

**STUDENT/PARENT HANDBOOK
BALDWIN ELEMENTARY SCHOOL
2022-2023**

We take this opportunity to welcome you to Baldwin Elementary School, “Home of the Panthers and Pride of the Community!” We, the staff, are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Diane VanAntwerp, Principal	231-745-3261
David Forrester, Superintendent	231-745-4791
Bruce Mangum, Assistant Superintendent of Instructional Services	231-745-3261
Courtney Robotham, Administrative Assistant	231-745-3261
Cher Robinson, Administrative Assistant	231-745-3261
Hal Filter, Technology	231-745-3261
Shelly McGhee, Food Service Director	231-745-1146
Jason Eads, Athletic Director	231-745-2187
Courtney Cloud, Student Support Specialist	231-745-3261

MISSION STATEMENT

The mission of Baldwin Community Schools is to prepare students for the promise of tomorrow.

VISION STATEMENT

Baldwin Community Schools provides our students a diverse education in a safe, supportive environment; promotes self-discipline, motivation, and excellence in learning. Through a caring staff, the latest technology, and proven teaching methods, the BCS team joins with community stakeholders to prepare our students for their role in a global society.

STATEMENT OF SCHOOL PHILOSOPHY

The purpose and intention of the Baldwin Community School District is to provide the best possible education and equal education opportunity for the youth of the community. To accomplish this purpose, the school district endeavors to provide the best possible educational facilities and the most competent and sensitive professionally trained personnel.

The school curriculum is primarily developed around a program of common learning, with a variety of meaningful activities included in each subject area. Programs are intended to accommodate a wide variety of student interests, aptitudes, and backgrounds.

In order to assist each individual in developing his/her creative capacities, the school program must meet the intellectual, emotional, vocational, and social needs of youth. The emphasis in each of these areas shall be supported through individual guidance and educational planning.

The development of attitudes, skills, and interests of students in special areas both through courses in the curriculum and extracurricular activities, make a vital contribution to the total educational program. This program encourages constructive use of abilities and appreciation.

The successful development and personal worth of each individual shall be of prime concern. To assure progress toward this total goal, the educational program will be the subject of continuous study and improvement.

NON DISCRIMINATION STATEMENT

The Baldwin Community Schools is an Equal Opportunity, Non-Discriminatory Educational Institution and Employer. No person shall be denied admission, employment, or any other benefit offered by the school on the basis of race, color, religion, national origin, language, sex, marital status, or mental or physical handicap. The School is committed to the spirit of and is in compliance with Public Law 93-142, section 504, regarding access to the school and its program for handicapped students.

The American's with Disabilities Act (A.D.A) 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 the Elementary School Office at 231-745-3261 to inquire about evaluation procedures and programs.

The Baldwin Community Schools also prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

A full copy of the District's Title IX policy is available at:

[\[chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1765040/Title_IX_Comprehensive_Training.pdf\]](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1765040/Title_IX_Comprehensive_Training.pdf).

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

Unlawful harassment includes, but is not limited to:

- **Race/color harassment** is prohibited by Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.
- **National Origin/ancestry harassment** is prohibited by Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.
- **Disability harassment** is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability or perceived disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.
- **Sex-based harassment** is prohibited by Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Sex-based harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either implicitly or explicitly a term or condition of the student's status in class, educational program, or activity; (2) submission or rejection of such conduct by the student is used as the basis for educational decisions affecting the student; or (3) such conduct has the purpose or effect of interfering with the student's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with the student's ability to participate in or benefit from a class or an educational

program or activity.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination, including unlawful harassment and retaliation. A student may also anonymously report an incident of unlawful discrimination, including unlawful harassment and retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described by Board Policy. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described by Board Policy.

If you or someone you know has been the victim of sex-based discrimination, harassment, or retaliation, you may file a report with:

David Forrester/Superintendent
Baldwin Community Schools
525 Fourth Street, Baldwin, Michigan 49304
(231) 745-4791
forresterd@bcsdmi.com

If you or someone you know has been the victim of disability-based discrimination, harassment, or retaliation, you may file a complaint with:

David Forrester/Superintendent
Baldwin Community Schools
525 Fourth Street, Baldwin, Michigan 49304
(231) 745-4791
forresterd@bcsdmi.com

If you or someone you know has been the victim of any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race/color or national origin/ancestry, you may file a complaint with:

David Forrester/Superintendent
Baldwin Community Schools
525 Fourth Street, Baldwin, Michigan 49304
(231) 745-4791
forresterd@bcsdmi.com

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made verbally or in writing.

A student found to have perpetrated unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Board Policy 5610.

TITLE IX SEXUAL HARASSMENT

The District prohibits unlawful sexual harassment in any of its education programs or activities in

accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- B. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- C. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq.

If you have been the victim of sexual harassment, or if you need to report an incident of sexual harassment, please contact the District's Title IX Coordinator:

JaNel Williams/Human Resources Specialist
Baldwin Community Schools
525 Fourth Street, Baldwin, Michigan 49304
(231) 745-1158
williamsj@bcsdmi.com

For more information, please see Board Policy 2266.

ADOPTED BY THE BOARD OF EDUCATION ON August 16, 2022.

DISCIPLINE CODE ADOPTED BY THE BOARD ON August 16, 2022.

**BALDWIN ELEMENTARY SCHOOL
2021-2022**

ACCIDENT INSURANCE	10
ASSEMBLIES	17
ASTHMA INHALERS AND EPI-PENS	10
ATTENDANCE	20
EXCUSED ABSENCES	21
MAKE UP OF TESTS AND OTHER SCHOOL WORK	23
SCHOOL ATTENDANCE POLICY	20
STUDENT ATTENDANCE AT SCHOOL EVENTS	23
SUSPENSION FROM SCHOOL	22
TARDINESS	22
TRUANCY	20
VACATIONS DURING THE SCHOOL YEAR	23
AVAILABILITY OF FORMS	37
BOARD OF EDUCATION	05
BREAKFAST/LUNCH PROGRAM	19
CALENDAR	43
CANCELLATIONS	08
CLOSED CAMPUS	09
CODE OF CONDUCT	23
DRESS AND GROOMING	24
EXPECTED BEHAVIORS	23
COMMUNICATION STEPS	14
CONFIDENTIALITY	37
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS	10
DISCIPLINE	37
DISCIPLINARY ACTION FOR DRESS CODE VIOLATIONS	24
DISCIPLINE OF STUDENTS WITH DISABILITIES	39
DUE PROCESS RIGHTS	40
EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE	25-32
FORMAL DISCIPLINE	38
INFORMAL DISCIPLINE	37
LEVELS OF INTERVENTIONS & CONSEQUENCES FOR VIOLATIONS	32-36
LONG-TERM SUSPENSION OR EXPULSION FROM SCHOOL	39
STUDENT DISCIPLINE CODE	24
SUSPENSION FROM SCHOOL	39
EARLY DISMISSAL	08
EQUAL EDUCATION OPPORTUNITY	02
FIELD TRIPS	15
FIRE, LOCK DOWN, AND TORNADO DRILLS	14
FOOD SERVICE PROGRAM	19
FOREWORD	06
GRADES	15
HOMEBOUND INSTRUCTION	07
HOMEWORK	16
IMMUNIZATIONS	09

INDIVIDUALS WITH DISABILITIES	11
INJURY AND ILLNESS	06
LIBRARY	16
LICE, NITS, AND BED BUGS	14
LOCKERS	20
LOST AND FOUND	15
MISSION STATEMENT	01
NON-DISCRIMINATORY POLICY	02
PARENT INVOLVEMENT IN THE SCHOOL PROGRAM	17
PARENT TEACHER CONFERENCES	19
POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORTS (PBIS)	37
PROMOTION, PLACEMENT, RETENTION	15
RELEASE OF STUDENT INFORMATION	08
REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES	14
SAFETY CONCERNS	20
SCHEDULING AND ASSIGNMENT	08
SCHOOL BOARD POLICIES	06
SCHOOL DAY	06
SEARCH AND SEIZURE	40
SIGN IN/SIGN OUT	09
STAFF	42
STATEMENT OF SCHOOL PHILOSOPHY	01
STUDENT ASSESSMENT	16
STUDENT ASSISTANCE TEAM (SAT)	37
STUDENT FEES, FINES AND SUPPLIES	16
STUDENT RECORDS	12
STUDENT USE OF COMPUTER TECHNOLOGY AND NETWORKS	20
STUDENT VALUABLES	13
STUDENT WELL BEING	11
TELEPHONE	09
TRANSFER OUT OF THE DISTRICT	09
TRANSPORTATION	41
USE OF MEDICATIONS	09
VISION STATEMENT	01
VISITORS	14
VOLUNTEER BACKGROUND CHECK	16
WEB PAGE AND PARENT PORTAL	19

BOARD OF EDUCATION
BALDWIN COMMUNITY SCHOOLS
Baldwin, Michigan 49304
2022-2023 BOARD OF EDUCATION

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TRUSTEE	SHAWN WARE PO BOX 422 BALDWIN, MI 49304	2022	231-250-0075 (C) wares@bcsdmi.com

Updated: 06/3/22

SCHOOL DAY

- Breakfast is served to students beginning at 8:00 a.m.
- If students are not riding the bus, parents/guardians must have students at school between 7:45 a.m. and 8:00 a.m. Students are not to be dropped off before 7:45 a.m.
- School begins at 8:00 a.m. each morning.
- Students who arrive at school between 8:00 - 8:30 a.m. are marked tardy.
- Students who arrive at school after 8:30 a.m. are marked absent for the morning.

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 Board policies and procedures, which can be accessed by going to our website at www.baldwin.k12.mi.us, click on District Information, Superintendent and Board Policy. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions to all provisions of this handbook at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

If any of the policies or administrative guidelines referenced herein are revised after August 29, 2022, the language in the most current policy or administrative guideline prevails.

SCHOOL BOARD POLICIES

All Baldwin Community School Board policies can be found on the Baldwin Community Schools website <http://www.baldwin.k12.mi.us>.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School’s emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent/guardian or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent/guardian or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because they are hospitalized or confined to the home due to a physical or emotional disability for a period longer than five (5) consecutive days.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days, consistent with Board Policy 2412 and state law.

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.

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.
- Unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent(s) or legal guardian.

When enrolling, parents must provide copies of the following:

- a birth certificate
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of immunizations
- proof of residency

Under certain circumstances, temporary enrollment may be permitted, in which case the parent/guardian may be allowed up to 30 days to provide the required documentation. 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 the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the

period of expulsion or removal has not expired, may be 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 District may consider parent/guardian requests that a student be placed in a particular classroom, building, educational program, or grade. The District, however, has sole discretion and retains final authority to make promotion, retention, and placement decisions for its students, consistent with state and federal law.

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 the parent/guardian or a person whose name is on file in the Office or the parent/guardian 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 unless the person is listed on their emergency form as an alternate.

CANCELLATIONS

School may be canceled due to inclement weather or due to unforeseen circumstances. Please be sure to have an emergency location or address on file where your student may be transported should the need arise. If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents and legal guardians, via its phone/text notification system and will notify the following radio and television stations:

TV 7&4 – TRAVERSE CITY

TV 9&10 – CADILLAC

TV 33 – CADILLAC

WYBR (102.3) – BIG RAPIDS

You may also check our website @ www.baldwin.k12.mi.us

If your student has a home phone number on file with the school, you will receive an automated message advising you of the school closure, delay, or early dismissal. Parents and students are responsible for knowing about emergency closings and delays.

SIGN IN/SIGN OUT

Students must be signed in or signed out in the Principal's Office. Only the parent, guardian, authorized school official, or designated persons will be allowed to sign out a student.

TRANSFER OUT OF THE DISTRICT

The District will disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw or a records request from another school. Parents are encouraged to contact the Elementary School office at 231-745-3261 for specific details.

If at the time of receipt of a notice of disenrollment there are pending disciplinary proceedings against the student involving potential suspension or expulsion, the District may elect to complete those proceedings.

CLOSED CAMPUS

Students will not be allowed to leave school during lunch unless they are signed out by an authorized individual. Students who take unauthorized leave during lunch period will face disciplinary action.

TELEPHONE

Office telephones are not for student use except in the case of emergency.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements on the form required by the local health department. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions consistent with Board Policy 5320 and state law. Any questions about this should be directed to the office at 231-745-3261.

USE OF MEDICATIONS

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. The building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

See Board Policy 5330 for detailed medication administration procedures.

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 request and the parent's written release.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or with transportation personnel (bus driver and/or bus aide) at parental request.

This should be arranged in advance. A 2-4-week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except as otherwise outlined in this handbook and in Board Policy 5330.

All medications must be in their original containers and in the exact dosage required.

Asthma Inhalers and Epi-Pens

Students may carry asthma inhalers and epinephrine auto-injectors if prior, written approval is obtained from the physician and parent. The documentation must be submitted to the building principal, who will notify the student's teachers and other staff, as appropriate. Any student who possesses an asthma inhaler or epinephrine auto-injector must have on file a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian.

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 the school year. The parents shall have sole responsibility to instruct their student 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.

Non-prescribed Medications

Parents may authorize the school to administer a non-prescribed medication using a form available in the school office. A physician does not have to authorize such medication but all of the other conditions described above and in Policy 5330 will apply to non-prescribed medications.

ACCIDENT INSURANCE

Whenever a student is injured at school, the office will make an effort to notify the parents as soon as possible. Therefore, it is mandatory that emergency information be provided on each student. The school will closely monitor any student who appears to be seriously injured until proper medical attention is available. Accident/injury reports will be filled out by the school and maintained in school records consistent with Board Policy 8442. Parents may file a claim with their own insurance company. Central Office will assist parents with any information they may need.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period or as directed by the local health department.

LICE, NITS, AND BED BUGS

Students with live lice, nits, or bed bugs will be readmitted to school after treatment to ensure that pests are not brought to school. When lice or nits are found in a student's hair, the student will be sent home for treatment. Administrative Guideline 8450A contains additional information about lice and nits.

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

State and federal law prohibit discrimination 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. Any claim of disability-based discrimination will be addressed using the procedures in Board Policy 2260.01.

The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education through an individualized education program. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by the IDEA. Contact the Elementary Principal, at 231-745-3261, to inquire about evaluation procedures and programs.

Section 504-eligible students are entitled to a free appropriate public education through a Section 504 plan. IDEA-eligible students will receive a free appropriate public education through an IEP, not a Section 504 plan. Contract the Elementary Principal, at 231-745-3261, 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 this District 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 the Elementary School Principal at 231-745-3261 to inquire about evaluation procedures and programs offered by the District.

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, he/she must notify any staff person immediately.

State law requires that all students must have an emergency form completed, signed by a parent or guardian, and filed with the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper medical documentation, to the School Office.

STUDENT RECORDS

The School District maintains many student education records.

Directory information includes: a student's name; address (except for student participating in the address confidentiality program act); telephone number; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; awards received; honor rolls; scholarships; and school photographs or videos of students participating in school activities, events, or programs.

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 by submitting an Opt Out Form.

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the District 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 enrolled in a postsecondary educational institution at any age.

Confidential records include, but are not limited to, 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 and request amendments to those records, consistent with Board Policy 8330. Costs for copies of records may be charged. If a review of records is denied, please contact the building office, in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate person present to answer any questions.

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 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 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 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 2416, 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 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 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 the 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 that 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

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/Guardians 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.

FIRE, LOCK DOWN, AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of an alarm bell and flashing emergency lights.

Tornado drills will be conducted periodically throughout the school year using the procedures provided by the State and in accordance with State law. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a Public Address (PA) announcement.

Lock down drills will also be conducted in accordance with District procedures and State law. The alarm signal for a school lock down is different from the alarm signal for fires and tornadoes and consists of a Public Address (PA) announcement.

PREPAREDNESS OF TOXIC AND ASBESTOS HAZARDS

The 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 School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Central Office upon request.

VISITORS

Visitors, particularly parents, are welcome at the school, consistent with Board Policy 9150. 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. Any unauthorized visitors will be removed from the school premises. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Parents/Guardians wishing to visit classrooms must have prior approval from the Principal.

Students are not allowed to bring visitors to school.

COMMUNICATION STEPS

Communication between parents and teachers is an essential part of the education process. Teachers may call parents/guardians for a meeting if a student's behavior or performance interferes with his/her classroom instruction. Daily meetings with teachers are available by appointment only, during individual

conference periods. Walk-in conferences during instructional time will not be allowed. To make an appointment, please call the Elementary Office at 231-745-3261.

Should you have a concern about grades, assignments, tests, projects, classroom discipline, absences and/or tardies, as well as complaints about a teacher, the following is the sequence of steps which should be followed by students and parents/guardians: 1) Teacher, 2) Principal, 3) Superintendent, and 4) the Board of Education. Please adhere to these communication steps.

LOST AND FOUND

The lost and found area is in the vestibule. 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 least twice per school year.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. All students must have written parental permission to go on a field trip. Forms will be provided by the school and must be returned when due in order for the student to go on the trip. Chaperones are permitted on field trips but must be pre-approved to accompany the students and school personnel. Chaperones are not permitted to take district students not affiliated with the trip activity, non-district students, and/or children of preschool age without the approval of the Principal. Attendance rules apply to all field trips. Students are responsible for any work missed in other classes. All regulations governing students, including this handbook, apply during field trips. The school has the right to deny any student the opportunity to go on a trip due to any or all of the following reasons:

- Persistent disobedience in school
- Refusal or negligence in completing school work
- Disrespect to school personnel

GRADES

Baldwin Elementary has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so 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.

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, RETENTION

The District has the sole discretion and final decision making authority for decisions about promotion, retention, and placement for its students, consistent with state and federal law. The District may

consider parent/guardian requests that a student be placed in a particular classroom, building, educational program, or grade.

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

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, and/or social maturity

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 tests.

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

STUDENT ASSESSMENT

Diagnostic and summative assessments are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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.

LIBRARY

The school library is a place for study and all students will obey the rules or be denied the privilege of its use. Students will be charged the cost of replacing any lost or damaged library books. All books are to be kept in good condition.

STUDENT FEES, FINES, AND SUPPLIES

The District may charge certain fees for extra-curricular and noncurricular activities and programs to cover the District's reasonable costs consistent with Board Policy 6152.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Students may not be allowed to participate in field trips or extra-curricular activities until the fine is paid. The District may pursue legal remedies to collect unpaid fines.

VOLUNTEER BACKGROUND CHECK

In order to ensure the protection of children in the care of Baldwin Community Schools, school policy requires, prior to any and all persons providing a volunteer service at the school or any function conducted by the school; all potential volunteers complete a State of Michigan background check. The background check is a name check only, through the State of Michigan ICHAT system, and is based on individual identifiers. Any applicant declining to complete a "Volunteer Background Check" acknowledgment form will not be considered.

STUDENT USE OF COMPUTER TECHNOLOGY AND NETWORKS

Student use of District technology is a privilege, not a right, and is governed by Board Policies 7540 and 7540.03 and the applicable acceptable use agreement.

The District provides students with access to the District's technology resources, including its computer and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law, Board Policies 7540 or 7540.03, or the District's acceptable use policy, is expressly prohibited. Students have no right to privacy while using District technology resources.

ASSEMBLIES

Assemblies will cover a variety of subjects and strive to be educational as well as entertaining. Students are expected to be present at all assemblies the same as regularly scheduled classes. When going to assemblies, students are not to make locker stops. Students may not leave assemblies without permission and are expected to follow school rules during assemblies. Students who are rude and discourteous during assemblies will be subject to the discipline code and/or restricted from attending assemblies.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals. For more information, please see Board Policy 9250.

PARENT TEACHER CONFERENCES

Planned Parent/Teacher conferences are held at least two times per year. The purpose of these conferences is for both the teacher and the parent to communicate on how to increase the achievement of their student. Parents may call and arrange to see teachers at a mutually convenient time if they are unable to attend these conferences. Walk-in conferences during instructional time will not be allowed.

FOOD SERVICE PROGRAM

The Food Service Department welcomes all comments and suggestions. If you have comments or suggestions, submit them in writing with your name, date, and signature to Mrs. Shelly McGhee, Food Service Director. If you have any questions, please call 231-745-1146.

BREAKFAST/LUNCH PROGRAM

Baldwin Community Schools will provide free breakfast and lunch for all students. Students may bring their own lunch from home should they choose to. All students must have a Household Information Survey on file. Surveys will be given to students in their form packets the first day of school or upon enrollment.

WEB PAGE AND PARENT PORTAL

Baldwin Community Schools provides a Parent Portal through PowerSchool. On our webpage, www.baldwin.k12.mi.us, as well as, www.facebook.com/Baldwin.Community.Schools, you will find lots of useful information, including forms that you may download and print at home. You may view the school's website through your Parent Portal account. A Parent Portal account will allow you to view updated student grades and attendance throughout the school year. If you don't have a Parent Portal account, you may contact the office and an account will be set up for you.

LOCKERS

Lockers are the property of the school and are on temporary loan. Students are issued a locker at the beginning of the school year. Please remember the following:

1. Students are not allowed to go into another student's locker at any time for any reason.
2. Report anyone who is tampering with the locker immediately.
3. Under no circumstances are students to change or trade lockers without permission from a teacher.
4. Students are held responsible for the contents of their locker.
5. Personal locks are not permitted on your locker.
6. Students should not leave valuables in their lockers at any time.
7. Defacing or destruction of lockers will subject the individual to disciplinary action and restitution for damages.
8. Lockers may be searched when school officials have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or school rules and may be searched without reasonable suspicion if there is an immediate threat of physical harm or death.
9. Book bags, backpack purses, purses, and gym bags must remain in the locker; they will not be permitted in any classroom.

SAFETY CONCERNS

Students should not use roller blades, heeled shoes, 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 exception will be subject to disciplinary action.

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Much learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Truancy Policy

Unexcused absences from school (truancy) are not acceptable. Any student who arrives after [8:30 a.m.] will be marked absent for the morning. After ten (10) days of truancy in any school year, a student will be considered a "habitual truant":

1. The school will then send the student/parent a truancy letter. This letter will request a meeting between the school, parent(s) and student.
 2. At the school truancy meeting, in which school staff, parent(s), and the child are in attendance, an attendance agreement shall be reached and signed by all parties. All parties shall be provided a copy of the signed attendance agreement. If the family fails to appear, a meeting will be scheduled by the Juvenile Court.
 3. If after the attendance agreement has been signed and the youth continues to miss school (**must have 10 unexcused absences**), a meeting will be scheduled by the court to include school staff, the parent(s), and the child.
 4. Once the Juvenile Court has received the letter requesting a meeting, the court staff will schedule a meeting with the family, the youth, the school representative, and either the In Home Care Supervisor, the probation officer or a mediator. At this meeting, the school representative shall provide the court with basic student information, contact information, attendance history, a copy of the attendance agreement and the court referral packet. At this meeting, the youth and parent(s) will be notified of the legal ramifications if the absenteeism continues. An attendance agreement will once again be created and signed:
- If found responsible, the youth will be placed under the court's jurisdiction and receive probation services. Minimum probation services the youth/parent(s) will be expected to participate in include the MAYSI evaluation tool, 5 mandated counseling sessions, 5 mandated parent classes/support groups, school mentor and weekly probation appointments. There will be a \$125 fee for these services. Further recommendations will be made on a case by case basis.
 - If the youth is in kindergarten through 5th grade, once the school truancy officer submits a complaint, the matter will be referred to the Prosecutor's office for review for criminal prosecution against the parent(s) in District Court. If found responsible, the parent(s) will be placed under the court's jurisdiction and may receive probation services, jail time, and/or receive a fine.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests:

- Illness
- Recovery from accident
- Required court attendance
- Professional appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday

- Such other good cause as may be acceptable to the Superintendent

Parents must provide an explanation for their child's absence no later than 10:00 a.m. the day of the absence. They are to call the office at 231-745-3261 and explain the reason for the absence. If the absence can be foreseen, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up school work lost due to suspension. Credit will be given for makeup work provided assignments are completed within three days of returning to school. Make-up of missed tests may be scheduled when the students return to school.

Tardiness

A student who is not in his/her assigned location by 8:00 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Vacations During the School Year

Parents are encouraged not to take their child 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. Advanced excuse forms are available in the office.

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. Makeup work due to a suspension must be completed within three days of returning to school. Students will be given the number of days of excused absence within which to make up work. If a student misses a test, s/he must make arrangements for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, students must be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT

A major component of the educational program at Baldwin 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 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. All students are expected to go outside twice daily for recess unless we receive a physician's note stating that the student must stay indoors. Students are expected to dress for all types of weather conditions.

Students who are dressed inappropriately will have to change clothing or call home to have appropriate clothing brought to school. Students may go home to change upon receiving permission from their parents/guardians and a school administrator. Students who continually violate this policy may be subject to progressive discipline.

The following styles or manners of dress are appropriate:

- Footwear is required and must provide appropriate protection for recess and evacuation of the building.
- Leggings are not to be substituted for pants or slacks. When wearing leggings, an appropriate top that is at least mid-thigh is required.
- Head wear and/or sunglasses are not to be worn in the building during school hours by students.
- Coats may not be worn to class under ordinary circumstances.
- Shoulders must be covered (3 finger width).
- Halter-tops or any other shirt or blouse that leaves the top of the shoulders, midriff, back, cleavage, or chest bare is not to be worn.
- Skirt and short length must reach below fingertip length (when arms are extended towards the floor) or mid-thigh length.
- No exposed undergarments.
- Jewelry or apparel that creates a health or safety hazard is not permitted. This includes spiked necklaces, studded or spiked bracelets, non-prescribed mouth gear, hanging chains.
- No metal hair picks.
- No sleepwear (except on designated special days).
- Clothing that is excessively tight, transparent, or excessively loose may not be worn.

- Jeans or pants with excessively large holes or holes in inappropriate places will not be allowed to be worn at school.

It is prohibited to wear clothing that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence; or
- Is not constitutionally protected.

The school administration has the authority to make the final interpretation of the dress code guidelines.

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.

Restorative practices shall be considered for all In School and Out of School suspensions, excluding any firearm incidences. Restorative justice empowers students to resolve conflicts on their own and in small groups. Essentially, the idea is to bring students together in peer-mediated small groups to talk, ask questions, and air their grievances.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety, and welfare of all students and employees of Baldwin Elementary School, the Board of Education has adopted the following categories of misconduct. Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. These regulations apply to all students for all activities of Baldwin Elementary School. This list is not intended to be exhaustive and includes anything that is a disruption to the educational process in a manner determined by the administration. This list includes:

1. **Academic Inactivity** – willful failure to meet academic requirements over a period of time.
2. **Aiding or Abetting Violation of School Rules** – If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

3. **Arson** – The setting or igniting of a fire that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion and will be reported to law enforcement.
4. **Assault** –Physical assault by a student against a District employee, volunteer, or contractor may result in suspension, expulsion, and a report to law enforcement when appropriate. Physical assault by one student against another at school or at any school activity may result in suspension, explosion, and a report to law enforcement when appropriate. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”. Verbal assault at school against a student, District employee, volunteer, or contractor may result in suspension or 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.
5. **Bomb Threat/False Alarms/False Reports** – A false emergency alarm, report (including false 911 calls), or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building.
6. **Bullying** – Bullying and other aggressive behavior toward a student is strictly prohibited. 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.

Bullying is 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 or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- 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;
- Having an actual or and substantial detrimental effect on a student’s physical or mental health; and/or
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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. It includes, but is not limited to, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the Principal. Every reasonable effort will be

made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student.

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.

See Board Policy 5517.01 for more information on bullying and other aggressive behavior towards students.

7. **Careless and/or Reckless Endangerment** – any action by a student that puts another student or staff member in danger of being hurt or causes injury, i.e., throwing objects, tacks on a chair, pulling a chair out from under a student, swinging heavy objects, etc.
8. **Cheating** – includes but is not limited to the use of any unauthorized assistance in taking quizzes, tests, or exams including communicating during an exam; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; copying from someone else's work ; or the acquisition, without permission, of tests or other academic material belonging to an instructor. Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person or agency engaged in selling of term papers or other academic materials and anyone that knowingly allows others to use their materials. This section also includes materials accessed through technological resources. A student who has engaged in plagiarism or cheating will be subject to academic penalties as well as disciplinary action.
9. **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.
10. **Disorder/Demonstration** – The school will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment. Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before school officials may regulate student speech or impose discipline if they can reasonably forecast a substantial and material disruption or interference with school operations. If a student(s) 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.

11. **Displays of Affection** – Students demonstrating affection between each other is personal and not meant for public display. This includes kissing, extensive embracing, groping, and any other contact that may be considered inappropriate in nature.
12. **Disruptive and/or Disrespectful Conduct** – Any activity which interrupts the educational climate or educational process. Respect for adults will be expected at all times. This also includes name calling, inappropriate comments, bullying, taunting, pushing, shoving, or any action that causes a delay or prevention of lessons, assemblies, field trips, athletics, or performing arts events.
13. **Drugs/Alcohol** – The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. Any possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. A violation of this may result in the student’s suspension, expulsion, and report to law enforcement officials. Sale also includes the possession or sale of over-the-counter medication to another student.

The principal may arrange for a breath alcohol test for blood-alcohol to be administered to a student if there is reasonable suspicion that the student has consumed or is under the influence of alcohol.

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.

For voluntary, noncurricular school activities, suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parent(s)/guardian(s) have been provided advance written notice.

If the result of a breath alcohol test 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.

14. **Electronic Devices** – Students are not permitted to use pagers, cellular phones, or similar communication devices in school as they can be distracting to students and disruptive to the educational process. While students may possess personal communication devices (ECDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours. In the case of an emergency, students may use a telephone in the office to contact parents/guardians. A student who possesses a cellular phone or ECD shall assume full responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property. Failure to comply with this policy may result in the following action:

FIRST OFFENSE

Cell phone or ECD confiscated by staff member
Parent contact and phone returned to parent

SECOND OFFENSE	One (1) day ISS (In-School-Suspension) Cell phone or ECD confiscated by staff member Parent contact and phone returned to parent
THIRD OFFENSE	two (2) day OSS (Out-of-School-Suspension) Cell phone or ECD confiscated by staff member Parent contact and phone returned to parent Two (2) days One (1) day ISS (In-School-Suspension)

Students are not permitted to use a personal camera or take pictures of other students or staff while on the school campus or engaged in school activities elsewhere without specific permission from an administrator, teacher, coach, or advisor.

In addition, there are other items that are considered “prohibited items”, such as but not limited to I-Pods, MP-3 players, electronic games, and portable CD/DVD players. These items often cause distractions from the mission of creating an environment where all students can learn. If a student is observed with a prohibited item during school hours, the preceding consequences may be administered.

“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, possible confiscation of the ECD, and possible notification of law enforcement.

Refusal to surrender the phone or ECD may result in a 3 day out-of-school suspension for insubordination.

15. **Explosives** - Fireworks, explosives, and chemical reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Directions for making these objects are also prohibited.
16. **Extortion/Blackmail** – Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
17. **Fighting** – will include participants in the actual fight and anyone who provoked or contributed to the fight with offensive touching or offensive remarks.
18. **Fire Alarms/BOOT Device** – intentionally setting off a fire alarm or tampering with the BOOT Device. The BOOT is a life saving device, and should never be used for purposes other than securing doors. The BOOT falls under the same laws that govern the use of Fire Alarm Devices. Anyone caught using this device improperly, or for anything other than a lockdown situation is in violation of state and federal Life Safety laws and shall be subject to disciplinary action up to and including suspension and expulsion.

19. **Food and Beverage** – inside the building, food and beverages are to be consumed only in the approved eating area.
20. **Forgery** – Forgery of hall passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.
21. **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.
22. **Giving False Notice/False Allegations**– or providing false information to a public agency or other person designed to disrupt or has the effect of disrupting the educational process.
23. **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 means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against a student that: (1) places a student in reasonable fear of harm to his/her person or damage to his/her property; (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or (3) has the effect of substantially disrupting the orderly operation of the school. Unlawful harassment is harassment based on a protected class. Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, principal, or other staff member. . For information regarding unlawful harassment and sexual harassment, see the District's Nondiscrimination Policy at the beginning of this handbook. Additional details can be found in Board Policy 5517 (Anti-Harassment) and Board Policy 2266 (Non-Discrimination on the Basis of Sex in Education Programs or Activities).

Hazing – The Board of Education believes that hazing of any type is 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. This Policy applies regardless of a student's permission, consent, or assumption of risk. Hazing includes 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; and G) undressing or otherwise exposing initiates.

24. **Improper Language Directed at Another Person** – profane, indecent, or immoral language or gestures directed at other students, parents, or school personnel.

25. **Indecent Exposure.** Intentionally showing one's sexual organs in public.
26. **Insubordination/Defiance** – refusal to obey a request of an adult in authority or school district personnel.
27. **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 with good reason.
28. **Items not allowed at School** – include, but are not limited to, metal hair picks, knives, squirt guns, laser pens, water balloons, cap guns, tobacco, alcoholic or controlled substances, walkie-talkies or two ways, any type of fireworks, matches, lighters, toys or materials that may cause a classroom disturbance, or is disruptive to the educational environment, or may be harmful to the health and safety of others. Any restricted materials found at school will be confiscated, taken to the office and labeled and will be returned to the parents/guardians at the end of the semester, subject to state laws and regulations.
29. **Leaving School Grounds Without Proper Authorization.** Baldwin Elementary School is a closed campus and students may not leave without parental permission,
30. **Littering** – to place trash or leave trash in a location or receptacle not designed or used as a trash receptacle.
31. **Malicious Damage or Misuse of School Property** – inflicting damage to private or school property, using private or school property without proper permission, or in an inappropriate manner.
32. **Pornographic Materials or Accessing Pornographic Internet Content.**
33. **Profanity/Obscenity** – Any behavior or language, which in the judgment 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.
34. **Skippping** – willful refusal or failure to attend school with or without parental knowledge.
35. **Theft** – When a student is caught stealing, retaining, concealing, or found in possession of 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.
36. **Tobacco** – Baldwin Community Schools is a tobacco free campus. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes, vaporizers, electronic nicotine delivery systems, or similar devices, on school property, during school time, or at any school activity. This prohibition also applies when going to and from school and at bus stops.

"Use of tobacco" means any of the following:

- The carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system;
- The inhaling or chewing of a tobacco product;
- The placing of a tobacco product within a person's mouth; or
- the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia, including lighters and matches, or tobacco products on one's person is also prohibited in this policy.

37. **Trespassing** –If a student has been removed, suspended, or expelled, the student is not allowed on school property without prior authorization of the Principal. Students may not enter onto school property at unauthorized times or into areas of the school determined to be inappropriate, also deemed a trespass.
38. **Vandalism** – destroying or damaging school property or others' personal property without regard to the rights of others or property. Each incident will be dealt with according to the severity of the incident. Students will be held responsible for financial reimbursement for repairs. Students may be excluded from participating in field trips and extracurricular activities until the fines are paid.
39. **Weapon** – A weapon means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are 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 and may be seen as a real weapon by a reasonable person. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent expulsion. 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. School policy 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 (i.e., air gun, blow gun, toy gun, etc.).

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. 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.

Levels of Interventions and Consequences for Violations of the Student Code of Conduct

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of Baldwin Community Schools School policy and/ or the Code of Student Conduct. The levels, shown on the following page, guide administrators to use *progressive interventions* to change student behaviors. The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed. Moreover, if a behavior is deemed a criminal offense by local authorities and such offense is not identified in this *Code of Student Conduct*, the consequence may be expulsion from Baldwin Community Schools. Restitution for loss or damage will be required in addition to any other prescribed consequences.

Baldwin Community Schools Code of Student Conduct: *Levels of Interventions/Consequences*

*Levels of consequences and options for progressive interventions follow. **Repeated chronic or cumulative offenses may require higher levels of interventions/consequences.** For serious violations, interventions/consequences may begin at a higher level.*

Level 1 Classroom Level interventions/consequences

Teachers use the following interventions to help the students change behavior in the classroom.

If these interventions are successful, referral to the school administrator may not be necessary.

- Warning
- Letter of apology
- Loss of privileges
- Seat change
- Parent contact
- Teacher conference with student
- In-class time-out
- Time-out in another classroom setting
- Reinforcement of appropriate behaviors
- Lunch Detention
- Behavior contract (teacher)
- Suspension of earned privileges

Level 2 Appropriate when Level 1 intervention/consequence has been ineffective.

Teachers use the following interventions to help the students change behavior in the classroom.

In some cases, referral to the school administrator may be necessary.

- Parent/guardian involvement
- Phone call/letter to parent or guardian
- Confiscation of item
- Supervised time-out outside of classroom minor referral to RTC
- Conference with parent or guardian
- Behavior contract
- Teacher and/or administrator conference with student and/or parent
- Parent or guardian accompany student to school or classes
- Suspension of earned privileges

Level 3 Appropriate when Level 2 intervention/consequence has been ineffective.

- Office referral required (RTC) Major
- Parent/guardian notification required
- Suspension (1-5 days)
- Campus clean-up
- In-school suspension

Level 4 *Appropriate when Level 3 intervention/consequence has been ineffective*

- Office referral required
- Parent/guardian notification required
- Suspension (6-10 days)
- Restricted activities

Level 5 *Appropriate when Level 4 intervention/consequence has been ineffective*

- Office referral required
- Parent/guardian notification required
- Disciplinary Meeting with student and parent(s)
- Long-term Suspension (10+ days)

Level 6 *Appropriate when Level 5 intervention/consequence has been ineffective*

- Office referral required
- Parent/guardian notification required
- Expulsion (*to be considered only in the most extreme cases*)

	Level						
Offense/Violation	1	2	3	4	5	6	Reportable to Police
Alcohol and Other Drugs including Tobacco			•	•	•	•	•
Assault: <i>on students,</i>				•	•	•	•
<i>on staff,</i>					•	•	•
<i>(threats)</i>				•	•	•	•
Aiding or Abetting Violation of School Rules		•	•	•	•	•	
Bomb Threat						•	•
Bullying			•	•	•	•	•
Electronic Devices		•	•	•	•	•	
Cheating	•	•	•	•			
Careless and/or Reckless Endangerment			•	•	•		•
Computer Misuse		•	•	•	•	•	•
Disrespect toward others		•	•	•	•		•
Disruption to classroom/school		•	•	•			
Disruptive clothing or appearance		•	•	•			
Disobedience			•	•	•	•	•
Explosives						•	•
Extortion/Blackmail					•	•	•
False Fire Alarm		•	•	•	•	•	•
False Notice/False Allegations			•	•	•	•	
Fighting: First Offense – one to five days suspension			•	•	•	•	•

Second Offense – Up to 10 days suspension				•	•	•	•
Third Offense – Request for extended suspension						•	
Food and Beverage	•	•	•				
Forgery		•	•	•	•		
Gambling	•	•	•	•			
Harassment			•	•	•	•	•
Hazing			•	•	•	•	•
Inappropriate Language		•	•	•			
Inappropriate Physical Contact			•	•	•		•
Inciting or Participating in a School Disturbance			•	•	•		
Insubordination		•	•	•	•		
Indecent Exposure				•	•	•	•
Intimidation/Menacing			•	•	*	*	
Items not allowed in school	•	•	•	•	•		•
Leaving an Area and/or Leaving Class and/or School Grounds without Permission.			•	•	•		•
Littering	•	•					
Matches/Lighter(s): Possession of			•	•			
Use of				•	•	•	
Putting substances in another person's food or drink or on a person's body			•	•	•	•	•
Skiping		•	•	•			
Sexual Harassment				•	•	•	•
Stealing and/or Theft			•	•	•		•
Tardiness	•	•	•	•	•		
Trespassing	•	•	•	•	•	•	•
Vandalism	•	•	•	•	•		•
Weapons						•	
Possession of:							•
Firearm						•	•
Knife		•	•	•	•	•	
Other Weapon (including look-a-like gun)		•	•	•	•	•	•
Used to cause or attempt to cause bodily harm/injury						•	•

CONFIDENTIALITY

Every reasonable effort will be made to maintain confidentiality during an investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORTS (PBIS)

To foster a positive learning environment, faculty members will incorporate strategies for recognizing and rewarding positive behavior, in addition to delineating the potential consequences for inappropriate behavior. Staff members will award *Panther Paws* to students who demonstrate responsibility, trustworthiness, and respect for themselves and others. Students can exchange their Panther Paws for items in our Paws Showcase. Panther Paws are not transferable between students and will expire at the end of each school year. Panther Paws must have a student name, teacher signature, and date in order to be valid.

Positive Behavioral Interventions and Supports are utilized at the Elementary School. Students are expected to behave in various school settings according to the Panther Paw Behavior Matrix (page 44).

STUDENT ASSISTANCE TEAM (SAT)

During the 2020-2021 school year, Baldwin Elementary School will use a Student Assistance Team (SAT) for major issues regarding student behavior, academic performance, special education referrals, student retention, and other major student issues. The "SAT" will consist of teachers, the Director of Special Services, varying ESD consultants as appropriate, and the school principal. We feel that this program is beneficial to students and families since a team of professionals will be able to collectively work to solve student problems.

DISCIPLINE

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. Chronic disobedience may result in expulsion.

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 may 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.

The District will consider the following seven (7) factors in every case of suspension or expulsion, except firearms:

1. The student's age;
2. The student's disciplinary history
3. Whether the student has a disability;
4. The seriousness of the violation or behavior;
5. Whether the violation or behavior committed by the student threatened the threatened safety of any student or staff member;
6. Whether restorative practices will be used to address the violation or behavior; and
7. Whether a lesser intervention would properly address the violation or behavior.

Two types of discipline are possible, informal and formal.

Informal Discipline

The staff of Baldwin Elementary School must assure that all students are in a safe and happy environment. In order to fulfill this obligation, it's necessary for the teachers and administrators, in conjunction with parents, to establish rules and regulations regarding proper student conduct. The following policies, approved by the Board of Education, must be understood, supported, and followed by the students, parents, and school employees.

The following behavior will result in an immediate office discipline referral (ODR):

- Direct, inappropriate languages/gestures
- Physical fighting/aggression
- Harassment
- Overt defiance
- Property destruction/misuse
- Theft
- Forgery
- Intentional internet misuse/inappropriate websites
- Taking pictures/video without consent
- Third Level 2 offense
- Reference in conversation, writing or pictures to weapons or acts of violence
- Drug use/possession
- Weapon use/possession
- truancy
- Bullying
- Cyber bullying
- Arson
- Bomb Threat
- Extreme property damage/vandalism
- Combustibles
- Assaults/threats
- Failure or refusal to serve assigned consequences
- Leaving school grounds

Formal Discipline

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

After five major Office Discipline Referrals, a student may be suspended for one day. After ten major Office Discipline Referrals, a student may receive a three day suspension. In order for the student to return to school, a parent must meet with the Student Support Specialist and/or the principal. At this point, the student may be referred to the SAT team for further interventions. After twelve major Office Discipline Referrals, the student shall receive a five day suspension and must attend a meeting with a member of the School Board Discipline Committee, a parent, the Student Support Specialist, and the principal. The teacher will be notified of this meeting and may be asked to attend. Upon receiving the fifteenth major Office Discipline Referral, the student and parent will meet with the Superintendent or School Board for further discussion and action.

Any serious violation of school rules or persistent misbehavior could result in a student appearing before the Superintendent or Board of Education before fifteen office referrals.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the

Rehabilitation Act of 1973. Please see Board Policy 5605 and AGs 5605A and 5605B for a more detailed explanation.

Suspension from School

Under Michigan law, a suspension of ten (10) or fewer school days is presumed to be reasonable. The Principal has the authority to impose an out of school suspension for up to ten (10) days consistent with the student code of conduct. The Principal may also suspend a student for up to ten (10) days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. Before exercising this authority, the Principal must consider the Mandatory 7 Factors. The Principal must provide the student due process as described in Board Policy 5611. The Principal will notify the student of the charges. The Principal will then provide a hearing for the student so that the student has a full opportunity to state why s/he should not be suspended. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the Principal will attempt to notify the student's parents/guardians of the suspension by telephone, as well as send a written notification by e-mail or regular mail. A copy of the notification will also be sent home with the student, if practical. The written notice shall include the reason for and the length of the suspension as well as the rights to appeal. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Principal. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student shall not be allowed to remain in school. The decision of the Principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Board Policy 5611). 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 either after the return to school or while on suspension. Any learning that cannot be made up such as labs, field trips, skill practice, or any learning that the student chooses not to make up may be reflected in the grades earned.

Long-Term Suspension or Expulsion from School

When a student is being considered for long term suspension (more than ten (10) days but less than 60 days) or expulsion (60 days or more), the student will receive a formal letter or notification addressed to the parents/guardians which will contain:

- the rule(s) alleged to have been violated;
- The charges against the student;
- Approximate date of the violation;
- The time and place of the hearing;
- A statement of the student's and parents' prehearing rights: to review written statements about the alleged misconduct; to review the student's records; and to request a delay in the hearing up to five (5) school days; and
- A statement of the student's hearing rights to: counsel; appear in his/her own behalf and for parents/guardians to appear; produce witnesses and present evidence on his/her behalf; and confront and to cross-examine anyone who may have evidence against him/her.

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 during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

The hearing will be heard in an open session unless the student or the student's parents or guardian request a closed session. Before exercising its authority to issue a long-term suspension or expulsion of a student, the Board shall consider the Mandatory 7 Factors. All opportunity to earn grades or credit ends when a student is expelled.

Baldwin Elementary School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Building Principal.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. Please see the preceding sections regarding suspension and expulsion from school for details regarding these procedures. For additional information regarding due process rights in connection with suspensions and expulsions, see Board Policy 5611 and AG 5610.

SEARCH AND SEIZURE

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an immediate threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Board Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

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. Lockers are to prevent theft, not to prevent searches.

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 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 the 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.

TRANSPORTATION

Transportation Conduct and Safety Rules

Transportation is a privilege offered by the school district and as such, can be taken away for misbehavior. The Board of Education has established a policy of reasonable rules and regulations relative to the conduct of students concerning their safety while attending school or en route to and from school-related activities. Suspension from district sponsored transportation will result when these rules are not followed:

1. The driver of the vehicle is in charge at all times! Students are expected to promptly obey the directives of the driver.
2. Occupy the seat assigned to you by the driver. When seated, keep your feet out of the aisles and refrain from moving about while the bus is in motion. Keep all supplies out of the aisles.
3. There is to be no smoking by anyone while any student, K-12, is a passenger on the bus. Lighting matches and lighters are prohibited.
4. Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Stay seated until the bus has stopped.
5. Keep hands and head inside the bus at all times.
6. Help keep the bus clean and orderly. Use the containers provided for refuse.
7. Use no vulgar or profane language. There is to be no name calling.
8. Avoid disturbing noises; do not shout at passing persons or vehicles.
9. Do not throw paper or objects on or out of the bus.
10. There will be no fighting or pushing on the bus or in the loading area. Horseplay and punching will not be tolerated.
11. Inappropriate displays of affection are prohibited.
12. Do not engage the driver in unnecessary conversations.
13. Be considerate of each other.
14. Do not eat or drink on the bus.
15. Possession of restricted materials are not allowed on the bus (please refer to Dial-a-Ride's brochure).
16. No student may ride a bus other than the one to which he/she is assigned without prior written permission from his/her Principal.
17. Students are expected to be at the bus stop on time. The bus cannot wait!

Any behavior that distracts the bus driver is a very serious hazard to the safe operation of the vehicle, and as such jeopardizes the safety of all passengers. In order to insure a safe bus ride for all, it is necessary to reprimand those who choose to violate the established rules.

It shall be the legal responsibility of the parent/guardian to provide the student's transportation to and from school during any bus suspension. During any bus suspension, attendance at school is still

mandatory. Failure to attend school during a bus suspension will result in an unexcused absence, which will be referred to the appropriate agency for truancy.

Updated 06/8/2022

BALDWIN ELEMENTARY STAFF 2022-2023

PRESCHOOL

MRS. SNELL

PRINCIPAL

MRS. VANANTWERP

TITLE I INTERVENTIONIST

MRS. DRILLING

KINDERGARTEN

MRS. ENGLEHART

MISS SMITH

ADMINISTRATIVE ASSISTANT

MRS. ROBOTHAM

MRS. ROBINSON

TECHNOLOGY

MR. FILTER

MR. BELKIEWICZ

1ST GRADE

MISS BACON

MISS KASTER

PHYSICAL EDUCATION

MR. COOKE

STUDENT SUPPORT

SPECIALIST

MS. CLOUD

2ND GRADE

MISS KELLY

MRS. STRAATHOF-ANDERSON

ART

MS. JARVIS

SUPPORT STAFF

MRS. DAY

MRS. DEBRUYNE

MS. WILLIAMS

MRS. FISHER

MISS LEWIS

MRS. LUCEY

MRS. VARGA

3RD GRADE

MS. RAZ

MRS. EMINGTON

MUSIC

MR. TEBO

4TH GRADE

MRS. OBRINSKI

MRS. YIBERHU

SPECIAL EDUCATION

MRS. KNAPP

MRS. VERRETT

5TH GRADE

MRS. BENNETT

MISS HOLTON

2022-2023

School Day	Full Day PD	1/2 Day PTC
No School	1/2 Day PD	1/2 Day Exams

1/2 Day No PD	Records Day	New Teacher
---------------	-------------	-------------

JULY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19*	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

*If Necessary 1/2 Day Exam Snow Day Make-Up

August
Teacher Days 6
Student Days 3

September
Teacher Days 20
Student Days 20

October
Teacher Days 21
Student Days 21

November
Teacher Days 20
Student Days 20

December
Teacher Days 13
Student Days 12

January
Teacher Days 20
Student Days 19

February
Teacher Days 19
Student Days 19

March
Teacher Days 17
Student Days 17

April
Teacher Days 20
Student Days 20

May
Teacher Days 22
Student Days 22

June
Teacher Days 8
Student Days 7

2022-2023
Total Teacher 186 **
Total Student 180

**New Teachers work 187 days

QUARTERS

Quarter 1

August 29th-October 21st
38 Student Days
Progress 1 23-Sep

Quarter 2

October 24th-December 16th
38 Student Days
Progress 2 18-Nov

Quarter 3

January 4th-March 17th
51 Student Days
Progress 3 17-Feb

Quarter 4

March 20th-June 9th
53 Student Days
Progress 4 28-Apr

EXAMS

1st Semester Exams

December 14th-16th
1/2 Days on 15th and 16th

Senior Exams

May 15th-18th

2nd Semester Exams

June 7th-9th
1/2 Days on 8th and 9th

CONFERENCES

Fall Conferences 1/2 Days

November 3rd and 4th

Spring Conferences 1/2 Days

March 16th and 17th

SENIORS

Last Day

May 18th

Graduation

May 26th

PD Full Days

August 23rd-25th

January 3rd

PD Half Days

September 23rd

October 21st

January 27th

February 17th

April 28th

Half Days No PD

May 26th

Teacher Record's Days

December 19th and June 12th

Panther P.A.W.S.	Practice Responsibility	Always Be Safe	Will Be Trustworthy	Show Respect
Arrival/ Dismissal	Be on time. Be ready to learn. Take your belongings with you. Know where you are going.	Walk to and from the bus Get on the bus, stay on the bus. Keep hands, feet, and objects to yourself.	Use sidewalks. Walk directly to the bus, get on, stay on. Follow the driver's expectations.	Use a Level 1 voice. Leave electronics and toys at home. Follow adult directions.
Cafeteria	Take your belongings to and from the cafeteria. Sit in the assigned area. Clean your area.	Stay seated. Keep hands, feet, and objects to yourself.	Raise a hand if you need something. Eat your own food. Take only what you need. Leave food in the cafeteria.	Use a Level 1 or 2 voice. Use please and thank you. Keep food and utensils on your plate. Use utensils. Follow adult directions.
Hallway/Stairs	WHOA Line <i>Walk on the right.</i> <i>Hands to self</i> <i>One step from the wall.</i> Always Quiet. Be on time. Be ready to learn.	Walk facing forward and on the right. Keep hands, feet, and objects to yourself. Walk one stair at a time.	Use your own locker. Go directly to your destination. Return items found to the office.	Follow adult directions Use a Level 0 voice. Keep hallways and lockers clean. Open and close locker quietly.
Bathroom/ Drinking Fountain	Go. Flush. Wash. Trash. Leave. Follow adult directions.	Keep water on hands and in the sink. Wipe up/report spills. Keep hands and feet to yourself.	Report any problems to an adult. Return directly to class.	Allow for privacy - wait your turn. Use a level 1 voice. Respect school property.
Playground	Dress for the weather. Form a WHOA line when called. Resolve conflicts peacefully or seek adult help.	Use equipment properly. Rocks, wood chips and snowballs stay on the ground.	Use good sportsmanship. Stay within the playground boundaries. Wait your turn.	Take turns, share & care for the equipment. Include everyone. Follow adult directions.
Classroom	Be on time. Have the needed materials with you. Clean up after yourself.	Keep hands, feet, and objects to yourself. Remain in your designated area. Report emergencies to an adult.	Seek permission to use other's materials. Complete your own work.	Listen. Use kind words and gestures. Wait your turn. Follow P.A.W.S.
Office	Complete your business quickly. Promptly return to class.	Remain in designated area. Inform the secretary of your concerns.	Visit only with permission. Seek permission to use office supplies. Allow for privacy.	Enter silently. Use please and thank you. Use a voice level 1 or 2. Wait your turn.
Assembly	Follow directions. Be prepared to participate.	Keep hands, feet, and objects to self. Remain in designated area.	Be kind to others.	Eyes on the speaker. Show appreciation. Noise level of zero, unless requested.
Library	Return books on time. Use bookshelf markers	Walk. Sticks are used for bookshelf markers only.	Take care of books. Remain in your section.	Use level 0 or 1 voice. Use please and thank you.

“It is our choices that show what we truly are, far more than our abilities.” - J.K. Rowlings