

STUDENT-PARENT HANDBOOK

**2019-
2020**



**DaileyElementarySchool
Mt.Morris,Michigan**



Dear Parents/Guardians, Staff and Community Members:

Welcome to the 2019-2020 school year. As always thank you for the opportunity to be Superintendent of Beecher Community School District. We have made some significant changes and improvements to begin the 2019-2020 school year and our positive changes will continue. We have considerable work to accomplish on our quest for greatness in our district. However, we have a determined leadership team to make our vision a reality. More importantly, we have the dedicated staff of educators who have remained our foundation of stability in our district. The unification of our staff and the greater community in Beecher will lead to a winning combination for our students for 2019-2020 and beyond.

This school year we will continue strengthening the following Strategic Directions and Strategic Priorities for 2019-2020 and beyond:

Strategic Directions:

- Maximum Student Achievement
- School Safety for All Students and Staff
- Clean and Productive Learning Environments for All Students and Staff
- College and Career Readiness for All Students
- Maximum Transparency and Accountability for Everyone

Strategic Priorities:

- K-12 Curriculum Alignment and Professional Collaboration
- Providing All Students with Culturally Relevant and Engaging Lessons
- Improving Academic Stamina Through Bell to Bell Instruction
- Constant Learning Throughout All Buildings in All Academic and Non-Academic Areas
- Making STEM/STEAM/ Robotics and Coding A Reality for All K-12 Students
- Encouraging Intellectual Creativity and Academic Expression
- Increasing Literacy for All Students
- Increasing Academic and Non-Academic Opportunities
- Increasing Graduation Rates
- Increasing Student Enrollment and Decreasing Student Class Sizes
- Final Deficit Elimination Through Strategic Spending
- Gaining Additional Resources Through Grants, Partnerships and Sponsorships

This year promises to be an outstanding year of productivity in Beecher Community Schools. Our relentless goal will be providing our students with the best certified educators in all classrooms to ensure the best learning environment possible for our students. We continue to generate creative and productive changes in our district that will increase academic achievement and decrease classroom disturbances. This is an exciting time and I am proud to lead our renaissance as a school district and greater community.

Sincerely,



Dr. Marcus G. Davenport
Superintendent

1386 West Coldwater Road
Flint, MI 48505
810-591-9200
Fax: 810-591-2522

Table of Contents

Accidents and Illness	10		
Americans with Disabilities Act	10	Left Early	12
Animals in the Building	10	Limited English Proficiency	34
Appointments/Early Dismissal	10	Lost and Found Guidelines	35
Arrival Procedures	10	Lunch Schedule	9
Assemblies	10	Medical Limitations	35
Assessment-Student	11	Medication	35
Attendance	11	Miscellaneous Items Collected	36
Absences-Excused	11		
Absences-Unexcused	11	Newsletter	36
Behavior Expectations	13	Office hours	37
Book Fines	13	Out-of-school suspension	24
Building/Facilities Use	14		
Bullying Policy	21-26	Parent Group	37
Calendar 2019-2020	5	Parent Teacher Conferences	37
Care of Property	14	Parking Lot Procedures	37
Cell Phones	14	Pesticide Application Notification	37
Check-in/Check-out	15		
Classroom Placement	15	Pledge of Allegiance	37
Clubs and Activities	15	Pre-excused Absences	38
Compact for Learning	4	Preparedness for Toxic/Asbestos	38
Computer/Internet Use	15		
Curriculum	15		
Desks and Lockers	15		
Discipline	16	Recess	38
Minor Problem Behaviors	16-17	Report Cards	38
Major Problem Behaviors	17-21	Requesting Student Homework	33
Dismissal Procedures	12	Retention Procedure	38
Dress Code	27	Review of Instructional Materials	39
Drills: Fire, Lock Down, Tornado	27		
Emergency Closing	28	School Hours	9
Emergency Information	28	School Pride	39
Equal Education Opportunity	35	Search and Seizure	40
Expulsion	24	Special Education	40
Extra-Curricular Activities	28	Staff Directory	8
Family Educational Rights and Privacy Act (FERPA)	28		
Field Trips	29	Student Records	40
Food Allergies	29	Student Supplies	41
Food Service	29	Student Transfers	42
Fundraising	29	Suspension from school	24-26
Guidance and Counseling	30	Tardiness Policy	12
Harassment	30	Title 1	42
Health Safety	31	Transportation	42-43
Homebound Instruction	32	Truancy	12
Homeless Students	32	Video Use Guidelines	44
Homework	33	Vision and Hearing Screening	44
Illness	33	Visitors	44
Immunization Guidelines	33	Volunteers	45
Informational Flyers	34	Weather	45
In-school suspension	24	Website	45
Kindergarten	41		

ACOMPACTFORLEARNING

It is our belief that student performance will improve as a result of our cooperative effort to support this compact. This is a three-way partnership with a specific goal in mind. It is imperative that each person assume his or her responsibilities.

PARENT RESPONSIBILITIES:

- Ensure my child attends school on time each day.
- Provide up to date contact information.
- Look over homework assignments to check for understanding.
- Be available to assist with one school or classroom activity.
- Sign and return all papers that require a parent's or guardian's signature.
- Encourage positive attitudes towards school.
- Attend parent-teacher conferences.
- Read with your child daily.

STUDENT RESPONSIBILITIES

- Be kind and helpful to my classmates.
- Show respect for myself, my school and other people.
- Come to school prepared with my homework.
- Comply with classroom, school and bus rules.
- Attend school each day.
- Respect the personal rights and property of others.

TEACHER RESPONSIBILITIES:

- Show respect for each child and his or her family.
- Make efficient use of learning time.
- Provide a safe and comfortable learning environment.
- Help each child grow to his or her fullest potential.
- Enforce school and classroom rules fairly and consistently.
- Supply students and parents with clear evaluations of progress.
- Demonstrate professional behavior and a positive attitude.

DAILEY ELEMENTARY SCHOOL
6236 Neff Road
Mt. Morris, Michigan 48458

Diona Clingman, Principal
(810) 591-9357

A MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to the 2019-20 school year at Dailey Elementary School. On behalf of the faculty and staff, I invite you to help us achieve the following goal: to make this year rewarding and successful for all students. If this goal is to be achieved, it is important that all of us work together to educate the whole child socially, physically, emotionally, and academically to their fullest potential.

Therefore, this handbook was developed to answer many of the questions families commonly ask. Students and parents should carefully read the Student-Parent Handbook and discuss its contents with one another. Since the handbook explains many of the policies which govern Dailey Elementary School, it is imperative that everyone understands its contents, and in particular, the school's expectations concerning student conduct and attendance. This handbook does not attempt to address any and all situations that may arise during the school day/year. It does, however, supersede all prior handbooks.

I truly believe that TEAMWORK makes the DREAM work! The staff and myself are excited about partnering with you to make this an awesome year! Should you have any questions or concerns regarding our policies or programs, I would be happy to speak with you. Do not hesitate to contact me via email at dclingman@beecherschools.org or via phone at (810) 591-9890. The faculty and staff welcome the opportunity to work with parents, students, and other community members in making this an enjoyable and rewarding school year.

Sincerely,

Diona Clingman, Ed.S. Principal

DAILEYELEMENTARYSCHOOL
Mt.Morris,Michigan

2019-2020

PRINCIPAL

Diona Clingman

SECRETARY

TeresaMcKenry

KINDERGARTEN

KimberlyHarden-Olamina
Mr. Schaefer
Ms. Brown

FIRSTGRADE

ShaunaBecker
KatrinaForsythe

FIRST/SECOND GRADE SPLIT

Debra Jackson

SECONDGRADE

KymberleyFleming
Marcia Turner

THIRDGRADE

MeganMcCurry

THIRD/FOURTH GRADE SPLIT

Melissa Palazzolo

FOURTHGRADE

Jill Orr
TeresaKrawczyk

FIFTHGRADE/SIXTH GRADES

JohannaCraven
Lisa Mereles
Suzy Sawan

SPECIALS

Meghan Kelly-Art
RobertHoward-STEAM
Open-Music
Kyle Dimitroff-Gym
Tamika Appling-iReady

MTSSTEAM

DeborahBudzinski - Math
Raegan Genovesi-MTSS
Coach/Data Coordinator
Tamikya Lewis – Climate and Culture

SOCIALWORKER–Rebecca Barritt

PARENTFACILITATOR -DebbieHarris

SPECIALEDUCATION

SandraBuchner, Donald Morgan, Tara Batey

OFFICE, DAILEY ELEMENTARY

The Dailey Elementary School Office is open from 8:00 a.m. to 4:00 p.m. The telephone number is 810-591-9357. This number may be called to arrange an appointment with the principal through the school's secretary. Our fax number is 810-591-5632.

BEECHER COMMUNITY SCHOOL DISTRICT

MISSION STATEMENT:

To deliver excellence in education while EMPOWERING students to be successful in every area of their lives.

VISION:

Beecher Community School District is highly regarded for academic excellence, leadership, and contributions to improve the community which it serves.

DAILEY ELEMENTARY SCHOOL DAILY SCHEDULE 2019-20

Students may enter the building

7:40 a.m.

Classes begin

8:15 a.m.

RECESS & LUNCH SCHEDULE

	<u>Recess</u>	<u>Lunch (M, T, Th, F)</u>
1 st grade	10:00-10:15 a.m.	11:25-11:55 a.m.
Kdg	12:00-12:15 p.m.	11:25-11:55 a.m.
2 nd	12:30-12:45 p.m.	12:00-12:30 p.m.
3 rd		12:00-12:30 p.m.
4 th	11:25-11:45 p.m.	10:40-11:10 a.m.
5 th	11:10-11:30 a.m.	10:40-11:10 a.m.
6 th		10:40-11:10 a.m.

Daily Dismissal

3:13 p.m.

(Please note that All Early Dismissal Days are at 11:25a.m. for all students)

A

Accidents and Illness

In the event that your child becomes ill at school, every effort will be made to contact parents. Should parents not be available, those persons designated on the emergency information card will be notified for assistance. In the event of a serious illness or accident at school, or if we are unable to notify anyone listed on the card, the police and 911 may be contacted.

Americans with Disabilities Act-Section 504

The Americans with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents that believe their child may have a disability that substantially limits the child's ability to function properly in school should contact our specialists at (810) 591-9357.

Animals in Building

For the health and safety of the students and the animal itself, we do not allow students to bring pets to school.

Appointments/Early Dismissal

The school recommends scheduling your child's appointments before or after school hours. If this is not possible, please provide the school with a written notice specifying date and time your child will need to be excused from school. Parents and guardians are expected to sign children in and out at the office. Teachers are instructed not to release a child unless authorized to do so by the office.

Arrival Procedures

Students may enter the building at 7:40 a.m., however proper student supervision begins at 8:15 a.m.

To insure your child's safety, please do not drop off or allow students to arrive or stay beyond these times.

Assemblies

School assemblies may be held on occasion as part of the educational program. Instruction for proceeding to and departing from the assembly area will be given to students by the principal and teachers. When attending assemblies, following these simple rules will help to make the program a successful educational experience for everyone.

Students should always:

1. Show respect to school, classmates, and the performers by being attentive at all times.
2. Show appreciation by applause-no whistling, stomping feet, booing, or throwing confetti in the assembly area.
3. Papers, books and writing implements are not to be taken to an assembly without the permission of the supervising teacher.

Assessment -Student

To measure student progress, students will be tested in accordance with State standards and District policy.

Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in order of its introduction. If a student is absent, much of that experience cannot be made up. Therefore, parents are encouraged to help their children establish a regular and prompt attendance pattern.

If a student is unable to attend school, parents are asked to call the school office and report the absence (591-9357). Calls may be made 24 hours a day by leaving a message on the voicemail system. In the event that we do not receive notification of the absence, the office may attempt to call home to make every attempt to locate missing children to insure their safety and well-being.

Attendance Policy:

- Student arrives after 8:15 a.m. TARDY
- Student leaves before 9:00 a.m. or arrives after 1:30 p.m. FULL DAY ABSENT
- Student leaves and misses more than 2 hours. HALF DAY ABSENT
- Student leaves between 2:13-3:13 p.m. LEFT EARLY

- ❖ After 3 tardies in one semester, parent/guardian is notified by letter.
- ❖ After 5 left earlies in one semester, parent/guardian is notified by letter.
- ❖ After 7 absences or 10 tardies, parent/guardian is notified by letter.
- ❖ After 10 unexcused absences a truancy officer will be notified.
- ❖ After 15 absences or 20 tardies/left earlies, parent/guardian is notified by second letter and a truancy officer may be notified.

Absences-Excused

Parents upon request shall provide a written explanation for their child's absence by the third day of the occurrence. Students may be excused from school for one of the following reasons and will be provided an opportunity to make up missed school work and/or tests: personal illness but not illness in the family unless the circumstances are approved by the Principal, death in the immediate family, bona-fide religious holiday, recovery from accident, required court attendance, professional appointments, such other good cause as may be acceptable to the building Principal.

Absences-Unexcused

Unjustifiable absences or excused absences that have not been documented by a note from home by the third day of the occurrence will result in an unexcused absence being recorded. After 10 unexcused absences a student will be considered a "Habitual Truant" and a truancy officer will be notified which could result in a hearing before a judge in a court of law, a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Arrival

Classes will begin at 8:15 a.m. Students may enter the building at 7:40 a.m. using the front doors.

Dismissal

All students will be dismissed at 3:13 p.m. In the event that someone will be picking up a child who normally rides the bus, **wemust have written parental permission** indicating whom the child will be leaving with or the child must ride the bus home. Children will not be excused by telephone unless the call can be verified.

Left Early

Students planning to leave the building prior to the scheduled dismissal time must present a signed note from his/her parent or guardian indicating the reason for leaving. These notes are signed by the teacher and sent to the office. Parents **must** come to the school office when picking up their children. Once the parent/guardian has completed the Student Sign-Out Form, the secretary will contact the teacher requesting the student report to the office.

Tardiness

Students are expected to be in their classrooms and ready to learn when classes begin at 8:15 a.m. Students arriving after the final morning bell should sign in at the office to obtain a tardy slip before entering their classroom. If students are eating breakfast when classes begin, they will be given a breakfast pass by the food service staff and not marked tardy.

Truancy

Truancy is defined as a willful refusal or failure to attend school with or without parental knowledge. All cases of truancy, regardless of length of absence, shall be regarded as single incidents. Cases of truancy will result in parental notification, possible detention, and/or suspension from school. A letter regarding a child's attendance and reiterating the possibility of referring that child to the appropriate public agency regarding truancy will be sent home any time a student accumulates 10 or more absences. Similarly, a letter will be sent home to parents any time a student accumulates 20 or more tardies to school in a school year.

340.731-School Law -State of Michigan...in case any parent or other person in parental relation shall fail to send the child or children under his or her control to the public school or other school as herein provided, the attendance office upon having notice from proper authority of such fact, shall give formal written notice in person or by registered mail to the parent or other person in parental relation that the child or children under his or her control shall present himself or themselves at the public school, or other school, as herein before provided, on the next regular school day following the receipt of such notice, and that said child or children shall continue in regular and consecutive attendance in school.

340.743-School Law -State of Michigan...it shall be the duty of the attendance office, after having given the formal notice described in Section 742 hereof, to determine whether the parent or other person in parental relation has complied with the notice, and in case of failure to so comply, he shall make a complaint against said parent or other person in

parental relation having the legal charge and control of such child or children before any justice of the peace in the county

where such party resides for such refusal or neglect to send such child or children to school; and said justice of the peace shall issue a warrant upon said complaint and shall proceed to hear and determine the same in the same manner as is provided by statute for other cases under his jurisdiction, and in case of conviction of any parent or other person in parental relations shall be punished according to the provisions of 740 of this act.

B

Behavior Expectations

Expectations for student behavior are introduced, reviewed, practiced, and posted for all students and adults to refer to:

BUCS EXPECTATIONS

Dailey Elementary

	Be Respectful	Use Good Judgment	Contribute to your Success	Show Responsibility
CLASSROOM	<ul style="list-style-type: none"> Help your teacher help you. Track the speaker. Be kind and considerate Use appropriate language Keep your hands, feet and other objects to yourself 	<ul style="list-style-type: none"> Raise your hand and wait to be acknowledged Be a role model Keep work area organized and clean. Respect classroom materials 	<ul style="list-style-type: none"> Be a team player. Complete all assignments Contribute to class discussion Stay on top of your grades. Listen carefully to receive accurate information 	<ul style="list-style-type: none"> Be a problem solver. Come to class prepared Be on time. Be accountable Follow directions the first time given
HALLWAYS	<ul style="list-style-type: none"> Silently track the scholar in front of you 	<ul style="list-style-type: none"> Keep your hands and feet to yourself 	<ul style="list-style-type: none"> Stay focused on your task Stay to the right 	<ul style="list-style-type: none"> Move with purpose
CAFETERIA Including: MORNING ANNOUNCEMENTS	<ul style="list-style-type: none"> Clean up your area Track the speaker 	<ul style="list-style-type: none"> Stay seated 	<ul style="list-style-type: none"> Speak in a voice level 1 	<ul style="list-style-type: none"> Follow directions the first time given
RESTROOM	<ul style="list-style-type: none"> Think: Go, Flush, Wash, Leave 	<ul style="list-style-type: none"> Go at appropriate times 	<ul style="list-style-type: none"> Report any problems to an adult 	<ul style="list-style-type: none"> Respect privacy of others
BUS	<ul style="list-style-type: none"> Stay seated Keep aisle clear 	<ul style="list-style-type: none"> Speak in a voice level 1 Use appropriate language 	<ul style="list-style-type: none"> Keep your hands and feet to yourself 	<ul style="list-style-type: none"> Listen carefully to receive accurate information
PLAYGROUND	<ul style="list-style-type: none"> Be considerate 	<ul style="list-style-type: none"> Stay in the designated area Respect equipment Use equipment appropriately 	<ul style="list-style-type: none"> Keep your hands and feet to yourself 	<ul style="list-style-type: none"> Use appropriate language

Book Fines

Textbooks and leveled reading materials are provided for all students. Children are expected to take good care of their books. Damages or lost books will result in a fine being charged. This expectation applies to library books as well.

Building/Facilities Use

For use of any of the school facilities, you must first complete a Building Use Request which may be obtained from any of the school offices. Building requests will then be approved/disapproved by the building coordinator and forwarded to the principal of the building for final approval. We will try to grant every request; however, last minute changes due to school functions may occur. Every effort will be made to notify the person in charge and try to work out an agreeable solution. Applicable charges/fees will be billed accordingly.

C

Care of Property

Students are responsible for the care of their own personal property. Because items of great value including electronic games, radios, jewelry, iPods, excess money, etc. can be lost or broken in the school environment, we ask that students enjoy these items at home only. The staff may confiscate such items and return them to the student's parents/guardians. The school will not be responsible for personal property. We appreciate the help of parents in monitoring items that will have a negative effect on our learning atmosphere, or that can be disruptive.

Cell Phones See Board Policy

5136- CELLPHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions. During school hours, students may use cellular telephones and other electronic communication devices (ECD) and electronic storage devices (ESD) for educational activities that enhance student learning. Students may not use these technologies for disruptive or distractive activities which impede the educational process.

The unauthorized use of cellular phones and ECD/ESD to communicate or access information during classes or testing is prohibited.

Except as authorized under this policy, use of a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECD/ESD shall be turned off and stored away out of sight.

The use of cell phones and other ECD/ESD in locker rooms or restrooms is prohibited.

The use of audio or video recording capacity of any cell phone and other ECD/ESD is prohibited in locker rooms.

Possession of a cellular telephone or other ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD/ESD.

The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECD/ESD brought onto its property.

M.C.L. 380.1303

Adopted 5/18/05, Revised 12/5/07, Revised 6/20/12

Check-in Check-out Program

This is a school-wide prevention program for students who are starting to engage in problem behavior or have been identified as a good candidate for an adult mentor within the building. One goal of the Check-In/Check-Out Program is to prevent students who are acting out from escalation and provide them with more frequent feedback on their behavior to prevent future problem behavior. Another goal of the Program is for students to recognize that staff members do care for their well-being and are interested in how their day has been.

Classroom Placement

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

Clubs and Activities (Non-School Sponsored)

Non-school-sponsored student groups organized for religious, political or philosophical reasons may meet before or after school. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students and that attendance is voluntary, that the event will not interfere with school activities. All school rules apply regarding behavior and equal opportunity to participate. Non-district-sponsored organization may NOT use the name of the school or school mascot.

Computer/Internet Use

At Dailey Elementary, use of technology and the Internet for classroom instruction is carefully monitored, and under the control of the classroom teacher. The Board has implemented technology protection measures which block/filter Internet access to displays that are obscene, objectionable, inappropriate and/or harmful to minors.

Parents will be asked to check and sign an agreement statement on their child's emergency card to indicate their permission for their child(ren) to use and access the Internet at school for instructional purposes and under the supervision and direction of the classroom teachers. By doing so, the parent will not hold the Board or any of its employees, administrators or officers responsible for materials their child(ren) may come in contact with while on the Internet.

Curriculum

Core Curriculum (Language Arts, Mathematics, Social Studies, and Science) reflects current research and best practice in each area. Core curriculum is reviewed and updated on a continual cycle. Parents are encouraged to review all written curriculum to insure complete understanding of the critical learning being taught at Dailey Elementary School. Our students are offered other opportunities to enrich and embellish their education. Specialists in the areas of Fine Arts, Health, Foreign Language, STEAM and Music also serve our students.

D

Desks and Lockers

A desk will be assigned to each student except in classrooms that use tables. Students in grades K-6 will also be assigned a locker.

All students have the right to privacy. However, the 4th Amendment to the United States Constitution and Beecher Community Schools Board Policy allows, school officials have the right to search a student's lockers, desks, and other student supply areas that are the property of the school district.

Discipline-Student

Although during the elementary years students make mistakes as part of their learning, the primary goal of the Beecher Community School Staff is to prevent the likelihood of problem behavior through teaching behavior expectations and acknowledging students' engaging in these expectations. While all adults at Beecher Community School are committed to helping every student to become more responsible through a team approach, the ultimate responsibility for behavior lies within the individual student. Expectations for student behavior are introduced, reviewed, practiced, and posted for all students and adults to refer to:

**Be Responsible
Use good judgment
Contribute to your
Success Show respect**

The school has an obligation to the community and to the students who attend to provide an environment conducive to learning. We realize that there are times we must respond to inappropriate behavior as it is occurring by correcting or giving consequences.

Staff Managed (Minor) Problem Behaviors

Staff managed behaviors are "minor" problems that can be redirected quickly without significantly disrupting the flow of instruction or school activity, do not require the direct contact with the office personnel, and if performed infrequently would not be considered a problem.

Example of Staff Managed Problem Behavior

- Minor theft/cheating
- Inappropriate language
- Property misuse
- Unsafe activity (i.e. running in hall)
- Physical contact (not fighting)
- Not following directions
- Disrespect toward adults/peers
- Disruptive transitions
- Disturbing class

Example of Staff Provided Consequences

- State rule, redirect
- Conference with student
- Re-teach expectations/rules
- Restitution/cleanup duty
- Timeout in classroom
- Call to parent
- Loss of privileges

General Procedure for Minor Problem Behaviors

Instances of minor problem behavior will usually involve stating the behavior expectations and redirecting the student to the appropriate task/activity. Staff will use the classroom hierarchy

to correct minor incidences. Students must complete Progressive Classroom Discipline Plan checklist before student is escorted to interventionist for reset.

Forexample:

Indicate steps already taken	3-6: Brief Notes about behaviors
<ul style="list-style-type: none"> ◇ 1: Warning/redirect ◇ 2: 5-minute timeout ◇ 3: Loss of privilege time (recess)/detention ◇ 4: 15-min. in buddy classroom or within classroom to complete student action plan. Call home during non-instructional time ◇ 5: Contact Interventionist for behavior reset and return to class— send work, send out form and student’s completed action plan from step 4 ◇ Step Six: Referral to office 	

Students accepting responsibility for actions

Special projects may be assigned for improper conduct with the guidelines of school board policy. The nature of such special projects will be determined by the teacher or the administrator. Such projects are intended to teach the importance of responsible behavior. Other disciplinary measures will be taken when deemed necessary.

Office Managed (Major) Problem Behaviors

Problem behaviors that are “major” and require being sent to the office include any behavior that places self or others at physical risk, prevents the ongoing delivery of instruction, and violates a school behavioral expectation/rule.

Example of Office Managed Problem Behaviors

- Physical aggression/fighting
- Vandalism/property damage/theft
- The 3rd instance of the same minor behavior problem within the same day
- Defiance/disrespect/insubordination/non-compliance
- Abusive language
- Possession of weapons/drugs/tobacco/explosives
- Major disruption

Example of Office Provided Consequences

- Principal or MTSS Interventionist will conference with student
- Loss of privileges
- Restitution/Cleanup duty
- Time in office
- Behavior contract
- Parent contact
- In-school suspension
- Out-of-school suspension
- Expulsion
- Call police

General Procedure for Major Problem Behaviors

Due to the intensity/severity of the major problem behavior, the student is directed to another location and/or with another staff member to address the behavior. At Beecher Community School, students who engage in major problem behavior are escorted to the school office. An officer referral form is completed to document the incident. The Principal (or designee) will meet with the student and determine appropriate consequence and next steps in response to the problem situation.

Discipline Code-Major Problem Behaviors

It is the school staff's responsibility to provide a safe and orderly learning environment for our students. While every effort will be made to assist students in making proper choices through the procedures described above, the Board of Education has adopted the following Student Discipline Code. The Code includes the types of severe misconduct that will subject a student to specific disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. An explanation of each behavior and possible consequence follows the list. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

1. Use of Drugs

The school has a "Drug Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity- possession, sale, use, distribution, or use of drugs, alcohol, faked drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could receive in-school suspension or be expelled and law enforcement officials may be contacted. The sale, distribution, possession, or use of drugs, alcohol, faked drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. Many drug abuse offenses are also felonies.

Suspected use of alcoholic beverages or narcotics on school property shall be subject to the following discipline:

- A. First time-Three (3) day suspension*plus proper authorities will be contacted. Parents will also be contacted.
 - B. Second time-Five (5) day suspension*plus authorities will be contacted. Parents will also be contacted.
 - C. Third time-Ten (10) day suspension*plus authorities will be contacted. Parents will also be contacted.
 - D. Fourth time-Suspended until student and parent meet with the Board of Education.
- * It will be the Principal's discretion as to whether suspension will be either out of school or in-school.

2. Use of tobacco

NOSMOKING AT ANY TIME ON SCHOOL GROUNDS. Smoking and other tobacco uses are dangerous to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

Students suspected of use of tobacco products on school property shall be subject to the following discipline:

- A. First time-Three (3) day suspension*plus proper authorities will be contacted. Parents will also be contacted.
- B. Second time-Five (5) day suspension*plus authorities will be contacted. Parents will also be contacted.
- C. Third time-Ten (10) day suspension*plus authorities will be contacted. Parents will also be contacted.
- D. Fourth time-Suspended until student and parent meet with the Board of Education.

* It will be the Principal's discretion as to whether suspension will be either out of school or in-school.

3. Dangerous Weapon on School Property, on the bus or During School

Functions "Dangerous weapons", as defined, are not allowed on school property, on school buses or at school functions. Implements defined as "dangerous weapons" include a fire arm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or other devices designed to inflict bodily harm. These devices have also been defined to include, but not limited to, unloaded as well as loaded firearms, pellet guns, b-b guns, airsoft, blank, starting pistol, inoperable replica firearms, knives, look-alike, stun guns and chemical agents such as tear gas or pepper gas, or other objects readily capable of causing bodily harm. In most cases, State law requires that after implementation of certain "due process" rights, an elementary student (K-5) found in violation of the law be expelled from school for not less than 90 school days. Criminal charges may be filed for this violation.

4. Bomb Threat/False Alarm

Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. In most cases, State law requires that an elementary student (K-5) found in violation of the law (Guilty of making a false fire alarm, bomb threats, or intentional call to falsely report a dangerous condition) be expelled from school for not less than 90 school days. Criminal charges may be filed for this violation.

5. Arson

Student plans and/or participates in malicious burning of property on school property. Arson is a felony and will subject the student to expulsion.

6. Explosives

Explosive, fireworks, and chemical-reaction objects such as smoke bombs, firecrackers, lighters and poppers are forbidden and dangerous. Violation of this rule will be treated the same as a student possessing a weapon on school property as an explosive could inflict bodily harm on others. A student found in possession of an explosive device may be subject to permanent expulsion from school.

7. Fighting/Physical Aggression-Major Problem Behavior

Actions involving serious physical contact where injury may occur (i.e. hitting, punching, hitting with an object, kicking, hair pulling, scratching, biting, etc.) will result in the loss of recess or suspension. Any student instigating a fight will be handled as if the student were involved in the fight and will also receive a suspension according to the following language.

- A. First time-Handbook reviewed, parents contacted, incident documented, loss of recess and/or special classes or up to 3 days of suspension*.
- B. Second time-Three (3) days of suspension* plus parent will be contacted.
- C. Third time-Five (5) days of suspension* plus parent will be contacted.
- D. Fourth time-Suspended until student and parent meet with the Board of Education.

* It will be the Principal's discretion as to whether suspension will be either out of school or in-school.

8. Physically or verbally assaulting a staff member/person associated

with the District Physical or verbal assault on a staff member or other person associated with the District, which may or may not cause injury may result in charges being filed and subject the

student to up to ten (10) day suspension* from school or expulsion. Assault is defined as a sudden or violent verbal or physical attack.

* It will be the Principal's discretion as to whether suspension will be either out of school or in-school.

9. Unacceptable Language-Major Problem Behavior

Unacceptable language is any verbal or written message that includes profanity, name calling or use of words in an inappropriate way.

- A. First time-Handbook reviewed, parent notified, incident documented, loss of recess and/or special classes or one day in-school suspension.
- B. Second time -Two days in-school suspension*, parent notified.
- C. Third time-Five days in-school suspension*, parent notified.

* It will be the Principal's discretion as to whether suspension will be either out of school or in-school.

10. Defiance/Disrespect/Insubordination/Non-compliance-Major Problem Behavior

Refusal to follow adult directions, talking back and/or socially rude interactions.

- A. First time-Handbook reviewed, parent notified, incident documented, loss of recess and/or special classes or one day suspension*.
- B. Second time-Two day suspension*, parent notified.
- C. Third time -Five day suspension*, parent notified.

* It will be the Principal's discretion as to whether suspension will be either out of school or in-school.

11. Disruption-Major Problem Behavior

Student behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming, noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior.

- A. First time-Handbook reviewed, parent notified, incident documented, loss of recess and/or special classes or one day suspension*.
- B. Second time-Two day suspension*, parent notified.
- C. Third time -Five day suspension*, parent notified.

* It will be the Principal or MTSS Interventionist's discretion as to whether suspension will be either out of school or in-school.

12. Theft-Major Problem Behavior

When a student is caught stealing school or someone's property he/she will be disciplined and may be reported to law enforcement officials. Serious theft will result in charges being filed with the local law enforcement.

13. Damaging Property

Vandalism and disregard for school property or property of others will not be tolerated. Students guilty of damaging property shall be subject to the following discipline:

- A. First time-Handbook reviewed, incident documented, loss of recess and special classes or up to three days in-school suspension, authorities may be contacted, parents notified. Restitution will be required.
- B. Second time-Five day suspension*, authorities may be contacted, parents notified. Restitution will be required.
- C. Third time-Suspended until student and parent meets with the Board.

* It will be the Principal or MTSS Interventionist's discretion as to whether suspension will be either out of school or in-school.

Bullying Policy 5517.01

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

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

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

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

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

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

Procedure: Any student who believes/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports: Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training: The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training

on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

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

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

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

- A. Physical—hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

- B. Verbal-taunting, malicious teasing, insulting, namecalling, making threats.

- C. Psychological- spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

"Staff" includes all school employees and Board members.

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

Definition of Discipline Actions

In-School Suspensions:

In-school suspension includes student spending time in the classroom working on assignments, but no participation in special activities/classes, recess or eating in cafeteria.

Out-of-School Suspensions:

Out-of-school suspension is defined as the exclusion of a pupil from school for a specific period of time terminating at the end of the specified period or upon fulfillment of a specified set of conditions.

Probation:

Students that acquire an excessive amount of suspended days (approximately 8-10 days) from school may be placed on probation. Students placed on probation must improve their behavior for the sake of their own education and the education of fellow students. Students that continue disruptive behavior after being placed on probation will be referred to the Board of Education for expulsion.

Expulsion:

The exclusion of a student from school for a specified period of time. No student may be expelled until an opportunity for a formal hearing on the recommendation for expulsion has been afforded the student.

Procedures for Suspension and Appeal:

Parents shall be informed and involved in any case of a pupil exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the principal's office. The principal shall be responsible for documenting evidence to support any action of suspension or expulsion as well as efforts to solve the problem. Such documentation shall be in writing.

On the basis of the present status of present school law, the principals of the Beecher Community School District are delegated the authority to temporarily separate or suspend a pupil from school. Suspensions of more than ten days are to be discouraged. In such actions, the following precept shall be adhered to:

1. A pupil shall be fully informed of the charges brought against him including the rationales for the action and the conditions of time and termination.
2. A student may be suspended from school for a period of one to ten days. An Act of God Day does not count as a suspended day.
3. The Superintendent shall be notified in writing of all cases of suspension.
4. Suspension may apply to any single violation or combination of violations of school rules and regulations and codes of behavior as determined by the principal or his delegated assistant.
5. Students who are under temporary suspension or who have been excluded from school are not allowed on any school property, in any school building, or admitted to any school function. Failure to adhere to this rule will result in additional days of suspension.
6. Parents shall be notified in writing of appeal procedures which shall include the following:
 - A. Parents may request a conference with the principal. Such request shall be made within the period of separation or suspension. The principal shall affirm or modify the term of their action within two school days from the date of the conference. The principal's decision, in case of temporary separation, shall be final.
 - B. Within five school days from the principal's decision the parent may appeal decision to the superintendent of schools in writing, requesting a conference.
 - C. Within five school days after receiving the parent's appeal, a conference shall be scheduled with the superintendent or his designee. The superintendent shall affirm or modify the decision of the principal within two school days from hearing the appeal.
 - D. The superintendent's decision may be appealed to the Board of Education within five school days of such decision.
 - E. The Board of Education shall schedule a hearing within ten school days and shall notify the parents that said hearing shall be conducted under the following rule procedures:
 - i. Written notices shall be given of the time, date and place of the hearing.
 - ii. The pupil or parent may be represented by an attorney.
 - iii. Parents may request a closed hearing
 - iv. The student's parents or guardians may be present at the hearing.

- v. The student and his/her counsel or advisor may hear or read a full report of testimony of witnesses against the student.

- vi. Witnesses may be presented at the hearing and the pupil or his/her representative may question witnesses testifying against the pupil. Witnesses are excluded except when testifying.
- vii. Pupil involved may remain silent.
- viii. The student may present his/her own witnesses.
- ix. The student may testify in his/her own behalf and give reasons for his/her conduct.
- x. The student has the right to have an orderly hearing.
- xi. The student has the right to a fair and impartial decision based on substantial evidence.
- xii. There may be present at the hearing, the principal, the Board of Education attorney, and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
- xiii. The Board of Education shall render a written opinion of its determination within five school days from the date of hearing.

In these procedures, counsel means any person a student selects to represent and advise him/her of all proceedings conducted according to these procedures.

- 7. Recommendation for the expulsion of the pupil from school shall be made to the Board of Education by the superintendent. Such action is generally taken upon recommendation of the principal. The principal's recommendations shall be communicated to the superintendent in writing, signed by the principal and accompanied by the pupil's accumulative file; except in cases stemming from extreme overt behavior, it is expected that the parental conference would have been held at the building level prior to the exclusion recommendation. The following procedures shall be followed:
 - A. The pupil shall be under supervision pending the recommendation of the superintendent to the board and pending the board's decision.
 - B. The superintendent's recommendation to the board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
 - C. The Board of Education shall set the date, time, and place of the hearing and shall transmit written notice of same to the parent or guardian at least five school days before the date of the hearing.
 - D. The hearing procedures shall follow that set forth in 7E of this document.
- 8. Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a pupil under an extended suspension or expulsion may continue his/her education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

Dress Code-Student

Dailey Elementary students should wear clothing which is appropriate for the activities in which they are involved. They should be dressed adequately for weather conditions because they will be expected to go outside for recess periods except in extremely cold or rainy weather or when justifiable health reasons exist. In the spring, students may wear shorts after May 1st or if the temperature reaches 80 degrees prior to May 1st. Students' shorts and skirts must be fingertip length.

The following shall not be considered as an all-inclusive list of those items which are either a disruption of the educational process and/or health or safety hazard. These items are prohibited:

1. Revealing fashions, see-through garments, clothes with distractive influences such as hats, or articles of clothing with inappropriate language or pictures;
2. Clothing that advertises something that is prohibited to minors;
3. Obscene, profane, drug-related, gang-related, or inflammatory messages on clothing;
4. Any top garment not covering the midriff or shoulders;
5. Spandex shorts, despite the fact that they are fingertip length;
6. Wearing hats, coats, jackets, or outerwear vests in the classroom without the teacher's permission;
7. Open-toed shoes (such as flip-flops, etc.). Children have a greater tendency to trip and fall on the playground with sandals and flip-flops.
8. Pajama attire, unless a special activity has been planned at school
9. No sagging pants

Drills: Fire, Tornado and Lock down

The State of Michigan requires fire, tornado and lock-down drills throughout the school year. A minimum of six fire drills is required, with four drills in the fall and two others during the remaining part of the year. A minimum of two tornado drills and two lock-downs are required for each school year. The drill practice is necessary to assure the safety of everyone in the event an emergency occurs. Teachers will explain drill procedures to students and directions are posted in each classroom.

Fire Drill:

Each room in the building has a predetermined route for emergency exit and all students must acquaint themselves with exit procedures. On hearing the fire alarm, all students will proceed immediately in an orderly manner out the prescribed exit, and remain in a group, at least 300 feet from the building. All students will remain under the direct control of the classroom teacher.

Lock down Drill:

The signal to begin the drill will be an announcement. Occupants are restricted to the interior of the building and the building is secured. All students will remain under the direct control of a staff member.

Tornado Drill:

The signal to begin the drill will be an announcement. Staff will escort students to the predetermined tornado shelter area. Students will sit on the floor and cover their heads with their arms.

E

Emergency Closing

Weather conditions which create hazardous driving situations may necessitate an emergency closing, or delay of school. In the event this occurs, the Beecher Community School District utilizes an automated instant alert messaging system to call parents.

Additionally, emergency notifications and plans will be announced on the following radio stations: **Television Stations:** WEYI-TV25/CW46 WCRZ (Cars 108FM), WJRT-TV12 WWBN (101.5FM), WNEM-TV5 WFNT (1470AM), WSMH-FOX66 WRCL (93.7FM) and **Radio Stations:** WDZZ (92.7FM), WWCK-AM (1570 AM), WWCK - FM (105.5AM), WRSR (103.9FM), WFLT (1420AM), WFBE (95.1FM), WHNN (96.1FM), WIOG (102.5FM) WTRX (1330AM)

In the event that weather or other emergency conditions necessitate the immediate closing of school before the end of school, students will be dismissed to their homes as soon as possible. *Parents are expected to discuss with their children the steps to be taken in the event this should occur.* Arrangements should be made for supervised care for all youngsters. Students should not plan to call home to make these arrangements on the day of the emergency closing procedure.

Emergency Information

During the first week of school, teachers will send home medical emergency information forms for parents to complete. Having accurate information is very important. Please make sure all telephone numbers and addresses are correct and kept updated. Also, please make sure at least two adults are listed who can care for your child if you cannot be reached. State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Extra-Curricular Activities

All students are invited and encouraged to participate in before and after school activities. All school activities will be conducted under the guidance of a teacher, or board appointed sponsor. It is the parent's responsibility to provide transportation home if needed. All school policies, rules, regulations, and conduct will be adhered to during these activities.

F

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT-(FERPA)

Annual notification of parent and student rights related to school records

In accordance with provision of the Family Educational Rights and Privacy Act of 1974, eligible persons, i.e. student eighteen years of age or the parents or guardians of students under the age of eighteen, have the right to examine the official records of the school district which are directly related to that student.

Specifically, this Act mandates the following additional rights:

1. The right to have no records released to non-eligible agencies, institutions, or persons without prior consent.

2. The right to be informed of the release of records to all eligible agencies, institutions, or persons.
3. The right to challenge, at any time, the accuracy and fairness of student records.
4. The right of due process in matters related to student records.

Full information concerning these rights is available in the Student Records Policy and accompanying administrative procedures of the Beecher Community School District.

Field Trips

Field trips are an extension of the regular curriculum and a very important part of the Dailey Elementary curriculum. While on field trips, all students are expected to demonstrate courteous and polite behavior.

Depending on the nature of the trip, the teacher may seek volunteers to assist in the supervision of students. Parent chaperones selected to help with the field trip may be allowed to ride the bus depending on availability of seats. Additional parents wishing to join their child's class must provide their own transportation. Younger siblings are asked not to attend. **Students may not ride with their parents to or from a field trip without first notifying administration in writing and getting approval.** Parents intending to participate in field trips will be required to complete the Volunteer Packet available in the office or from the district website. Please allow two weeks for the district staff to run an inquiry with the Michigan State Police Department and to check references if necessary.

Food Allergies

In order to address the safety and wellbeing of the students who may have food allergies, we are designating the Office to be utilized by children who have specific allergic reactions which could be airborne in nature or a designated table in the cafeteria to be utilized by children who have specific allergic reactions which could be by contact. These precautionary measures have been utilized in the past at our building and have proven to be effective. Parents play a vital role in the safety of their children by making sure that office staff and their child's teachers are fully aware of all allergies, any medication that must or may be given if a reaction occurs, and medical reports or information from the pediatrician or doctor of the child.

Food Service

Dailey Elementary participates in the National School Lunch Program and makes breakfast and hot lunch available daily to all students. Free or reduced meals are available to those who qualify. Forms are sent home at the beginning of the year or may be obtained anytime in the school office.

Breakfast will be served daily from 7:45 a.m. - 8:15 a.m.

Parents are not permitted to attend lunch with the students unless special arrangements are made with the principal.

Glass bottles, paring knives, soft drinks and energy drinks are not allowed.

Fundraising

Students are requested to not bring merchandise to school for the purpose of fundraising. The school will not be responsible for any money or products lost at the school. Students who participate in any fundraisers are discouraged from selling to staff while at school.

G

Guidance and Counseling

If a student is identified as having emotional, social or psychological problems at school, referrals to other professionals in the school district or to agencies and institutions outside of the district can be made as required or requested. All records and discussions of personal issues will be handled in a confidential manner.

H

Harassment

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

Sexual Harassment:

- Verbal: Written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual proposition, or threats.
- Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.
- Physical Contact: Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body or coerced sexual intercourse.

Gender/Ethnic/Religious/Disability/Height/Weight/Harassment:

- Verbal: Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc.
- Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with the district by refusing to have any form of social interaction with the person.
- Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
- Physical: Any intimidating or disparaging actions such as hitting, hissing, or spitting on the person.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should promptly take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact the principal.

- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the names of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident.

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

Health Safety

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS:

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

At this time, MDCH and MDE recommend a policy that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within one quarter inch of the scalp. Nits that are found beyond one quarter inch of the scalp have more than likely hatched, or are no longer viable. Any student with live lice (or nits within one quarter inch of the scalp) may remain in school until the end of the school day (see recommended procedures, page 23). Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school. Any student with nits (farther than one quarter inch from scalp) should be allowed in school. Parents should remove nits daily and treat if live lice are observed.

The

Michigan Head Lice Manual: https://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_106828_7.pdf

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

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES:

In the case of non-casual-contact communicable diseases, the school 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, ARC-AIDS Related Complex, HIV, Hepatitis A, B, and 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.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the administrator. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instructions shall be made by a physician licensed to practice in this state, parent, 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.

Homeless Students

The Beecher Community School District will provide to children who meet the Federal McKinney-Vento Act definition of "homeless" a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless.

Homeless students will

have access to District services and programs, including, but not limited to, all appropriate instructional programming (including Special Education services, gifted and talented programming, Federal and State programs, etc.), transportation services/support, and participation in extracurricular activities.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence, including the following:

1. Students who are sharing the housing of other persons, due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

4. Migratory students who meet one or the above described circumstance.

Parents or guardians having questions about services for homeless students, or who feel that their child may be eligible for services as a homeless student, are urged to contact the Beecher Community School District at 810-591-9247.

Homework

All children in grades 1-4 may be given appropriate amount of homework as determined by each teacher and grade level teams. It is intended that homework will instill in children an academic work ethic that will help ensure future success in school. Concerns or questions regarding homework expectations must be addressed immediately so that it is both a positive and beneficial activity for the child. Parents can support homework expectations by establishing a time and place for homework to be done. Research shows that homework is best done in an environment void of electronic games, tv, etc.

Requesting Student Homework

The teachers will be more than happy to provide homework for a child who has missed two or more school days. When making such a request please be considerate of the staff's time during the school day and allow twenty-four hours for materials to be prepared.

I

Illness:

Parents/guardians are often faced with making a decision to keep their students at home or send him/her to school. Staying home and resting permits the body to combat the illness more quickly and prevents infecting others. It is urged that you contact your doctor and keep children home when the following symptoms appear: vomiting, temperature of 100 or more, coughing, sore throat, chills, swollen glands, ear, eye, or skin discharge, diarrhea, rash, and upset stomach. Students may return to school when it has been a minimum of twenty-four hours since your child experienced vomiting, nausea and/or diarrhea or temperatures remain normal for twenty-four hour period without using Tylenol or Ibuprofen. Students may return to school when on antibiotics for at least twenty-four hours or advised by a physician that they may return to school.

Immunization Guidelines

All students enrolling in the Beecher Community School District must meet any immunization requirements for school registration set forth in the Public Health Code of the State of Michigan. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. Unless given a waiver, the Public Health code requires that children have the following immunizations:

1. A child who is 4-6 years of age and entering school shall be in compliance with the following immunization requirements:
 - 4DPT (diphtheria, pertussis, tetanus) if a dose is not received on or after 4th birthday, a booster dose must be given before school entry
 - 3OPV (oral polio vaccine) if a dose is not received on or after 4th birthday, a booster dose must be given before school entry

- 2MMR(measles,mumps,rubella)vaccine receivedafter1stbirthdayat least onemonthapart, with 1ofthe2dosesatorafter15monthsof age.
 - 3HBV(hepatitisB vaccine)
 - Eitherbe vaccinated againstvaricella (chickenpox)or haveaparent'sstatementthattheirchild hadpreviously beeninfected
2. Achild7-18yearsofagewho isentering schoolshallbe in compliancewiththefollowingimmunizationrequirements:
- Hasreceived4dosesofanyappropriatediphtheriavaccine- 3dosesiffirst doseisreceivedonor afterthe7thbirthday, andifadose wasnotreceived within thelast 10years,aboosterdoseatschoolentry.
 - Hasreceived4dosesoftetanusvaccine- 3dosesifthefirstdosereceived wasafterthe7thbirthdayandifa booster wasnotreceivedwithinthe last 10 years,a boosterdoseat schoolentry.
 - TwodosesofliveMMR(mumps,measles,rubella)vaccinereceived after firstbirthday,at leastone monthapart,andwithone oftwodosesatorafter 15months.Threedosesofpoliovaccine.
 - Eitherbe vaccinated againstvaricella (chickenpox)or haveaparent'sstatementthattheirchild hadpreviously beeninfected

Unlesscomplianceforms arefiled byNovember1,orwithin60 daysofentrancein the schooldistrict,studentsshallbe excluded from schoolaftersaid dateandparentsshallbesonotified.

Informational Flyers

Flyerstobe distributed (i.e.GirlScouts,Boy Scouts,Sports Activities,Camps,PTAactivities,etc.)atDailey ElementarySchoolfor studentsorstaffmustbe approved by thebuilding principal.Approved flyersmustthenbe copied, counted and ready fordistribution.Classroom teachersand officestaffwillnot be responsible forthe collectionand returnofmaterialsormonies.

L

Limited English Proficiency

Limited proficiency inthe English language shouldnot be a barriereto equalparticipationinthe instructional or extra-curricularprogramsofthe District.It is,therefore,the policy ofthisDistrict that those studentsidentifiedas having limited English proficiency willbeprovidedadditional supportandinstructionto assist them in gainingEnglishproficiencyand in accessing the educationalandextra-curricularprogram offeredbythe District.

Parentsshouldcontact ourofficeto inquireabout evaluationprocedures and programsoffered by the District.

Lost and Found

Parents are strongly encouraged to label their child's clothing, lunchbox and backpack. If we are unable to locate the owner of an item, it is then placed in the lost and found.

A table is located near the office. Many items found in the classroom areas and hallways are brought down to this area. Please remind your child to check it for his/her lost items.

M

Medical Limitations

Students having any physical disabilities or handicaps should inform the office as soon as possible, so this information can be conveyed to their teachers, or that their program may be modified.

Medication

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications (including over-the-counter) must be registered with the principal's office.
- D. Medication that is brought to the office by the parent/guardian will be properly secured.
 1. Medication MAY NOT be sent to school in a student's lunchbox, pocket, backpack, or other means on or about his/her person.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- H. No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student.
 1. Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. No exceptions will be made to

theserequirements.

MiscellaneousItemsCollected

Dailey Elementary supports the Parent Group participation in the following programs, enabling us to receive money to be used for classroom needs. Please support their efforts.

BoxTops for Education -BoxTops for Education can be found on General Mills, Betty Crocker, Pillsbury, Old El Paso, Green Giant, Yoplait Yogurt, Progresso Soups and Lloyd's Barbecue products. Please cut down to Box Tops label and return to the collection containers at school.

N

Newsletter

Our school-parent newsletter will be published and sent home at the beginning of each month with the youngest student in each household. It is also posted on our district website at www.beecherschools.org. This newsletter provides information on upcoming events in your child's classroom, our school and throughout the district.

NON-DISCRIMINATION POLICY -EQUALE DUCATION OPPORTUNITY

It is the policy of Beecher Community School District that every child, regardless of race, creed, color, sex, national origin, handicap, or cultural or economic background, is entitled to equal opportunity for educational development.

No student will be excluded from participating in, denied the benefit of, or subjected to discrimination under any educational program or activity conducted by the district. The Board of Education shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Beecher Community School District does not discriminate on the basis of race, creed, color, sex, national origin, cultural or economic background, or handicap. Any person believing that the Almont Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964 (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973 he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Dr. Marcus Davenport, Superintendent Beecher
Community School District 1386
W. Coldwater
Flint, Michigan 48505
(810) 591-9201

O

Office Hours

The Office will be open from 8:00 a.m. to 4:00 p.m. when students are in the building.

P

Parent Group

The Dailey Elementary School has a group of volunteers that supports the school through fundraising efforts and by sponsoring special events. All parents are invited to join and volunteering is encouraged. The Parent group is an integral part of our school community and provides us with the funds for many extra special events for your children throughout the year. The Parent group have annual fundraisers, collect Campbell Soup labels and Box Tops for Education, Family Movie Nights, support field trips and special assemblies, and purchase equipment for the classrooms, playground, library, etc.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled school district-wide in the fall and spring. Please refer to this year's calendar for the specific dates. Additional conferences will be welcomed by the school staff. Arrangements can readily be made by calling your child's teacher, the building principal or stopping in at the school office. Parents desiring to contact a teacher at school may do so by calling the school and leaving a voicemail message. Teachers check their voicemail boxes at least once a day and will return your call within twenty-four hours. Teachers will also provide their voicemail box extension number and email address to all parents on their class newsletters.

Parking Lot Procedures

Please be aware of the congestion when picking up or dropping off a student at the beginning or end of the day. If you are planning to walk your child into the building, please utilize a parking space. **note map at bottom of Handbook*

Pesticide Application Notification

The Beecher Community School District utilizes an integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized. You have the right to be informed prior to any application of an insecticide, fungicide or herbicide made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. If you need prior notification, please complete an application that is available at our office.

Pledge of Allegiance

The Pledge of Allegiance will be recited daily. Anyone who does not wish to

participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

Pre-excused Absences/Family Vacations

If parents wish to excuse their children's absence during the school year for a period generally two or more days, but no more than five consecutive school days and ten days total for the year, they must complete the Parent Excused Absence Request form available in the office or on the web site. The form must include the signature of each teacher, to indicate that provision has been made in advance for making up all assignments. The administrator's signature is also required to approve the absence. Please allow three days notice to process this request.

Preparedness for 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 Board offices upon request.

R

Recess

As part of the elementary program, all students are expected to participate in daily outdoor recess time. No electronic devices or musical instruments will be allowed on the playground. Lunch recess is supervised by trained paraprofessionals. At their discretion, teachers shall have the opportunity to incorporate recess/breaks as appropriate. If children are well enough to attend school, we believe they are well enough to go outside. A doctor's excuse is required on the rare occasion that a child must stay inside.

All students remain inside if it is raining and when temperatures, including windchill factor, fall below ten degrees Fahrenheit. Students will have supervised free time in the classroom on days when weather conditions prevent outside recess.

During the winter months snow pants and boots are required to participate on the playground. If a child wears shoes, they will be allowed to play on the blacktop surfaces only. Wearing of hats and gloves is also encouraged during the cold temperatures.

When temperatures fall below 60 degrees Fahrenheit, students are required to wear appropriate outerwear, such as a coat or sweater.

Report Cards

Report cards are issued to students four times during the school year, at the end of each marking period. In addition, progress reports and/or form letters will be sent near the midpoint of each marking period to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a situation is noted which needs attention. Acknowledgement of this report by the parent's signature on the form is required. Parents wishing to arrange a parent-teacher conference may do so by calling the Dailey Elementary office for a suitable time.

Retention Procedure

5410-PROMOTION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such patterns should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Grade 2nd-8th Promotion Criteria

For all students, except those on Individual Education Plans, to be promoted to the ascending grade, they must meet the following criteria:

- A. Students must pass the end of the year district common assessment with a score of sixty-eight percent (68%) or higher in the areas of reading (language arts in the middle school) and mathematics.
- B. Students must score at grade level on STAR (Standardized Testing Assessment of Reading) or NWEA (North West Evaluation Association) standardized assessment in the elementary schools and at the grade level on the NWEA (North West Evaluation Association) standardized assessment at the middle school level.

In the event students do not pass these prescribed assessments at the end of June, they may attend summer school for remediation and re-take the assessment they did not pass during the month of August prior to the beginning of the school year. The student will be retained in their present grade until they have passed these assessments.

Review Instructional Materials and Activities

Parents have the right to review any instructional materials being used in Dailey Elementary School. They also may observe instruction in any of their student's classes, particularly those dealing with instruction in health and sex education. According to law (P.A. 226 of 1977) you have the right to review the materials that will be used for reproductive health and communicable disease. By law you may excuse your child from participating in the reproductive health unit by providing written notice to the Principal. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the school. Parents' right to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

S

School Pride

School Colors:

Blue and Yellow

School Mascot:

Tiger

Search and Seizure

All students have the right of privacy. However, the 4th Amendment to the United States Constitution, and Beecher Community School District Board Policy allows school officials the right to search a student's personal belongings with reasonable cause. This also covers desks and lockers.

Special Education

Dailey Elementary School provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act. A student has access to Special Education services after the proper evaluation and placement procedures. Parent involvement in this procedure is required. Three special education specialists instruct within the Elementary School. In addition to these teachers, the Genesee County Intermediate School District and contracted companies serve our school through several professionals, including a speech and language instructor, social worker, psychologist, physical, occupational and vision therapists. These special educators work within our district during particular times weekly. For general information please contact the principal.

Student Records

Each student's records will be kept in a confidential file located in the office. The information in a student's record file will be available for review only by the parent or legal guardian of a student, and those authorized by Federal law and State and District regulations. The school has a form which can be used to submit a request to review a student's file. If the parent/guardian believes that under federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) their child's rights have been violated, a complaint may be filed at: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C., 20202-4605.

STUDENT'S RIGHT TO ATTEND SCHOOL; RIGHT TO ENROLL IN KINDERGARTEN

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. The exceptions include: (1) unless enrolling under the District's open enrollment policy; or (2) unless enrolling and paying tuition.

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

- A. a birth certificate,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate);
- C. proof of residency;
- D. proof of immunizations.

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

A student who has been suspended or expelled by another public school 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. 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 factor the Superintendent determines to be relevant.

In a school district where provision is made for kindergarten work, a child, resident of the district, is entitled to enroll in the kindergarten if the child is at least five years of age on September 1, of the school year of enrollment.

Student Supplies (Suggested not Required)

<p>Kindergarten Supply List ack Pack (now wheels please) Plastic School Supply Box Scissors (Child's Fiskars) 4 Glue Sticks (Purple works best) Crayons 1 Lg. Pink Eraser Colored Pencils Water Soluble Markers Kleenex</p>	<p>3rd Grade Supply List #2 Pencils Small Pencil Sharpener (which will hold the shavings) Pencil toppers/erasers 1 large eraser Washable markers (fine and wide) Highlighter Dry-erase markers Dry-erase eraser (an old sock works well) Crayons Glue or glue sticks Kleenex Pocket Folder Ruler (with centimeters and inches) Scissors Colored Pencils</p>
<p>1st Grade Supply List Plastic Pencil Box 1 box wooden #2 Pencils Pointy Scissors Large Pink Eraser 124-count box of crayons 1 set water-based markers Highlighter – any color 1 Black Sharpie Marker Glue Sticks One Medium bottle of glue Dry Erase Markers A clean old sock for a dry-erase eraser 2-inch wide plain binder Clear Sheet covers One-subject (wideruled) spiral bound notebook</p>	<p>4th-6th Grades Supply List Pencils Erasers Crayons Colored Pencils or markers Dry erase marker and eraser (a sock works well) Scissors Ruler Glue Sticks Homework Folder Small container to hold it all Kleenex</p>
<p>2nd Grade Supply List Glue- 1 Large Bottle 6 Glue Sticks 24-Pack of Crayons Washable Markers- broad tip 1 Large Pink Eraser 1 Pocket Folder Scissors (Fiskars blunt tip preferred) #2 Pencils Pencil Sharpener 2 wide-</p>	

Student Transfers

Students transferring to another school should notify the school office at least one week in advance. Classroom library books and textbooks must be returned prior to withdrawal.

T

Title 1

Students formally identified in grades K-6 as needing extra assistance in reading, mathematics, social studies and science are served through our Title I or At-Risk staff. Please note that students formally identified as needing Title I or At-Risk assistance receive parent notification and targeted instruction. Because Title I staff members may visit all classrooms, Title I information is occasionally sent to all students. A pull-out and extended day tutoring program is offered as part of the Title I commitment to helping students be successful learners.

Transportation

At times, and for reasons beyond the school's control, buses may not make their usual runs. Such an occasion puts a special burden on students, parents, and school staff.

Regular attendance policies will apply to all persons who walk to school, or otherwise provide their own transportation. Parents of students who ride buses are urged to make an effort to get their children to school on such days. The school personnel will maintain regular schedules and will make every effort to deliver the planned educational program(s).

Transportation - Students who ride the bus

Students within a defined area from school are provided transportation to and from school. Buses will arrive at designated stops to transport them to school on time. Private drives are not traveled; these students will have a designated bus stop on the public road. Students have the privilege of riding the bus providing they maintain their responsibilities as a bus rider.

Disciplinary action taken by the principal against students who violate bus rules will be handled according to the following steps:

First offense:

Student will receive a written misconduct notice from driver. This notice must be signed by the parents and returned to the driver the following school day.

Second offense:

Student, driver, transportation supervisor and Principal will meet and agree to a one-week suspension from bus privileges.

Third offense:

A behavior plan for the student, while riding the bus, will be created with input from the principal, bus driver, parent, transportation director and student. Student may lose bus privileges for up to a one-month suspension.

Fourth offense:

Student may lose bus privileges for remainder of the year.

Good conduct is a necessity on the school bus for the wellbeing and safety of all who ride the bus. An orderly and quiet bus will permit the school bus driver to give all his attention to the driving task. All students must obey the directions and rules of the driver promptly and willingly. The following rules will be strictly enforced:

1. Parent/guardian must be visible at the designated bus stop for pick-up and drop-off times for students who are First Grade and younger.
2. Be at your bus stop at least 5 minutes prior to your scheduled pick-up time. Board the bus without crowding or pushing.
3. Pupils should take seats promptly and remain seated throughout the trip; facing the front with their feet on the floor in front of them.
4. There is no need for loud talking or yelling to others. Talk quietly to your neighbor.
5. Students must not extend their hands, arms, or head out the bus windows. The throwing of any object either on the bus or out the window will not be tolerated.
6. Students should depart the bus in an orderly manner.
7. When leaving or entering the bus, students must cross in front of the bus.
8. No food or candy should be eaten on the bus.
9. Students are not allowed to change buses under any circumstances.
10. No live animals or glass should be taken on the bus.

This transportation information has been prepared to answer your questions and explain the total transportation operation. Your cooperation will be appreciated. If you have an individual problem, we encourage you to contact the transportation department at (810) 591-9215, so everything possible can be done to provide the most effective service in transporting students.

TRANSPORTATION-STUDENTS WHO RIDE WITH PARENTS

Parents should not drive or park in the front loop of Dailey Elementary building to drop off or pick up students. For safety reasons, this area is **restricted to buses only**.

Parents who drive their children to and from school are required to use the parking lot on the side of the building.

V

Video Use Guidelines

During the course of the school year, students may have opportunities to view video material. The video will be curriculum related and rated G.

Vision and Hearing Screening

This program is a screening (not diagnostic) procedure to identify children with possible hearing or vision deficits. All students at Dailey will have the opportunity to be screened for both vision and hearing. Referrals will be sent out to parents within one month of screening recommending further follow up for their child. Screenings will also be done on students referred by teachers or parents/guardians throughout the school year. Please call the office staff or speak with your child's teacher with any questions or concerns regarding your child's hearing or vision.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety

of students and staff, each visitor must report to the office upon entering the school

to obtain a pass. Any visitor found in the building without a pass shall be approached by staff. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the child's Teacher and Principal. Twenty-four hours notice is required.

Volunteers

Parents are encouraged to volunteer at Dailey Elementary School to assist in a variety of activities. This may include reading to a small group, assisting with a special project, providing help with a class party or chaperoning on a field trip. Parents intending to volunteer will be required to complete the Volunteer Registration Packet available in the office or from the district website. Please allow two weeks for the district staff to run an inquiry with the Michigan State Police Department and to check references if necessary. Parents volunteering MUST SIGN IN at the office each day upon arriving at school to obtain a pass.

W

Weather

Tornado Watch:

A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. When a tornado watch is in effect, the building will continue normal activities with the exception of no recess. The office staff will continuously monitor the watch while school is in session. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

Tornado Warning:

A tornado warning signal that a tornado has been sighted and may be approaching. Staff and students will proceed to the pre-designated tornado shelter areas and remain there until further notice. No student shall be allowed out of his/her designated area unless his/her parent/guardian comes to the school and requests that the student be released. A student will be released only to his/her parents/guardians.

Fog Delay:

If the start of school is delayed because of fog, there will always be a two hour delay; if conditions necessitate a longer delay, the day will be canceled. For information listen to one of the radio/television stations: **Television Stations:** WEYI-TV25/CW46 WCRZ (Cars 108 FM), WJRT-TV12 WWBN (101.5 FM), WNEM-TV5 WFNT (1470 AM), WSMH - FOX66 WRCL (93.7 FM) and **Radio Stations:** WDZZ (92.7 FM), WWCK-AM (1570 AM), WWCK-FM (105.5 AM), WRSR (103.9 FM), WFLT (1420 AM), WFBE (95.1 FM), WHNN (96.1 FM), WIOG (102.5 FM) WTRX (1330 AM) We will be listed as "Beecher Community School District".

Web site

The Beecher Community School District web site is an excellent source of district information. The address is <http://www.beecherschools.org>. The Dailey Elementary School page includes the monthly newsletter, as well as email addresses for the staff, commonly requested forms and links for additional information.

