

DAVIS ELEMENTARY SCHOOL

2016-2017 HANDBOOK AND STUDENT CODE OF CONDUCT



**Davis Elementary School
409 North Phelps Street
Decatur, Michigan 49045
Phone: (269) 423-6950
Fax: (269) 423-6999**

TABLE OF CONTENTS

CALENDAR 2016-2017	5
ELEMENTARY SCHOOL STARTING AND DISMISSAL TIMES	6
STUDENT DROP OFF AND PICK UP AREAS FOR DAVIS STUDENTS	6
DAVIS ELEMENTARY VISION STATEMENT	7
DAVIS ELEMENTARY SCHOOL MISSION STATEMENT	7
WELCOME TO DAVIS ELEMENTARY SCHOOL	8
POSITIVE COMMUNICATION AND STEPS TO PROBLEM SOLVING	8
STUDENT EXPECTATIONS AT DAVIS ELEMENTARY SCHOOL	8
EXHIBIT POSITIVE BEHAVIOR	8
PARTICIPATE IN OWNERSHIP OF THE SCHOOL	8
DISPLAY GOOD MANNERS DURING LUNCH	9
APPEALS PROCESS	9
ASBESTOS INFORMATION	9
ATTENDANCE	10
BEHAVIOR EXPECTATIONS	10
DISCIPLINE	11
STUDENT SUSPENSION	11
EXPULSION	11
WEAPONS	11
BLOODBORNE PATHOGENS	12
BREAKFAST/LUNCH	12
BUS TRANSPORTATION	12
BUS TRANSPORTATION- CROSSING PROCEDURE	13
ANTI-BULLYING POLICY	14
BUS REGULATIONS	15
CARE AND LIABILITY OF SCHOOL OWNED BOOKS	16
CELL PHONES/ELECTRONIC DEVICES	16
CHANGE IN STUDENT'S PROCEDURE TO AND FROM SCHOOL	16
CHILDREN'S PROTECTIVE SERVICES	16
COMMUNICABLE DISEASES	16
FLU VIRUS	16
COMPUTER/TECHNOLOGY USE POLICY	18

CONFERENCES.....	18
CROSSING GUARDS.....	18
DIRECTORY INFORMATION (Board of Education Policy 8940-2 & 8940-R).....	18
DRESS CODE.....	19
DRUG FREE SCHOOLS AND COMMUNITIES ACT.....	19
DUE PROCESS.....	20
ELEMENTARY STUDENT COUNCIL.....	20
EQUAL EDUCATIONAL OPPORTUNITY.....	20
EVACUATION PROCEDURES.....	20
EVALUTION/TESTING.....	20
FEDERAL LAW COMPLIANCE.....	20
FIELD TRIPS.....	21
FIRE DRILLS, LOCKDOWN DRILLS & SHELTER IN PLACE.....	21
GAMES - MONEY - TRINKETS - TOYS - RADIOS - DISC PLAYERS.....	21
COMMUNICATION DEVICES - ETC.....	21
HEAD LICE POLICY - 8515.....	22
HOME SCHOOLING.....	22
HOMEWORK ASSIGNMENTS.....	22
IMMUNIZATION/BIRTH CERTIFICATES.....	22
INFORMATION DISCLOSURE.....	23
INVITATION/GIFTS/CLASS LISTS, ETC.....	23
INSURANCE.....	23
INSTRUCTIONAL/MEDIA CENTER MATERIALS.....	23
NUTRITIONAL GUIDELINES.....	23
OBSERVANCE OF RELIGIOUS HOLIDAYS.....	24
PARENT INVOLVEMENT.....	24
PESTICIDE APPLICATION NOTIFICATION.....	24
POSTERS - PRINTED LITERATURE.....	25
PROMOTION/PLACEMENT/RETENTION POLICY.....	25
RECESS/PLAYGROUND.....	25
WEATHER CONDITIONS:.....	25
DAVIS ELEMENTARY PLAYGROUND PROCEDURES.....	26
CONSEQUENCES:.....	26

RECESS/NOON SUSPERSION.....	26
REPORT CARDS AND GRADING.....	26
SCHOOL CEREMONIES AND OBSERVANCES AND PLEDGE OF ALLEGIANCE.....	27
SCHOOL CLOSINGS.....	27
SECTION 504/ADA COMPLIANCE OFFICER & SPECIAL EDUCATION DIRECTOR.....	27
SEARCH AND SEIZURE	28
SECURITY	28
SKATEBOARDS / ROLLER BLADES.....	28
SPECIAL SERVICES.....	28
STUDENT DIRECTORY INFORMATION	29
STUDENT ILLNESS.....	29
STUDENT MEDICATION.....	29
STUDENT REGISTRATION/TRANSFER	29
STUDENT SIGN OUT.....	30
STUDENT TELEPHONE USE.....	30
T.A.P.	30
TITLE IX STATEMENT	30
VISITORS-VISITOR BADGES.....	30
VOLUNTEERS.....	30
HANDBOOK ACKNOWLEDGEMENT FORM.....	32
FIELD TRIP PERMISSION FORM.....	34
PHOTO RELEASE FORM	34

CALENDAR 2016-2017

August 29 & 30, 2016	<i>Professional Development</i> All Teachers
<u>September 6, 2016</u>	<u>First Day of School for students</u>
October 12, 2016	1/2 Day All Students , students dismissed at 11:45 <i>Professional Development</i> for teachers in the afternoon *
November 4, 2016	1/2 Day All Students (Records Day), students dismissed at 11:45 End of First Marking Period (<i>44 days</i>)
November 10, 2016	1/2 Day All Students , students dismissed at 11:45 K-12 Conferences Noon-4:00 p.m., 5:00-8:00 p.m.
November 23-25, 2016	No School - Thanksgiving Break
December 7, 2016	1/2 Day All Students , students dismissed at 11:45 <i>Professional Development</i> for teachers in the afternoon *
Dec 19, 2016 – Jan 2, 2017	No School - Holiday Break
January 3, 2017	School Resumes after Holiday Break
January 27, 2017	1/2 Day for Students (Records Day), students dismissed at 11:45 End of Second Marking Period (<i>46 days</i>)
February 23, 2017	1/2 Day All Students (students dismissed at 11:45) K-12 Conferences Noon-4:00 p.m., 5:00-8:00 p.m.
February 24, 2017	No School
March 15, 2017	1/2 Day All Students , students dismissed at 11:45 <i>Professional Development</i> for teachers in the afternoon *
March 31, 2017	1/2 Day All Students (Records Day), students dismissed at 11:45 End of Third Marking Period (<i>44 days</i>)
April 3-7, 2017	Spring Break (No School for students and staff) April
10, 2017	School Resumes from Spring Break
April 14, 2017	No School - (Good Friday)
May 12, 2017	1/2 Day All Students , students dismissed at 11:45 <i>Professional Development</i> for teachers in the afternoon *
May 29, 2017	No School - Memorial Day
June 13, 2017	1/2 Day All Students , students dismissed 11:45 (Teacher Records Day in afternoon)
<u>June 14, 2017</u>	<u>Last Day of School for students, 1/2 Day All Students</u> , students dismissed 11:45 (Teacher Work Day in afternoon) End of Fourth Marking Period (<i>46 days</i>)

Three additional Teacher *Professional Development* days will occur during the summer of 2016. These three days will vary by teacher and will be approved and verified by the administration.

(* Optional for MS Teachers.)

Open House is August 30, 2016, 4:00-6:00.

180 School Days for Students

185 Work Days for Teachers

ELEMENTARY SCHOOL STARTING AND DISMISSAL TIMES

Davis Elementary doors open for student entrance at 8:05 a.m.

First bell rings at 8:10 a.m.

Instructional School Day - 8:15 a.m. - 3:15 p.m.

All students will be dismissed at 3:15 p.m.

Dismissal for half day of Instruction is 11:45 a.m.

Parents should refer to the published school calendar on the website (www.raiderpride.org) for half days of instruction, Professional Development Days, and holidays.

STUDENT DROP OFF AND PICK UP AREAS FOR DAVIS STUDENTS

The North Parking lot is available for morning drop off and end of the day pick up of students. However, parents are not to leave their vehicles in the fire lane, nor stop in the open lane of traffic. If you choose to come to the door to pick your child up at the end of the day, you must park in a parking space.

We are required to keep the one lane of traffic moving as much as possible. We also are required to keep an open lane for emergency vehicles, and for people to pull out and leave once they have picked up their child. People who do not follow these rules may be ticketed, or have their vehicles towed.

Students may be dropped off and/or picked up in the West Middle School parking lot on Cedar Street. Parents will need to park their car and wait for their children to enter and exit the school.

The front semi-circle drive is reserved for bus traffic only (drop off and pick-up) during the hours of 7:45 - 8:15 AM and 3:00 - 3:30 PM every day. People who do not follow these rules may be ticketed, or have their vehicles towed.

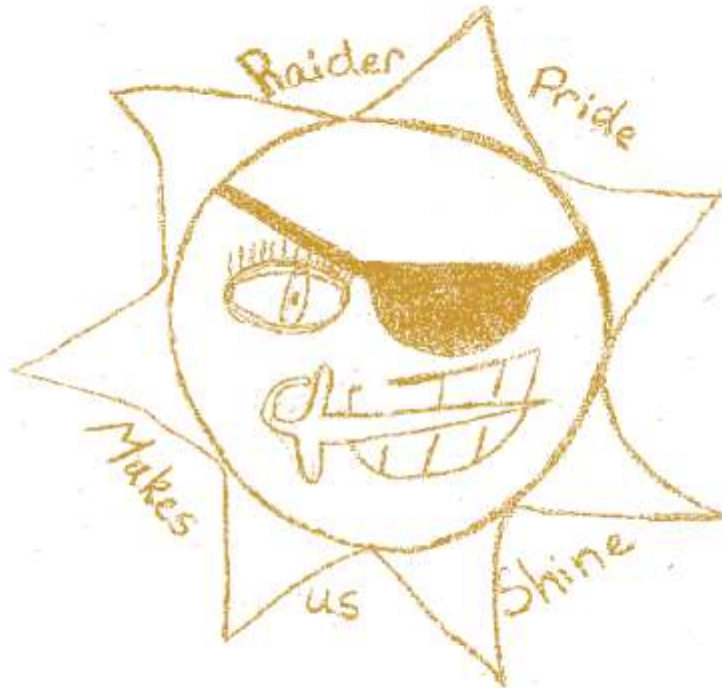
These laws and procedures are for the safety of all our children in the parking areas. Thank you for your cooperation in making the bus drive and parking lot a safe place for the children.

DAVIS ELEMENTARY VISION STATEMENT

“Our vision and belief at Davis Elementary is to foster the intellectual, emotional, physical and social skills of each child. Our teachers and staff will facilitate a positive learning environment through the use of multiple teaching strategies in conjunction with family and community involvement.”

DAVIS ELEMENTARY SCHOOL MISSION STATEMENT

“With the cooperation of faculty, staff, parents and community, all students will achieve the academic and social skills necessary to be life-long learners and productive members of society.”



DECATUR BOARD OF EDUCATION
David McLeese - President
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WELCOME TO DAVIS ELEMENTARY SCHOOL

We'd like to take this opportunity to welcome you to Davis Elementary School! We are all looking forward to another exciting year.

We are grateful for the opportunity to work with your child and are fully aware, that to succeed, we need the total support of home and community. We are here to assist with your child's education. If you have any questions or concerns regarding your child's progress, please contact his/her teacher immediately. We all appreciate hearing from you and sharing information about your child.

POSITIVE COMMUNICATION AND STEPS TO PROBLEM SOLVING

Good communication between parent and school is essential for a student's educational progress. At times, there may be misunderstandings but most **situations can be resolved with good communication.**

If your child comes home with an account of an upsetting event that took place at school, please remember there may be another side to the story. All of us have a tendency to see what we want to see and relate only the facts that are advantageous to us.

A few simply guidelines will help to achieve our mutual educational goal should problems arise:

1st – Contact the teacher who is closest to the situation.

2nd – If unresolved – contact building principal

If still unresolved, there is an appeals process available in the elementary school office.

STUDENT EXPECTATIONS AT DAVIS ELEMENTARY SCHOOL

We intend to provide a safe, secure learning environment for all Davis Elementary School students. **Reinforcement at home is vital to their success.** Students are expected to Be Safe, Be Kind, and Be Responsible. Some examples of these traits are as follows:

EXHIBIT POSITIVE BEHAVIOR

Come to school ready to learn and not disrupt the learning of others.

Be responsible for their own behavior.

Use non-threatening language, appropriate for ALL families.

Not bring articles which are not part of the instructional program including toys, trinkets, games, technology devices, etc.

Practice Good Sportsmanship at all times.

Use appropriate voice levels.

PARTICIPATE IN OWNERSHIP OF THE SCHOOL

Help to keep our school clean and orderly.

Put trash in the campus trash cans or classroom wastebaskets.

Know that although school instructional materials are provided at no cost to students in Michigan, they will be held accountable for damage to books or other school property, and that their parents are legally responsible for these damages.

DISPLAY GOOD MANNERS DURING LUNCH

- Wait patiently – no pushing, shoving or cutting in line.
- Choose a seat and remain in that chosen or assigned seat.
- Talk in a quiet, indoor speaking voice.
- Eat their food, no playing with food.
- Eat their own lunch, no trading or sharing food in the cafeteria.
- Stay seated until dismissed by an adult.
- Pick up their own trash and help others clean up.

APPEALS PROCESS

Students or parents may appeal a suspension following this procedure:

- A. Parents may request a conference with the principal. Such requests shall be made in writing within the period of suspension. The Principal shall affirm or modify the terms of their actions within two (2) school days from the date of the conference.
- B. Within five (5) school days from the principal's decision, the parent may appeal in writing such a decision to the Superintendent. The Superintendent shall affirm or modify the decision of the Principal within two (2) school days from hearing the appeal.
- C. The Superintendent's decision may be appealed in writing to the Board of Education within five (5) school days of such decision.
- D. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures:
 - 1. Written notice shall be given of the time, date, and place of the hearing.
 - 2. The student or parent may be represented by an attorney or other advisor of their choosing.
 - 3. Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
 - 4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
 - 5. There may be present at the hearing: the Principal, the Board of Education's attorney, and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.
 - 6. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

ASBESTOS INFORMATION

Under the federal mandated Asbestos Hazard Emergency Response Act (AHERA), every public school district must annually make a report to its school community on the Asbestos Containing Materials (ACM) in all school buildings. The friable ACM in our buildings is located primarily in pipe tunnels and boiler room areas. Most of the ACM in our buildings was removed during the construction project. Every six months, conditions are checked and, when necessary, minor repairs are made. Our goal is to provide a safe environment for our school family by closely monitoring the conditions of the asbestos in our facilities. The last three-year inspection (required by law for all district buildings) was completed in July 2013.

In addition, the district undergoes “periodic surveillance” checks every six months.

The three-year Asbestos Management Plan is currently available for review in the district office. The Management Plan contains information regarding the location of asbestos-containing materials in school buildings, the condition of the asbestos, and a plan for dealing with any remaining asbestos. If you have any questions or concerns regarding the ACM in our buildings, contact Joe Parish at 423-6800.

ATTENDANCE

Students are expected to attend school on a regular and punctual basis, except in cases of illness or family emergency. Students arriving after the morning bell at 8:15 am are tardy. **Students must bring a written excuse from their parents or guardian after each absence.** While a telephone call to the Office is appreciated on the day of the absence, you **MUST** send in a written excuse for documentation. Should absences or tardies, for any reason, become excessive (10 days or higher), parents will receive an “attendance concern” letter and truancy report will be filed with the police officer in charge of truancy. Should the truancy pattern continue beyond 10 days, the Van Buren County Prosecutor’s Office will be notified.

Parents should plan visits and vacations around the school year. Make up assignments cannot replace the work done in the regular classroom due to expanded use of manipulative, conceptual practices, and problem solving that may only take place within the classroom.

Parents must be aware any absence is counted as a day of not being at school. This is a day away from in school instruction and will be included in attendance referrals regardless of the reason for the absence.

Office personnel prior to a student leaving campus must clear early Dismissals/Sign Outs. Early dismissals also require administration approval. Any student who becomes ill and wishes to leave school must report to the office. Parental approval must be given and the parents or responsible adult guardian must sign the student out. Students not signing out at the office before leaving school will be assigned discipline consequences.

BEHAVIOR EXPECTATIONS

It is the goal of Decatur Public Schools to educate all students and this can best be accomplished by providing an atmosphere conducive to learning that is free of disruption. This includes respect for others, students, adults, as well as for personal and school property. Students displaying disruptive or inappropriate behavior will be removed from the classroom and/or school setting(s).

Achieving this goal requires an orderly program set forth by the teacher and school to help students assume responsibility for their own actions. Parental Support is important and will lend to this goal. Inappropriate behaviors, demonstrated at school, may result in students **not** participating in special programs, parties, field trips, etc.

Students at Davis Elementary School are expected to Be Safe, Be Kind, and Be Responsible at all times. Students demonstrating positive behavior will receive a Raider Ray of sunshine. Raider Rays are given out daily by staff members who visibly see children following the rules of our school.

DISCIPLINE

Discipline plans are sent home with the student at the beginning of each school year by the classroom teacher. The plans reflect rewards, consequences, and student expectations. The rules are also reviewed with and taught to the students as well as posted in the classroom. **Students are expected to comply with school rules at all times.** If a student does not comply with school rules, a behavior report will be filled out by the staff member involved in the incident. A copy for the parent to sign will be sent home with your child. Please sign that you acknowledge the report and speak with your child about the behavior report. The parent signed report should be returned to the teacher, by the student, on the next scheduled school day. Should you have any questions or concerns about the behavior report, you are encouraged to call the teacher or the Principal.

STUDENT SUSPENSION

A student may be suspended from school for a definite period of time, by the administration, for disciplinary infractions. A suspension out of school means that a student is unable to participate in or attend any school-sponsored activity on the day(s) of suspension. The student will not be allowed to ride the bus on the day(s) of suspension. Except in emergency situations, suspensions from school will be from one (1) to ten (10) days in length, depending on the severity of the infractions and the student's previous behavioral record. Parents will be notified of the suspension and the reason. The administrator will investigate the incident and hear all available accounts. In emergency situation, in which the health/safety and educational interests of students is threatened, or immediate removal from school is necessary to maintain an appropriate educational atmosphere, the administration is not required to conduct an investigation prior to the suspension.

EXPULSION

Expulsion from school is a denial of the right to attend school and to participate in or attend any school function. Following expulsion, the student will not be re-admitted to any unit of the Decatur Schools so long as the order of expulsion remains in effect. The Board of Education may expel a student upon the recommendation of the Superintendent of Schools, or his/her designee, and the principal of the school attended by the student, after notice is given to the student and his/her parents of the charges against the student, and a hearing is held as required by law.

The principal may immediately remove the student from school if the student's presence poses a danger to persons or property or an ongoing threat of disruption of the education process.

WEAPONS

Students in possession of a dangerous weapon/firearm, and/or who commit arson or rape on/in district property or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral. For the purpose of this paragraph, a weapon's defined as a dagger, dirk, firearm, iron bar, knife, knife opened by a mechanical device, brass knuckles, stiletto, or other device intended to inflict injury.

The student subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis.

BLOODBORNE PATHOGENS

The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B Virus (HBV) and Human Immune Deficiency Virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the federally mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect the incidents of exposure will be few, we want to notify parents of these requirements ahead of time. This way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

BREAKFAST/LUNCH

Students have the option of having a school prepared hot lunch or bringing their own lunch. Information regarding free or reduced lunch is available from the individual school offices. Information regarding these various programs is available through the Director of Food Services located at the Senior High School. Regular notes, memos, menus are sent home with students. Our regular procedure/policy encourages parents to be aware and observe these communications. Specific inquiries may be directed to the Director of Food Services.

Universal Breakfast - A Good Start

Did you know that breakfast is the most important meal of your child's day? It provides the nutrients and energy to concentrate in school. Research even shows that kids who eat breakfast get better grades, pay more attention in class, and behave better. All Decatur Public School students grades K-8 eat breakfast **free** in the classroom.

BUS TRANSPORTATION

The bus ride is an extension of the school day and all school rules and regulation apply to students while riding on the bus. Riding the bus is a privilege that may be revoked, if a student's behavior warrants such action. Conduct that interferes with the safety of all passengers will result in the loss of riding privileges.

Decatur school bus drivers are an extension of the Davis Elementary School staff. Behavior expectations on the bus are aligned with the three core expectations: Be Safe, Be Kind, Be Responsible.


Students and Parents are advised that school buses are equipped with video cameras and these may be used to determine student behavior at any time. Inappropriate student behavior viewed on videotape will result in a discipline report and appropriate student consequences assigned.

Students demonstrating difficulty remaining in seat may be recommended for a seatbelt. Parents will be consulted prior to implementing of this accommodation.

BUS TRANSPORTATION- CROSSING PROCEDURE



Our crossing procedure must be enforced. If drivers are having a problem with students not following procedure, notify the Transportation Director in writing immediately. It is the DRIVER'S RESPONSIBILITY to see that all students follow this procedure. Copies of the crossing procedures are available to give to students and parents.

Students who need to cross the road in morning to enter the bus shall follow this procedure:

- a) Students are to wait on the side of the roadway they live on, no closer than 20 feet from the side of the roadway, until the bus arrives to controls traffic.
- b) When the bus has arrived and has stopped moving the students will come to the side of the roadway and check traffic, left, right, left. Driver and students will establish eye contact.
- c) The driver shall hold up the red, Stop side of the paddle and check traffic.
- d) When safe for students to cross the roadway, driver will turn the paddle to the green, "student crossing"  side.
- e) Students will cross the roadway and enter the bus with out stopping. Students will not stop or return for any item dropped, unless the driver indicates that it is safe to do so.
- f) STOP when the bus horn is blown. The horn will always mean stop at once!

Student must watch the driver for the proper signal and cross only when it is safe to do so. Students must only cross in front of the bus.

Students who need to cross the road when leaving the bus shall follow the following procedure:

- a) Exit the bus turn left and take six giant steps along the side of the roadway. (far enough down the roadway for the driver to see student's feet)
- b) Driver will hold up the "stop sign" side of the paddle while checking traffic. Students wait. Then the driver and students will establish eye contact.
- c) When safe for students to cross the driver will turn the paddle to green, "students crossing"  side. Students will only cross to the traffic side of the bus and stop. Driver will turn paddle back to stop side.
- d) Students will stop at the traffic side of the bus and check traffic left, right, left. Driver will again check traffic, when safe to cross driver will turn paddle to the green, "student crossing"  side. Student will finish crossing the road.
- e) Students are to go directly to house or designated area until bus pulls away. Students will not stop in the traffic lane or return for any item dropped, unless the driver indicates that it is safe to do so.
- f) STOP when the bus horn is blown. The horn will always mean stop at once!

Students must watch the driver for the proper signal and cross only when it is safe to do so. Students must only cross in front of the bus.

The Law requires that the crossing procedure is uniform and consistent through out the district. THIS PROCEDURE APPLIES TO ALL STUDENTS (ELEMETARY, MIDDLE SCHOOL AND HIGH SCHOOL) AND TO ALL DRIVERS (REGULAR, SPECIAL OR SUBSTITUTE).

Failure to follow Decatur Public School's safe crossing procedure is subject to disciplinary action, (students) including but not limited to loss of riding privileges (drivers) regular, special or substitute, including but not limited to termination.

ANTI-BULLYING POLICY

It is the policy of Decatur Public Schools (Policy #5517.01) 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" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with education opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

- A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

Reporting an Incident. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or Superintendent, as defined below.

Investigation. All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

Notice to Parent/Guardian. If the principal or designee determines that an incident of bullying has occurred, she/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

FOR MORE INFORMATION REFER TO THE FULL POLICY POSTED MAY 21, 2012 LOCATED ON OUR WEBSITE AT WWW.RAIDERPRIDE.ORG

BUS REGULATIONS

Decatur Public Schools Bus Rider Expectations:

Be Safe:

- Sit facing forward with, seat on the seat, back on the back, pack on your lap and feet towards the floor.
- Keep all body parts inside the bus.
- Keep hands and feet to self.
- Keep aisle clear.
- Leave all belongings in your backpack.
- Walk to and from bus.
- Eat and drink somewhere other than the bus.

Be Responsible:

- Be on time for the bus.
- Go directly to your seat.
- Follow all bus rules.
- Rules:
 1. Throwing object inside or outside of bus is forbidden.
 2. The bus is a, weapons, drug, fire and smoke free zone. Smoking, possession of or use of any illegal substances and/or weapon is forbidden.
 3. Disrespect, profanity or violence towards the bus driver, passengers or the bus is forbidden.

Be Respectful:

- Listen to and obey driver.
- Treat others as you want to be treated.
- Be a good role model
- Use kind words.
- Talk quietly (level 2).
- At Rail Road Crossing (level 0).
- Keep the bus clean.

If a student chooses to break a rule, the following consequences are applied:

- 1st incident:** Student will be given a verbal warning. Driver will have a conference with student.
- 2nd incident:** Driver will assign student a seat and send a written warning "red slip" home with student.
- 3rd incident:** Driver will fill out discipline slip, which will be sent to the principal. Student will be suspended from the bus for three days.
- 4th incident:** – Same as above, with a five-day suspension from the bus.
- 5th incident:** – Same as above, with a 90-day suspension from the bus. (Administrator may use discretion depending on mitigating circumstances).

After completion of a suspension, a parent may be required to have a conference with the school personnel before a student is allowed to resume riding. Consequences accumulate for one month and begin again each month. Habitual misconduct may be reviewed and consequences applied on an individual basis.

Severe infractions may result in immediate suspension from transportation privileges.

CARE AND LIABILITY OF SCHOOL OWNED BOOKS

Students are expected to exercise care for all school owned books, materials, and supplies. Lost or damaged books and materials are the financial responsibility of the student and parent. In such cases, parents will be notified of the costs involved. Cost is generally determined by the current replacement market price.

CELL PHONES/ELECTRONIC DEVICES

This includes, but is not limited to cell phones, CD players, DVD players, PDA's, and MP3 players.

Elementary students are discouraged from bringing electronic devices to school. If they are brought to school, the device must be turned off upon entering the building and stored in the student's backpack during the school day. Elementary students may not use cell phones during the school day. If it is necessary for a student to call home for an emergency, he/she is directed to use the office telephone. Students may use cell phones and electronic devices at dismissal time, on school buses and during after school activities unless directed not to by the bus driver or person in charge of the event.

Students may not use cell phones or any other electronic communication device to send or receive messages, data, and/or information that would contribute to or constitute cheating on tests, or taking pictures or contributing to or constituting harassment.

Teachers/school employees are directed to confiscate any cell phones or electronic devices used in violation of this policy. Should a student refuse to cooperate with a teacher or school employee, he/she will be referred for disciplinary action.

The school is not responsible for lost, stolen, or damaged cell phones/electronic devices.

CHANGE IN STUDENT'S PROCEDURE TO AND FROM SCHOOL

When it becomes necessary for a student to deviate from their normal procedure of going to or from school they must have a written note sent to the Davis Secretary from their parents or guardian. Should a student not have such a note they will be directed to assume their normal route home. All notes are to be given to your child's teacher or the school office. **Notes must arrive no later than 1:30 pm.**

CHILDREN'S PROTECTIVE SERVICES

C.P.S., as a public agency, investigates reported incidents of child neglect and abuse. Often, visits are conducted at school as a neutral site. The school is required by law to cooperate with the C.P.S. investigations. Further information is available through C.P.S. offices at the Van Buren County Department of Social Services.

COMMUNICABLE DISEASES

Students with communicable diseases must be kept home. **The school reserves the right to require a physician's written excuse before re-entering school.**

FLU VIRUS

Information from the Center for Disease Control and Prevention

What is novel H1N1 (swine flu)?

Novel H1N1 (referred to as “swine flu” early on) is a new influenza virus causing illness in people. This new virus was first detected in people in the United States in April 2009. Other countries, including Mexico and Canada, have reported people sick with this new virus. This virus is spreading from person-to-person, probably in much the same way that regular seasonal influenza viruses spread.

This virus was originally referred to as “swine flu” because laboratory testing showed that many of the genes in this new virus were very similar to influenza viruses that normally occur in pigs in North America. But further study has shown that this new virus is very different from what normally circulates in North American pigs. It has two genes from flu viruses that normally circulate in pigs in Europe and Asia and avian genes and human genes. Scientists call this a “quadruple reassortant” virus.

Is novel H1N1 virus contagious?

CDC has determined that novel H1N1 virus is contagious and is spreading from human to human. However, at this time, it is not known how easily the virus spreads between people.

What are the signs and symptoms of this virus in people?

The symptoms of novel H1N1 flu virus in people are similar to the symptoms of seasonal flu and include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with this virus also have reported diarrhea and vomiting. Also, like seasonal flu, severe illnesses and death has occurred as a result of illness associated with this virus.

How does novel H1N1 virus spread

Spread of novel H1N1 virus is thought to be happening in the same way that seasonal flu spreads. Flu viruses are spread mainly from person to person through coughing or sneezing by people with influenza. Sometimes people may become infected by touching something with flu viruses on it and then touching their mouth or nose.

Take these everyday steps to protect your health:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- Stay home if you are sick for 7 days after your symptoms begin or until you have been symptom-free for 24 hours, whichever is longer. This is to keep from infecting others and spreading the virus further.

Other important actions that you can take are:

- Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.
- Be prepared in case you get sick and need to stay home for a week or so; a supply of over-the-counter medicines, alcohol-based hand rubs, tissues and other related items might could be useful and help avoid the need to make trips out in public while you are sick and contagious.

Decatur Public Schools will confer directly with the Van Buren/Cass Health Department and our own Decatur Board of Education regarding any closures to school due to the H1N1 virus. The Decatur Public School District will keep all families advised of any flu related issues. The Decatur Public Schools will follow the following CDC (Center for Disease Control) recommendations until further notice or instructions from the County Health Department.

Students, faculty and staff should stringently follow sanitary measures to reduce the spread of influenza, including covering their nose and mouth with a tissue when coughing or sneezing (or coughing or sneezing into their sleeve if a tissue isn't available), frequently washing hands with soap and water, or using hand sanitizer if hand washing with soap and water is not possible.

PLEASE BE PREPARED – MAKE A PLAN – JUST IN CASE!

COMPUTER/TECHNOLOGY USE POLICY

Students are permitted to use the District's computers, electronic devices, and Internet at school. To use computers, electronic devices, or the Internet, students and parents must agree to follow school rules for computer and Internet use.

CONFERENCES

Parent-Teacher conferences are scheduled periodically during the school year. These conferences give parents the opportunity to meet with teachers to discuss their child's progress. **Parents are expected to attend scheduled conferences.**

Conferences may be arranged with teachers throughout the school year. Research has shown that frequent contact between parents and teachers proves to be beneficial. Please call in advance to make an appointment.

CROSSING GUARDS

Crossing guards are employed by the school and village to assist students when crossing Phelps and Cedar Streets. All students are expected to cooperate with the crossing guards. **These are considered an extension of the school and students are to follow school rules.**

DIRECTORY INFORMATION (Board of Education Policy 8940-2 & 8940-R)

The District may release directory information in accordance with the law, provided parent(s) or guardian(s) are given the opportunity to object to the release of this information. Per board policy 8940-R the information is limited as follows"

1. Name
2. Picture
3. Grade level
4. Academic awards, degrees and honors
5. Information in relation to school sponsored activities, organizations and athletics
6. Major field of study

Should parents or 18 year-old students object to the release of such information, they should notify the district in writing at the beginning of the school year.

DRESS CODE

Elementary students are expected to present a good personal appearance at all times. Children should be dressed appropriately for existing weather conditions and classroom activities.

Students' articles of clothing such as boots, coats, gym shoes, hats, gloves, etc. should be marked with their names.

Specific dress code rules in effect are:

1. Shoes or sandals are to be worn at all times.
2. Shorts, as well as skirts, must be mid-thigh or below.
3. Tank tops, sleeveless t-shirts, mesh shirts/blouses, belly shirts, blouses/tops with spaghetti straps, low scoop blouses/tops, halter tops, or shirts of any kind with the sleeves cut off are not permitted.
4. Shirt and blouses/tops must overlap with bottoms when standing or sitting.
5. Pajama bottoms are not permitted, unless the building principal has given approval for a "special dress-up day".
6. Pants that sag are not permitted.
7. Hats, caps, sweatbands, hoods, bandanas, scarves or other head coverings are not permitted to be worn in the building. Jackets, coats, and gloves must not be worn and kept in the classroom closet area.
8. No offensive writing or insignia shall be worn, such as tobacco, alcohol, drugs, or sexual innuendos.
9. Dark glasses, unless directed by a physician, are not to be worn in the building.
10. Wearing articles that could be used in a harmful manner are prohibited in school (i.e., chains, pant straps, dog collars, spiked collars, spiked wrist bands, chain wallets, etc.)
11. Gang colors, ornaments, or symbols are prohibited.
12. Excessive body piercing other than pierced ears and small nose studs are not permitted.
13. Shoes with wheels, cleats, or any protruding objects are prohibited in the buildings of Decatur Public Schools.

Parents sending their children to school with inappropriate clothing will be called to correct the situation or a tee shirt will be provided for the child. Any clothing or adornment that causes a disturbance or concern regarding the educational process or environment will not be allowed in school.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

Any person who delivers, attempts to deliver, or possesses with the intent to deliver marijuana, cocaine or other illicit drugs on campus or within 1,000 feet of school property faces either a mandatory two years in prison or double the penalty otherwise prescribed. "School property" means a building, playing field, or other property used for school purposes to instruct children in grades kindergarten through 12.

Any student engaging in the activities stated in the above paragraph of this section will be disciplined up to and including expulsion and referral for prosecution. The completion of an appropriate rehabilitation program, at parent expense, may be included in the disciplinary action.

DUE PROCESS

Students or parents may appeal a suspension following this procedure: Parents may request a conference with the principal. Such requests shall be made within the period of suspension. The principal shall affirm or modify the terms of his actions within two (2) school days from the date of the conference.

Within five (5) school days from the principal's decision, the parent may appeal such a decision to the superintendent. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.

ELEMENTARY STUDENT COUNCIL

Representatives are selected from students in upper grades. The council representatives meet periodically under the direction of adult advisors to help plan and provide funding for many activities, assemblies, and materials for the entire student body.

EQUAL EDUCATIONAL OPPORTUNITY

The Decatur Board of Education declares it to be the policy of this District to provide an equal educational opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background. Copies of the Grievance Procedures are available in the District Office or call 423-6800.

EVACUATION PROCEDURES

Evacuation is used in the event of fire, smoke, explosion, bomb threat, flooding, etc. It may be used for spills, leaks, power outages, etc. Students are accompanied outside the building to wait or taken to a safe area/facility.

EVALUTION/TESTING

Parents should be made aware; Decatur Public Schools or its employees do not make recommendations for evaluation or testing outside of the school setting. Parents considering such services will need to consider consultation with professionals outside of the school setting. Financial encumbrances are not the responsibility of the school system should parents choose to elect such services.

FEDERAL LAW COMPLIANCE

Decatur High School hereby agrees that it will comply with federal laws prohibiting discrimination and with all requirements imposed by the United States Department of Education. Decatur Public Schools does not discriminate on the basis of race, color, creed, religion, national origin or ancestry, sex, marital status, age, cultural or economic background or handicap/disability in admission or access to, or treatment, or employment in any of its programs, activities, or policies. Furthermore, discriminatory harassment of students by district elected officials, employees, vendors, contractors, other students, parents, invitees, volunteers or guests will not be tolerated. Inquiries or complaints should be directed to the building principal or superintendent and processes followed as per Board of Education policies.

FIELD TRIPS

Field Trips are a part of the learning process and all students are expected to participate. Parents will always be notified of the date, destination, and time of the trip.

A permission slip covering the entire year will be sent home at the beginning of the school year. These must be signed and returned before a child may go on a trip.

Students, who are disruptive, in the school or educational setting during the school year, may be barred from field trips and placed in another classroom for the day.

Field trips are considered part of our students' instructional day. Consequently, the following apply:

1. The teacher/school will determine and decide on the number of chaperones due to student numbers, arrangements with facility being visited, and transportation.
2. Davis Elementary students attending the field trip are required to ride Decatur Public Schools transportation to and from the field trip destination.
3. Children not enrolled in the classroom are not able to ride the school bus. Parents are discouraged from bringing others on field trips.
4. **Field trips are intended for students in the class.** They are intended to be a learning experience for that age/grade level. **Parents are discouraged from bringing other siblings to a field trip site.**
5. Your child's teacher will have a specific list of job responsibilities for chaperones.
6. Parents should not ask the teacher/school to make exceptions to these guidelines.

FIRE DRILLS, LOCKDOWN DRILLS & SHELTER IN PLACE

Fire drills are held periodically throughout the school year. Teachers will instruct students as to what exits to use. Students should memorize the exit route for each class. Upon hearing the alarm, students will stop work and proceed outdoors. The teachers, seeing that everyone has left the room, will close the classroom door, follow their group, and take along their class roll book.

Michigan legislation requires Lockdown drills for each school year in which occupants are restricted to the interior of the building and the building is secured. Lockdown procedures may be used with intruders, hostage takers, civil disturbances, riots ext.. Evacuation is used in the event of a fire, smoke, explosion, bomb threat, flooding, etc. It may be used for spills, leaks, power outages, etc. Students are accompanied outside the building to wait or to be taken to a safe area/facility.

Two tornado drills are also required per year.

GAMES - MONEY - TRINKETS - TOYS - RADIOS - DISC PLAYERS COMMUNICATION DEVICES - ETC.

We urge parents not to let their children bring money, (except that which is needed for milk, hot lunch, or supplies), trinkets, playing or trading cards, toys, radios, electronic gaming players, MP3/iPods, iPads/tablets/laptops, cell phones, or other personal items to school. There is always a chance that personal items may be broken, lost, or stolen. School personnel are not expected to be responsible for the personal items of children. Frequently, items brought to school cause a disturbance. These items are not to be brought to school without the expressed approval of the teacher. Items brought to school will be held for the parent and may result in student suspension.

HEAD LICE POLICY - 8515

The School District may periodically conduct “head checks” to screen for head lice infestation.

The Michigan Department of Community Health (MDCH) and the Michigan Department of Education (MDE) recommend a policy that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within ¼” of the scalp. Nits that are found beyond ¼” of the scalp have more than likely hatched, or are no longer viable.

- Any student with live lice may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school.
- Any student with nits (farther than ¼” from scalp) should be allowed in school.
- Parent(s)/Guardian(s) should remove nits daily and treat if live lice are observed.

HOME SCHOOLING

Students who have been home schooled or who have not recently been in school may be asked to take a test to determine grade level placement. Should this be the case, the Davis Elementary Counselor or a designated teacher will test the student for grade placement.

HOMEWORK ASSIGNMENTS

We believe each child should be given a full day’s work. As a general rule, we try to provide sufficient time during the school day for children to get the work done. If a child does not get his work done in school, he/she will be expected to do it at home. Students may be given separate homework assignments to be completed at home.

IMMUNIZATION/BIRTH CERTIFICATES

Michigan State Law requires that children attending Michigan Public Schools be immunized against certain diseases unless they are exempted because of religious beliefs, and have a birth certificate on file with the attending school office. The school must be notified of immunization exemptions. Failure to comply with this law may result in suspension from school. If parents have questions regarding immunization requirements, please contact the Van Buren Health Department in Hartford, your doctor, or the school.

New Rule for Immunization Waivers: *The Michigan Department of Community Health (MDCH) recently modified its immunization waiver requirements for children entering school, effective January 1, 2015.*

While parents still have the right to refuse to immunize their child, any nonmedical exemption must be certified by the local health department indicating that the individual received education on the risks of not receiving vaccines and the benefits of vaccination to the individual and the community.

The MDCH defines a nonmedical waiver as "a parent's/guardian's written statement indicating the religious or philosophical (other) objections to a particular vaccination(s).

All waivers, including medical waivers, must be submitted using the waiver form prescribed by MDCH. The waiver form, which includes a statement acknowledging that parents or guardians understand they may be putting their own children and others at risk of serious illness by refusing the immunizations, is available at the county health department. School officials should refer parents and guardians who request a nonmedical waiver to the county health department for education and the waiver certification form.

For more information regarding immunization rules, see the MDCH's website, which includes information and links regarding immunization rules for preschool and school-aged children. A link to MDCH's website can be found on Thrun's website under "General Links."

INFORMATION DISCLOSURE

student shall not be required to take part in any instructional survey, analysis, or evaluation that discloses information that is protected under federal law, unless the District receives prior consent from a student over 18 years of age, or prior written consent from the parent(s)/guardians(s) of a student less than 18 years of age.

INVITATION/GIFTS/CLASS LISTS, ETC.

Do not ask a school employee to provide class list names, addresses, telephone numbers, or to distribute party invitations/gifts. We can not distribute this type of information. Party invitations or gifts are not to be delivered at school. Party messages, balloons, flowers and faxes will not be delivered to students during the school day.

INSURANCE

The Board of Education has purchased Student Accident Insurance for all students. This plan is secondary to any health insurance you have for your child. All claims must be submitted to any insurance coverage the student has prior to submission to this insurance carrier. This is for documented injuries that occur at or during school sponsored activities. Principals, teachers, or coaches complete a student accident form at the time of the injury. This insurance is not all inclusive.

INSTRUCTIONAL/MEDIA CENTER MATERIALS

The Decatur Public Schools Board of Education has established a procedure for the reconsideration of materials, should a parent/guardian have a concern about instructional materials. Any person having a concern should contact the building principal for the procedure.

NUTRITIONAL GUIDELINES

Davis Elementary discourages the promotion of food items and snacks that are Foods of Minimal Nutritional Value. Students are encouraged to bring healthy snacks and treats for birthday treats and classroom parties, such as fruits, veggies, whole grains, etc. Soda Pop may not be served at Davis Elementary School.

Foods of Minimal Nutritional Value (FMVU); such as but not limited to, soft drinks, hard candies, gum, non-juice popsicles, are not available for sale, or distribution as a reward or incentive, to students by staff members during the school day and in the identified school food service areas during school breakfast and lunch periods.

OBSERVANCE OF RELIGIOUS HOLIDAYS

There are several holidays throughout the year that have a religious and secular basis and may be observed in the public schools. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.

Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.

PARENT INVOLVEMENT

The staff at Davis Elementary School encourages and welcomes the involvement of parent(s)/guardian(s) in our classrooms. We recognize and appreciate parents/guardians are the “first Teachers” of their children and their interest and involvement in the education of their children should not diminish once their child enters our school. In accordance with the requirement of the No Child Left Behind Act, the Decatur Public Schools Board of Education encourages parent/guardian participation in all school programs.

*Refer to Field Trip, Visitor and Volunteer sections of this handbook.

PESTICIDE APPLICATION NOTIFICATION

PA 131-93 requires school administrators to notify parents/guardians of children attending school that they have the right to be informed prior to application of pesticides at that school. The notice shall contain information obtained from the person applying the pesticides, which includes a statement that a pesticide will be applied, approximate location of the application, and the date of the application. A “pesticide” is a substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant, or disinfectant.

ADVISORY TO ALL PARENTS

Dear Parents/Guardians:

Decatur Public Schools has adopted an Integrated Pest Management Program. Inherent with this are the District’s efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply pesticide, these will only be used as a last resort. This program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem.

You will receive advanced notice of the application of a pesticide, other than a bait or gel formulation at your child’s school. This advance notice of application will be given 48 hours before application. The law requires us to do this notification by using two methods. The first method required by the law is the posting at entrances to your child’s school. The second method we are going to use is the posting in common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked 3 days before application. If you would like to be notified by mail, please contact the Operations Department at 423-6800. Please give the Operations Department secretary your name, mailing address and what school your child attends.

In an emergency (for example: bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application.

You may review our IPM program of pesticide application records for your child’s school by calling or e-mailing the Decatur Public Schools Director of Operations at 423-6800. This number may also be used when school is not in regular session.

POSTERS - PRINTED LITERATURE

Posters or other printed literature must be approved by the building administration prior to being posted or distributed. Those items that are approved must be attached to the walls using low stick masking tape. Scotch, duct, or other high stick tape should not be used as these products may damage the painted wall surfaces.

PROMOTION/PLACEMENT/RETENTION POLICY

It is the goal of the Decatur Public Schools for all students to progress from one grade of the next in an orderly progression.

If, however, placement/retention appears to be a viable alternative after consideration to the criteria listed, then the procedures as outline below will be followed:

1. The possibility of placement/retention shall be discussed with the parents at a conference during the months of January or February. A follow up letter will be sent home confirming the conversation. Parents who fail to come in for a conference shall be sent a letter advising them of the possibility of placement/retention.
2. A final decision concerning placement/retention shall be made at a parent-teacher and/or principal conference before the end of the school year. A letter stating the parents' agreement or disagreement will be signed at that time.
3. In such situations of disagreement, parents are required to sign a letter stating their insistence on placement into the next grade level. A parent/guardian may only refuse the child's retention once in K-5th grade.
4. As a general rule, a child may only be retained a maximum of two times in grades K-8th. Alternatives may be adapted.
5. If a child is placed/retained, the teacher shall outline the reasons for such action, the academic concerns of the student and general recommendations for remediation for the next school year.
6. Students who are being placed into the next grade level shall receive a letter confirming the parents and teachers had discussed the placement.
7. A parent may appeal their child's retention in the event they previously used their one placement option. Information regarding this process is available from the Principal.

RECESS/PLAYGROUND

WEATHER CONDITIONS:

Naturally, certain climatic conditions such as rain, extreme temperatures, and/or other adverse conditions may alter our outside programming. Students are required to wear coats when the temperature is below 60 degrees and boots when the playground is muddy or snowy.

Although all students are expected to participate in all programs, unless provided with a written statement from a physician, **the following may apply as determined by the school:**

- ★ Inclement weather is determined by the administration.
- ★ Students may be limited to selected areas during recess time(s).
- ★ As determined by the school district, wind chill/actual temperatures of 15 degrees Fahrenheit or colder may prohibit outside activities.
- ★ Certainly, adverse weather conditions, as determined by the school district officials, will determine student participation in such activities.

DAVIS ELEMENTARY PLAYGROUND PROCEDURES

1. Students will follow directions given to them by all teachers, playground supervisors, and other school personnel.
2. Students will line up immediately and stop playing when the outside tone sounds, or when asked to line up.
3. Students will use non-threatening language appropriate for ALL families and display good sportsmanship.
4. Students will use the swings for swinging only and not jump out of the swings.
5. Students will keep their hands and feet to themselves.
6. Students will play tag in the open areas, not on the playground equipment.
7. Students will slide down the slides, not climb up the slides.
8. The sidewalk is the out of bounds area and if the ball hits the sidewalk when playing soccer or kickball, you stop and pick up the ball.
9. Students will only throw appropriate objects (balls). We do not throw stones, woodchips, snowballs, etc.
10. Playing in any type of exclusive game is not allowed and unacceptable (ie. gang, club, etc).
11. We only play "touch" sports; we do not play tackle football, soccer, tag, or any other sport.
12. Students will aim for evenly matched teams with near equal number of players.
13. Students will wear their coats on the playground unless the temperature is above 60 degrees Fahrenheit.
14. Students can wear hats on the playground but should take them off as soon as they enter the building.
15. Students will follow the directions given to them in the playground expectation lessons taught during the first two weeks of school, and periodically throughout the school year.

CONSEQUENCES:

1. Children disobeying rules will be allowed a verbal warning and/or time out on the playground.
2. **Children may receive a written Behavior Report depending on the severity of the situation. The pink copy must be signed by the parent/guardian and returned the next scheduled school day.**
3. Parents of children with severe or frequent misbehavior will be required to come to the school to attend a conference. Children persisting in inappropriate behavior may be suspended from recess for a period of time and/or from school.
4. Should students leave the school grounds, building, or cause a significant disturbance, the police will be contacted for assistance. This is always the procedure that is followed for a child that may be considered "missing".

RECESS/NOON SUPERVISION

Student behavior will be regulated by the Positive Behavior Support Plans utilized in the Davis Elementary School. Repeated offenses will lead to more severe disciplinary measures. Parents will be notified and required to attend a conference regarding their child.

REPORT CARDS AND GRADING

Report cards will be sent home quarterly with students. Grade level expectations and grading criteria, prepared by each grade level, will be available at Open House. This may also be sent

home with students at the beginning of the school with introductory class correspondence. Grading is also explained on each grade level's report card. Your child's teacher can address any questions or concerns you may have regarding report cards and grading.

SCHOOL CEREMONIES AND OBSERVANCES AND PLEDGE OF ALLEGIANCE

Michigan Law (Public Act 320 of 2012) requires every schoolroom to display a U.S. flag, and give children the opportunity to recite the Pledge of Allegiance each day. The new law will take effect with the start of the 2013 school year. The Law prohibits compelling a student to recite the pledge, however, such students shall not cause a disturbance or interfere with the participation of others. Classrooms may also include patriotic songs and reading excerpts of appropriate material which will implement the development of moral values, patriotism, and high standards of conduct. Students of the District are not prevented by policy or rule from participating in constitutionally protected prayer.

SCHOOL CLOSINGS

During the winter months, severe road and/or weather conditions may necessitate the closing of school, or the delay of starting times. If school is to be cancelled, every attempt will be made to cancel school before 6:00 a.m. School cancellations will be announced on as many of the following stations as can be contacted:

ALERT SYSTEM

Utilizing voice, SMS text and email, the District can now send messages instantly and reliably using the integrated school notification system - for school closures, notices, etc. Please ensure you provide your cell phone number, email, and other contact sources on your child's enrollment form for notification purposes.

RADIO

WOOD, Grand Rapids - 1300 AM/105.7 FM
WKZO, Kalamazoo - 590AM
WQSN/WQLR, Kalamazoo - 5470AM/106.5 FM
WHFB, Benton Harbor - 1060 AM/99.99FM

WDOW/WVHQ, Dowagiac - 1440 AM/92.1 FM
WCSY, South Haven - 98.3 FM

WMUK, Kalamazoo - 102.1 FM

TELEVISION

WOTV, Grand Rapids - Channel 41
WNDU, South Bend - Channel 16

WWMT, Kalamazoo - Channel 3
WOOD, Grand Rapids - Channel 8

Parents are encouraged to develop an alternate plan with their children in case it may be necessary to close school and no one is home.

SECTION 504/ADA COMPLIANCE OFFICER & SPECIAL EDUCATION DIRECTOR

Cathy Morgan is our district's Section 504/ADA Compliance Officer and Special Education Director. She can be reached at 423-6950.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, vehicles and desks under the circumstances out-lined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers, vehicles and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason, may conduct periodic general inspections of lockers, vehicles and desks at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bags, coats, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Automobiles may be searched if school officials have reasonable suspicion or as part of a school-wide drug dog search.

SECURITY

For the safety of our students, all exterior doors to the building will be locked during the school day. Admittance at main school doors only by presentation at cameras.

SKATEBOARDS / ROLLER BLADES

Skateboards, roller blades or any type of wheel-related equipment except bicycles are prohibited on school property. If found in use during the school day, the item will be confiscated for the remainder of the day. In the case of a second offense, the item will be confiscated and retained in the office until a parent collects it. **The school will not assume responsibility for lost, stolen, or damaged items. Bicycles are to be walked on school property.**

SPECIAL SERVICES

Decatur Elementary Schools provide a variety of services in conjunction Van Buren Intermediate School District including: counseling (as it relates to the educational environment), speech and language therapy, social work, testing and screening services, reading and math support services, occupational therapy, hearing and vision testing, and various referral sources. Further information regarding services is available from the school offices.

Family Links is a program offering assistance to families of children ages 0-5 years old. More information regarding this program is available from the elementary school office or by contacting VBISD.

Project Find (V.B.I.S.D.):

The Van Buren Intermediate School District offers evaluative and direct services for children with special needs. This program is intended for children age 0-5. More information may be obtained from the Project Find Office (269) 674-8091 or from the local school office. Examples of special needs: Speech & Language, physical/health concerns, mental impairment, behavior concerns, etc.

STUDENT DIRECTORY INFORMATION

Each student's record is kept in a confidential file located at the student's school office. The information in a student's record is available for review only by the parents or legal guardian of the student, adult student (18 years of age or older), and those designated by Federal Law or District regulations. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the records or with the District's compliance with the Federal Rights and Privacy Act. A parent, guardian, or adult student has the following rights: 1) Inspect and review the student's education records. 2) Request an amendment if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. 3) Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by law. 4) Challenge District noncompliance with a parent's request to amend the records through a hearing. 5) File a complaint with the Department of Education. 6) Obtain a copy of the District's policy and administrative guidelines on student records.

The following information about each student is considered "directory of information" and will be made available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Office in writing within 10 days from the date of this notification that she/he will not permit distribution of any or all of such information: name, address and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the district considers would not be harmful or an invasion of privacy, if disclosed.

STUDENT ILLNESS

A rule of thumb - if a child is too ill to go out for recess, he/she is too ill to be in school. A doctor's written excuse is required if your child must stay in from recess. Whenever a child is absent for extended periods of time, please call the teacher for work to be sent home. **The teacher should be given 24 hours notice to prepare work.**

STUDENT MEDICATION

Medication at school is discouraged. However, there are times when this is necessary. School personnel may administer medication if:

1. It is prescribed by a physician (a form must be filled out by the doctor for Decatur Public Schools).
2. Medication is in the original container from the pharmacy with directions.
3. Written permission from the parent or guardian is on file. Forms are available in the office and all forms must be completed prior to medication being administered at school.
4. Medication is to be located and administered through the office.
5. Please do not ask teachers or other employees to administer a child's medication.

STUDENT REGISTRATION/TRANSFER

Students are always welcome in our school. Parents can expect to follow certain procedures.

1. All registration and transfer forms are to be completed.
2. Each new student must have an up to date immunization record and legal birth certificate on file.
3. The parent will provide the name, address and phone number of the previously attended school.

4. The parent will provide any pertinent Special Education information including a copy of the most recent IEP.
5. Each child should have their head checked for (Pediculosis Capitis) Head Lice.
6. Generally, the child will be eligible to attend school the day after the registration process is completed.
7. The school will request the student records from the previous school.
8. In the case of students transferring out of district, the receiving school will request students' records. All school obligations must be met prior to transferring records to another school.

STUDENT SIGN OUT

Parents and others, needing to pick up their child during the school day must go to the office to sign the child out. A secretary will contact the child's teacher to have the child brought to the Davis Office. The child may only be released to the parent from the Davis Elementary School Office.

STUDENT TELEPHONE USE

Children will not be allowed to use the school phones to call home **except in case of an emergency or with teacher's or school's permission**. Children will not be called to the phone **except in emergency situations**.

T.A.P.

The Teachers and Parents Organization (T.A.P.) has been a part of the Decatur Public Schools since 1982. This is a non-profit organization, which assists and supplements the activities of the Davis Elementary School. The purpose of the T.A.P. is to promote communication, understanding, and cooperation between the home and the school.

TITLE IX STATEMENT

In keeping with Title IX of the Federal Education Amendments and related legislation affecting the treatment of students and employees, it is the policy of the Decatur Public Schools not to discriminate with regard to employment, the education program, and the school activities on the basis of sex, race, religion, national origin, creed or color. Inquiries regarding Title IX may be directed to: Regional Director, Office of Civil Rights, PL9 Building, Room 222, 55 Erie View Plaza, Cleveland, Ohio, 44114.

Adopted Decatur Board of Education – July 1990

VISITORS-VISITOR BADGES

We encourage parents to visit their child's classroom at any time by setting up a time, **at least 24 hours in advance**, with the teacher and building principal. Parents and other guests will inform the school office upon their arrival, and they will receive a "visitor's badge" that must be worn during their time on school grounds. **Visitor badges are for security reasons. All visitors are required to check into the office and sign in prior to going into any area of the school.**

VOLUNTEERS

Decatur Public School Board of Education policy requires a criminal history check on all volunteers. Volunteers are required to fill out a volunteer form and submit the form to the Superintendent's office for verification with the State of Michigan, **prior to** volunteering in any building.

Teachers must verify with the building principal a volunteer has been authorized to work in the school, prior to allowing them to work as a volunteer under the teacher's direction.

Volunteers serve only in an auxiliary capacity under the direction and supervision of the teacher and principal.

Services offered by volunteers are scheduled and are limited to the following:

1. Compiling the school publications;
2. Assisting with field trips;
3. Assisting on the playground or in the lunchroom;
4. Working on a one-to-one or small group basis in the classroom under the direction of and always supervised by a teacher;
5. Assisting the media specialist;
6. Assisting with the athletic program.

All students are expected to obey and attend to directives and instructions given to them by authorized volunteers of the District. Failure to abide by directives and instructions given by an authorized District Volunteer may result in disciplinary action under the Student Code of Conduct up to and including suspension from school.

HANDBOOK ACKNOWLEDGEMENT FORM

We acknowledge we have read the Davis Elementary School 2016-2017 Handbook & Student Code of Conduct. My child and I understand it is our responsibility to follow the guidelines which are outlined in the Handbook & Student Code of Conduct.

Date: _____

Student Name (Printed) _____

Student Signature: _____

Parent Name (Printed) _____

Parent Signature: _____

Return to the Davis Office by September 09, 2016

TECHNOLOGY ACCEPTABLE USE FORM

2016-2017

Decatur Public Schools
Agreement for Acceptable Use of Technology Resources
Students Grades K-5

Davis Elementary / _____
Building/Program Name *Student Name*

I understand that I may sometimes be permitted to use the District's computers, electronic devices, and Internet at school and at home. To use computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for school work.
- I will only use the computers, electronic devices, and Internet when my teacher or other school employee tells me that I am allowed to use the computers, electronic devices, and Internet.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn't access.
- If I accidentally access a website that I know I shouldn't look at, I will tell my teacher or other school employee right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my teacher or other school employee right away.
- I will not use the computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my teacher or other school employee right away.
- I will not damage the computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will not use the computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the computers or Internet and pretend that it is my own work.
- I will keep my password secret from all other students.
- I understand that the school can see everything that I do on the computers, electronic devices, and Internet.
- I understand that the school has filters on the computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature

Date

Parent Signature

Date

Return to the Davis Office by September 09, 2016

Decatur Public Schools

FIELD TRIP PERMISSION FORM

2016-2017

Parents are asked to give permission to their child to go on instructional trips between this date and the end of the school year. With the help of the principal, the classroom teacher will select trips which have educational value. Transportation will be provided by Decatur Public Schools and will also include any walking field trips. Teachers will send home an informational letter letting parents know whenever their class is leaving the building for a trip. Your signed permission will be held on file in the office.

I, _____ father/mother/guardian of
(Parent/Guardian Name)

_____ give permission for my child to accompany
(Child's Name)

his/her class on any instructional trips jointly planned and approved by the Principal using transportation provided by bus and/or by walking.

Signature of Parent/Guardian: _____ Date: _____

Telephone: Home _____ Work _____

Child's Grade: _____ Homeroom Teacher: _____

.....
Return both forms to the Davis Office by September 09, 2016

PHOTO RELEASE FORM

2016-2017

The schools often receive requests to allow students' pictures to be taken for use by newspapers, magazines, other publications and television programs and for a variety of other purposes like student and staff slide, videotape presentations, Decatur Raider Website and internal brochures. For that reason, parent permission is needed on file in our schools. Please sign this release and return with your student.

_____ Has my/our permission to have his/her picture
(Child's Name)

taken for any of the above reasons. We understand this consent is ongoing and we will not be contacted further.

Signature of Parent/Guardian: _____ Date: _____

Child's Grade: _____ Homeroom Teacher: _____