

# DAVIS ELEMENTARY SCHOOL

## 2022-23 HANDBOOK AND STUDENT CODE OF CONDUCT



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

We'd like to take this opportunity to welcome you to Davis Elementary School! We are looking forward to an 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.

Dr. Patrick Creagan, Superintendent of Decatur Public Schools  
(269-423-6800)

Jessica Schultz, Principal  
(269-423-6951)

Joy Fullam, School Counselor  
(269-423-6953)

Ashley Revore, School Secretary  
(269-423-6955)

Carrie Rosema, School Secretary  
(269-423-6954)

Adopted by the Board of Education on August 15, 2022

Discipline Code adopted by the Board on \_\_\_\_\_

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Laurie Southworth, Vice President

Karie Ward, Secretary

Tyler Augst, Treasurer

Jim Kennedy, Trustee

Mary Miller, Trustee

Matt Willbrandt, Trustee

<b>Committee Assignments</b>	
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Board Policy	Mary Miller Karie Ward Tyler Augst

## TABLE OF CONTENTS

<b>DAVIS ELEMENTARY SCHOOL FACULTY</b>	<b>Error! Bookmark not defined.</b>
<b>DECATUR PUBLIC SCHOOLS BOARD OF EDUCATION</b>	<b>Error! Bookmark not defined.</b>
Committee Assignments	4
<b>FOREWORD</b>	8
<b>MISSION OF THE SCHOOL</b>	9
EQUAL EDUCATION OPPORTUNITY	9
<b>PARENT INVOLVEMENT</b>	9
<b>SCHOOL DAY</b>	9
<b>STUDENT DROP OFF AND PICK:</b>	10
<b>STUDENT RIGHTS AND RESPONSIBILITIES</b>	10
<b>STUDENT WELL-BEING</b>	11
<b>INJURY AND ILLNESS</b>	11
<b>ENROLLING IN THE SCHOOL</b>	11
<b>SCHEDULING AND ASSIGNMENT</b>	12
<b>EARLY DISMISSAL</b>	12
<b>TRANSFER OUT OF THE DISTRICT</b>	12
<b>WITHDRAWAL FROM SCHOOL</b>	12
<b>IMMUNIZATIONS</b>	12
<b>EMERGENCY MEDICAL AUTHORIZATION</b>	13
<b>USE OF MEDICATIONS</b>	13
<b>CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS</b>	14
<b>CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES</b>	14
<b>INDIVIDUALS WITH DISABILITIES</b>	14
<b>LIMITED ENGLISH PROFICIENCY</b>	14
<b>STUDENT RECORDS</b>	15
<b>STUDENT FEES, FINES, AND SUPPLIES</b>	17
<b>STUDENT FUND-RAISING</b>	17

<b>STUDENT VALUABLES</b>	18
<b>REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES</b>	18
<b>FIRE, LOCK DOWN AND TORNADO DRILLS</b>	18
<b>EMERGENCY CLOSINGS AND DELAYS</b>	19
<b>PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS</b>	19
<b>VISITORS</b>	19
<b>USE OF THE LIBRARY</b>	19
<b>USE OF SCHOOL EQUIPMENT AND FACILITIES</b>	19
<b>LOST AND FOUND</b>	20
<b>STUDENT SALES</b>	20
<b>USE OF TELEPHONES</b>	20
<b>USE OF PERSONAL COMMUNICATION DEVICES</b>	20
<b>ADVERTISING OUTSIDE ACTIVITIES</b>	20
<b>FIELD TRIPS</b>	20
<b>GRADES</b>	21
<b>PROMOTION/PLACEMENT/RETENTION POLICY</b>	21
<b>HOMEWORK</b>	22
<b>COMPUTER/TECHNOLOGY USE POLICY</b>	22
<b>STUDENT ASSESSMENT</b>	22
<b>SCHOOL-SPONSORED CLUBS AND ACTIVITIES</b>	23
<b>NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES</b>	23
<b>ATTENDANCE</b>	23
School Attendance Policy	<b>Error! Bookmark not defined.</b>
Truancy	<b>Error! Bookmark not defined.</b>
Make-up of Tests and Other School Work	<b>Error! Bookmark not defined.</b>
Vacations During the School Year	<b>Error! Bookmark not defined.</b>
Suspension from School	<b>Error! Bookmark not defined.</b>
<b>CODE OF CONDUCT</b>	26
Expected Behaviors	26
Dress and Grooming	27
Care of Property	27

<b>TITLE IX SEXUAL HARASSMENT</b>	28
<b>STUDENT DISCIPLINE CODE</b>	28
<b>EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE</b>	28
<b>DISCIPLINE</b>	40
Informal Discipline	40
Formal Discipline	40
Mandatory Factors	41
Restorative Practices (MCL 380.1310c)	41
Discipline of Students with Disabilities	42
<b>DUE PROCESS RIGHTS</b>	42
Suspension	42
Long-term suspension or expulsion	42
<b>SEARCH AND SEIZURE</b>	43
<b>STUDENT RIGHTS OF EXPRESSION</b>	44
<b>STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES</b>	44
<b>BUS TRANSPORTATION TO SCHOOL</b>	45
<b>BUS CONDUCT</b>	45
Expectations for at the bus stop and on the bus	45
Consequences	47
Other Discipline	47
Records	47
Vandalism/Bus Damage	47
Notice	47
<b>BUS TRANSPORTATION- CROSSING PROCEDURE</b>	48
<b>VIDEO RECORDINGS ON SCHOOL BUSES</b>	49
<b>STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY (7540.03)</b>	49
One-to-One Technology Initiative	52
Fees to Students/Parents	52
Carrying Tablets	52
Charging Your Device	52
Originally Installed Software	52
Additional Software	52
Student and Parent Responsibilities	53
Student Activities Strictly Prohibited:	53
Legal Propriety	54

Claims  
District Policies

54  
54

**FOREWORD**



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 Decatur School 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 Decatur Public Schools. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and Davis Elementary School's rules as of June 30, 2021. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2021 the language in the most current policy or administrative guideline prevails.

### **MISSION OF THE SCHOOL**

Davis Elementary School Empowers, Engages, Provides for the Whole Child

#### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of Decatur Public Schools 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.

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**

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. The Decatur Public Schools Board of Education encourages parent/guardian participation in all school programs.

### **SCHOOL DAY**

Davis Elementary doors open for student entrance at 7:50 a.m.  
First bell rings at 7:55 a.m.

Instructional School Day - 8:00 a.m. - 3:00 p.m.  
All students will be dismissed at 3:00 p.m.  
Dismissal for half day of Instruction is 11:30 a.m.

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

### **STUDENT DROP OFF AND PICK:**

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 7:30 - 8:15 AM and 2:30 - 3:15 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.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Davis Elementary are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to 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, the mail or hand delivery may be used to ensure contact.

Parents are encouraged to build a two-way link 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 school social worker.

## **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 Davis Elementary School office. 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 along with proper documentation by a physician, to the Davis Elementary Office.

## **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 Davis Elementary'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 will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **Homebound Instruction**

Decatur Public Schools shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by Dr. Creagan, Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) 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: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; 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.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. 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 temporarily denied admission to Decatur Public Schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by (1) the parent, or (2) a person whose signature is on file in the Davis Elementary School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Davis Elementary School, 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 Davis Elementary School Office at 269-423-6950 for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **WITHDRAWAL FROM SCHOOL**

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

### **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 Davis Elementary office at 269-423-6950.

### **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 extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

### **USE OF MEDICATIONS**

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. A Medication Request and Authorization Form must be filed with the respective building Principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured.
- E. 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.
- F. 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.
- G. 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.

#### **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. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school Principal and updated annually.

#### **Non Prescribed (Over-the-Counter) Medications**

No staff member will be permitted to dispense non prescribed, over-the-counter (OTC) medication to any student.

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. Davis Elementary 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.

### **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human Immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **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 not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Aaron Tennant at 269-423-6953 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. It is, therefore, the policy of Decatur Public Schools that those 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 Sarita Collins at 269-423-6979 to inquire about evaluation procedures and programs offered by Decatur Public Schools.

### **STUDENT RECORDS**

Decatur Public Schools maintains many 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 (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

1. Name
2. Picture
3. Grade Level
4. Academic Awards, degrees and honors
5. Information related to school sponsored activities, organization and athletics
6. Major fields of study

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found [www.raiderpride.org](http://www.raiderpride.org).

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, Decatur Public Schools is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Davis Elementary Principal. You will be given an appointment to answer any questions and to review the requested student records.

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building Principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and



- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

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**

Davis Elementary School charges specific fees for the following non curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

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.

- Field Trips

Fees may be waived in situations where there is financial hardship.

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.

### **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:

- A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- B. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the activity's adult sponsor.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

- D. Students may not engage in house-to-house canvassing for any fundraising activity.
- E. Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- F. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

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

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

### **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.

The school participates in the National School Lunch Program and makes lunches available to students for free. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the District Office.

### **FIRE, LOCK DOWN AND TORNADO DRILLS**

Davis Elementary 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 during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an all call announcement to take shelter in a tornado safe area.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a

school lock down is different from the alarm system for fires and tornadoes and consists of direct information given over the all call system.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions the School will provide notification of the closing using the Alert System, utilizing voice, SMS text and email. 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  
WVFM, Kalamazoo - 106.5 FM  
WHFB, Benton Harbor - 1060 AM/99.99FM

WHPD, 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 and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

Davis Elementary School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Decatur Public School'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**

Visitors, particularly parents, are welcome at Davis Elementary School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to 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.

### **USE OF THE LIBRARY**

The library is available for student use throughout the year. In order to avoid late fees, all materials checked out of the library must be returned to the library within 2 weeks.

### **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 Davis Elementary entryway. 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 close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the 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.

### **USE OF PERSONAL COMMUNICATION DEVICES**

This includes, but is not limited to cell phones, tablets, 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.**

### **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**

### **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 the facility being visited, and transportation. Chaperones must have a cleared iChat form no later than 3 days before the event.
2. Davis Elementary students attending the field trip are required to ride Decatur Public Schools transportation to and from the field trip destination.
3. Students will not be allowed to bring their own personal cell phones or tablets/iPads on the bus. The adults in charge will be responsible for communicating with other school personnel or parents/guardians in case of an emergency.
4. Any additional approved item by the teacher for the student to bring will not be the responsibility of the adults in charge.
5. 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. Children not enrolled in the classroom are not able to ride the school bus.
6. Your child's teacher will have a specific list of job responsibilities for chaperones.
7. Parents should not ask the teacher/school to make exceptions to these guidelines.

### **GRADES**

Davis 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 and/or progress towards mastery. 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 school uses the following standards-based grading system at Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade:

- E - Demonstrates deep understanding of grade level standard; above grade level
- S - Regularly meets the grade level standard
- P - Progressing toward the grade level standard
- N - Minimal progress toward the grade level standard

The school uses the following traditional-based grading system at 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade:

- 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

### **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.

### **HOMEWORK**

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

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

### **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.

### **STUDENT ASSESSMENT**

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. [the school] will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III - STUDENT ACTIVITIES**

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

Davis Elementary provides students the opportunity to broaden their learning through curricular-related activities.

The Board authorizes student groups that are sponsored by a staff member. Authorized groups include:

- Student Council

## **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The applicant for permission can be obtained from the Principal. 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 nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

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

## SECTION IV – STUDENT CONDUCT

### **ATTENDANCE**

The staff and administration of Davis Elementary School believe strongly that regular school attendance is a critical component of a successful educational experience. This attendance policy is written in support of this belief.

Parents are reminded that when their child is going to be tardy or absent from school a phone call should be made to the elementary school attendance number. That number is 269-423-6950. In order to protect the health of all students, please share with the office the nature of the absence.

The school day starts at 8:00 am. Any student(s) arriving after the morning bell at 8:00 am is tardy. If we do not hear from you, the office will mark the student unexcused and you will receive a call from our automatic system.

We understand that every illness may not require a visit to the doctor, therefore, we do **allow parents to excuse their child up to six days a year via phone call/note/email**. After six parent-excused absences, further absences will only be excused by a doctor's note. If you do take your child to the doctor, please request a note for the school as that will not count as one of the six absences you are able to excuse as a guardian.

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 disciplinary consequences.

All absences, excused and unexcused, will be counted toward the total number of absences and subject to the procedures listed below. Please contact the elementary school office if your child has had excessive absences that are due to unusual circumstances. Attendance records are cumulative and will be recorded on each report card. A pattern of poor attendance shall be handled as follows:

Level I: At 5 unexcused absences or suspected truanancies, the school will send the parent(s) a letter at this phase, advising them of the problem and the consequences if the problem continues and is not resolved. We allow parents to excuse the first six absences via note or call, however, after six all future absences or tardies will be considered unexcused unless accompanied by a note from a medical office.

Level II: If this fails, and the student reaches 8 days of unexcused or suspected truanancies, a second warning letter will be sent by the school to the parent(s) advising them that their child has missed further days.

Level III: If the unexcused absences continue and reach 10 total days a third warning letter will be sent to the parent(s) with a scheduled appointment with the principal and will advise the parent(s) that if further absences occur a truancy referral will be sent to the Van Buren County Truant Officer.

Level IV: If the student accumulates any further absences the school will e-mail a completed typed truancy/incorrigible referral form to the truancy officer and a formal complaint will be initiated. The Truant Officer will contact the school by e-mail or by phone requesting what action the school would like to take in a school meeting which would include a school official, student, parent(s), and Truant Officer or have the Truant Officer serve the parent(s) a truancy warning letter in person.

Level V: If the student continues to be truant after the above actions have taken place the Truant Officer, with the consent of the school, will complete the truancy referral and add any necessary information to the report and submit the completed report to the Van Buren County Prosecutor's Office for review and issuance of petition(s) for the student of warrant(s) for the parent(s).

**Notice: Cases, where chronic attendance or truancy has occurred in previous years, may result in a Truancy referral prior to ten absences.**



**Chronically absent** means absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. (For instance, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.) Note: All absences for the school year should be counted, even if they have carried over from a different school.

**Truant** means a child who has ten (10) or more unexcused absences per school year. A child should be counted as truant only once in a given school year. Once deemed truant, a child shall be monitored throughout the school year until improved attendance is consistent.

**Tardy/Late Absences** A student who enters a classroom after the bell is considered tardy unless excused. Tardy students not only miss learning time but also interrupt the learning of other students in class.

**Make-up of Tests and Other School Work** - Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the school office or 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.

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

**Suspension from School** - Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

**Excused absences** include the following:

- *Student illness/injury with doctor's note*
- *Medical appointments (excused with doctor's note)*
- *Religious holidays*
- *Extreme family emergencies*
- *Lice (3 days)*
- *Funeral/death in the family*
- *Mandated court appearances (documented)*

- *Placement by Juvenile Court in detention, shelter care, foster care or residential placement.*
- *Educational opportunities approved by school officials*
- *Homelessness*
- **Prearranged Absences** with notice given to the office AND student's teacher 48 hours before absence starts. Absences will be excused for up to 5 days. Prearranged absences will only be excused one time throughout the school year.
- Additional excuses may be subject to principal discretion

**Unexcused absence** is any absence not accounted for above, examples of unexcused absences include, but are not limited to:

- *Staying home to baby-sit*
- *Overslept*
- *Travel*
- *Needed at home*
- *Weather*
- *Missed bus*
- *Child is not immunized*
- *Sickness (not documented)*
- *Willful truancy (skipping)*
- Additional excuses may be subject to principal discretion

### **CODE OF CONDUCT**

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

#### **Expected Behaviors**

Each student at Davis Elementary shall be expected to:

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

## 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:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Am I dressed appropriately for the weather? (yes)
- 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.

The following styles or manners of dress are to be followed:

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 wristbands, 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.

Students who are representing Davis Elementary at an official function or public event may be required to follow specific dress requirements.

## Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### **TITLE IX SEXUAL HARASSMENT**

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.

### **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**

(Organized by Rule Number)

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

#### **1. Use of drugs**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

#### **2. Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

### **4. 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.

### **5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges

may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

**6. 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.

**7. 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.

**8. Purposely setting a fire**

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

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

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

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

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in

suspension and expulsion Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

#### **11. Extortion**

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

#### **12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

#### **13. Falsification of school work, 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.

#### **14. 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.

#### **15. Explosives**

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

#### **16. Trespassing**

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

#### **17. Theft**

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

#### **18. Disobedience**

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

#### **19. Damaging property**

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

#### **20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

#### **21. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes 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.

#### **22. 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.

#### **23. 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.

#### **24. 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.

#### **25. Possession of Personal Communication Devices (PCDs)**

This includes, but is not limited to cell phones, tablets, 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.

Except as authorized under Board policy, use of PCDs 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 device from 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 a 10 day suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

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 test and may be suspended. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

## **26. 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.

## **27. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

## **28. 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, and performing arts events.

## **29. Harassment**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g. internet, telephone or cell phone, 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.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, 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.

### Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. 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;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

### Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or

organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

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

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

#### Bullying and Other Aggressive Behavior

and  
It is the policy of Decatur Public Schools (Policy #5517.01) to provide a safe 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.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

#### Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

#### Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

#### Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. 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 this policy. The investigation must be completed as promptly as the circumstances permit.

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.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

### Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"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 handheld 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.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
Policies on Bullying, Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education

### **Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or 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 guidelines which are available in the principal's office.

### Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as 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 reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### Profanity

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will 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 includes:

- change of seating or location;
- lunch-time detention;
- in-school restriction(s).

### Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term



suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The principal then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

#### Mandatory Factors

Under the Revised School Code sections: 1310, 1311(1), 1311(2) and 1311a, a School District must consider factors before suspending or expelling. Such Mandatory Factors include:

- Age
- Disciplinary history
- Disability
- Seriousness of behavior
- Whether behavior posed safety risk
- Restorative practices (MCL 380.1310c)
- Whether lesser interventions would address behavior

The Decatur Public Schools Board of Education shall discuss and determine during a suspension/expulsion meeting if all Mandatory Factors were considered.

#### Restorative Practices (MCL 380.1310c)

The Decatur Public Schools shall consider using restorative practices as an alternative or in addition to suspension or expulsion. If the District suspends or expels a pupil under this act, the District shall consider using restorative practices in addition to suspension or expulsion.

### 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.), or Section 504 of the Rehabilitation Act of 1973.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

#### Suspension

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 or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed 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.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

#### Long-term suspension or expulsion

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

- 1) the charge and related evidence;
- 2) the time and place of the Board meeting;
- 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;
- 6) a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- 7) a statement that the student may give testimony, present evidence, and provide a defense;
- 8) a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- 9) the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if the Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

After notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Davis 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 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.) and the Americans with Disabilities Act (A.D.A.).

#### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, 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 with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. 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 law 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 or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational 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, non sponsored, noncommercial 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:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. 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.
  
- B. 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 Principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

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 school provides transportation for all students who live outside the village limits. The transportation schedule and routes are available by contacting the Transportation Department at 269-423-7091.

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.

The building Principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

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

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

Students must comply with the following basic safety rules:

#### **Expectations for at the bus stop and on the bus**

Decatur Public school's expectations are in place to facilitate the safe transportation of students. This can only be maintained with the cooperation of your student. A summary chart of the Decatur Public school bus safety expectations will be posted in all buses and are in all student handbooks. If you have any questions about an expectation contact the transportation office. If these expectations are not met Decatur Public School's discipline procedures will be followed. Consequences are progressive and include suspension of bus privileges. It is the bus driver's responsibility to document and report unacceptable behavior to the transportation supervisor. It is the transportation supervisor's responsibility to inform and work with the building Principal or Principal's designee in implementing the consequences.

#### **At the bus stop:**

- Be at your bus stop five minutes before your scheduled pick up time. The driver cannot and will not wait for late students. It is the parent's responsibility to transport students that miss the bus due to being at the stop late.
- Stand in a single file line no closer than 20 feet from the roadway. Students should be out and waiting, not inside the house. If a bus is running late the transportation department will try to contact parents of the affected students. Parents should give younger students an object to stand behind. (example: a tree, a line in the driveway)
- Group stops
  - Respect the property of others while waiting.
  - Keep your arms, legs and belongings to yourself.
  - Use appropriate language. No foul language or gestures.
  - Horseplay, fighting, harassment or intimidation is prohibited.
  - Use or possession of alcohol, tobacco, drugs, weapons, or lighters or matches is prohibited and is a severe offence of bus stop expectations.

### **On the bus:**

- Immediately follow all the directions of the driver.
- Board the bus immediately at the bus stop and at school.
- Go directly to your seat and sit, with knees forward, back on back, bottom on seat, feet towards floor while on the bus.
- Talk quietly with students near you. Use appropriate language. Foul language or gestures are prohibited.
- Keep all parts of your body inside the bus.
- Keep all parts of your body to yourself.
- Leave all belongings in your backpack.
- Use of electronic devices are forbidden: cell phones, video recording devices or taking of still pictures.
- Forbidden behaviors include but are not limited to: distracting the driver, fighting, harassment, teasing, intimidation and bullying.
- Eat and drink\* somewhere other than the bus. \*(exception: clear non-flavored or sweetened water is allowed on hot days if in a bottle with a spill proof lid)
- Possession or use of the following is prohibited: weapons, drugs/tobacco, lighters/matches, alcohol, or dangerous objects.
- Band instruments or school projects must be held in the student's lap. If too large to hold, parents must make other arrangements for transporting these objects.
- On arrival at school or event stay seated until the driver, teacher or coach allows you to exit the bus.

### **Leaving the bus**

- After getting off the bus, move away from the bus. Go directly to your house or waiting area. \*If you must cross the street, always cross in front of the bus. Make eye contact with the driver. Wait for the driver's signal. Go directly to your house or waiting area. \*(For crossing procedure see student handbook)

- Getting mail or paper from mail or paperbox is prohibited.

### Consequences

Consequences for bus/bus stop misconduct will apply to all busing. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Consequences are accumulative for one semester.

### Pre-K – Fifth Grade

- 1<sup>st</sup> Offense – Verbal warning to students. Students will bring home a yellow bus warning slip. Slip must be signed and returned the next day. It is the student's responsibility to take the yellow warning slip home and return it to the bus driver the following day with the parent's signature. If not returned they will incur 2<sup>nd</sup> offense consequences.
- 2<sup>nd</sup> Offense – Written warning. A red bus slip will be sent home with the student stating the offence. An attempt will be made to e-mailed this slip to parent/guardian. It is the student's responsibility to take the red slip home and return it to the bus driver the following day with the parent's signature. **If not returned they will incur 3<sup>rd</sup> offense consequences.**
- 3<sup>rd</sup> Offense – 3-day bus suspension, parent will be called
- 4<sup>th</sup> Offense – 5-day bus suspension, parents will be called and a meeting will be set up with transportation supervisor, bus driver and parent/guardian.
- 5<sup>th</sup> Offense – 10-day bus suspension, parents will be called and a meeting will be set up with transportation supervisor, bus driver, Principal and parent/guardian.
- Further Offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of semester and/or school year.

### Other Discipline

Based on the severity of the student's conduct, more serious consequences may be imposed at any time. Depending on the maturity of the offense, consequences such as suspension or expulsion from school may result from school bus and bus stop misconduct.

### Records

Records of school bus and/or bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Records of serious misconduct will be provided to the Department of Public Safety. Records will also be maintained in the transportation office.

### Vandalism/Bus Damage

Students damaging school buses will be responsible for paying for the damages. Failure to pay such damages (or make arrangements) within two weeks will result in the loss of bus privileges until damages are paid.

### Notice

Each family will be given a copy of the Decatur Public School's Bus Conduct Expectations and Consequences for Misbehavior document the first week of school. Students in grades pre-k through fifth will also go over the expectations during bus safety week. New bus riders will be

given a copy of Decatur Public School's Bus Conduct Expectations and Consequences for Misbehavior when they register.

### Items Not Allowed on the Bus

- Live animals or insects
- Hot liquids
- Object that are too large to fit on student's lap
- Glass containers of any type
- Tobacco product, weapons of any type, lighter or matches
- Chemicals, drugs

### **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:

1. 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 control traffic.
2. 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.
3. The driver shall hold up the red, Stop side of the paddle and check traffic.
4. When it is safe for students to cross the roadway, the driver will turn the paddle to the green, "student crossing" side.
5. Students will cross the roadway and enter the bus without stopping. Students will not stop or return for any item dropped, unless the driver indicates that it is safe to do so.
6. 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.

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

1. 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)
2. 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.
3. 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 the paddle back to the stop side.
4. 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 the driver will turn the paddle to the green, "student crossing" side. Students will finish crossing the road.
5. Students are to go directly to the house or designated area until the 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.



6. 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 throughout the district. THIS PROCEDURE APPLIES TO ALL STUDENTS (ELEMENTARY, 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.

### **VIDEO RECORDINGS ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording 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, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

## **SECTION VI - TECHNOLOGY**

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY (7540.03)**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The district's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the district's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the district computer network, Internet connection, and/or online educational

services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Tech Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable

or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

1. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
2. the dangers inherent with the online disclosure of personally identifiable information
3. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
4. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Building Principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

### One-to-One Technology Initiative

Chromebooks will be used during the school day. Students, grades 6-12, will be allowed to take the devices home. Students who are allowed to take the devices home may be charged a User Fee (see "Fees to Students/Parents"). Such devices and accessories are the property of Decatur Public Schools (DPS) and must be returned to DPS at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at DPS for any other reason must return the tablet and other technology items on the date of termination.

If a student fails to return the devices and other technology related items at the end of the school year or upon termination of enrollment at DPS, they are subject to financial liability until the items are returned or associated fees are received.

### Fees to Students/Parents

To cover potential loss due to damage or theft, the District may charge a user fee per Chromebook that is taken off campus. This fee will be deposited in a self-insurance fund. This fund will be used to replace or repair tablets that are lost or damaged. Besides a User Fee, a deductible will be charged if the tablet is damaged. The deductible is charged each time the tablet is to be repaired/replaced. Students who have an outstanding balance on their lunch accounts from the last school year will not be issued a device to take home until that balance is paid in full.

### Carrying Tablets

The protective cases provided have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The tablets should always be within the protective case and secured with elastic straps when carried.

### Charging Your Device

Devices must be brought to school each day in a fully charged condition.

### Originally Installed Software

The software originally installed by DPS must remain on the ChromeBook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course.

### Additional Software

Students are not allowed to download extra software on the device without permission.

## Student and Parent Responsibilities

- Use computers/devices in a responsible and ethical manner
- Obey general school rules concerning behavior and communication that applies to Chrome Books.
- Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via DPS
- District’s designated Internet System is at your own risk. DPS District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Secure Chromebooks against theft or loss.
- Help DPS District protect its computer systems / devices by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is required to inform school officials as soon as possible.
- Students will be charged for damages to the device if it’s determined that the damages were due to student neglect.
- Students must apply a Virtual Background when in District sponsored virtual meetings, whether it is a blurred or Google provided background

## Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing DPS Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games when class is in session.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s Internet / E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
- The safety of all students at Decatur Public Schools is of primary concern to the district. Students are encouraged not to share private information via email, social network sites, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (*any attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components*) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise to harass or demean recipients.
- Bypassing the DPS web filter through a web proxy, phone tethering, and any other means.
- Bullying as defined in DPS Board Policy will not be tolerated.
- If using a device on a non-DPS provided Internet use of explicit websites and information is prohibited.

### Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Use or possession of hacking software is strictly prohibited and violators are subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### Claims

All repair/replacement claims must be reported to the school office. In the event of theft, students and parents must file a police report and bring a copy of the report to the Principal's office immediately. Without a police report, the theft insurance is void and the student will be responsible for the replacement cost of the device.

### District Policies

Decatur Public Schools does not authorize any use of Technology Resources which are not conducted in strict compliance with this Agreement and the School District's Policies:

5513	Care of Property
5517.01	Bullying and Other Aggressive Behavior Toward Students
7540	Computer Technology and Networks
7540.01	Technology Privacy
7540.03	Student Network and Internet Acceptable Use and Safety
7543	Remote Access to the District's Technology Resources
7545	Electronic Communications

### Legal

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 – 54.523

# Decatur Public Schools

## HANDBOOK ACKNOWLEDGEMENT FORM

We acknowledge we have read the Davis Elementary School 2022-23 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.

Student Name (Printed) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return to the Davis Office by September 9, 2022

**Decatur Public Schools**





# **PHOTO RELEASE FORM**

2022-2023

The schools often receive requests to allow students' pictures to be taken for use by newspapers, magazines, other printed and digital publications and television programs and for a variety of other purposes like student and staff slides, videotape presentations, Decatur Raider Website and Facebook page, yearbook 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: \_\_\_\_\_

Return to the Davis Office by September 9, 2022

**Decatur Public Schools 2022-2023**

# STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

**Please complete the following information:**

Student User's Full Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

**Parent/Guardian:**

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Agreement and have discussed it with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for the Board to issue an email account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a webcam.

I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student:**

I have read and agree to abide by the Student Technology Acceptable Use and Safety Agreement. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the Internet and through the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that we will be charged for damages to the device if it is determined that the damages were due to student neglect.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to the Davis Office by September 9, 2022