

# Madison Elementary School

## Student & Parent Handbook

2020-21



Developing individual excellence through rigor, innovation and personal attention

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## **FORWARD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. 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 reflects current Board policies and School rules as of June 1, 2017. If any of the policies or administrative guidelines referenced herein are revised after June 1, 2017, the language in the most current policy or administrative guideline prevails.

## **MISSION OF THE SCHOOL**

Madison School District, in cooperation with our community, will enable each student to develop his or her full potential to be successful in an ever-changing world.

## **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 listed below:

Ryan Rowe  
Superintendent  
517-263-0741 Ext. 120

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.

## **PARENT INVOLVEMENT**

It is the policy of Madison School District to include parents, as appropriate, in decision-making, planning, advising, and implementing activities to improve academic quality and student performance. Parent and family involvement means parents and families participate in a regular meaningful communication involving student academic learning and other school activities. The Madison School District Parent Engagement Policy is consistent with state and federal law.

We welcome parent volunteers and chaperones. In order to provide optimum safety for our students, a criminal background check must be completed for volunteers and chaperones before they can work with Madison students. Visit the elementary school office to fill out the appropriate paperwork. It takes one week to process the background check. Be sure to get your paperwork in at least two weeks before the event you plan on attending.

Chaperones must:

1. Be 21 years of age
2. Be on the student's emergency form in the office
3. Not bring young children/siblings
4. Pay their way into any field trip or event

### **SCHOOL DAY**

School begins at 8:30 A.M. and ends at 3:30 P.M.

Students may enter the building no earlier than 8:05 A.M. Any student in the building before 8:05 A.M. will be enrolled in the Latch-Key program for that day. A bill will be sent to the parents of the child.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students must respect the rights of fellow students and staff, including the right to freedom of expression and association. Students must follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a relationship with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building principal.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. **Be sure to list all people who are allowed to pick up your child and update the office when changes occur.** Please remember to sign the emergency card. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs and proper documentation by a physician to the School Office.

No animals, except working service animals, are allowed on school campus without consent from the building principal.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If 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.

A Student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office or the school nurse will determine whether the student should remain in school. No student will be released from school without proper parental permission.

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because they are medically confined to the home.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student or other caregiver. A physician must: (1) certify the nature and existence of a medical condition; (2) state the probable duration of the confinement; (3) request such instruction; and (4) present evidence of the student's ability to participate in an educational program.

## **SECTION I – GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District’s open enrollment policy (School of Choice). New students under the age of eighteen must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

1. A birth certificate or a certified copy of the birth certificate,
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. Proof of residency,
4. Proof of immunizations.

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District 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 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 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. When required by state law, the student may be required to first request reinstatement from the suspending or expelling school district, even if the student does not intend to re-enroll there.

### **SCHEDULING AND ASSIGNMENT**

Our wish at Madison is to work with you in putting your children first. It is little wonder parents/guardians often feel strongly about having a voice in the selection of their child’s class placement. However, there are many things that need to be considered in order to create successful classrooms. Balanced classrooms make the best classrooms. When the initial information gathering tasks have been completed, your child’s current grade level team of teachers, special education teachers, specials teachers, literacy coach and the school counselor meet with the principal to draft the upcoming year’s classes. The objective is to match student learning styles to teacher strengths and areas of talent, while creating balanced classrooms. It is important that students learn to work and socialize in environments of diversity. This not only prepares them for “the real world” but also allows individual talents to shine. As staff works together in developing balanced classrooms, they factor in all student

information gathered from the variety of sources. ***Creating balanced classrooms to focus on meeting all students' needs is our top priority!***

We invite parents to share input regarding your child's learning style and any educational needs that should be considered by completing the Student Information form, which can be found at [www.madisonk12.us/elementary-school](http://www.madisonk12.us/elementary-school). We always work to place children in classroom environments that best fit their individual learning needs. We ask that parents do not request specific teachers.

#### **EARLY DISMISSAL**

No students will be allowed to leave school prior to the scheduled dismissal time without a person listed on the emergency card coming to the school office to request the release.

Occasionally school will be released early so that our teaching staff may participate in professional development. Lunch will be served any time the children are dismissed at 12:00 p.m. or beyond. The early dismissal dates and times can be found on the district calendar on our website ([madisonk12.us](http://madisonk12.us)).

#### **TRANSFER IN/OUT OF THE DISTRICT**

If a student plans to transfer from Madison Elementary, 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 building principal for specific details.

Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his or her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged as "missing".

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 will be allowed to withdraw from school without the written consent of his/her parents.

#### **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 building principal.



## EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

### USE OF MEDICATIONS

In order to best meet your child's health and educational needs in school, please inform the school nurse of any health related issues or any current medications. The school staff working with your child will be notified of your student's health related issues and medication needs. **In the event of a health-related issue during school hours, it is very important that the school be notified of any change in emergency numbers.** The nurse is in the building from 10:00 a.m. – 2:00 p.m. daily.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Request and Authorization Form 5330 F1, F1a, F1b and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the nurse's office.
4. Medication that is brought to the office will be properly secured.
  - a. Medication may be conveyed to school in its original container by the parent or transported by transportation personnel (bus driver and/or bus aide at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - b. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
7. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to nonprescribed medications. The student may be authorized on the request from by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms or an epinephrine auto-injector. Possession of an inhaler or epinephrine auto-injector requires that the school keep on file a written emergency care plan prepared by a physician and updated as needed.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

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.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, 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 and in compliance with any directive from the local or state health department.

### **INDIVIDUALS WITH DISABILITIES**

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 to all individuals who have access to the District's programs and facilities, including students.

Students may receive special education services following an evaluation. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Christine Lobkovich at 517-263-0741 ext. 142 to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. Students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building principal to inquire about evaluation procedures and programs offered by the District.

### **STUDENT RECORDS**

The District maintains student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who need to know or access that information. 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 consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on our district website.

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.

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 copies of all educational records. The school may charge a fee for copying student records. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents have the right to request amendment of 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 must request the amendment of a student record in writing and if the request is denied, the parent 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 of the District’s curriculum, without prior written consent of his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or his/her parents;
2. Mental or psychological problems of the student or his/her family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or his/her parents; or
8. 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 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 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 approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for the purpose; and
2. The administration of any survey by a third party that contains one or more of the items described in 1 through 8 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](http://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](mailto:FERPA@ED.Gov); and

[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

#### **STUDENT FEES, FINES, AND SUPPLIES**

Madison Elementary charges specific fees for noncurricular activities and programs such as field trips and merit trips. Such fees are determined by the cost of materials, freight/handling fees, and add-on fees for the loss or damage to school property.

Fees may be waived at the District's discretion in situations where there is financial hardship.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The

teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152).

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines may be charged if borrowed property is not returned by the due date assigned.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

1. Students involved in a fundraiser must not interfere with students participating in other activities when soliciting funds.
2. Students must not participate in a fundraising activity for a group in which they are not members.
3. Students may not participate in school-sponsored fund-raising activities off school property without proper supervision by approved staff or other adults.
4. Students may not participate in a "door-to-door" type fundraiser.
5. Students who engage in fundraisers that require them to exert themselves physically, such as "runs for...," will be monitored by a staff member in order to prevent potential harm.
6. Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The School is not responsible for their safekeeping nor liable for loss or damage to personal items.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review instructional materials being used in the school and observe class instruction, subject to reasonable restrictions and limits. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School.

### **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the building principal.

The school participates in the National School Lunch Program and provides assistance to students for breakfast and lunch. An extra entrée can be purchased for \$1.00. Extra milk costs 40 cents. Students may also bring their own lunch to school. According to the federal rules under which our meal service operates, milk is only free to those students that get the lunch being served by the cafeteria. Students

that bring their lunch have to purchase milk for 40 cents. No student shall be allowed to leave the school premises during the lunch period.

**Lunch/Recess Schedule**

Grade	Y-5	K	1	2	3	4	5
Lunch	11:30-11:55	11:00-11:25	12:05-12:30	12:30-12:55	12:05-12:30	12:15-12:40	12:35-1:00
Recess	11:10-11:30	11:25-11:45	11:45-12:05	12:10-12:30	12:30-12:50	12:40-1:00	1:00-1:20

**FIRE, LOCKDOWN AND TORNADO DRILLS**

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.

Tornado drills will be conducted throughout the school year using the procedures provided by the State.

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.

**EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify WLEN radio and TV stations 11, 13, and 24. Parents will also be notified by our Alert Now Instant Alert System.

**PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and complies 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.

**VISITORS**

Part of growing up is learning how to do things on your own. It is important to help children foster independence. All of our students are encouraged to walk themselves to class respectfully, responsibly and safely. Parents of students are invited to accompany their children to class for the first day of school ONLY. Please obtain a pass from the office before entering the building. Adults in the building without a pass will be reported to the building principal. Students may not bring visitors to school without prior written permission from the Principal.

If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Parents should not be in the building after 8:30 unless they have a scheduled appointment.

If a teacher has planned for an event to which parents and family members are invited, teachers will communicate the plan to the office. Parents will need to sign in and get a visitor sticker.

For family events, such as grade level family breakfasts or Honor Roll breakfasts taking place in the Café, parents should enter and exit through the exterior doors of the café.

#### **USE OF LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. A student may not check out additional items from the library until previously checked out items are returned or a fine is paid for those items.

#### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

#### **LOST AND FOUND**

The lost and found area is in the fifth grade hallway. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the winter holiday break and at the close of the school year.

#### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

#### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

#### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

## SECTION II – ACADEMICS

### GRADES

Madison Elementary 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.

The Great Start program and Young Fives use the following grading system:

**S = Successful**

**P = Progressing**

**N = Needs Improvement**

The Early Elementary (Kindergarten – 3<sup>rd</sup> grade) uses the following grading system:

**O = Often Exceeds Grade Level**

**S = Satisfactory, At Grade Level**

**N = Needs Improvement, below grade level**

The Upper Elementary (Grade 4 and 5) uses the following grading system:

**90 to 100 = A = Excellent achievement**

**80 to 89 = B = Good achievement**

**70 to 79 = C = Satisfactory achievement**

**60 to 69 = D = Minimum-Acceptable achievement**

**F = Failure**

**I = Incomplete**

**P = Acceptable achievement**

### Grading Periods

Students shall receive a report card at the end of each trimester indicating their grades for each course of study for that portion of the academic term. Progress reports are sent home for all 4<sup>th</sup> and 5<sup>th</sup> grade students midway through each trimester.



## PROMOTION AND RETENTION

Promotion to the next grade is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

The District may consult parents on elementary promotion and retention. The District has final authority over whether a student will be promoted or retained.

## RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition included but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the building principal. Each grade level, in conjunction with administration, will develop a systematic plan for positively acknowledging student behavior.

## HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including assignments to be completed at home. Homework is also part of the student's preparation for the State mandated tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

The general guideline for homework is the student's grade times 10 minutes per night. Thus, first graders will have approximately 10 minutes per night, while fifth graders will have approximately 50 minutes per night. Students should be practicing reading every night in addition to homework. Parents are strongly encouraged to promote educational activities above and beyond homework. These activities can be spontaneous, brief, and fun but should also be as frequent as possible. Some suggested activities include pleasure reading, educational discussion, educational games, and trips to the library or to other educational settings. Parents are the child's most important teacher and are strongly encouraged to take this role seriously.

### **CAP(Grades 3-5) \*\*\*\*\*Due to COVID-19, there will be no CAP while in phases 1-4.**

Madison Elementary School strongly believes that students who come to class consistently unprepared and/or without completed assignments will not achieve to their fullest potential. Furthermore, the establishment of poor work habits will make middle school and high school very difficult. In an effort to enable all students to be successful, Madison Elementary School insists that students demonstrate initiative and take responsibility for their learning. Students who do not complete and turn in assignments will be referred to the Culture of Achievement Program (CAP). CAP is supervised by classroom teachers and takes place during the student's lunch and recess period. Students receiving a CAP referral are required to attend CAP until their assignment(s) is complete. Students completing assignments before the end of the lunch/recess period may rejoin their peers in the cafeteria or on the playground. Students who do not complete their assignments will be expected to complete their

assignment for homework. Parents whose students have received a CAP referral will receive notification via the instant alert system.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed on the first day of school.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

### **SECTION III – STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

**Due to COVID-19, in phases 1-4, several clubs and activities will be canceled.**

Madison Elementary provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups and activities that are sponsored by a staff member.

Authorized groups/activities include:

1. Science Club
2. Science Olympiad
3. Math Night
4. Science Night
5. S'more Reading
6. Honor Roll Breakfast
7. Field Day
8. Fifth Grade Camp

Extra-curricular-related activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities. The groups/activities include:

1. Recycled Fashion Show
2. Talent Show
3. Drama Club
4. Earth Club
5. Girls on the Run

## **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Non-school-sponsored groups/activities include:

1. Boy Scouts
2. Girl Scouts
3. Brownies
4. Daisy Troop
5. 4-H
6. Bible Study

No nondistrict-sponsored organization may use the name of the school or school mascot.

## **ATHLETICS**

The Madison Youth Athletic Counsel (MYAC) provides a variety of athletic activities in which students may participate providing they meet the eligibility requirements that may apply. The following is a list of activities currently being offered by MYAC:

1. Sideline cheer
2. Tackle football
3. Flag football
4. T-Ball
5. Baseball
6. Softball (not currently affiliated with MYAC)
7. Wrestling
8. Basketball

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

## **SECTION IV – STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is directly linked to lower test scores, increased dropout rates, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance.

**Goal**

**Absences** All absences must be communicated to the school office by the parent or guardian on the day of the absence. Please call the attendance line at 517-263-0744 and explain the reason for the absence. You can leave a message between 5:00 p.m. and 6:30 a.m. Children arriving at school after 8:40 a.m. but before 11:30 a.m. will be marked absent for the entire a.m. half of the day. If your child is signed out of the building before 11:30 a.m., they will be marked absent for both the a.m. and p.m. if they do not return the same school day. Any children signed out between the hours of 11:30 a.m. and 3:20 p.m. will be marked absent for the entire p.m. half of the day. Children signed out after 2:20 p.m. until the end of the school day will be marked tardy in the p.m.

Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. The day of a doctor's visit
3. Hospitalization
4. School related activity including suspensions
5. Court dates

Assignments will be allowed to be made up with the rule of one day per absence.

All counted absences will be handled in the following manner per semester:

Step 1: After four counted absences a letter will be mailed home to notify the parent

Step 2: After seven absences a letter will be sent reminding parents about the importance of regular attendance

Step 3: After nine absences, a call will be made along with a referral to the Truancy Specialist. Direct parent communication will take place, and an action plan will be agreed upon to address the root cause of the absences. The school attendance team will be notified and discussions to improve attendance will take place.

Step 4: After eleven absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the student or parent. A meeting will be requested with the student and/or parent at the school with the appropriate members of the attendance team. An attendance agreement will be developed with clear expectations from all parties.

Step 5: If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

Any student whose absence is not communicated by the parent/guardian will be considered truant. Classwork for that day cannot be made up and no credit will be given for those daily assignments. An accumulation of three truant days will result in a referral to the Truancy Specialist

**Truancy**

**Tardy Policy**

A student who enters a classroom after the bell not only misses learning time, but also interrupts the learning of other students in the class. A student who is not in his/her assigned location by 8:30 a.m. shall be considered tardy. Any child who arrives to school after 8:30 a.m., but before 8:40 a.m. should go straight to their classroom where the teacher will mark them tardy. Children arriving after 8:40 a.m. should report to the office where they must sign in and receive a student pass.

**Procedure:**

1. Any student who enters class after 8:30 will be marked tardy and given a verbal warning.
2. Any student who enters a class without a pass ten minutes after the bell will be marked absent and will be notified by the teacher. A note will be made in the school's student data system as to the arrival time.
3. Any student with a pass from another school official will not be counted tardy.

**Parents:**

It is the goal of the school to maximize the amount of learning time for each student while they are in our care. Chronic absence, or missing 10% of the school time, is a substantial predictor of negative outcomes. We ask for your cooperation in helping to ensure that your child does not fall into this category. The following are things that you can do to be a partner in the education of your child.

1. Plan family vacations on weekends or around school breaks. A one week vacation causes a student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.
2. Have a plan as well as a backup plan to get your child to school on time every day. Too often a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate to school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.

- 3 Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomachache can be signs of anxiety and should be communicated to school officials.
- 4 Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. Parents can use a calendar system at home to track attendance, or use the school's online program.
- 5 Communicate. Most attendance related issues can be solved fairly easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems, and remember that we are here to help. We will commit to work eagerly with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up schoolwork 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. Make up of missed tests may be scheduled. The student will be given credit for properly completed assignments and a grade on any made-up tests.

### **Student Sign-In/Sign-Out**

If a student arrives late, after 8:40 a.m., the parent must come into the school office to sign the student in. If a student needs to go home early, the parent must sign the student out in the office. Teachers will not dismiss students from their classrooms without confirmation from the office. For the safety of our students, all children must be signed in and out of the office during the school day.

### **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 their classroom teacher as soon as possible to obtain assignments. Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the building principal to arrange for taking the test.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork 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 safeguarded, 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 the Code of Conduct at school events, regardless of the location.

## **CODE OF CONDUCT**

A major component of the education program at Madison Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Madison Elementary is committed to creating a school environment that teaches, promotes and instills characteristics that will allow students to be successful. A Positive Behavior Support System is a means to create a proactive discipline structure. It allows for the modeling of desired behaviors and a balance in addressing both positive and negative behaviors. Research has shown that implementation of a Positive Behavior Support System will result in an improved school climate, reduced discipline referrals, increased attendance rates, and increased student achievement. (modelprogram.com) Madison Elementary school has developed the motto, "We Are Respectful. We Are Responsible. We Are Safe. We Are All Leaders In Our Madison Family." In order to recognize students exhibiting these behaviors, "Trojan Tickets" are used. Any staff member that observes a student displaying these behaviors may award him/her with a Trojan Ticket. The tickets will be placed into a classroom container and are used in drawings to award individuals and their classrooms.

### **Expected Behaviors**

Each students shall be expected to:

1. Abide by national, State and local laws as well as the rules of the school;
2. Respect the civil rights of others;
3. Act courteously to adults and fellow students;
4. Be prompt to school and attentive in class;
5. 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;
6. Complete assigned tasks on time and as directed;
7. Help maintain a school environment that is safe, friendly, and productive;
8. Act at all times in a manner that reflects pride in self, family, and in the school.

### **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (no)
2. Does my clothing advertise something that is prohibited to minors? (no)

3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
4. Would I interview for a job in this outfit? (yes)
5. Am I dressed appropriately for the weather? (yes)
6. Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Students shall not wear the following:

1. Distracting and/or inappropriate clothing, such as shirts with logos that advertise something prohibited to minors or contain obscene imagery, short-shorts, inappropriate wording (ex. Profanity and/or references to drugs or alcohol, put downs, violence)
2. Hats, bandanas, other head coverings, and sunglasses are not to be worn in the school building. This is enforced in both classrooms and the hallways.
3. Shirts and blouses that expose the midriff and/or are too revealing (chin must be able to touch the neckline) are not acceptable.
4. Cut away shirts (muscle shirts) are not allowed. Shirts must cover the top of the shoulders. Spaghetti strap shirts and halter-tops are not permitted. Undergarments must not be showing.
5. Since our students go outside for recess, they should dress appropriately for the weather. Closed toe shoes are necessary for playground safety. Flip flops are not allowed on the playground and are discouraged at school.
6. No miniskirts. Skirts (and shorts) must not be shorter than 2 inches above the knee.
7. Chains of any sort, including but not limited to chains attached to wallets, are not allowed. Chains brought to school may be considered a weapon.

### **Care of Property**

Students are 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 damages 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 according to the Student Discipline Code.

### **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment.



Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

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

#### **1. 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, 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.

#### **2. 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 permanent expulsion.

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:

1. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
2. Any knife with a blade over three (3) inches long
3. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blowgun, toy gun, etc.)

#### **3. 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.

#### **4. 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.

**5. Purposely setting a fire**

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

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

Physically assaulting a District employee, volunteer, or contractor 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.”

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

A verbal threat is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Verbal threats include making threats directed at a school building, property, or a school-related activity. Verbal threats may result in suspension and expulsion.

**8. Falsification of schoolwork, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.’s are forms of lying and are not acceptable.

Plagiarism and cheating are also 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.

**9. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces 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.

**10. Explosives**

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

**11. 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 prohibited areas of the school. Violations of this rule could result in suspension or expulsion.

**12. Theft**

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

**13. 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 must comply. Chronic disobedience or failure to obey staff can result in discipline, up to and including expulsion.

**14. 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 included use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion

**15. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**16. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**17. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

**18. Possession of Wireless Communication Devices (WCDs)**

A student may possess a cell phone, wireless communication device (WCD) or other electronic communication device (ECD) and electronic storage devices (ESD) in school prior to and after school hours. A student may not possess a WCD, ECD or ESD during school hours unless special permission is given by the building principal or the student’s teacher. Devices should be stored in lockers during the school day.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video or camera device in any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive up to a 10-day suspension.

#### **19. 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.

#### **20. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic events, and performing arts events.

#### **21. 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. To qualify as "harassment," the conduct must be based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability.

Harassment through any means, including electronically transmitted methods (e.g. internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), 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.

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.

**Sexual Harassment**, may include, but is not limited to:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks with sexual or demeaning implications;
4. Unwelcome touching;
5. Sexual jokes, poster, cartoons, etc.;
6. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
7. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/ or humiliation to another;
8. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Students who believe that they have been subjected to unlawful harassment should report the harassment to a teacher or to the District's Title IX Coordinator:

Ryan Rowe, Superintendent  
517-265-1856

## **22a. Hazing**

Hazing activities of any type are inconsistent with the educational process and all such activities are prohibited 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 of 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:

1. Illegal activity, such as drinking or drugs;
2. Physical punishment or infliction of pain
3. Intentional humiliation or embarrassment;
4. Dangerous activity;
5. Activity likely to cause mental or psychological stress;
6. Forced detention or kidnapping;
7. Undressing or otherwise exposing initiates

## **22b. 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.

Refer to the Madison School District Board policy on bullying for additional details.

### **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 complain 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. A record of the time and form of notice or notice attempts 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 student, conducive to learning and other legitimate objectives of the school programs.

### **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 or Intervention Specialist. The student may also report concerns to a teacher or counselor 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 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 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.

**23. Possession of a Firearm, Arson, Criminal Sexual Conduct, and Physically Assaulting an Employee, Volunteer, or Contractor**

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, or any student who physically assaults an employee, volunteer, or contractor.

Before suspending or expelling any student, the District will consider the following factors:

- a) The student's age.
- (b) The student's disciplinary history.
- (c) Whether the student is a student with a disability.
- (d) The seriousness of the violation or behavior committed by the student.
- (e) Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
- (f) Whether restorative practices will be used to address the violation or behavior committed by the student.
- (g) Whether a lesser intervention would properly address the violation or behavior committed by the student.

The District retains sole discretion in determining how these factors will be considered with respect to student discipline.

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.

Students with disabilities under IDEA of Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with state law and guidelines that are available in the principal's office.

**Criminal acts**

Any student engaging in criminal acts at or related to the school may be reported to law enforcement officials and may be disciplined by the school. It is not considered "double jeopardy" (being tried twice for the same crime), when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.



### Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonable accommodate students with mobility impairments. Students violating this expectation will be subject to disciplinary action.

### Profanity

Any behavior or language which is obscene, disrespectful, vulgar, or profane may be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible: informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It may include:

1. Writing assignments;
2. Change of seating or location;
3. Lunch and recess-time detention;
4. In-school suspension.

A student missing any portion of his/her assigned in-school suspension may be given additional time. Failure to timely serve in-school suspension may lead to a suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with the District guidelines on suspension and expulsion.

The following rules shall apply to in-school suspension:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise
4. Students shall not be allowed to put their heads down or sleep.
5. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
6. No food or beverages shall be consumed unless permission is granted to do otherwise.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A), and Section 504 of the Rehabilitation Act of 1973.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether to suspend. If a student is suspended, s/he and his/her parents will be notified within one (1) day of the reason for and the length of the suspension. The suspension may be appealed to the Superintendent within two (2) school days after receipt of the suspension notice. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.

When a student is suspended, s/he may make-up work missed after the return to school or while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten school (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents that will contain:

1. The charge and related evidence;
2. The time and place of the Board of Education meeting at which the hearing will be held;
3. The length of the recommended suspension or a recommendation for expulsion;
4. A brief description of the hearing procedure;
5. A statement that the student may bring parents, guardians, and counsel (at parent expense);
6. A statement that the student and/or parent may request a translator for hearing impaired students or parents.
7. A statement that the student may explain his or her side of the story, present evidence, and provide a defense;
8. A statement that the student may request attendance of school personnel who were part to the action or accused the student of the infraction;

Students being considered for long-term suspension or expulsion may be immediately removed from school. The District will schedule a formal hearing with the Board of Education during which the student may be represented by his/her parents, legal counsel (at parent expense), and/or by a person of his/her choice.

Madison Elementary makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not

appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities education Act (I.D.E.A.), the Americans with Disabilities Act (A.D.A.), and Section 504 of the Rehabilitation Act.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted regardless of the student's consent.

Students are provided lockers, cubbies, desks, and/or other equipment in which to store material. These are all considered the property of the school and may be searched at any time, with or without reasonable suspicion. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the laws may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, when appropriate, solely for education purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times (based on district policy), written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

1. A material cannot be displayed if it:
  - a. Is obscene to minors, libelous, indecent or vulgar,
  - b. Advertises any product or service not permitted to minors by law,
  - c. Intends to incite fighting or presents a likelihood of disrupting school or a school event,

- d. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GREIVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V – TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The transportation schedule and routes are available by contacting the Transportation Director at 517-263-0741 Ext. 133.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A parent/guardian is required to meet or be present at the bus stop for any student in second grade and younger.

We know that changes in regular transportation need to occur from time to time, but due to the increased volume of changes at the end of the school day, we have determined it is necessary to adopt the following procedures:

A note must be presented to the office secretary in the morning before school starts for the following conditions:

- A student will be walking home
- A student will be transported to a different location than his/her regularly scheduled stop

*Please note: Large numbers of students will not be provided transportation to non-school activities (birthday parties, sleepovers, babysitting, etc.)*

If an emergency should occur during the school day that requires a change in transportation, parents should alert the office via phone call **before 2:00 p.m.** This will allow our staff adequate time to notify teachers, students, and bus drivers of the change.

Should you need a permanent transportation change, please complete a new Transportation Request Form available in the Elementary Office.

***If one of the above arrangements have not been made, the student will be sent home according to his/her usual form of transportation.***

The safety of your child is always a top priority for us. We want to be sure that parents, students, office staff, teachers, and bus drivers have clear lines of communication to assure that your student arrives at his or her intended destination.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules identified below. This applies to school-owned buses and any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### Previous to loading (on the road and at school)

Each student shall:

1. Be on time at the designated loading zone (10 minutes prior to scheduled stop);
2. Stay off the road at all times while walking to and waiting for the school transportation;
3. Line up single file off the roadway to enter;
4. Wait until the school transportation is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the driver signals it is safe to cross;
6. 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. Drivers will not wait for students who are not at their designated stops on time.

#### During the trip

Each student shall:

1. Remain seated while the school transportation is in motion;
2. Keep head, hands, arms, and legs inside the school vehicle at all times;
3. Not litter in the school vehicle or throw anything from the vehicle;
4. Keep books, packages, coats, and all other objects out of the aisle;

5. Be courteous to the driver and to other riders;
6. Not eat or play games, cards, etc.;
7. Not tamper with the school vehicle or any of its equipment.

#### Leaving the bus

Each student shall:

1. Remain seated until the vehicle has stopped;
2. 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;
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at the 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 a videotape, the tape will be submitted to the principal and may be used as evidence to the misbehavior. Since these tapes may be considered a student's educational record, they can be viewed only in accordance with Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus. In instances involving an IDEA-eligible student who has an IEP that requires transportation, an alternate form of transportation will be made available.

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