



Elementary Student Handbook

(Revised August 2017)

Ellsworth Community School offers each of its students “big school opportunities” with the support of professional “relationships” that only a “small school” can offer. We take our mission of preparing today’s youth for tomorrow’s opportunities seriously. We feature a school atmosphere in which students and families are involved in the learning process and see learning as the primary goal of the school. We encourage both parents and students to read this handbook.

The last page must be signed and returned to the school office no later than Friday, September 15, 2017.

The Ellsworth Community School Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. The following person is designated to handle inquiries regarding the nondiscrimination policies of the District or to address any complaint of discrimination: Superintendent, 9467 Park Street, Ellsworth, Michigan, 49729; (231) 588-2544.

Ellsworth Elementary Handbook

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Student Life

1.1 Arrival and Dismissal

The elementary building will be open and supervision will be available beginning at 7:30 AM each day that school is in session.

The school day begins at 8:00 AM. ALL parents who drop off their children are asked to please use the back entrance between 7:40 and 8:05 AM to avoid interference with school busses.

School is dismissed at 2:55 PM, with busses arriving at 3:00 PM.

If your student does not ride home on the school bus, please arrive to pick them up either before 2:55 PM or after 3:05 PM to alleviate concerns with the traffic area in the front of the school. In order to help with a safe dismissal of all children, we ask that parents who pick their children up, including those who walk, to please observe the following guidelines when **arriving before the busses leave**.

- Park in the **back** parking area and enter through the rear of the building.
- Please wait for your children in the hallway between the library and the back entrance near the cafeteria/gym, or near the back of the library away from the main traffic area. Please to not congregate in the front of the library or in the hallways as it makes it difficult for teachers to get students to the school bus lines.
- Please wait for ALL the children who ride the bus to pass through the library with their teacher before you and your child exit the building.
- If someone else is picking your child up, please explain this procedure to them.

All students must be picked up by 3:15 PM. Students who have not been picked up by that time will be sent to Club Lancer, and parents will be billed accordingly.

Monday through Thursday each week, homework assistance and enrichment programs (Club Lancer) are available from 3:00-5:30 PM. Please contact the office for more information.

1.2 Attire

Students are expected to wear clothing that is in good taste and not disruptive to the learning atmosphere in school. Neatness, cleanliness, and personal appearance are important and reflect a student's attitude toward school.

All students must wear footwear at all times. No wheeled shoes allowed during school hours. No flip-flops are allowed on the playground. Students are not allowed to wear hats in the school building. Shorts will be permitted in the fall and spring when the weather allows. No short-shorts, tank tops or midriff shirts will be allowed. Students are required to wear tennis shoes for gym class. Students are not allowed to wear clothing that mentions drugs, alcohol or tobacco products.

If a student's dress should be considered inappropriate the student's parents or guardians will be notified. Continual abuse of dress code may result in disciplinary action.

Students must bring cold weather attire including hats, gloves, snow-pants and boots for recess in the winter. Students will be told by the playground supervisor when they must begin wearing them.

1.3 **Attendance**

The state's Compulsory Attendance Law recognizes an educational value in students regularly attending classes. Regular attendance contributes to the school's instructional goal of developing traits of punctuality, self-discipline, and responsibility in students. Students who have good attendance generally achieve higher grades and enjoy school more.

Each teacher will keep a record of attendance for all students in their classroom. The student and parents are responsible for making arrangements with the teacher to make up work that is missed during an absence. Students will be given work make up time equal to the number of days absent. Students with excessive tardiness will be subject to disciplinary action.

Reporting Absences

Parents must contact the school within 24 hours in the event their child misses school or the absence will be considered unexcused. Parents may call (231) 588-2544 during school hours from 8:00-4:00 or the fully automated number, (231) 588-2077, anytime. Parents without phones may send a note excusing their child from school.

Pre-arranged absences:

In certain cases, the student and/or parent/guardian will know ahead of time that an absence will occur. In these cases, the student should bring a note or the school should receive a phone call three (3) days prior to the absence. The school work for these types of absences should be completed and turned in to the respective teachers prior to their absence, or a mutually agreed upon time after the student's return to class.

1.4 **Accidents and Illness**

An emergency form, completed and filled out by the parent or guardian, must be on file for each student. It must include names of individuals who can be contacted in case of an emergency and phone numbers for those individuals as well. For safety reasons, students will not be allowed to leave school with anyone who is not designated on the emergency form. Please notify the school promptly if any of this information changes.

In case of accident or illness, the student will be cared for by school personnel or the school nurse (if on-site), and parents will be notified. If parents cannot be reached, the school will take steps to insure proper care at the doctor's office or hospital of the parent's choice as designated on the emergency form.

School staff will not administer medication, including aspirin, prescription drugs, or over-the-counter medications unless a written request is signed by the student's parent or guardian and as applicable, is in compliance with your physician's instructions.

Students who are well enough to be in school are expected to go out at recess, unless a note from a doctor is sent.

1.5 **Animals and Pets**

In all cases, parents must receive permission for their child's teacher before sending any animals to school. Any animals brought to school must be properly caged and/or leashed at all times.

1.6 **Bicycles**

Students riding bicycles to and from school are asked to park them in the designated area. The school will not assume responsibility for loss or damage of a child's bicycle. Students must wear a helmet.

1.7 Beverages and/or Food in Class

Food and beverages other than water are not allowed in classrooms or the library.

1.8 Chewing Gum

Gum chewing is not allowed at any time in the building or on the playground.

1.9 Fire, Tornado, Lockdown

There will be regular fire drills, at which time students will exit the building according to instructions given at the beginning of the school year by the child's teacher. There will also be tornado and lockdown drills each school year. In the event of a real lockdown parents are urged to stay away from the school until the authorities declare that is safe to be in the area.

1.10 Insurance

Insurance protection for students is not provided by the school district. All injuries taking place on school grounds and/or during the school day are to be reported to the teacher or main office immediately so they can recommend the proper procedure for treatment of the injury. MiChild insurance, an offering of the State of Michigan is available and information may be obtained in the main office.

1.11 Lunch Program

Ellsworth Elementary School offers a hot lunch program to students in grades PK-5. Parents of students who may be eligible for free and/or reduced lunches should obtain an application form from the main office.

Lunch money is collected between 8:00 and 9:00 AM Monday through Friday. Parents are encouraged to pay by the week or month. No charges are allowed. If there is no money in the student's account and the student did not bring a bag lunch, they will be given a peanut butter or jelly sandwich and milk.

The elementary lunch and recess period is from 11:15 AM-12:15 PM and is supervised daily.

1.12 Medication

Students needing occasional medication, such as penicillin, ampicillin, etc. for colds, earaches, and sore throats are encouraged to take these medications at home if possible. Under no circumstances is any student permitted to take medication without supervision. In the event that medication must be given at school on a daily basis, we require the following procedure:

- A completed medication form with the physician's (or nurse practitioner's) order and signature on file in the school office.
- Written authorization from the parent or guardian on file in the school office.
- Notification to the school office when the medication is stopped or the prescription is modified. If the prescription is changed, a new physician's order must be submitted.
- The medication must be brought to school in a container appropriately labeled by the physician or pharmacy.
- An adult must transport the prescription medication to and from school.

Any medication sent to school without the proper identification or a medication form on file will not be administered. Medication forms are available in the school office. Physicians may fax completed forms to the school by dialing (231) 588-6183. We ask for cooperation in following these guidelines as we are primarily concerned with the safety and health of your child.

1.13 Personal Belongings

Students are asked not to bring personal belongings such as games and toys to school. The school will not assume responsibility for loss or damage of a child's personal belongings.

1.14 Parent Teacher Conferences

Parent/teacher conferences are held twice a year, in the fall and spring. Notification of time and date will be given prior to the conferences. Parents are encouraged to discuss their child's progress with teachers at any time by calling the school and arranging a date and time.

1.15 Visitors

All visitors who enter the school building during school hours are to sign in at the desk in the library. Visitors who have not signed in are not permitted in the building or on school grounds. Parents of current students have a standing invitation to visit the school at any time.

1.16 Volunteers

Volunteers play an important and valuable role at Ellsworth Elementary School. Some volunteers may assist in the classroom with instructional or clerical tasks. Others may chaperone field trips or work with the PTO on fundraisers. Besides supporting the school, volunteers teach our children the joy and obligation we all have to give some of our precious time to worthwhile causes. By law, all volunteers must submit a copy of their driver's license to the principal/superintendent, and a criminal background check must take place before volunteer duties begin.

1.17 Services

Ellsworth Elementary School offers a strong academic program to meet the needs and talents of each individual student. These services include Title 1 support and Club Lancer after-care.

Additional services are available through the Charlevoix-Emmet Intermediate School District and include: School Counselor, Social Workers, Speech Therapists, and Psychologists

1.18 Use of Inappropriate Language

Students may not use inappropriate language (foul language, profane language, derogatory terms/names) in the classroom, school building or on school property. This includes verbal, non-verbal, written and e-mail inappropriate language.

1.19 School Closing Information

On days when it is determined the school should be closed due to hazardous weather conditions, health reasons, or mechanical failures, television stations will be notified and parents will also be notified using the school's automatic notification system. Students and parents are requested NOT to call administrative personnel on days of questionable weather as their phone lines need to remain open.

1.20 Student Directory

The Ellsworth Community School District has classified the following personally identifiable information as Directory Information:

- Student Name
- Parent's Name
- Sex
- Address of student, parent, and legal guardian
- Date of Birth
- Place of Birth
- Honors and Awards
- Photograph
- Student Activities
- Grade

Directory information is available for general use and public release without the usual signed consent requirement of other personally identifiable information about pupil personnel. Student photos are used for marketing and communications purposes. A parent or eligible student may refuse to permit the designation of any or all categories of personally identifiable information with respect to that student as Directory Information and/or refuse to allow used by October 1 of each year. Such notice should be submitted to the building administrator. Pursuant to federal law, military and service academy recruiters are entitled to receive directory information for students in grades 9-12. Releasable information includes the student's name, address, and telephone number (if listed). The parent or eligible student must designate in writing the information to be withheld from the list of Directory Information or indicate that no photo is to be published by using the "opt out" form provided by the school and at the end of this handbook.

Academics

2.1 Grading Scale

Students in grades Pre-K to 4 are issued a report card each trimester that is based largely on the progress he or she is making in regards to the State of Michigan’s academic curriculum. Fifth grade students are given scholastic academic marks on their report cards as indicated below:

A 95-100%	A- 90-94%	B+ 87-89%	B 83-86%	B- 80-82%	C+ 77-79%
C 73-76%	C- 70-72%	D+ 67-69%	D 63-66%	D- 60-62%	F 0-59%

2.2 Retention

Sometimes a teacher may come to believe that retention in a grade level may be in the best interest of a student’s future success in school and beyond. If that is so, the teacher will schedule a conference with the parents to discuss the possibility of retention. No decision will be made at that time. The purpose of the meeting will be to discuss the pros and cons of retention and to enlist the support of the parents.

The teacher will make a final recommendation to the superintendent at least six weeks before the end of the school year. At that time an official conference will be scheduled with the superintendent, the teacher and the parents. The final decision regarding retention will be made by the superintendent with the input of the teacher, however all efforts will be made to work with the parents to come to consensus.

2.3 Grade Skipping

A student in grades 1-5 may be allowed to skip a grade if the following conditions are met:

- The parents of the student must first meet with the Principal/Superintendent.
- The student must qualify with scores of 85% or better proficiency on all grade level standardized tests.
- The grade change must be done at the beginning of a school year.
- The grade to which the student is advancing must not be overcrowded.
- The student must be deemed socially ready by the school counselor, Principal/ Superintendent, and teachers of the grade completed and future grade.

Behavior/Discipline

3.1 Discipline Policy

Ellsworth Elementary School uses the “BALL” program, Behavior and Learning Link. Activities will focus on the “three B’s” of behavior, “be responsible, be respectful and be safe.” This will guide all discipline. In order to guarantee that your child and all students in the classroom experience the positive learning environment they deserve, each teacher has established guidelines for discipline in his or her classroom.

Each teacher will send home a copy of his or her classroom rules along with the cafeteria and playground rules. A list of consequences will also be provided should the student choose to break a rule. Proper conduct is expected of students at all times and discipline records will be kept on file for each student.

3.2 School Bus Rules

The student code of conduct as outlined in this handbook applies to the school bus as well. In addition to appropriate discipline, Violations of Bus Rules will result in the following action:

- 1ST OFFENSE - Disciplinary Referral form will be sent home to parents and placed in student's file. Student will be warned of consequences if the rules are violated again.
- 2ND OFFENSE - Student will be suspended from riding the bus for up to 3 days. Disciplinary Referral form will be sent home to parents and also put in student's records. Parents will be notified of the suspension and are to assume responsibility for transporting the student to school. Student will be warned of consequences if the rules are violated again.
- 3RD OFFENSE - Student will be suspended from riding the bus for 4 to 10 days. Disciplinary Referral form will be sent home to parents and also put in student's records. Parents will be notified of the suspension and are to assume responsibility for transporting the student to school. Student will be warned of consequences if the rules are violated again.
- 4TH AND SUBSEQUENT OFFENSE - Student will be suspended from riding the bus for a minimum of 10 days, or longer if the situation warrants. Disciplinary referral form will be sent home and also put in student's records. Parents will be notified of the suspension and are to assume responsibility for transporting the student to school.

Additional information;

- Severe violations of the bus rules may be punished out of the preceding sequence.
- Students who want to ride a bus different from their regular one must bring a parent note to give the bus driver.
- Non-bus students who want to ride on a bus must bring a note from their parents to give the bus driver.

3.3 Lunch Hour Rules

1. Walk at all times.
2. Talk in a normal tone of voice.
3. Keep hands, feet and objects to yourself at all times. Do not give your food away.
4. Stay seated at your table until excused by the teacher. Obey the lunchroom teacher.

The lunchroom rules will be enforced daily by the adult who is on noon duty. If a student breaks a lunchroom rule, the adult on duty will report this to the child's classroom teacher, who will add the child's name to his/her daily list.

Other Policies

4.1 Bullying Policy

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

4.2 Drug Policy

The Ellsworth Community School District believes that the use of illicit drugs and the unlawful possession and use of tobacco and alcohol is wrong and harmful. Therefore, age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) will be a part of the curriculum for all students in grades of the programs operated or served by the school district from early childhood level through grade 12. This includes improper use of legal substances such as glue, paint, over-the-counter medications, etc.

Disciplinary action (consistent with local, state, and federal law) up to and including expulsion and referral for prosecution, will be imposed on students who violate this standard. Parents and law enforcement officials will be notified for violations of this policy.

Description of actions: discipline will be applied appropriately to the offense and the offender that follows the Ellsworth Suspension and Expulsion Policy guidelines. Additionally, discipline may include:

- Completion of an appropriate rehabilitation program at parent's or legal guardian's expense.
- Referral for prosecution.
- The Ellsworth Community School will review its Drug Prevention program at least biannually to:
- Determine the program's effectiveness and implement changes to the program if they are needed, and
- To ensure that the disciplinary actions are consistently enforced.

In an attempt to maintain a drug-free school at all times, the district will employ the use of ongoing random locker searches and drug-dog searches.

Look Alike Drug Policy

- It is a violation of school policy to deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which:
- Substantially resembles a controlled substance (Black Cadillac, Black Beauty, Yellow Jacket, Blue and Clear, Brown Bombers, White Cross, Purple Heart, Valium, Librium, Cocaine, etc.).
- Is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, gum wrapper, etc.).
- Is not labeled as required by the FDA.

- The person states that the substance may be resold at a price that substantially exceeds the value of the substance (50 cents a hit, for example).
- Sale or distribution of any drug (which is not in properly labeled, sealed packages) violates school policy.
- No person may advertise a non-controlled drug:
 - a. If the ad contains any untrue, deceptive or misleading representation regarding the effect of the drug.
 - b. If it promotes the sale or distribution of a drug which has not been approved for human consumption for its physical or psychological effects; or
 - c. Which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.

4.3 **Expulsion Policy**

This type of exclusion is permanent and may be recommended to the Board of Education in those instances where the continued presence of the student is not possible due to the grossness of the conduct, the seriousness of the act, or where the welfare of the educational program may deem it necessary. The State mandates student expulsion when certain types of offenses occur.

The building administrator shall be responsible for written documentation to support any action of suspension or expulsion as well as effort to solve the problem. Parents must be informed and involved in any case of a student exhibiting a history of MISCONDUCT. Records of such involvement shall be maintained in the building administrator's office.

Expulsion - A recommendation for the expulsion of a student from school will be made by the Superintendent. The student and parents will be notified in writing of the recommendation, the reasons for it, a request for a parent conference, and details of the appeal process which shall include:

- The student and the parents may appeal the recommendation to expel within five days of receipt of notification by holding a conference with the Superintendent. The Superintendent may affirm or modify his/her original recommendation to expel.
- The Superintendent's decision at the parent meeting may be appealed to the Board of Education. The Board shall review the situation as in suspensions and the same procedure shall apply. In the absence of an appeal, however, the Superintendent will function to insure the process, review educational alternatives and prepare the recommendation for expulsion to the Board of Education for action. This recommendation shall contain educational options open to the student including special programs and services of this district.

At the time the Superintendent's recommendation to expel is initiated the following procedures shall be applied:

- a) The student shall be under suspension pending the recommendation of the Superintendent to the Board and pending the Board's decision.
- b) It shall include the essential elements which forced the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
- c) The Board of Education shall set the time, date and place of the hearing and shall transmit written notice of same to the parent or guardian at least five school days before the date of the hearing if a request to appeal the expulsion is presented in writing to the Board of Education.
- d) The hearing procedure shall be as set forth in the appeal of a suspension.

All reasonable effort will be made by the school to provide alternate means by which a student under an extended suspension or expulsion may continue his education. Such opportunities may include evening classes, correspondence programs, special services of the district, or referral to other public agencies.

Recordation and Referral

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private, (primary or secondary), school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to that institution. The School District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the pupil's parent or legal guardian, (if the pupil is un-emancipated), and to the local law enforcement agency.

The School district shall, within three days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health agency. The School District shall also notify the individual's parent or legal guardian or (if the individual is at least 18 years old or otherwise legally emancipated) notify the expelled student of the referral.

The School District shall also refer for prosecution conduct by any individual which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

4.4 Immunization Policy

As of 1992, Michigan Law requires every child enrolled in a Michigan school to meet the minimum requirements for immunization. Failure to complete the basic immunization requirements requires a child to be excluded from school attendance.

The following immunizations are required:

- 5 DPT doses. If a dose was not given in the last 10 years, a booster dose of Td is required.
- Polio doses.
- MMR doses.
- Hepatitis B doses.
- 2 doses of Varicella (chicken pox), 1 dose on or after first birthday and one dose before 13th birthday.

Ellsworth Community Schools enforces a “Head Lice Policy.” Students found to have lice will not be able to attend school until there are no longer any lice.

4.5 Internet Acceptable Use Policy

The use of the District’s Technology Resources is a privilege that may be revoked by the District at any time and for any reason.

Students have no expectation of privacy when using the District’s Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.

The District’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.

You may not use the Technology Resources to engage in bullying, which is defined as: any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
- b. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a pupil’s physical or mental health; or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District’s Bullying Policy.

If a student misuses the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

- a. Accessing or attempting to access material that is “harmful to minors.” Material that is “harmful to minors” includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
- b. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
- c. Accessing or attempting to access material that is inappropriate for minors. Material that is age inappropriate for minors.
- d. Bullying (as defined in paragraph E).
- e. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
- f. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
- g. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
- h. Unauthorized copying or use of licenses or copyrighted software.
- i. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
- j. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
- k. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
- l. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
- m. Attempting to or successfully disabling security features, including technology protection measures required

under the Children’s Internet Protection Act (“CIPA”).

- n. Misusing equipment or altering system software without permission.
- o. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
- p. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District’s Board approved policies.

You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.

The District does not guarantee that measures described in paragraphs h and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District’s students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs h and I.

The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

The student is responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

4.6 Sexual Harassment Policy

It is the policy of the Ellsworth Community School to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any Board member, employee, volunteer, or student to harass any member of the board, employee, volunteer, or student through conduct or communications of a sexual nature as defined in this policy.

Definition

- 1) Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either by explicitly or implicitly a term or condition of an individual’s employment or education, or when;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when;
 - c. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.

- 2) Sexual harassment, as set forth in Section 11-A, may include, but is not limited to the following:
 - a. Verbal harassment or abuse
 - b. Written harassment or abuse
 - c. Pressure for sexual activity
 - d. Repeated remarks to a person, with sexual or demeaning implications
 - e. Unwelcome touching
 - f. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Procedures

- 1) Any Board member, employee, volunteer, or student who alleges sexual harassment by another Board member, employee, volunteer, or student may complain directly to her/his immediate supervisor.
- 2) Any allegations brought to the school district's attention shall be reported to the administration.
- 3) The Board of Education of the Ellsworth Community School directs the Superintendent to develop procedures consistent with this policy and to establish and publicize processes by which allegations of sexual harassment may be filed, investigated and adjudicated.
- 4) Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- 5) The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- 6) Complaining to the school district is not an exercise of any other civil or criminal remedies that may be available to a complainant.

Sanctions

- 1) A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.
- 2) A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.
- 3) A substantiated charge against a Board member in the school district shall subject that board member to any legal and disciplinary action allowed under current law.
- 4) A substantiated charge against a volunteer in the school district shall subject that volunteer to any legal and disciplinary action allowed under current law.
- 5) Sexual harassment is illegal under both state and federal law. It may also result in criminal and/or civil charges being brought against the alleged harasser.

Notification

It is the intent of the Board of Education of the Ellsworth Community School that this policy receive wide distribution and shall be:

- 1) Circulated to all schools and counselors of Ellsworth Community Schools on an annual basis and shall be incorporated in staff and student handbooks.
- 2) Publicized in district and building newsletters.
- 3) Distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.
- 4) The Board also directs that affirmative programs be initiated so that employment practices and work conditions/educational practices and the educational environment will be free from sexual harassment.

Application to Handicapped Pupils

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

4.7 Suspension Policy

Every reasonable effort should be made by the total staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary and implemented according to the following stipulations:

Teacher Induced Suspension

If the teacher believes that a pupil's conduct in class, subject, or activity is detrimental to others and/or is disruptive to the educational process of others in class, the teacher may suspend the student from class, subject, or activity for up to one (1) day. As soon as possible after this suspension, the teacher will conduct a parent-teacher conference with the parent/guardian of the student regarding the suspension. Whenever practicable, the school counselor, school psychologist, or school social worker shall attend the conference. A school administrator shall attend the conference if the teacher or the parent/guardian so requests.

Short-Term Suspension

The administration may invoke a suspension for one to five days that will include a parent conference at the school prior to the return of the student. THIS SUSPENSION MAY OCCUR IN-SCHOOL OR OUT-OF-SCHOOL, AT THE DISCRETION OF ADMINISTRATION.

Long-Term Suspension

This type of suspension will be for a specified period of time, five to ten days. It will include a parent conference at school prior to the return of the student. Long term suspensions will be invoked for major infractions of school and civil laws.

Students SERVING OUT-OF-SCHOOL SUSPENSIONS may not attend or participate in any school co-curricular activity nor will they be allowed on school property at any time during the suspension (including school-sponsored events).

Implementation of Suspension

- 1) A student shall be fully informed of the charges brought against him including the rationale for the action.
- 2) The parents shall be notified by phone as soon as possible and later in writing, in every instance of student suspension, requesting a conference with the parents and indicating the conditions of re-enrollment. A copy of all such notification letters must be filed in the school office. Copies of letters for suspension must be sent to the Superintendent of Schools.
- 3) Parents must be notified in writing by the Superintendent of appeal procedures which shall include:
 - a. Parents may request a conference with the building administrator. Such a request shall be made within the period of the suspension, and
 - b. When the building administrator has invoked a suspension and sustained it after a parent conference, the decision may be appealed to the Board of Education. The Board of Education shall schedule a hearing within ten school days and shall notify the parents that the hearing shall be conducted under the following rules and procedures:
 - i. Written notice shall be given of the time, date and place of the hearing.
 - ii. The student or parents may be represented by an attorney or other advisor of their choosing.
 - iii. Witnesses may be presented at the hearing by either party.
 - iv. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearings.
 - v. The Superintendent, the Board of Education attorney or such other resource persons as the President of the Board of Education deems essential to the proper disposition of the case shall be present at the hearing.
 - vi. The Board of Education shall send a written decision within two school days of the date of the hearing to all parties concerned.

4.8 **Weapons Free School Zone Policy**

The Ellsworth Community School Board of Education is concerned and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons. Accordingly, the Board of Education of Ellsworth, (or the superintendent, or principal, or other district official as designated by the board), shall permanently expel a pupil from attending school in the Ellsworth Community School, if the pupil possesses a weapon in a weapon free school zone, commits arson in a school building or on school grounds, or commits criminal sexual conduct in the building or on school grounds. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- 1) That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- 2) The weapon was not knowingly possessed by the pupil;
- 3) The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon; or
- 4) That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of school or police authorities.

Definitions

- "Weapon" or "dangerous weapon" includes; a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over three inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.
- "Weapon Free School Zone" "means school property and/or a vehicle used by the school to transport students to or from school property.
- "School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by the school, except a building used primarily for adult education or college extension course.
- "Firearm" means (a) a weapon, (including a starter-gun), which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a BB gun is considered to be a "firearm."

Expulsions mandated under this policy shall be imposed in accordance with the procedures for student discipline as established by the school district.

4.9 **State Laws**

Assaults and Bomb Threats

- 1) If a pupil enrolled in grade 6 or above commits a physical assault at school against another pupil and the physical assault is reported to the school administration or school board, the pupil may be suspended for up to 180 days. (Physical assault will be defined by the school administration).
- 2) If a pupil enrolled in grade 6 or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school, and the physical assault is reported to the school administration or school board, the pupil will be expelled from school.
- 3) If a pupil enrolled in grade 6 or above makes a bomb threat to the school or its property, the pupil will be expelled from school.

- 4) If a pupil enrolled in grade 6 or above commits a verbal assault at school against a person employed by or engaged as a volunteer or contractor by the school, and the verbal assault is reported to the school administration or school board, the pupil may be suspended for up to 180 days. (Verbal assault will be defined by the school administration)
- 5) State law recognizes “hazing” as a crime. Students engaging in hazing or hazing-like behavior will be disciplined and the incident (s) may be reported to law enforcement.

4.10 Student Code of Conduct

Student Discipline

Each student should always be dealt with as an individual according to age, experience, abilities, and interests. It is recognized that a student's behavior in school is directly related to many factors which include the student's image of himself, his participation in school activities, his motivation to learn, and the understanding and support he receives from parents, teachers and other adults. The role of teachers and other school personnel should be one of guiding pupils in understanding, establishing and maintaining acceptable behavioral conduct.

Administration is charged with the responsibility and the authority to make reasonable rules and regulations necessary for the proper establishment, maintenance, and management and carrying on of the school. Authority is given to administration to invoke discipline as is needed to ensure the safety and well-being of all.

Student Responsibilities

- Students are expected to attend school regularly, punctually and to devote their energies to learning, under the supervision of the total school staff.

Parent Responsibilities

- Parents are expected to insure regular and punctual attendance of their children, establish and maintain appropriate communications with the school, and assume responsibility in working cooperatively with school personnel in resolving behavioral problems.

4.11 Tobacco Policy

Ellsworth Community School is a tobacco free school. Students in possession of tobacco will be subject to the consequences outlined in the discipline policy. Adults will be instructed not to use tobacco on the school premises and at school-sponsored events.

Parent-Teacher-Student Compact

5.1 A Promise of Commitment

We, the Ellsworth Community School staff, parents, and community guide each child in achieving his or her greatest potential by providing a variety of experiences which integrate excellence in education with the child's individual abilities and unique talents. We share the responsibility, in a safe and secure environment, for student acquisition of academic, creative, emotional, physical, and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at Ellsworth Community School by continually assessing and evaluating our attainment of these goals as measured by descriptive objectives.

Parent/Guardian Agreement

It is important for my child to reach his or her full academic potential. Therefore, I will encourage him or her by doing the following:

- See that my child attends school regularly and is punctual.
- Encourage my child to complete homework.
- Support the school staff.
- Have ongoing communication with my child's school and teachers.

Student Agreement

It is important that I do the best I can. Therefore, I will do the following:

- Come to school each day and be in class on time.
- Have my homework completed and turned in on time.
- Come to class prepared.
- Try my best.
- Show respect for myself, my school, and others.
- Believe that I can and will learn.
- Know that I am an important part of my school.

School Agreement

Students must be given the opportunity to succeed. Therefore, we will do the following:

- Provide an environment conducive to learning.
- Have high expectations for ourselves and our students by using effective techniques and methods in our classrooms.
- Maintain open lines of communication with our students and their families to support student learning.
- Welcome families as the center of our learning community.
- Respect our students and their families.

5.2 Parent/Guardian/Community Involvement Plan

Parents/Guardians are an integral part of the education of their children. Studies indicate when parents or guardians are involved in the educational process of their children, essential academic success occurs. Ellsworth Community School encourages parents and guardians to become active participants in their children's education. In conjunction with Board Policy #7175, opportunities to become involved include, but are not limited to serving as the following:

- | | | |
|-------------------------------|-------------------------|-------------------------------|
| • Classroom volunteers | • Event chaperone | • Book Fair (Fall and Spring) |
| • Committee member | • Playground assistant | • Back-to-School Picnic |
| • Tutor | • Mentor | • Library assistant |
| • Parent-Teacher Organization | • Athletic event helper | • Family Enrichment Night |

5.3 Communication

Parents/Guardians have a variety of ways to contact their children's teachers or receive information about how their children are progressing:

- Phones in every classroom with voice mail
- Email accounts for each staff member
- Report cards
- Conferences in fall and spring.

