

MARLETTE ELEMENTARY SCHOOL



Student & Family Handbook 2021-2022

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***For COVID-19 related questions and/or issues, please refer to those specific plans.**

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your family may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your family's use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the elementary principal, 989-635-4925. This handbook supersedes all prior handbooks. Additional information, including the Marlette Community Schools' Board Policies, may be accessed through the District's website (www.marletteschools.org).

DISTRICT MISSION STATEMENT

Educating, inspiring, and preparing individuals for their future.

DISTRICT VISION

To be a recognized leader in providing all students with the knowledge and skills to succeed in a global society.

DISTRICT MOTTO

Expect the Best

BEHAVIORAL EXPECTATIONS

Ready, Respectful, & Responsible

SCHOOL COLORS

Red and White

MASCOT

Red Raider

NICKNAME

Marlette Red Raiders

SECTION I – GENERAL INFORMATION

SCHOOL DAY

The Marlette Elementary School day for students runs from 8:15 am to 3:00 pm. All school doors will be locked following the bell to begin classes each day. Parents and all visitors will need to be "buzzed" into the building throughout the school day. The dismissal bell rings at 3:00 pm. **Parents are to remain outside of the front doors to wait for their children.** Students should not be picked up early unless it is to take them to medical/dental appointments that cannot be scheduled after school or during days off. Early departures disrupt end of the day classroom routines. A pattern of early checkouts may warrant a referral to the Sanilac County Truancy officer. Students may not enter the building before 8:00 am. If an earlier drop off time is necessary, arrangements should be made with Red Raider Care at least 24 hours in advance. The school office hours are from 8:00 am to 4:30 pm on regular school days. Summer hours are 8:00 am to 3:30 pm Monday through Friday. The school office is closed the last week of June through mid-August. Early dismissal forms will be sent home at the beginning of each school year for all students. Parents are to provide instructions regarding transportation of their child(ren) if school is dismissed early due to inclement weather or other reasons.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to

fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. The Marlette Elementary School now emails progress reports periodically to family's email addresses. At other times, it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason this is not possible, the student should seek help from the Marlette Elementary School Social Worker.

STUDENT WELL-BEING

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office personnel. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the emergency procedures of the school. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they live, unless exercising the Sanilac ISD Schools of Choice option. (Schools of Choice information may be obtained from the Superintendent's Office.) Students are required to be enrolled by their parents or legal guardian. When enrolling, the parent or legal guardian will need to bring:

- a birth certificate;
- custody papers from a court (if appropriate);
- proof of residency;
- proof of immunizations

In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Marlette Elementary School, the parent must notify the Principal's office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal's office for specific details.

IMMUNIZATIONS (Policy 5320)

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Principal's office. Unless given a waiver, students must meet the following requirements:

DIPHTHERIA, TETANUS, PERTUSSIS

4 doses of DTP or DTaP, one dose must be on or after 4 years of age. 4 doses D and T OR 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap for children 11 through 18 years if 5 years since the last dose of tetanus/diphtheria containing vaccine.

POLIO

4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required.

MEASLES, MUMPS, RUBELLA

2 doses on or after 12 months of age.

HEPATITIS B

3 doses.

MENINGOCOCCAL

1 dose for children 11 years of age or older upon entry into 7th grader or higher.

VARICELLA

2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease.

STUDENT RECORDS

The District is responsible for maintaining records of all students attending schools in the District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by staff. The principal is the Custodian of Records and is responsible for the supervision of student records. The principal's office is located in Marlette Elementary School, 6230 Euclid Street, Marlette, MI 48453. The principal can be reached by calling 989-635-7427. Each student's records will be kept in a confidential file. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations. A parent or adult student has the right to the following:

- Inspect and review the student's education records within forty-five (45) days after receipt of the request.
- Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights.
- Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by law. Guideline 8330 describes those exceptions and is available upon request.

- Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be notified and provided the opportunity for a hearing.
- Sign a written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information (including name, address, and phone number, regardless of the District's definition of student directory information) to be accessible to official recruiting representatives of the armed forces or institutions of higher learning, then the officials of the school board shall not allow that access to the student's directory information. Form 8330 F11 can be completed to deny release of directory information.
- File a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 20202-4605 if they believe their rights have been violated under the Family Educational Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA).
- Obtain a copy of the District's Policy 8330 and AG 8330 on student records.

The District has established the following information about each student as "directory information": student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, or scholarships. The District will make the above information available upon legitimate request unless a parent, guardian or adult student notifies the School in writing within 10 days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information. Parents/Guardians can request the release of student records using Form 8330 F4 which is available from the Principal's office.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the Principal's office in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The District respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of student or family; mental or psychological problems of the student or family; sex behavior or

attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals or other individuals with whom respondents have close family relationships, legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or family; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.) The District shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. (Policy 2416)

Parent Involvement Policy

The District has implemented several activities to provide parents and community members with the opportunity to be actively involved with their children's educational process, including, but not limited to: open houses, parent/teacher conferences, volunteer programs, reviews of Special Education Individualized Education Plans (IEP), after-school tutoring programs, orientation programs, Healthy School Action Team, Human Reproduction and AIDS Advisory Committee, Parent Advisory Committee, PTO, and Sanilac County Special Education Advisory Board. The District provides parents and community members with information via the following sources: report cards, progress reports, the District's website, annual education report, building newsletters, press releases, community access television channel, public school board meetings, and periodic surveys.

REVIEW OF INSTRUCTIONAL MATERIALS

The principal is responsible for coordinating inspections of instructional materials in the school. The principal can be reached at 989-635-7427. Parents have the right to inspect, upon request, any instructional materials used as part of the educational curriculum of the student. The parent will have access to the instruction material within a reasonable period of time and includes instructional content provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the internet). They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Parents will be notified prior to any instruction regarding sex education and/or AIDS. Any parent who wishes to review materials or observe instruction should contact the principal prior to coming to the school.

AMERICANS WITH DISABILITIES ACT-SECTION 504

The Americans with Disabilities Act (ADA) 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 to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the Principal's Office at 989-635-7427.

EMERGENCY MEDICAL AUTHORIZATION

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the Elementary School office. A student may be excluded from school until this requirement has been fulfilled. The Board has also established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her family in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular

activities, and co-curricular activities. The School has made the Form available to every parent at the time of enrollment.

USE OF MEDICATIONS

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the Elementary School office. All medications, prescribed and non-prescribed, are to be delivered to the Marlette Elementary School office and taken only with adult supervision. The office staff is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without approval. There are two exceptions to this rule. MCL 380.1179 allows students, with appropriate written permission from the physician and parent, to possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or for use before exercise to prevent the onset of asthmatic symptoms AND an epinephrine auto-injector or epinephrine inhaler to treat anaphylaxis. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed: Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. The Medication Request and Authorization Form 5330 F1, available from the Principal's office, must be filed with the Marlette Elementary School Principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the principal's office. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel. A two week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions. 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. 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. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

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

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. Part of the Federally-mandated procedures include a requirement that the District request the person

who was bleeding to consent to be tested for HBV and HIV. This information would then be provided to both the exposed person and the treating physician to determine proper medical treatment. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request the consent. The District expects that incidents of exposure will be few, but advance notification will help parents understand the reason for such requests if the situation should arise. (Form 8453.01 F5)

HEALTH SERVICES

In compliance with the law, students may be required to submit to periodic health examinations to protect the school community from the spread of communicable disease, determine that each student's participation in health, safety and physical education courses meets his/her individual needs and determine that the learning potential of each student is not lessened by a remediable, physical disability. The District shall specify the need for services which may include, but not be limited to: student physical examinations, athlete physical examinations, dental examinations, tests for communicable diseases, vision screening, audiometric screening, and scoliosis tests. Parents shall be notified when any non-emergency, invasive physical examination or screening is scheduled. (Policy 5310)

PESTICIDE APPLICATIONS

As part of the Marlette Community Schools pest management program, pesticides are occasionally applied. Postings of any pesticide applications will be placed at the entrance of the affected school building. You also have the right to a contact by mail prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice. If you wish prior notification, please send the information listed below to: Marlette Community Schools, Attn: Superintendent, 6230 Euclid St., Marlette, MI 48453. Pesticide Prior Notification Requests should include: Parent/Guardian name, student's name, home address, telephone numbers (day and evening); and indication of whether prior notification is requested for treatment inside the building, on building grounds, or both. The request should be signed and dated. Requests must be filed annually.

PREPAREDNESS OF TOXIC AND ASBESTOS HAZARDS

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them 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. The District has developed the following plans which are on file in the Superintendent's Office: Hazard Communication Program, Asbestos Plan and Emergency Safety Response Plan.

SPECIAL EDUCATION

Marlette Community Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Superintendent's Office at 989-635-7429.

MEAL SERVICE AND LUNCH PARAMETERS

The School participates in the National School Lunch Program and makes breakfast and lunches available to students. All students are offered a free, nutritious breakfast in their classroom every morning. Lunch

is served on a cash basis. There will be no credit for students. Students will be informed when their account drops below \$10.00. Delinquent payment could result in referral to a collection agency and possible reporting to Child Protective Services for neglect. The school reserves the right to provide alternative meal options. Students may also bring their own lunch to school to be eaten in the school cafeteria. In order to insure the best possible atmosphere during lunch, students will adhere to the following guidelines:

1. Trays and plastic ware are to be properly disposed of when dismissed from the table. All waste is to be deposited in the trash containers and tables are to be left clean.
2. No food or drink is to be taken out of the cafeteria unless approval is given by the lunch supervisor or the principal. Permission is usually granted when the weather is nice and students go immediately outside.
3. It is assumed that reasonable table manners will be followed and normal conversation is appropriate.

Once outside, students are to remain on campus and are not allowed in the parking lot or the area to the west or behind the school. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Marlette Elementary School Office for a form. Questions or suggestions regarding food services should be directed to Stacy Moyer at 989-635-7425 ext. 44902.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

- WMIC/WTGV-Sandusky 660 AM 97.7 & 92.5 FM
- WHNN - Saginaw 96.1 FM
- WJRT-TV Channel 12
- WNEM-TV Channel 5
- WEYI-TV Channel 25
- WXYZ-TV Channel 7
- www.marletteschools.org
- Marlette Community Schools Facebook page

Parents and students are responsible for knowing about emergency closings and delays.

VISITORS (Policy 9150)

Parents and other adults are welcome to visit the school at any time. However, non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal. All visitors must check into the main office upon arrival and obtain a Visitors Pass to wear while in the building. This allows for the least amount of interruption from our intended purpose. Exceptions to this may be granted by the staff and administration for educational reasons, such as a student exchange day or a guest speaker. Students may not bring visitors to school without first obtaining permission from the principal.

EMERGENCY PREPAREDNESS DRILLS (Policy 8420)

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted using the procedures provided by the State. The alarm system for tornadoes is different from the alarm

system for fires and consists of a PA announcement, or if the electricity is out, the use of a coach's whistle in the halls. Lock Down and Active Shooter (Red Raider Down) drills will be conducted throughout the school year using the procedures provided by the State. The alarm system consists of a PA announcement. Other Evacuation Procedures: Based on the situation students may be evacuated from the building to an area deemed to be the safest for all students. Unusual Situations: It is impossible for the handbook to identify every situation that could take place. Regardless of the situation, student safety will be our number one priority when dealing with difficult and rare situations.

STUDENT FEES, FINES, AND CHARGES

Marlette Elementary School may charge specific fees for the following non-curricular activities and programs: band, field trips, Student Council sponsored events, etc. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees or charges may result in the withholding of grades and credits at the high school level.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds. A student will not be allowed to participate in a fundraising activity for a group in which s/he is not a member without the approval of the fundraising activity supervisor. No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults. No house-to-house canvassing is allowed by any student for any fundraising activity. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

STUDENT VALUABLES

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

STUDENT LOCKERS

All students are assigned lockers. Students are not to change lockers without the permission of their teacher. Students are responsible for keeping lockers neat and clean. Students may be fined for damage to their lockers. Students may not put locks on lockers.

BICYCLES

If a student chooses to ride a bike to school, they are asked to do the following:

1. Travel on the same side of the road with the traffic.

2. Park the bike in the assigned area.
3. Lock the bike to the bike rack for security reasons.
4. Ride directly home after dismissal.

USE OF THE BEA McDONALD LIBRARY (THE HUB)

The Bea McDonald Library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the library paraprofessional. Books on the shelves may be checked out for a period of two weeks. Checking out additional materials must be approved by the library paraprofessional. In order to avoid late fees, all materials checked out of the library must be returned on time.

CELL PHONE USAGE POLICY (Policy 5136)

We recognize that cell phones and other electronic devices (iPod, iPad, Nook, etc...) have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone/electronic device only if absolutely necessary. Students are allowed to carry cell phones to school. However, phones must be turned off and stored out of sight during school hours. Phones/electronic devices may not be used to talk, take pictures, play games, record, or text during school hours, including recess. Students violating this policy will have their phone/electronic device taken and held in the office until a parent picks it up.

INTERNET ACCEPTABLE USE POLICY

Before any student may use the school's internet computer network, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer privileges and possible disciplinary action up to, and including, suspension from school or referral to law enforcement authorities.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

Students must receive permission from a teacher before using any equipment or materials in the classroom, and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found rack is in the lobby. Students who have lost items should check this area first. If the lost item is valuable, students should check with the office and may retrieve items once they give a proper description. Unclaimed items will be given to charity at the end of each marking period. Parents are asked to label all items brought to the school with the student's first and last name.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to

receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting. The School has one area located outside the main office which may be used for posting notices after receiving permission from the principal.

SECTION II - ACADEMICS

COURSE OFFERINGS

GRADES K-6: Math, Science, Social Studies, Reading, English Language Arts

Exploratory Classes: Fine Arts, STEAM, P.E., Music/Band

GRADES

Marlette Elementary School has a standard grading procedure, as well as additional notations that may indicate progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, and projects.

Grades and Meaning:

SECONDARY (GRADES 4-6)

A	=	90-100	Excellent Achievement
B	=	80-89	High Achievement
C	=	70-79	Average Achievement
D	=	60-69	Low Achievement
E	=	59 & Below	Unacceptable - Failing
CR	=	Credit	
NC	=	No Credit	
NM	=	No Mark	
P	=	Pass	
I	=	Incomplete	

STANDARDS BASED (GRADES K-3)

3	=	Meets standards
2	=	Almost meets standards
1	=	Not meeting standards

A grade of "I" (Incomplete) must be made up within two weeks. If the work is not completed within the two week period, the "I" becomes an "E" unless the student has made special arrangements with their teacher. Parents may track their child's homework completion and academic progress by logging in to Skyward.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to pass the appropriate State Proficiency Tests. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. If necessary,

intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Marlette Elementary School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

HOMEWORK

Student grades will reflect the completion of all work, including outside assignments. Purposeful homework allows students to practice and demonstrate understanding of course content, complete classroom assignments, or extend learning opportunities. Homework is also part of the student's preparation for the state proficiency tests. Parents are expected to check student assignment books for daily homework and sign the Agenda to verify homework completion. Parents are also expected to provide their children with an appropriate place to study and supervision when necessary. Every 3rd-6th grade student is expected to maintain a daily assignment book (Agenda) throughout the entire school year. Teachers will periodically (or daily) check student assignment books to assure they are being used properly by the students. The assignment books are an excellent tool for communication between the home and school.

SCHOOL PROCEDURES

1. Procedure for organization of paperwork:

Teachers in grades K-2 will review student work and return it to students to be placed in their Thursday Folders. Students in grades K-2 will take home their Thursday Folders each Thursday for parents to review the contents, write notes to the teacher if desired, sign the folder, and return it to school on Friday. At school, students in grades 3-6 must place all papers in colored folders by subject or in their red homework folders. At home, students in grades 3-6 must place completed homework papers in their red homework folder to be returned to school the next day.

2. Procedure for daily classroom assignments and homework:

Daily classroom assignments and homework will continue to be provided for students as normal. If students do not understand a question or problem on their homework, they are expected to write a statement about what they do not understand on their homework assignment.

3. Procedure for projects, research papers and extended assignments:

Projects, research papers, and extended assignments will be graded following the grading scale.

4. Corrected work will continue to be returned to students. Students are encouraged to redo incorrect work. The redo would be to gain extra practice in mastering skills and learning required information to help the student better prepare for an assessment.

5. A minimum of four summative assessments will be given in each subject area per marking period. Summative assessments will count as a majority of a student's grade.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade is based on the following criteria (Policy 5410):

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, social maturity
4. Successfully completing the goals and objectives of the Individualized Educational Plan (IEP)

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to: academics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

Honor Roll

All students in 4th-6th grade who receive all A's and B's in all their subjects will be listed on the honor roll which will be published after each marking period. No student will be eligible for the honor roll should they receive an "incomplete", a "no credit" grade, or a grade lower than a "B".

Limited English Proficiency

It is the policy of the Board of Education that all students be provided a meaningful education and access to the programs provided by the District. Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the District. Further, the District will endeavor to assist the student and his/her parents in their access to District programs by sending notices to the parents in a language or format that they are likely to understand (Policy 2225 and 2260).

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parent consent. A general consent is signed each year on the emergency card. However, parents/guardians will be notified regarding all field trips (Policy 2340).

SECTION III-STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS, ATHLETICS AND ACTIVITIES

Marlette Elementary School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The School has student groups and activities that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education. Authorized groups and activities include:

Student Leadership Activities: Student Council, Quiz Bowl, Girls on the Run, Safety Patrol

Interest Clubs and activities: Scouts, Brownies, Stacking Cups, DDR, Robotics, and various after-school activities

School Day Extension Activities: Band

Marlette Elementary School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, contact the Athletic Director at 989-635-7425 ext. 44904. All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.

Eligibility for Interest Clubs are as follows:

Since these are clubs, any student will be permitted to be a member as long as that student has a positive impact on the organization as determined by the immediate supervisor and principal (Policy 2430).

Eligibility for School Day Extension Activities:

Since these activities are an extension of the school day, the students will be expected to attend the performances that take place after school hours. The students classroom grades will be affected by the after school hour performances (Policy 5880).

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the event. School rules will apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

It is imperative that healthy students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study. The school is concerned with helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers (Policy 5200).

Truancy

Excessive absences from school (truancy) is unacceptable. The state recommends a student be considered truant after missing 10% of a school year (9 days per semester). **The state does not distinguish between excused and unexcused absences when determining if a student is truant.** The school will notify parents in writing when student absences approach the truancy threshold. We will do everything we can to ensure good student attendance and ultimately their academic success. Tardiness and early checkouts will be treated like absences as they disturb the learning process for all students in the class.

Excused Absences

Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed schoolwork 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, professional appointments that cannot be scheduled at non-school times, and absences approved by the principal for good cause. Students with a health condition that causes repeated absences are to provide the school office with an explanation of the condition from a registered physician. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so

that arrangements can be made to assist the student in making up any missed school work. If a student is going to be absent, the parent is expected to contact the school (635-7427) by 9:00 am and provide an explanation. If contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and as a result may negatively impact a student's grade.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused. A suspended student will be responsible for making up schoolwork lost due to suspension. It is expected that a student completes missed assignments during the suspension and turns them in to the teacher upon his/her return from school. Assignments may be obtained from the school office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

Tardiness

A student who is not in his/her assigned location by 8:15 am shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Tardiness is treated like an absence and may warrant a referral for truancy.

Arrival/Departure Time	Absence/Tardy
Arriving in the AM before 9:30	AM Tardy
Arriving in the AM after 9:30	AM Absence
Arriving in the PM before 1:30	PM Tardy
Arriving in the PM after 1:30	PM Absence
Leaving in the AM before 10:00	AM Absence
Leaving in the PM before 1:30	PM Absence

Homebound Instruction

When an enrolled student becomes homebound or hospitalized for a medical condition which will extend beyond five (5) school days, the District must be notified. The District will require written certification from the attending physician of the student's condition and any limitations that will affect the student's ability to benefit from instruction. Upon verification, a homebound instructor will be provided for the student. The student's regularly-assigned teacher(s) is responsible for assigning the content of the instruction, reviewing the results of the homebound or hospitalized instruction, and assigning a grade. The homebound/hospital teacher is to work with the regularly-assigned teacher(s) to assure the student receives the instruction, provide basic assistance to the student, and identify any problems or accommodations that may need the regularly-assigned teacher(s) attention. The student will receive a minimum of two (2) forty-five (45) minute periods of instruction per week until the student is released to return to school. All instructional materials and supplies will be furnished by the school in which the student is registered. If the student is enrolled in special education, arrangements will be made regarding the student's IEP and the objectives to which homebound instructional efforts should be addressed. The student will receive a minimum of two (2) nonconsecutive hours of instruction per week until the student is released to return to school (Policy 2412).

Vacations During the School Year

Students are permitted to go on vacation during the school year without penalty. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the building principal/social worker. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- A. The student may be given approximate assignments and materials for completion.
- B. Separate daily assignments may be given.
- C. The time missed will be counted as an authorized, unexcused absence, and shall not be a factor in determining grades unless make-up work is not completed.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact their teacher/s as soon as possible to obtain assignments.

-Make-up work due to suspension must be completed by the time the student returns to school.

-Make-up work due to excused absence must be completed within three days after returning to school.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a state test or other standardized test, the student should consult with the principal to arrange for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

STUDENT CODE OF CONDUCT

A major component of the educational program at Marlette Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Everyone has the responsibility for helping to maintain a school climate that will enable students to receive maximum benefit from the Marlette Elementary School program. Such a climate is characterized by a sense of dignity and self-worth within the school. It is also characterized by a respect for the rights and dignity of others.

Expected Behaviors

Each student shall be expected to:

Be Ready, Be Respectful, Be Responsible

--abide by national, state, and local laws as well as the rules of the school;

--respect the civil rights of others;

--act courteously to adults and fellow students;

--be prompt to school and attentive in class;

--work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability or ethnic background;

--complete assigned tasks on time and as directed;

--help maintain a school environment that is safe, friendly, and productive;

--act at all times in a manner that reflects pride in self, family, and in school.

GUIDELINES FOR SPECIFIC AREAS IN AND AROUND MARLETTE ELEMENTARY SCHOOL

THE CLASSROOM

In the classroom you should:

- feel safe and comfortable to express your own ideas and views.
- know what your teacher expects and how to meet those expectations.
- plan to get help in courses as necessary.

You should:

- come to class with the materials you need.
- listen carefully and respectfully to your teachers and classmates.
- work hard to reach your learning goals.
- use all of your learning skills.

THE CORRIDORS

In the corridors you should:

- find the corridors and hallways at Marlette Elementary School to be safe.
- expect your books and personal belongings to be safe in your locker.
- have clean lavatories and drinking fountains.

You should:

- keep your own locker clean and free of markings.
- help to make sure that whatever facilities you use are left clean.
- walk, keep your hands and feet to yourself and use conversational voices.

THE CAFETERIA

Treat the school's dining room as you would treat your dining room at home.

In the cafeteria you should expect to find:

- a clean cafeteria.
- a pleasant atmosphere.
- an orderly serving line.

You should:

- remain seated throughout your meal.
- dispose of trays and all refuse properly.
- clean your table area when you are finished.
- respect all cafeteria personnel.

THE LIBRARY

In the library you should expect:

- a quiet work environment.
- assistance from the staff.
- necessary resource materials.
- access to computers for research.
- to enjoy performances by students, artists, and speakers.

You should:

- use all materials carefully.
- work quietly and not disturb others.
- be conscious of the need for others to utilize the computers.
- express your appreciation through applause for performances and presentations.

THE SCHOOL GROUNDS

As a student and citizen of Marlette Elementary School you may use the school and grounds for recreation and school activities.

You should:

- take care of the property and use it well.
- respect everyone's rights to use the facilities.
- follow the basic playground rules during recess.
- respect the playground supervisor.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The intent of this dress code is to create unity, pride, promote good behavior, improve self-respect and self-esteem, help eliminate stereotypes, and focus attention on learning and away from distractions. Personal expression is permitted within the following general guidelines.

These types of attire are prohibited:

- Clothing with writing on it containing sexual connotations or the advertising of alcohol, drugs, or cigarettes.
- Clothing that is too tight, sagging, revealing, or baggy.
- Tops/bottoms that do not "overlap".
- Hats, caps, scarves, sweatbands, or having sweatshirt hoods up except for "special events".
- Non-jewelry chains, chain wallets, and spiked accessories.
- Unnaturally colored hair or hairstyle that is "distracting to the educational process", except on Spirit Days.
- Shorts, skirts, or skorts that are considered too revealing by staff.
- Tops that are not "of an appropriate size and fit".
- Form-fitting or baggy shirts or material that is sheer or light-weight to be seen through.

Should a student choose not to follow these guidelines, they will be provided alternative attire for the remainder of the school day or be removed from the educational setting. Students who are representing Marlette Community Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic and academic teams, bands, choirs, and other such groups. Consequences for violating the Marlette Elementary dress code are progressive in nature and include: parent contact/warning; after school detention; in school restriction; out of school suspension.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program.

Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Leaving School Grounds

The school has the responsibility and the community expects that students will be on school grounds at all times during the school day, unless specifically released as part of a school program or activity. Once students arrive on school grounds by walking, bus, car or any other form of transportation, they are not permitted to leave school grounds. ANY STUDENT FOUND OFF SCHOOL GROUNDS WITHOUT PERMISSION WILL RECEIVE A ONE-DAY IN-SCHOOL SUSPENSION OR ANOTHER APPROPRIATE CONSEQUENCE AS ASSIGNED BY THE PRINCIPAL.

SKIPPING SCHOOL: Any student found skipping school will be responsible to make-up two hours for every one hour of class missed. One of the following strategies will be enforced:

- The after school detention room
- An after or before school work program
- A community service activity

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

The following provides examples of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. 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.

See the Appendix for the Student Discipline Code and Probable Disciplinary Action Chart.

Use of Drugs

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs, including performance enhancing drugs for athletes*, by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

*A list of performance enhancing drugs can be obtained from the District Athletic Director.

Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Use of tobacco/vaping (Policy 5512)

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or any school activity. This prohibition also applies when going to and from school and at school bus stops. Any student found in violation of this guideline is subject to a criminal misdemeanor penalty, punishable by a fine of not more than \$50.00. This affects all persons--students, employees and visitors. Any student found in violation of the law will have the expectation of attending a county No Smoking Class and be issued a Marlette City Ordinance Violation.

Student disorder/demonstration (Policy 5520)

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline. Reports can be made anonymously through the state's OK2SAY program. Submit tips anonymously by: Calling 8-555-OK2SAY (855-565-2729); Texting 652729 (OK2SAY); or Emailing OK2SAY@mi.gov.

Physically assaulting staff member/student/person associated with the District

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

Verbally threatening staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered a verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Extortion

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

Gambling

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

Falsification of schoolwork, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

False alarms, false reports, & bomb threats

A false emergency alarm, report, or bomb threat endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Explosives

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

Trespassing

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

Theft

When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning unless prior authorization from the principal has been obtained. The School is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience/Disrespect

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

Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion. Students are expected to fix any damage they cause.

Persistent absences or tardiness

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

Excessive absence could lead to a truancy referral. The state recommendation for a truancy referral is missing 10% of the school year (9 or more days per semester). The state does not distinguish between excused and unexcused absences.

Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. Students are to refrain from any display of public affection.

Possession of electronic equipment

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring MP3 players, tablets, laser pointers, and the like without the permission of the principal. The property will be confiscated and disciplinary action may be taken. Violations of this rule could result in suspension or expulsion.

Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Violation of bus rules

Please refer to Section V on transportation for bus rules, or please refer to bus rules provided by the driver.

Disruption of the educational process

Any action or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

Harassment (Policy 5517/Policy 5517.01)

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment. This applies to all activities on school property and to all school sponsored activities on or off school property. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This is not, however, limited to these categories and includes harassment that would negatively impact students, such as stalking, name-calling, taunting, and other disruptive behaviors. Aggressive behavior also includes, but is not limited to, such behaviors as bullying, hazing, intimidating, menacing, coercion, and making threats. Any student that believes s/he has been, or is, the victim of harassment, or other aggressive behavior, including bullying or hazing, should immediately report the situation to a teacher or principal.

Sexual Harassment

- A. **Verbal** The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. **Nonverbal** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexual suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- C. **Physical Contact** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment

- A. **Verbal** (1) Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District. (2) 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.
- B. **Nonverbal** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- C. **Physical** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that s/he is the victim of any of the above actions may report the incident to a school employee by a written report, telephone call, or personal visit. During this contact, the reporting

student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each incident reported will be prepared promptly and a copy forwarded to the principal. Each 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 is to discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities. Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Weapons, Arson, Criminal Sexual Conduct

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm. The Board need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the Board that:

- a) the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- b) the weapon was not knowingly possessed;
- c) the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or
- d) the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board (*Superintendent*) determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion. The above exceptions will not apply to student misconduct involving sexual conduct or arson.

Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for

the same crime) when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Bullying/Cyberbullying (Policy 5517.01)

The Marlette Community Schools are committed to providing a safe, positive learning and working environment for students and staff. In order to achieve this, our school district has adopted the following policy:

1. Bullying. Bullying a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

a. Substantially interfering with educational opportunities, benefits or programs of one or more students; b. Adversely affecting a student’s ability to participate in or benefit from the 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; or d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school. e. Repeated actions that are unprovoked, one person has greater status, control, or power over another.

2. Cyberbullying. Cyberbullying a student at school is strictly prohibited. For the purposes of this policy, “cyberbullying” shall be defined as: any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following: a. Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils. b. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress. c. Having an actual and substantial detrimental effect on a pupil's physical or mental health. d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Retaliation/False Accusation

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

Consequences for bullying

First Offense: Range from student meeting to expulsion.

Second Offense: Range from one (1) day of In School Restriction with a parent meeting to expulsion.

Third Offense: Range from two (2) days of In-School Restriction with Parent Meeting and Behavior Plan to expulsion.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

SUBSTANCE ABUSE POLICY

Any student possessing, using or transferring any substance which produces abnormal behavior will face the following consequences:

First Offense: Five days out of school (OSS) suspension, parental conference, and if deemed necessary, referral to a treatment center.

Second Offense: Ten days out of school (OSS) suspension, parental conference, and referral to an outside agency.

Third Offense: Parental conference, the student shall be suspended until the next scheduled board meeting, and a recommendation made for expulsion due to drug/alcohol infractions or other discipline violations.

STUDENT ASSISTANCE PROGRAM

The Marlette Community Schools have established a comprehensive student assistance program that deals with district wide substance abuse issues. This policy deals with prevention, intervention, treatment and aftercare. Students and parents who feel a need to talk to someone about the services available within this program can contact the Marlette Elementary School Social Worker or the principal for more information. We encourage students to refer themselves or any other students they feel are at risk and need help. At Marlette Elementary School we believe that it is healthy to get help with any issue or concern in our lives. This wellness is essential in order to maintain positive student outcomes.

BEHAVIOR LEADERSHIP TEAM

The Marlette Elementary School Behavior Leadership Team is made up of teachers, the social worker, and the principal. The team works with students having academic, behavior, and/or other problems that interfere with their elementary school education. The committee meets on a regular basis in order to accomplish the following:

- Follow up on student concerns on a regular basis.
- Gather information and look at possible solutions.
- Make recommendations to the administration regarding prevention and intervention strategies for the student.

DISCIPLINE (Policy 5600)

The Board of Education shall require each student of this District to adhere to the Code of Conduct created by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules: Such rules shall require that students:

- Conform to reasonable standards of socially-acceptable behavior
- Respect the person and property of others
- Preserve the degree of order necessary to the educational program in which they are engaged
- Respect the rights of others
- Obey constituted authority and respond to those who hold that authority

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. The school does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with the seriousness of the student's conduct, as determined by the Principal. Every situation is unique, however, the Principal and Staff of Marlette Elementary School will not tolerate fighting or disrespect. Students

who are caught fighting or are disrespectful will call home for parent pick up in order to serve a 1 day suspension. Further incidents may result in additional days of suspension and ultimately recommendation for expulsion.

DISCIPLINE BELIEF STATEMENTS

1. Discipline is a cooperative effort involving students, staff, families and community.
2. Students are responsible for their actions.
3. Responsible behavior is a learned process which involves developing control from within.
4. Students and staff respond better when treated with respect.
5. Expectations, including distinct boundaries and limits, need to be set, taught, and implemented in a consistent manner.
6. Education includes the physical, social, emotional, as well as academic growth of the student.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It is based primarily on Positive Behavior Interventions and Supports, but may also include:

- writing assignments
- change of seating or location
- lunchtime or after school detention
- in school restriction

In-School Restriction

Assigned students will attend a continuous one-half to six and one-half hour period during which time they will be permitted bathroom breaks and provided lunch. Each student shall arrive with sufficient educational materials to remain busy during this study period. A student missing any portion of his/her assigned time in In-School Restriction may be given an additional one-half to six and one-half hour period. Failure to complete In-School Restriction assignment(s) may lead to a suspension from school for a period not to exceed 3 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to In-School Restriction:

- Students are required to have class assignments with them.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise. Students are not to communicate with each other unless given special permission to do so.
- Students shall not be allowed to put their heads down or sleep.
- No electronics, cards, magazines, or other recreational articles shall be allowed in the room (electronics necessary for completion of work are permitted).
- No food or beverages shall be consumed other than at the designated lunch period.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. Students being considered for suspension or expulsion are entitled to an informal hearing with the building

administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held. When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent/Board of Education then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit. Students involved in co-curricular and extra-curricular activities such as band can lose their eligibility for violation of the school rules. If a student commits a crime while at school or a school related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the district superintendent. The request for an appeal must be in writing. During the appeal process the student is allowed to remain in school unless safety is a factor. If that is the case the student shall be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony may be given. When a student is suspended, s/he may make up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices and the like, or any learning that the student chooses not to make up may be reflected in the grades earned. A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Factors To Be Considered Before Suspending or Expelling a Student

Prior to suspending or expelling a student for any of the statutorily mandated reasons, except as noted below, the Board shall consider the following factors:

- a) the student's age
- b) the student's disciplinary history
- c) whether the student has a disability

- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
- g) whether a lesser intervention would properly address the violation or behavior

The Board will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board will still consider the factors. A student may not be expelled or excluded from the regular school program based on pregnancy status. Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence. In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

Expulsion from School

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

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension, or expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians and counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent/Board of Education during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice. Within ten days after notification of long-term suspension or expulsion, the expulsion can be appealed, in writing, to the Superintendent/Board of Education. The appeal will also be formal in nature with sworn testimony before an official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Marlette Elementary School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

SEARCH AND SEIZURE (Policy 5771)

The Board of Education has charged school authorities with the responsibility of safeguarding the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with policy. A student's failure to permit searches and seizures as provided per board policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide desks and lockers for that purpose. Where locks are provided, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the principal to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the administration has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may be violated by unreasonable search and seizure and directs that no students be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Administrators are permitted to conduct a random search of any student's locker and its contents at any time.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use. A request for the search of a student or a student's possessions will be directed to the principal. He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and an additional staff member. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. The principal shall promptly record in writing each student search, including the reasons for the search, information received that established the need for the search, name of the informant, if any, persons present during the search, substances or objects found and the disposition of them, as well as any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. (Policy 5771)

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions, buttons, badges, clothing, insignia, banners, and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal. A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

SECTION V - TRANSPORTATION

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses, as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

THE FOLLOWING RULES ARE FOR THE PROTECTION AND SAFETY FOR ALL THOSE WHO RIDE A BUS

- A substitute driver has the same authority as a regular driver.
- All bus rules apply to the student while at the bus stop.
- Students are to be at the bus stop 5 minutes prior to the bus arrival. Drivers will **not** wait for tardy students. Students are to stay 10 feet back from the loading zone.
- Students are to be courteous and respectful to the driver and passengers and use a conversation voice when speaking.
- Students are to remain seated at all times until the bus stops.
- Students are to keep hands, feet and belongings to themselves; no feet or objects in the aisles.
- Students must be silent at railroad crossings.

- The following items are not permitted on the bus for safety reasons: hard candy, suckers, glass, animals, tobacco products, shaving cream, matches, lights, balloons, rakes, illegal substances, etc.
- The emergency door and windows must stay closed except in an emergency situation.
- By state law, students must always cross in front of the bus, watching for the driver to give the school's hand signal.
- If a student will not be riding the bus in the morning, please call your driver, or the high school office (Linda Sadler) at 989-635-7425 ext. 44930.
- Any bus change for the day needs a note from the parent or guardian with the student's name, a phone number to reach the person writing the note and directions to where the child needs to go.
- The above rules apply to all field trips and athletic events.

GROSS MISBEHAVIOR

Any offense in the following list will automatically be a three (3) day bus suspension:

1. Fighting
2. Dangerous behavior
3. Emergency door violation

APPENDIX**STUDENT DISCIPLINE CODE & PROBABLE DISCIPLINARY ACTION**

Behavior	Discretionary	Restrict	Expel	Suspend
Use, Possession, Distribution, Sale of Drugs	x		x	x
Use of Breath Test Instrument	x			
Use/Possession of Tobacco/Vaping	x	x	x	x
Disorder/demonstration	x	x	x	x
Use of an Object as Weapon	x	x	x	x
Knowledge of Dangerous Weapons or Threats of Violence	x	x	x	x
Physically Assaulting Staff, Students, or Others			x	x
Verbally Threatening Staff, Students or Others	x	x	x	x
Extortion	x	x	x	x
Gambling	x		x	x
Falsification of Schoolwork, Identification, &/or Forgery	x	x	x	x
False Alarms, False Reports, Bomb Threats	x	x	x	x
Explosives			x	x
Trespassing	x		x	x
Theft	x		x	x
*Disobedience/Disrespect	x	x	x	x
Damaging Property	x	x	x	x
Persistent Absence or Tardiness	x			
Unauthorized Use of School/ Private Property	x	x	x	x
*Refusal to Accept Discipline	x	x	x	x
Aiding & Abetting Violation of School Rules	x	x	x	x
Engaging in Displays of Affection	x	x	x	x
Possession of Electronic Equipment	x	x	x	x
*Violation of individual school or classroom rules	x	x	x	x
Violation of Bus Rules	x	x	x	x
Disruption of Educational Process	x	x	x	x
Harassment (Bullying)	x	x	x	x
Weapons, Arson, Criminal Sexual Conduct	x		x	x

This list of unacceptable behavior is only a guide and is not intended to cover all behavior which may be disciplined. In addition, the school may vary from the stated disciplinary action as it deems necessary.

***Subject to Teacher Initiated Suspension** - A Teacher may suspend a student from class, subject, or activity for up to one (1) full school day for certain conduct as specified in the Code of Conduct. The Teacher shall immediately send the student to the principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, a social worker shall attend the conference. The principal may attend upon request of the teacher or parent.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE VI, TITLE IX, SECTION 504, AGE ACT, AND ADA

Nondiscrimination

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Complaint Procedure

If any person believes that the Marlette Community School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

Superintendent of Schools

Marlette Community Schools

6230 Euclid Street

Marlette, MI 48453

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps: A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days. If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days. If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114. Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office (Form 2260 F8).

Marlette Elementary School Faculty 2021-2022

Principal	Steven Dunk
GSRP	Jean Cornwell; Luann Holcomb; Rachelle Jones
Preschool	Tiffany Brooks; Heather Marshall
Young 5's	Christine Curtis
Kindergarten	Nicole Albertson; Helene Kraft; Tabithia Laursen
First Grade	Trisha Adams; Jessica Schmidt
Second Grade	Maria Fantin; Caitlyn Stockmeyer
Third Grade	Julianne Cowley; Robert Schleicher
Fourth Grade	Lore Nickens; JoanieLyn Thompson
Fifth Grade	Valerie Kneffel; Roxann Ross
Sixth Grade	Michael Boyle; Luke Reynolds
Literacy Coach	Jennifer Boyne
Special Ed	Nora Greve; Susan Harbin; Alisha Vislosky (K-12 admin)
Speech	Tracee Marsa
Social Workers	Julie Essad; Raeann Gentner
Behavioral Spec	Melissa Laming
Band/Music	Michael Yaros
STEAM	Denny Lester
Fine Arts	Sarah Mata
Phys Ed	Jamie Zuhlke
Parapros	Jill Bell; Lucy Brown; Donna Putnam
Custodians	Holly Nickens; Aaron Ledsworth; Julianne Bennett

Marlette Board of Education

Neal Bishop
Scott Forbes
Shane Hunter
Scott Keys
Gina Kraft
Jaime Macumber
Nik Woods