in their desks.

Students are permitted to bring and use FDA-approved, over-the-counter sunscreen at school, if their parents first provide the school's principal with written permission.

2.6 Animals in the Classroom

Students may not bring animals to school with the exception of those for the purpose of assisting students with special needs. If a teacher plans to keep an animal in the classroom for study and observation, parents will be notified of the specific animal(s) in case there is a potential for an allergic reaction or other health related reactions.

2.7 Food Allergies

All food allergies must be recorded on the student emergency card along with possible symptoms and treatment. Teachers must be notified in writing of student food allergies. Please notify your child's teachers if your child has food allergies. All parents are expected to check with the classroom teacher before sending in food treats.

2.8 Bicycles/Roller Blades/Skates/ Skateboards/Scooters

The decision as to whether a child rides his/her bicycle to school rests with the parents. However, it is important to remember that the riding of bicycles to school is a privilege. Students riding their bicycle to and from school are expected to:

- Walk, not ride, their bicycles when on school property.
- Lock bicycles on designated storage racks.
- Register their bikes with the police department.
- Follow all the rules for bike safety (i.e., not ride double, walk bike across street at the corner, never cross between parked cars and etc.).
- **The district strongly recommends students wear safety helmets for their protection.**

If rules are not followed, the privilege of having a bike at school will be taken away.

Children are NOT allowed to use such equipment as roller skates, skateboards, rollerblades, rolling shoes, or scooters at school. Please discourage your children from using them on the way to or from school.

2.9 Annual Registration, Emergency & Contact Information Procedures

A card file is kept on each student listing important information such as address, home phone, parent(s) places of employment, family doctor and the name of a friend or relative to whom the school can contact in case of an emergency. You will be asked to fill out this card **each year** so that we can reach you in an emergency.

Please note: We have encountered serious problems when we have attempted to contact parents and found that telephone numbers have been changed. It is critical that we be informed of any changes to parent contact information during the school year. Also, it is the parents' responsibility to keep the school informed of all custodial, legal and residency changes, including changes to parental visitation rights, personal protection orders, etc. Update phone, cell phone, and beeper numbers as needed.

Please contact the school office immediately when we need to make changes in our information data cards.

3.0 Recess & Lunch Procedures

3.1 Recess

Supervised outdoor recess is scheduled daily. Children are expected to participate in recess activities. They should wear appropriate clothing. Boots, hats, and gloves are mandatory during winter months and boots may be necessary when playground areas are muddy.

Our policy is that all students go outside for recess unless the wind-chill/temperature is less than 10 degrees. It is assumed that the students who are too sick to play outside would benefit by staying home. On days when the weather is extremely cold or rainy, recess breaks are shortened or held indoors. Please see (2.3 – Request to Stay Indoors) for further information.

3.2 Lunchroom Procedures

The district-contracted vendor(s) will provide information regarding the lunch service program.

Parents are welcome to join their children for lunch. Please call for a lunch reservation if you wish to purchase a hot lunch. Please check in the office when you arrive for lunch.

Our lunch aides have the responsibility for only the students staying at school for lunch. Children leaving school for lunch should not come back to school **prior to** the end of their lunch period.

4.0 Rights & Responsibilities

4.1 Respecting Difference

It is the policy of the New Haven School District not to discriminate on the basis of race, creed, color, national origin, age, sex, marital status, or handicapped status in educational programs, activities or services. All students shall have an equal opportunity to participate in, and benefit from, all academic and extracurricular activities and services.

4.2 Fair and Equal Treatment

The New Haven School District is committed to a school environment that is free of discriminatory intimidation. Derogatory conduct or racial or sexist slurs are considered abuse and will not be tolerated. It is the policy of the school district to provide an environment that is free of such harassment.

4.3 Protection from Violence

The New Haven School District reserves the right to monitor building activities and/or school buses via surveillance cameras. Children in possession of a dangerous weapon/firearm or who commit arson on district property or at district-sponsored events could be subject to expulsion from school. Referrals will also be made to the appropriate court system and social service agency.

Items such as toy guns, knives and lasers, etc., will be taken from students if they bring them to school. These items must be picked up by the parents at the office. We are working very hard to help students learn to play and solve problems in peaceable ways. Toy weapons do not assist this endeavor and can be physically harmful as well.

4.4 Drug Free Zones

New Haven students may not possess, use or be under the influence of alcohol or illegal drugs while on school property or at school events. Disciplinary action could result in expulsion and referral for prosecution. Therefore, New Haven School is committed to offering all students a drug and alcohol abuse prevention curriculum and to support students seeking help with a dependency problem.

4.5 Smoking Policy

The Tobacco-Free Schools Act, and more extensively, New Haven School District Policy, **prohibits** the use of **all** tobacco products at **all** times, day, evening and weekends, on **all** school property. Your cooperation with this requirement is important to the health and welfare of our students, staff and community.

4.6 The Right to Know

Parents have the right to inspect any and all official records, files and data directly related to their children. Request for parental access to records can be made to the school the child attends. Parents also have the right to challenge the content of records.

4.7 The Right to Privacy

Under the Family Education Right and Privacy Act requires school authorities to divulge directory information as noted in Board Policy 8330 if such information is requested. If parents do not wish this information released, they must indicate so on the student's **Annual Registration and Emergency Information Card**.

New Haven Schools identifies directory information as:

- A student's name;
- A student's address and telephone number;
- A student's school e-mail address, for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books; and

Photographs or videos of a student participating in school activities, events or programs.

Parent Teacher Organization (PTO) and other parent-produced school directories are available in many New Haven schools.

Parents also have the right to request that the school exclude information about themselves or their child in these publications.

4.8 Student Visitors

It is not generally appropriate for non registered students to attend classes. Our primary concern is for the ongoing education of our students and it is not helpful for teachers or children to be distracted by student visitors. This and liability issues make non New Haven children visits inappropriate.

4.9 Damaged or Lost Equipment

Children are expected to take good care of school property. Children do occasionally lose or damage books or equipment.

Students will be responsible for the replacement costs of these items and their parents should see the office staff or their child's teacher for the price of these lost or damaged materials. Vandalism will be handled under the guidelines of the student code of conduct

5.0 Communications Release Guidelines

When authorized by a parent or legal guardian, the New Haven School District will use a student's image, work, or name in accordance to the following guidelines:

- To be videotaped and televised for non-commercial use on New Haven School District's Educational Access Channel. In addition, this videotape may be used for other non-profit purposes.
- To be photographed and identified by name for non-commercial use in publications and newsletters to be published and distributed by the New Haven School District.
- To be photographed and identified in the school setting/activity for non-commercial use by local newspapers or television stations.
- To be photographed and identified in the school setting/activity for district web sites, per the Web Safeguards.

Web Safeguards:

The district technology team has established the following safeguards to protect and promote the New Haven School District and its students when using the Web.

1. Web pages will not include students or staff member's home telephone number, address, or personal information. (Ex: age, birthday, family member names, etc.).
2. Parental consent will be obtained PRIOR to any student information being used. Parental consent is for one school year or until notification, in writing, by the parent/guardian stating otherwise. The consent is located on the student emergency card.
3. An individual class or specific grade cannot offer information as to the specific time and location of future events or trips. However, a specific time and location may be given in advance to promote school or district activities.

6.0 Home/School Connection

6.1 Communication

A school newsletter and various notices are sent home frequently throughout the school year. Parents are encouraged to review this information. Additional information can be found on the New Haven web page, including assessment results and Annual Reports and a detailed calendar with current information about all district activities. The web page address is <http://www.NewHaven.misd.net> Of course, parents are encouraged to contact their child's teacher or principal any time.

6.2 Conferences/Report Cards

Educating our children is a team effort between educators, parents and students. Regular communication among the team members is necessary. Report cards and parent/teacher conferences are two ways of providing this communication. Report cards are issued four times each year and parent/teacher conferences are scheduled twice a year, fall and spring.

Just as important are the many formal conferences and chats between teachers, parents and principal during the course of the year. You can reach the principal through the school office during the day.

Teachers are available before and after school, as well as during their planning period. You may leave a message for a staff member via voice mail or e-mail. If you require immediate assistance, please contact the main office.

6.3 Parent Visitors

Parents are welcome to visit their children's classrooms by appointment only. Please contact the teacher prior to your visit. **For security reasons, visitors must sign in at the office when you enter the building.**

All visitors are required to turn off or silence cell phones and pages while school is in session.

6.4 Parent/Teacher Organization (PTO)

The PTO has worked for years to promote a closer relationship between the home and the school so that parents and teachers can cooperate thoughtfully in the education of their children. You are encouraged to join the PTO and take part in the numerous activities and events sponsored by the PTO during the course of a year. Information about PTO meetings and activities is published in the newsletter.

6.5 Telephone Use

We want to help our students become responsible for their choices and actions, so we wish to discourage as many "non-critical" calls as necessary. For these reasons, children are generally not allowed to use the phone. However, school personnel will make an emergency phone call for them.

Please do your best to arrange activities and make transportation plans with your child before he or she leaves for school. In case of an emergency, you may call the office, which will, in turn, notify the teacher.

***Please Note:** Your child's daily routine will not be changed unless you provide a note to the teacher or call the office. Calls to the office must be made **one hour** prior to dismissal. For the safety of all our students, and unless it is for emergency purposes, the district strongly discourages parents from picking up students within the thirty (30) minutes prior to the regular student dismissal time.

6.6 Volunteers

We welcome and appreciate the many volunteers who help us throughout the school year. We have parents and grandparents who have volunteered to share a special interest, become room mothers or fathers, read to children or listen to them read, type children's manuscripts, bake cupcakes, sew costumes, etc. If you are interested in becoming involved as a volunteer, contact your child's teacher or the office. Volunteer forms are required to be on file for parents who work with students without direct supervision from the classroom teacher.

6.7 Field Trips

Field trips provide an extension of classroom learning and are arranged by the teacher to support the educational program.

A student permission slip must be signed for each trip in order for a student to participate in a field trip. No exceptions can be made for a student without such a signed permission slip. If your child talks about a field trip, make sure he or she also brings you the permission slip to sign. Parents may be asked to pick up all or a portion of the field trip costs including transportation. Private cars may not be used to transport youngsters on field trips.

6.8 School Parties/Special Activities

The teachers, with help of room parents, may plan special parties or activities throughout the year. Parties/special activities may not be planned without the prior consent of the classroom teacher or building administrator.

6.9 Student Pictures

Families may purchase student pictures each year. Students will have their individual pictures taken early in the school year. Specific information about the procedure and purchase of pictures will be sent home prior to picture day.

6.10 Traffic Patterns and Parking

It is vitally important that parents follow the traffic pattern established at their school for the safety of the children that are dropped off as well as the safety of other students. Please park in designated areas only. Do not park in the bus lanes, fire lanes or directly in front of the school

7.0 School Closings

The local television and radio stations, (WJBK-2; WXYZ-7; WDIV-4; and WWJ 950 AM and WJR 60 AM) announce school closures because of inclement weather or other emergency conditions as early as 6:00 AM. Parents may also check our district web page (www.NewHaven.misd.net).

8.0 Fire and Tornado Drills

Safety drills such as fire, tornado, lockdown, and evacuations will occur routinely throughout the school year as required by district and state policy. These drills are necessary to assure the safety of everyone in the event of a real emergency. Teachers explain drill procedures to students. Directions for fire and tornado procedures are posted in each classroom.

9.0 STUDENT BEHAVIOR AND CODE OF CONDUCT

9.1 Preamble

The student code of conduct acts as a guide for all student behavior. It is the desire of the staff and administration that students come to school every day prepared. It is also our hope that they will not have behavior related issues that interfere with academic learning. The code of conduct cannot include all behavior problems or issues that may arise during the school year. The preamble acts as a general guide for students to maintain and act in an appropriate manner at all times. **All behavior issues not addressed under the code of conduct in the following pages, fall under the general discretion/action of the administration.**

We use the following Lifelong Guidelines to create a nurturing environment for learning. The Guidelines are a set of standards for behavior.

Be RESPONSIBLE, Be RESPECTFUL, Be READY

9.2 Dress Code

It is the belief of the faculty and administration of the New Haven School District that students should be neat and appropriately dressed and groomed each day. Clothing should be clean and in good repair. Coats, hats, etc. should be labeled with the student's name. Clothing, jewelry, and other articles that cause distraction within the educational environment will not be permitted. **The following is the dress code:**

9.2.a Clothing

All clothing should be neat, clean, in good repair, and appropriate for school activities. Clothing should follow the standards of common decency and safety.

- There will be no sagging of pants, or rolling of one pant leg at a time. There is to be no rolling down of pants, skirts, or shorts at the waist.
- Tank tops, mesh tops, cropped tops, or see-through shirts or blouses are not permitted. An additional shirt must be worn under sleeveless shirts with large armholes. Sleeves should not be rolled or tied up at the shoulders. Shirts that reveal bare midriffs or lower backs are not allowed.
- All outdoor clothing should be kept in the student's locker/cubby during the school day except during lunchtime or physical education classes. Sweatshirts and sweaters are allowed in class.
- Clothing or objects that advertise or display alcoholic beverages, tobacco products, drugs, obscene language, or antisocial behavior are inappropriate. Clothing that has wording that is a "put-down" to a person's gender or ethnicity may not be worn.
- Any apparel that is sexually suggestive, promotes violence or is determined/believed to be gang related is prohibited.
- Undergarments, pajamas, or clothing that reveals undergarments are prohibited.
- The school personnel look forward to partnering with parents in helping students make good choices regarding appropriate weather-related clothing decisions. For example, students should not wear shorts when the weather is too cold.
- Appropriate dress is expected at all school-related events, including activity nights and field trips.
- Students should not be changing or exchanging clothes during the school day.

9.2.b Hats, Headwear, and Hair

- Hats, visors, sweatbands, bandannas, scarves, hoods, and items used for grooming may not be worn in the classroom or in school.
- Excessive and bold hair dying with non-mainstream colors, which attracts excessive attention, will not be allowed at any time in school or at school-related functions, unless allowed as a "spirit" day.

9.2.c Shoes

- Shoes must be worn at all times.

- Bare feet or stocking feet are not permitted.
- Shoes with roller skate inserts may not be worn at school.
- High-heel and open toed shoes are not permitted to be worn at school.

9.2.d Jewelry and Other Accessories

- Excessive make-up, including bold glitter, is not to be worn at school.
- Writing on one's own skin or allowing others to write on you is not permitted. Face painting and body piercings are not allowed.
- Large chains with or without medallions or large charms may not be worn in school. Wallet chains should not be used.
- Glass bottles of cologne are not allowed. Spraying of cologne is not allowed in hallways, or near other people.

The above list is not all-inclusive and administration reserves the right to make the final decision regarding the appropriateness and acceptability of appearance. Students will not be allowed in class without appropriate clothing. This may mean that a parent needs to bring clothing to the school for the student, or that the student wear clothing from the office closet. Habitual violation of the dress code will incur additional consequences.

9.3 Other Matters of Student Discipline

9.3.a Presumption Against Long-Term Suspension or Expulsion

Consistent with Michigan law, New Haven School District adopts a rebuttable presumption students should not be disciplined by the imposition of a long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless New Have School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

1. The student's age;
2. The student's discipline history;
3. Whether the student is disabled within the meaning of the IDEA or ADA/Section 504;
4. The seriousness of the student's misconduct or behavior;
5. Wehther the student's misconduct or behavior threatened the safety of any other student or staff member;
6. Whether restorative practices will be usedto address the student's misconduct or behavior; and
7. Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firarm in a weapons free school zone. However, with respect to all out-of-school suspensions and expulsions (short- or long-term), the school administrator implementing the suspension shall consider and document consideration of the seven factors listed above on a form approved by the Superintendent.

9.3.b Restorative Practices

Consistent with Michigan law and in every case, the New Haven School District will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code or in a similar manner, depending on the circumstances as a whole in the sole discretion of the school administrator assigned to handle the misconduct or behavior or the Board of Education (if the Board of Education is handling the misconduct or behavior).

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment, bullying and cyberbullying.

9.4.c Snap Suspensions

If a teacher has good reason to believe a student has engaged in conduct which poses a clear and present danger to him/herself or other students, teacher may suspend the student from a class, subject, or activity for one full school day. The teacher shall immediately report the suspension the reason for the suspension to the school principal and send the student to the school principal.

As soon as possible after suspension, the teacher will meet with the student's parent(s) to discuss the suspension. When practicable, a school counselor, school psychologist, or school social worker shall also attend. A school administrator shall attend if requested by the parent(s).

9.3.d Search and Seizure

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances of reasonable suspicion, and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to

assume full responsibility for the security of their lockers and desks. Students should not expect full privacy regarding items placed in school property because school property is subject to search at any time by school officials. A student's failure to permit searches and seizures as provided in this policy will be considered for disciplinary action. A student's person and/or personal effects (i.e. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Level I Offenses:

Serious Infractions

9.4 Discipline – Level I

The “Corrective Measures” outlined below represent actions that can be taken to assist in correcting student misbehavior. The administrator may use one or multiple corrective measures depending on the situation. These measures may also increase in time and severity if infractions happen multiple times

9.4.a Profanity/Abusive Language

Swearing or inappropriate language, whether verbal or written, or gestures at others is unacceptable.

Corrective Measures: Parent contact, talk with school social worker, in-school suspension, or possible suspension from one to ten days. Mandatory suspension for one to ten days if directed at a staff member.

9.4.b Assault

Threats to do bodily harm or actual physical contact causing harm to another person constitute assault and is not permitted.

“Physical Assault” means intentionally causing or attempting to cause physical harm to another through force or violence.

“At school” means in a classroom, on school premises, on a school bus or vehicle, or at a school sponsored activity or event whether or not it is held on school premises.

Corrective Measures: Parent contact; talk with school social worker, possible suspension from one to ten days.

9.4.c Disrespect

A lack of regard for any staff member by word or by deed will constitute disrespect.

Corrective Measures: Conference, parent contact, in-school suspension, possible suspension from one to ten days, and a written apology to the staff member involved.

9.4.d Insubordination

Students are expected to obey or respond to any reasonable and fair request made by any adult school employee. Failure to do so is insubordination.

Corrective Measures: Conference, parent contact, in-school suspension, or suspension from one to ten days.

9.4.e Leaving Class Without Permission

Students must have teacher permission to leave class.

Corrective Measures: Parent conference, talk with school social worker, in-school suspension, and possible suspension from one to ten days.

9.4.f Fighting

Physical contact done in anger or defense with the intent to inflict pain or injury is fighting and is not permitted. Students who are aware of an impending fight and participate by their presence when it occurs are subject to the same corrective measures as listed below.

Corrective Measures: Conference, parent contact, suspension from one to ten days.

9.4.g Theft or Larceny

Larceny is the wrongful taking of another person's property and is forbidden.

Corrective Measures: Parent contact, restitution for stolen property, contact police liaison officer, may require talk with school social worker services, suspension from one to ten days.

9.4.h Vandalism

The intentional or willful destruction of public, school, or private property constitutes vandalism. This includes any graffiti or excessive littering.

Corrective Measures: Parent contact, financial restitution, contact law enforcement agency, suspension from one to ten days, and possible community service.

9.4.i Teasing, Harassment, and Bullying

All students must be able to work, learn, and grow in an atmosphere that is free from any form of teasing, harassment, or bullying. HARASSMENT is any form of inappropriate and unacceptable behavior towards another person. Harassment will not be tolerated or accepted on school grounds, in the school building, or at school related activities away from the building and grounds. Students who engage in teasing, harassment, and bullying will be subject to severe disciplinary action. Harassment shall be defined as verbal, non-verbal, physical, or written behavior which:

1. Intimidates or demeans individuals or groups on any basis including race, ethnic background, religion, gender, sexual orientation, national origin or disability.
2. Involves an expressed or implied threat to personal safety.
3. Has the effect of interfering with an individual's participation in the curricular or extra-curricular activities of the school district.

Students who encourage, participate, or support teasing or bullying in any way are subject to the same punishment as those directly involved in the harassment.

Corrective Measures:

- Verbal / Non-verbal / Written: Parents on both sides will be contacted, in-school suspension, or suspension depending on severity of content, and possible police liaison interaction.
- Physical harassment (any form): Mandatory suspension, length depending on seriousness, and possible police report. Repeat offenders face possible expulsion.

SEXUAL HARASSMENT is defined by the district policy (see Appendix B). This type of behavior will not be tolerated at any time. On issues of sexual harassment, students are encouraged to seek assistance from a staff member in the building. Specifically, sexual harassment is defined as:

1. Verbal harassment, intimidation, or abuse that is sexual in nature.
2. Subtle pressure for sexual activity.
3. Persistent remarks about another person's body.
4. Physical contact, inappropriate touching, or assault.
5. Sexual comments, gestures, notes, or pictures that are sexual in nature and are made to demean a staff member or student, constitute this form of harassment.

Corrective Measures: For all cases, both parties will receive a talk with school social worker session.

Sexual harassment (any form): Mandatory suspension, length depending on seriousness, and possible police report.

Criminal Sexual Conduct: Michigan Safe School Legislation requires mandatory, permanent expulsion for students who commit criminal sexual conduct in a school building or on school grounds or who commit criminal sexual conduct against

another student enrolled in the same school district. Students in grade 6 and above may petition for discretionary reinstatement following the expiration of 150 school days. Students in grade 5 or below may petition for discretionary reinstatement following the expiration of 60 school days. Students convicted (or adjudicated) of criminal sexual conduct are prohibited from attending the same school building or using the same school bus as his/her victim.

9.4.j Substance Abuse

The sale, transfer, or possession of any controlled substance, substance abuse materials or paraphernalia is prohibited on school property and/or at school-related activities. This includes cigarette lighters, etc.

Corrective Measures: Police contact, parent conference, suspension from one to ten days, suggestion of a rehabilitation program, and possible expulsion from the school district as outlined in the State Law SB-966.

9.4.k Internet Access

Students are allowed to use the Internet and e-mail only under supervision during authorized times. Students are forbidden to enter areas of the Internet that are unethical and lack appropriate educational merit.

Corrective Measures: Parent contact, restricted access, in-school suspension, possible suspension from one to ten days.

9.4.l Acceptable/Appropriate Computer Use

All the computers that are available at school are for student and teacher use. Students are expected to use the computers under acceptable/appropriate standards, as stated in Appendix A. Students may not bring disks or CDs from home for use on school computers. In addition, students need teacher permission and supervision in order to use e-mail addresses. Students who send inappropriate e-mail will be subjected to severe discipline. Students may not abuse, hit, deface, mark or inappropriately use the computer and its peripherals. The destruction of property and the malicious intent to harm the computer or go into the hard-drive without authorization will result in the following:

Corrective Measures: Parent contact, restricted access, in-school suspension, possible suspension from one to ten days.

9.4.m Tobacco Use

Students are not permitted to be in possession of, or use any form of tobacco at any time in the school building, on the school bus, on the school grounds, within the area surrounding the school grounds, or when going to or from school. This applies to all school sponsored activities as well as the regular school day. Violation of this rule constitutes a serious offense, and is subject to disciplinary action.

Corrective Measures: Confiscation of materials, parent contact, law enforcement agency contact, suspension from one to ten days, and possible expulsion from the school district as outlined in the State Law SB-966.

9.4.n Weapons

Possession of dangerous or other weapons as defined herein by a student on school property, at school related events, or while a student is en route to or from school is strictly prohibited. The term "dangerous weapon" shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 18 USC §921.

The term "weapon" shall mean any object or instrument the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain and suffering. The term "weapon" shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person.

Corrective Measures: Michigan Safe School Legislation requires mandatory expulsion for students who possess a dangerous

weapon in a weapon free school zone. "Weapon Free School Zone" means school property or on a school bus or vehicle. Students in grade 6 and above may petition for discretionary reinstatement following the expiration of 150 school days. Students in grade 5 or below may petition for discretionary reinstatement following the expiration of 60 school days.

9.4.o Arson

Arson is the intentional setting of fire on school property.

Corrective Measures: Michigan Safe School Legislation requires mandatory expulsion for students who commit arson in a school building or on school grounds. Students in grade 6 and above may petition for discretionary reinstatement following the expiration of 150 school days. Students in grade 5 or below may petition for discretionary reinstatement following the expiration of 60 school days.

9.4.p Fireworks/Inappropriate Materials

Possession, use, or sale of fireworks of any type is not permissible. Any item that will cause a flame, or items such as itching powder, smoke bombs, poppers, paint balls, lighters, etc. are also not permitted.

Corrective Measures: Parent contact, confiscate materials, law enforcement agency contact, suspension from 1 to 10 days.

9.4.q Bomb or Similar Threats

Michigan Safe School Legislation requires mandatory suspension up to 180 school days.

9.4.r Criminal Act

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

Corrective Measures: Police contact, parent conference, suspension from one to ten days.

Level II Offenses:

Less Serious Infractions

9.5 Discipline – Level II

9.5.a Academic Misconduct

Academic misconduct is any type of inappropriate student behavior in regard to their academic performance, including: cheating, plagiarism, falsifying records, and other forms of inappropriate student behavior that do not represent the true academic ability and accomplishments of the student. Specific examples of academic misconduct: copying another student's test, assignments, homework, etc., copying words directly from a text or file, inappropriate use of technology, allowing others to copy work, refusal to work or follow specific directions, not turning in assignments, and falsifying records.

Corrective Measures: Teacher reprimand, individual classroom management, parent contact, possible In-school suspension. May include other corrective measures when appropriate.

9.5.b Disrupting the Educational Process

Any words or actions that distract other students from learning will be considered disruptive to the educational process.

Corrective Measures: Talk with school social worker, individual classroom management, possible In-school suspension, possible suspension for repeat offenders. May include other corrective measures when appropriate.

9.5.c Excessive Tardiness

Tardiness would be considered excessive when a student begins to show a pattern of late arrivals to school. The Revised School Code § 380.1561 states that a "child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

Corrective Measures: Parent contact, talk with school social worker, referral to New Haven Youth Assistance, and possible report with the Oakland County Early Truancy Intervention Program. May include other corrective measures when appropriate.

9.5.d Forgery

Falsifying signatures, times, dates or other pertinent information is not allowed.

Corrective Measures: Parent contact, talk with school social worker, in-school suspension. May include other corrective measures when appropriate.

9.5.e Altering School-to-Home Communication

Realizing the importance of accurate school-to-home communication, changing teacher written communication to a parent is not allowed. This includes, but is not limited to: erasing, darkening out, altering, adding or removing written communication from student agendas, as well as other notes intended for parents.

Corrective Measures: Parent contact, talk with school social worker, in-school suspension. May include other corrective measures when appropriate.

9.5.f Gum Chewing, Snacks, and Pop

Gum chewing, eating candy or other foods, including pop and coffee, is not allowed, unless part of snack time, a "spirit" day, or at the teacher's discretion. Distribution of these items to other students is not allowed. Students may not sell gum or candy at school except as a part of a school fund-raiser.

Corrective Measures: Confiscation of gum and candy, possible in-school suspension. May include other corrective measures when appropriate.

9.5.g Not Respecting Rights and Property of Others

All students are expected to treat each other with respect and to avoid deliberately damaging other students' property.

Corrective Measures: Talk with school social worker, conference, individual classroom management, possible in-school suspension and restitution for destroyed property.

9.5.h Running in the Halls

For the purpose of safety, students must walk in the halls at all times. Students must keep their hands to themselves and avoid physical contact.

Corrective Measures: Students will be asked to go back down the hall and walk; individual classroom management, possible In-school suspension. May include other corrective measures when appropriate.

9.5.i False Allegations

A student shall not libel or slander, or make false allegations against another student, staff member (including substitutes and substitute teachers), Board of Education members, or volunteers.

Corrective Measures: Parent contact; talk with school social worker, possible suspension from one to ten days.

9.5.j Violation of the Building's Rules and Regulations

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

Corrective Measures: Parent contact; talk with school social worker, possible suspension from one to ten days.

10.0 IN-SCHOOL SUSPENSION

Each of our elementary schools utilizes an in-school suspension as a meaningful consequence for inappropriate student behavior. Students work with the in-school suspension supervisor to process reasons for the inappropriate behavior and better choices that could be made in the future. Students who visit the in-school suspension are required to complete a plan at home with their parents/guardians. This plan should be returned to school the following day. If student attendance in the in-school suspension becomes chronic, further consequences may be imposed.

11.0 RULES

11.1 Classroom Rules

It is important for all students to observe the following rules in the classroom:

- 11.1.a Come to class prepared.
- 11.1.b Listen to instruction and follow directions the first time.
- 11.1.c Raise hand to be recognized.
- 11.1.d Show respect for the rights and property of others.
- 11.1.e No gum chewing.

11.2 Hallway Rules

For everyone's safety it is important that all students observe the following rules in the hallway:

- 11.2.a Walk at all times.
- 11.2.b Stay to the right side of the hall.
- 11.2.c Talk in a conversational tone of voice (do not shout).
- 11.2.d No eating or gum chewing.
- 11.2.e Keep your hands to yourself and avoid physical contact with others.

11.3 Lunchroom Rules

The cafeteria should be a clean and friendly place to enjoy your lunch. Therefore, students need to observe the following rules:

- 11.3.a Walk at all times.
- 11.3.b Talk in a conversational tone of voice (do not shout).
- 11.3.c Remain seated until you have been dismissed.
- 11.3.d Do not throw food or papers.
- 11.3.e Do not pop bags or milk cartons.
- 11.3.f Dispose of food and papers when dismissed from the cafeteria.
- 11.3.g Eat food only in the cafeteria.
- 11.3.h Obey the cafeteria supervisor at all times.
- 11.3.i Only go through the serving line if you are getting food (do not just accompany someone who is buying something).
- 11.3.m Backpacks, book bags, and drawstring backpacks are not permitted at lunch.
- 11.3.n No sharing food.

11.4 Playground Rules

All students are responsible for keeping the playground and school safe. Students should use common sense on the playground and observe the following rules.

- 11.4.a Stay on the playground at all times. If a ball or other piece of equipment goes off the playground, children must find an adult on duty to retrieve it.
- 11.4.b Play in designated areas.
- 11.4.c Keep the playground clean.
- 11.4.d Do not climb trees, poles, fences, or backstops.
- 11.4.e Do not throw snowballs, ice, gravel, stones, rocks, wood chips, or any sharp or dangerous objects.
- 11.4.f Do not engage in rough play, such as wrestling, pushing, tackling, tripping, or any activity that could be potentially dangerous. Fighting/play fighting will not be tolerated.
- 11.4.g Refrain from using inappropriate language.
- 11.4.h Do not use roller skates, skateboards, scooters, or hockey equipment on school grounds.

11.4.i Backpacks, book bags, and drawstring backpacks are not permitted at recess.

11.4.j Students are to use appropriate language.

11.4.k Play equipment is to be used in a safe manner:

- **Slide-** sit down, feet first
- Only one person on the slide at a time
- NO WALKING UP THE SLIDE OR HANGING FROM THE SLIDE
- **Climbers-** Climb on them, do not hang from them, sit on the top, or jump from the top
- **Play structure-** Do not play tag on the play structure or bring ropes onto the structure

11.4.l Tackling activity is not permitted on the playground. Any type of horseback or piling on activity is strictly prohibited.

11.4.m Students are expected to stop playing and line up as soon as the bell rings or the whistle is blown.

11.4.n When playing basketball:

- No flagrant fouls

11.4.o When playing football:

- Only play touch or flag football
- Touch below the neck with no straight arming

11.4.p When playing on the swings:

- Sit on the swings-Only one person on a swing at a time
- Do not twist the swing
- Keep a safe distance from the swings (this includes no "underdogs")
- Swing straight back and forth

Please remember that safety and recreation are the primary goals of recess and playground activities. You are expected to follow the directions of the noon aides and volunteers. Violations of the lunchroom and/or playground rules will result in:

1st offense	Verbal warning
2nd offense	Time-out area for 5 minutes
Additional offenses	Restriction from recess

Immediate office referral for: fighting, swearing, or refusing to follow the supervisor's direction.

12.0 SCHOOL BUS RESPONSIBILITIES

Students and parents are advised of the following responsibilities as per the Michigan Regulations for School Buses, Bulletin #431.

Responsibility of the Parents:

1. To ascertain and ensure that their children arrive at the bus stop on time in the morning.
2. To provide necessary protection for their children when going to and from the bus stop and when at the bus stop.
3. To be responsible for proper conduct of their children on the way to and from the bus stop and while at the bus stop.
4. To make an effort to understand and cooperate with those responsible for pupil transportation.

Responsibility of the Students:

1. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.
3. To obey the driver and to report promptly to the school official when instructed to do so by the driver.
4. To be at the designated stop in the morning ready to board the bus at the scheduled pickup time. The driver is responsible for the maintenance of this schedule and cannot wait for tardy students. To leave the bus at this same stop in the afternoon.
5. To stay off the traveled roadway at all times while waiting for a bus.
6. To wait until the bus has come to a full stop before attempting to get on or off.
7. To leave the bus only with the consent of the driver.
8. To enter or leave the bus only at the front door after the bus has come to a stop, except in case of emergency.
9. To cross the traveled highway, if necessary, after leaving the bus in the following manner:
 - a. Make certain the bus is stationary.
 - b. Go to front of bus within sight of the driver and wait for the proper signal for crossing.
 - c. Upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway.
 - d. Walk (not run) in front of the bus when crossing the highway.
10. To keep hands and head inside the bus at all times.
11. To inform the transportation department when absence is expected.
12. To report to the driver at once any damage to the bus that is observed.
13. To help keep the bus clean, sanitary, and orderly.

Students are not to take skateboards, roller blades, scooters, etc. on the bus.

Riding a Different Bus:

If a student wishes to go home with another student, parents must call 248-537-6050 and get approval from the transportation supervisor. The student must then bring a note from a parent or guardian and have it signed by the office personnel. This note is then shown to the bus driver. Some buses may be too crowded to accommodate guests.

Bus Stop Behavior:

Behavior at the bus stop is considered school behavior. All school rules apply regarding conduct. Students who act inappropriately or unsafely at bus stops will be given consequences as if those behaviors happened on school grounds.

12.1 Food on Buses

Due to safety issues, absolutely no gum, food or drinks of any kind are to be consumed on the regular or activity buses at any time. Students should not be purchasing food from school to be consumed on the bus. In the event that the student has any food or drink items with them, the items should be out of sight in their backpack.

12.2 Cell Phones/Cameras

A cell phone and/or camera will be confiscated by the bus driver if he/she determines that the cell phone and/or camera is distracting and affecting his/her ability to drive safely (i.e., playing ringtones or using the flash while taking pictures). The student will receive the confiscated item upon departure from the bus; consequences may follow.

12.3 Bus Conduct Reports

Any behavior problems or code of conduct violations that occur on the bus will result in a Bus Conduct Report. These reports may be issued by the bus driver, transportation department, or School Administration.

The following is a list of the corrective measures associated with each incident on the bus.

First incident: parent notification, reprimand, and possible assigned seat, suspension of bus privileges depending on severity.

Second incident: parent notification, reprimand, in-school suspension, and possible assigned seat or suspension of bus privileges for 1 to 10 days depending on severity.

Subsequent incidents: parent notification, possible parental conference with transportation supervisor, bus driver and administrator, suspension of bus privileges for an extended period, possible suspension for 1 to 10 days depending on severity.

13.0 PERSONAL PROPERTY

13.1 Cell Phones

It is district policy that students may have cell phones at school. Cell phones must be turned off and placed in the student's backpack prior to entering the school and must remain in the student's locker during the school day. Any cell phones found outside of student lockers/cubby will be confiscated and held in the office until a parent comes in to pick them up.

13.2 School Materials

All textbooks and related learning materials are supplied to our students free of charge. However, students are responsible for the reasonable care and safekeeping of those materials. All textbooks should be covered. Students and parents must pay for items that are lost or damaged unreasonably during the school year.

13.3 Backpacks

Students are encouraged to bring their books and materials to and from school in their backpacks. However, backpacks/book-bags/drawstring backpacks are not permitted in the media center, or at lunch/recess. Students are to store their backpacks and materials in their locker/cubby during the school day. Permission to carry a backpack for medical reasons may be granted by the building principal.

13.4 Lost and Found

Contact the school's main office for the location of the lost and found. Students should hand in found items or inquire about lost items before or after school or at lunchtime. Unclaimed items in the lost and found will be donated to a charitable organization at the end of each quarter.

Items that are missing should be reported to the office immediately. A missing property report should be filed so we may work to recover your property as soon as possible.

Tips to prevent lost property:

1. Place your name on clothing, calculators, etc.
2. Don't leave property lying about.
3. Don't bring valuables to school.

13.5 Money & Other Valuables

If money is being sent to school, parents should realize the responsibility the child will have. Money must be sent in the following manner:

1. Place the money in an envelope;
2. Include a note inside, stating reason for the money being sent; and,
3. Place teacher's name and child's name on the outside of the envelope.

Large amounts of money are not to be brought to school. Personal equipment such as radios, computer games, calculators, etc. is not permitted unless there is a special occasion, and prior permission of teacher and parent is granted.

13.6 Label Student Clothing

Parents are asked to label items of clothing with the name of the student. Be sure to use a marking pen that has indelible ink. Clothing that is labeled can quickly be returned to its owner should it be lost.

13.7 Gym Shoes

The only special clothing students will need during the school day are gym shoes for gym class. We recommend strongly that you purchase gym shoes with rubber soles.

Appendix A

Acceptable Technology Use: Student Agreement

- New Haven School District provides and encourages technology access as a tool for research and information throughout the building.
- All New Haven students may have the privilege to use the available building resources, including: 1. Networked computers, 2. Personal network folders, and 3. Access to the Internet. This equipment is to be used as a tool to integrate curriculum, solve problems, obtain information, and enhance basic skills.
- New Haven School District students are expected to use building technology responsibly at all times. Failure to abide by the following guidelines will result in appropriate disciplinary action as outlined in the Student Code of Conduct.
- Corrective measures for violations of the Acceptable Technology Agreement may include but are not limited to: parent contact, loss of technology privileges, detention, suspension, and possible police contact.

The following statements summarize the Acceptable Use Agreement. Please carefully read the entire Acceptable Use Agreement included in your registration packet and initial the appropriate blank on your student emergency card. Computer privileges will be granted ONLY after the card has been initialed, indicating that you agree to the terms of the Acceptable Use Policy.

New Haven School District Students are expected to:

1. Treat all equipment with care.
2. ONLY use technology with the permission and supervision of a staff member.
3. Log in ONLY using his/her own password.
4. Not knowingly reveal his/her password to another individual.
5. Not access computer files other than his/her own.
6. Not leave a computer while logged in under his/her password.
7. Not tamper with any basic computer configurations.
8. Not enter any chat rooms.
9. Not copy programs or files in violation of copyright laws.
10. Not create or send material that is offensive or harassing to others.
11. Not attempt to access Internet websites that contain any material deemed inappropriate, such as: profanity, sexually or racially offensive materials, etc.

Students may access websites for legitimate educational purposes only.

Appendix B

The Provisions of Due Process

In order to ensure fair and equal treatment in cases of misconduct, all students shall have the right to due process. This shall include being notified of rules and regulations, being notified of any misconduct charges, having the opportunity for hearing, and having the right to appeal any short-term suspension (between 8 and 10 school days), long-term suspension (more than 10 school days) or expulsion (permanent removal from school). There shall be no right of appeal of a short-term suspension between one (1) and seven (7) school days beyond the level of building principal, in cases where the initial disciplinary decision is made by an assistant principal, or the superintendent's designee where the principal was the suspending administrator or a witness against the student. Due process safeguards shall be implemented as follows:

1. **Notification of Policy and Regulations:** Students will be given a copy of this policy at the beginning of each school year and transfer students will also be given copies at the time of enrollment. A copy of this policy will also be posted on a prominent bulletin board in each school. Other rules and regulations concerning students may be announced and/or posted on school bulletin boards from time to time.
2. **Notification of Charges:** Before imposing disciplinary action involving a suspension for any period of time, a student will be verbally informed of the nature of misconduct and of the nature of the disciplinary action being contemplated. Written notice will also be given to the student and his parents in accordance with the provisions of Section C below.
3. **Notification to Parents:**
 - a) In the case where a student's misconduct presents a clear and present danger to the safety of persons or property, or disrupts the orderly operation of the school activities, the student may be immediately suspended. In these circumstances, the parent(s) of the student will be notified, by telephone and by written correspondence, as soon thereafter as is reasonable and practical.
 - b) In the case where an immediate suspension is not deemed necessary, but where it is determined by the principal that discipline should take the form of a suspension or expulsion, the parent(s) of the student will be notified by telephone, written correspondence, or by a personal visit from a member of the administrative staff prior to the suspension or expulsion. Written correspondence will follow a notice given by telephone or through a personal visit.
 - c) It is understood that the parent(s) or guardian(s) shall be sent copies of the charges, and shall have the right to exercise all other rights of due process on behalf of the student when the student is a minor child.
4. **Review of Short-Term (8 through 10 days) Suspensions:**
 - a) In all cases where short-term suspension of between 8 and 10 school days have been imposed by a building administrator, the suspension may be reviewed by the building principal, should the student and parent(s) or guardian(s) request such review in writing within 24 hours of the short-term suspension decision. This review hearing shall be held within three (3) school days of the review request. Students requesting review of a short-term suspension shall remain out of school pending the review hearing, unless in the exclusive discretion of the building principal the student is permitted to remain in school pending the review hearing.
 - b) The building principal is the final level of review or appeal on short-term suspension, except in cases where the principal was the suspending administrator or a witness against the student. In such cases, the review hearing shall be conducted by the Superintendent's designee, whose decision shall be final. Also, in such cases, the Superintendent's designee shall make the determination whether the student may remain in school pending the review hearing.
5. **Hearing Procedure:** In all cases where expulsion (as previously defined) or long term suspension (as previously defined) is recommended by the principal, a hearing shall be held, as described below.
6. **Procedure Prior to the Hearing:**

- a) A written recommendation for the expulsion or long-term suspension of a student shall be initiated by the principal to the superintendent.
- b) The principal shall notify the student and parents by certified mail indicating the nature of the misconduct, the recommendation for suspension or expulsion, the date and time set for the hearing, and details of the hearing procedure.
- c) The hearing shall be conducted within seven (7) school days after the initial suspension.
- d) The student shall remain under temporary suspension pending the hearing and the School Board's decision.

Procedure at the Hearing

1. The superintendent shall appoint a hearing officer who shall preside at the hearing and render a written determination after hearing all the evidence presented. Such written opinion shall be the basis for the superintendent's recommendation to the Board of Education.
2. The hearing shall be an informal proceeding and formal rules of evidence or court procedures shall not be enforced.
3. The student or parents may be represented by an attorney or other adult adviser of their choosing.
4. Witnesses may be present at the hearing and may be questioned by all parties or their representatives.
5. There may be present at the hearing the principal, the School District's attorney, and such additional resource persons as the superintendent deems essential to a fair and proper determination of the case. In the case of minor students, parents or legal guardians will have the opportunity to be present.
6. The hearing officer shall hear all evidence and recommendations presented and shall render a written decision within three (3) school days after the hearing.

Procedure After the Hearing and Appeal Procedure

1. Copies of the hearing officer's written decision shall be sent to all parties concerned.
2. If the hearing officer determines that a long term suspension or expulsion is not warranted, the student shall be immediately reinstated under such terms and conditions as the superintendent deems appropriate. Any time lost from school over ten (10) school days, pending the hearing and the hearing officer's decision, shall be expunged from the student's record.
3. If the hearing officer determines that a long term suspension or expulsion is warranted, the superintendent shall present the hearing officer's decision to the Board of Education for consideration within thirty (30) days.
4. The student and his/her parent will be notified of the time and place the Board will be meeting to consider the hearing officer's decision.
5. If the student or his/her parents, acting on his/her behalf, wish to appeal the hearing officer's decision, they may do so by appearing at the Board meeting and presenting any new information, mitigating circumstances, or arguments that have a bearing on the matter of the student's long term suspension or expulsion.