

# Reeths-Puffer Elementary Schools



**RESPECT      PRIDE      INTEGRITY**

**“THE ROCKET WAY”**

**2019-2020**

**Student Handbook**

Student's Name: \_\_\_\_\_

## PRINCIPALS' WELCOME

Dear Parents/Guardians,

Reeths-Puffer Schools have always strived to create a safe and stimulating learning environment for all students. In an effort to continue to improve our school climate, we have worked together to form Positive Behavioral Interventions & Supports (PBIS). The focus of PBIS is to create a positive school climate that fosters respect, pride and integrity.

Posters are displayed around the district, and modify our environment to make it easier for children to understand the expectations in every location in the district. The key components of an effective school-wide PBIS system involve clearly **DEFINING** behavioral expectations (Respect, Pride, Integrity) comprehensively **TEACHING** behavioral expectations consistently, and **RESPONDING** to positive and problem behavior. Behavioral data will be used to assess progress and drive the decisions pertaining to PBIS for student success.

Behavioral data will be used to assess progress and drive the decisions pertaining to PBIS for All of the staff at RP will be teaching students the positive behaviors they are expected to demonstrate at school. Those who consistently demonstrate these positive behaviors will be acknowledged.

Please take some time to review with your child the positive behavior expectations. Make sure your child understands the expectations in different environments around the school and in the community. Please discuss the importance of these concepts and encourage your child to be a proud ROCKET!

With your continued support and involvement, there is no question that Reeths-Puffer will continue to be a place where students can excel in a safe and stimulating environment. Research shows that when the home and school work together, student learning is more successful. We look forward to working with you as true partners in your child's education!

Sincerely,

Mr. Paul Klimsza, Principal  
Reeths-Puffer Elementary  
874 E. Giles Road  
Muskegon, MI 49445  
(231) 744-4777 ext. 2030  
[klimzap@reeths-puffer.org](mailto:klimzap@reeths-puffer.org)

Mrs. Karyn Benner, Student Support Services Specialist  
Reeths-Puffer Elementary  
874 E. Giles Road  
Muskegon, MI 49445  
(231) 744-4777 ext. 2035  
[bennerk@reeths-puffer.org](mailto:bennerk@reeths-puffer.org)

Mr. Cody Hamilton, Principal  
Central Elementary  
1807 W. Giles Road  
Muskegon, MI 49445  
(231) 744-1693  
[hamiltone@reeths-puffer.org](mailto:hamiltone@reeths-puffer.org)

Mrs. Dawn Schmitt, Principal  
Twin Lake Elementary  
3175 Fifth Street  
Twin Lake, MI 49457  
(231) 719-3190  
[schmitt@reeths-puffer.org](mailto:schmitt@reeths-puffer.org)

# Introduction to PBIS

## What is SWPBIS?

School-wide Positive Behavioral Interventions & Supports (SWPBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

## SWPBIS at R-P

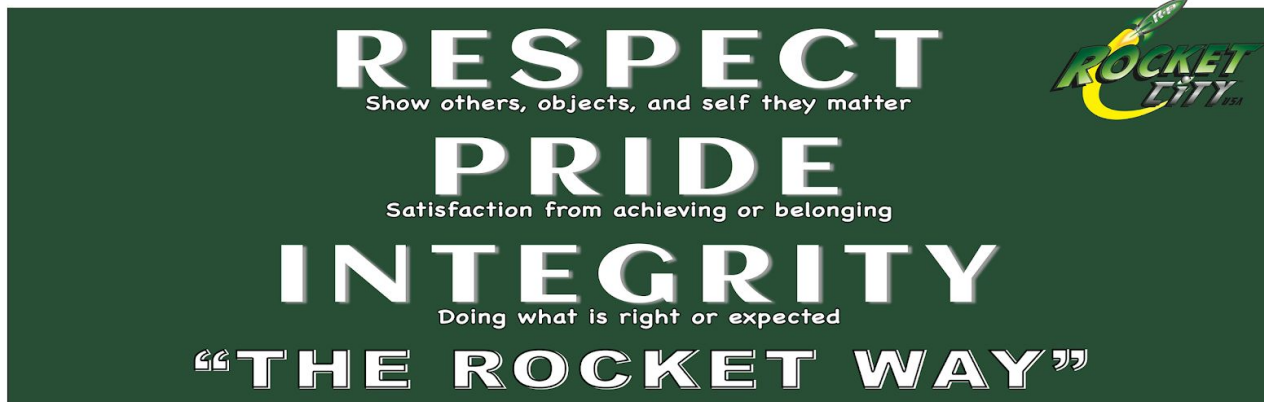
A term you will be hearing at Reeths-Puffer is Positive Behavioral Interventions & Supports, (PBIS). PBIS is an approach in behavior management on a school-wide level, in a specific setting such as the playground, halls, cafeteria, bathrooms, the classroom, or with an individual student.

PBIS methods are evidence-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15-20% of the students not responding to universal interventions will receive additional support through group and individual interventions.

Another key element is an analysis of discipline referral data. This team-based approach to data analysis allows PBIS teams to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings to all stakeholders.

The goals of PBIS are consistent with those found in other state and national educational initiatives.

# BEHAVIOR EXPECTATIONS



These signs are posted throughout the school district. They are visuals to help all stakeholders remember how we are to behave in Rocket City.

## VOICE LIMIT CHARTS

<div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">                 VOICE LIMIT <b>0</b> </div> <p><b>SILENT</b> No talking No noise “Ninja mode”</p>	<div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">                 VOICE LIMIT <b>1</b> </div> <p><b>WHISPER</b> One on One Person near you “Spy Talk”</p>	<div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">                 VOICE LIMIT <b>2</b> </div> <p><b>LOW FLOW</b> At your table Normal Voice “Partner Talk”</p>
<div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">                 VOICE LIMIT <b>3</b> </div> <p><b>FORMAL</b> Whole Class Loud Proud “Presenter”</p>	<div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">                 VOICE LIMIT <b>4</b> </div> <p><b>LOUD CROWD</b> Everyone hears Outside Voice “Cheering”</p>	

**VOICE LIMIT CHART**

Locations in our district have designated voice limits. Stakeholders are expected to abide by location. This allows stakeholders to clearly understand the expectations for that area.

# NOTICES

## STATEMENT OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicant and admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Reeths-Puffer Board of Education are notified that the Reeths-Puffer School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in any of its programs, activities or policies.

Any person having inquiries concerning Reeths-Puffer School District's compliance with the regulations implementing Title VI, Title IX, the ADA, or Section 504 is directed to contact, the Human Resources Director, 991 W. Giles Road, Muskegon 49445, who has been designated by the Reeths-Puffer Board of Education to coordinate the School District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, or Section 504.

Persons with disabilities who have inquiries regarding accessibility or needing accommodations may contact the Human Resources Director at 991 W. Giles Road, Muskegon, 49445.

### TITLE 1

Reeths-Puffer Schools receive funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher (s). Information will be provided to you upon request and in a timely manner of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks by a teacher who is not qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

## **SAFE SCHOOLS**

For the safety and security of the students, faculty and school, ALL entrance doors to the building will be locked during the school day except those designated. Only the main entrance doors will remain open for students, faculty and other guests to enter the building. Any student opening a locked door for another student or propping open a locked door with an object will be subject to disciplinary action. The only exception to this policy will be for emergency situations as designated by the school administration.

All visitors to Reeths-Puffer Schools must report to the main office upon entering the building. Visitors will be issued a visitor's pass, which must be worn while in the building and returned to the office upon leaving.

## **STATEMENT OF INTENT**

Our handbook is not intended to be all inclusive. We are trying to establish a foundation necessary for a safe and orderly learning environment for your child. In the event that something occurs that is not covered in the handbook, the building administrator reserves the right to act in a discretionary manner to investigate the alleged action and assess the appropriate consequence.

## **COMPLIANCE REGULATIONS**

Any person having inquiries concerning Reeths-Puffer School District's compliance with the regulations implementing Title VI, Title IX, the ADA, or Section 504 is directed to contact the Human Resources Director, 991 W. Giles Road, Muskegon 49445, who has been designated by the Reeths-Puffer Board of Education to coordinate the School District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, or Section 504.

Persons with disabilities who have inquiries regarding accessibility or needing accommodations may contact the Human Resources Director at 991 W. Giles Road, Muskegon, 49445.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Reeths-Puffer Schools to amend a record that they believe is inaccurate or

misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **DIRECTORY INFORMATION**

Parents of Reeths-Puffer school children are hereby notified that the school often publishes for public view the names and/or pictures of Reeths-Puffer students. The purpose varies and may involve honor rolls, attendance lists, special awards, athletic rosters, etc. If, for any reason, you do not wish your child's name or picture published, please contact your school office immediately. This notice is in compliance with the Rights and Privacy Act, PL 93.380.

## **CONCUSSION AWARENESS**

The State of Michigan has enacted a new concussion law to provide increased education and additional protection for students in Michigan. In accordance with Public Acts 342 and 343 of 2012, every Kindergarten-12 grade student in the State of Michigan must be provided the Concussion Fact Sheet and made aware about the facts and signs of a concussion.

Throughout this handbook, the term **parent** is used to refer to the person or persons legally responsible for the child, such as the child's parent, parents, guardian or guardians. The term parent may also refer to an emergency contact person for the child, if the emergency contact information was provided by the parent, parents, guardian or guardians.



# TABLE OF CONTENTS

## **SCHOOL INFORMATION**

Principals' Welcome	....2
Introduction to PBIS	3
Behavior Expectations	4
Statement of Nondiscrimination	5
Title	5
Safe Schools	6
Statement of Intent	6
Compliance Regulations	6
Family Education Rights Policy Act	6
Directory Information	7
Concussion Awareness	7

## **SECTION I – ORGANIZATION**

Board of Education	12
Central Office Administration	12
Elementary School Office Personnel	12

## **SECTION II – ENROLLMENT**

Change of Telephone Number and Address	13
Enrollment Requirements	13

## **SECTION III - ATTENDANCE**

Attendance Policy	13
Excused Absences Defined	14
Leaving School During the Day/Early Dismissal	14
Parent Notification	14
School Cancellation	15
Tardy Policy	15
Unexcused Absences Defined	15
Vacations	16

## **SECTION IV - GENERAL INFORMATION**

### **ACADEMICS**

Books and Supplies	16
Homework	16
Report Cards	16
Retention of Students	17
Instructional Grouping	17
Library Media Center	17
Testing	17

## DAILY EXPECTATIONS

Animals/Plants in the School	18
Backpack Alert	18
Bicycles	18
Food and Drink	18
Hallway and Building Behavior	19
Internet Policy	19
Lockers	20
Cell Phones/Personal Property/Dangerous and Distracting Items	20
Recess	20
School Hours	20
Telephones	20

## PARENTAL INVOLVEMENT

Classroom Visitations	21
Conferences	21
Newsletter	21
Parent(s)/Guardian(s) Involvement Initiative	21
Parent Teacher Organization Program	21
School Volunteer Policy	22
Use of School Facilities	22

## STUDENT ACTIVITIES

Assembly Programs	22
Fund Raising	22
School Pictures	22
Study Trips	22

## STUDENT DRESS GUIDELINES 23

## STUDENT MEDICAL/SAFETY

Disaster Alert	23
Fire Alert	23
Lockdown	24
Health Policy	24
Illness/Injury	24
Lice	24
Medication	24
Non-Participation Note	25
Special Health Problems	25
Student Insurance	25

## **SECTION V - TRANSPORTATION**

Bus Conduct Rules	25
Bus Safety Rules	27
Denial of Transportation	28
Responsibility of Parents	28
Transportation Policies on Special Trips	28

Transportation Policies	29
<b>SECTION VI - LUNCH/FOOD SERVICE</b>	29
<b>SECTION VII - DISCIPLINE</b>	
Administration Summary	30
Building Principal Administered Discipline	31
Corporal Punishment	31
Discipline Policy	32
Due Process Procedural Rules and Regulations	32
Expulsion	33
Anti-Bullying/Cyber Bullying	34
Out of School Suspension	37
Reprimand	37
Rights, Responsibilities and Limitations	37
Sexual Harassment	39
Student Conduct	39
Student Under Expulsion	39
Teacher Administered Discipline	39
Elementary Level Decision Tree	40

## SECTION I- ORGANIZATION

### BOARD OF EDUCATION

Mrs. Kim Kelly	President
Mr. Mike Weessies	Vice-President
Mr. Bob DeMuro	Treasurer
Mrs. Paula Baker-Mathes	Secretary
Mr. Doug Brown	Trustee
Mrs. Sonya Hernandez	Trustee
Mr. Chris Brooks	Trustee
Mrs. Susan Blackburn	Trustee

### CENTRAL OFFICE ADMINISTRATION

Mr. Steve Edwards	Superintendent
Mr. Scott Green	Special Education Director
Mrs. Tracey French	Director of Finance
Mr. Rob Renes	Assistant Superintendent
Mr. Nate Smith	Director of Teaching and Learning
Mr. Adam Ingalls	Operations Supervisor
Mrs. Pam Turner	Director of State and Federal Programs

### REETHS-PUFFER ELEMENTARY SCHOOLS OFFICE PERSONNEL

#### Central Elementary:

Cody Hamilton, Principal  
Sarah Wilson, Secretary  
Cindy Zaagman, Secretary

#### Reeths-Puffer Elementary:

Paul Klimsza, Principal  
Karyn Benner, Student Support Services  
Tammie Burnham, Secretary  
Ashley Dietz, Secretary  
Lisa Kramer, Secretary

#### Twin Lake Elementary:

Dawn Schmitt, Principal  
Donna Wilkinson, Secretary

## **SECTION II - ENROLLMENT**

### **CHANGE OF TELEPHONE NUMBER AND ADDRESS**

It is imperative that the office has up-to-date accurate information. Please notify the office if your address, day care provider, work number, home number, or emergency numbers change during the school year. These need to be accurate in case your child becomes ill or is injured at school.

### **ENROLLMENT REQUIREMENTS**

The requirements of the Michigan School Code and State School Aid Act will be followed regarding the enrollment of all students in the Reeths-Puffer School District. Specific enrollment questions and questions about schools-of-choice should be directed to the building administrator.

## **SECTION III - ATTENDANCE**

### **ATTENDANCE POLICY**

Regular attendance is very important for success in school. Students who are in school every day can expect to gain much from their classes. Going to school is a full time job. The State of Michigan requires all children between the ages of 6 and 16 to attend school. Presence in the classroom instills concepts of self-discipline, respect, and concern for others. Such presence also enables a student to hear and participate in class instruction, discussion and other related learning experiences. Attendance, punctuality and participation in class are proper educational values which have a direct bearing on student academic achievement. The following constitutes the administrative procedures and attendance penalties which will be used:

1. **DOCTOR'S APPOINTMENTS** -Parents are asked to please call the school office and give the date(s) your child will be absent from school. This call may be done the day before or the morning of the day your child will be absent. Please provide the office with a doctor's excuse.
2. **GENERAL ILLNESS** – To report a student absence, parent should call in every morning as follows:
  - Central Elementary – 744-1693, Ext. 2500
  - R-P Elementary – 744-4777, Option 6
  - Twin Lake Elementary – 719-3190, Ext. 0 for the office

Leave your child's name and the reason for the absence. If the absence is due to an illness, please indicate your child's symptoms.

3. Students with flu-like symptoms should remain at home through the course of their illness and for at least 24 hours after they are free of fever without the use of fever reducing medications (Tylenol, aspirin, etc.). Flu-like illness symptoms include cough, fever, sore throat, running or stuffy nose, vomiting, body aches, headache, chills and fatigue. When you report your child absent, please leave specific symptoms.

4. An absence from school which was not authorized by the student's parents or the school will be classified as a skip. A skip will result in disciplinary action.
5. Students who exhibit patterns of absenteeism /**TARDIES** which suggest truancy will be referred to the county attendance officer/juvenile court system.

**EXCUSED ABSENCES ARE THOSE CAUSED  
BY THE FOLLOWING REASONS:**

1. Illness of the student.
2. A family medical emergency (includes the death of a close friend or relative).
3. A medical appointment (doctor, dentist, etc.).
4. Subpoenaed court appearance.
5. Attendance at a funeral.

**NOTE: THESE ARE STILL CONSIDERED AN ABSENCE.**

**LEAVING SCHOOL DURING THE DAY/EARLY DISMISSAL**

When a student must leave for an appointment (doctor, dentist, child guidance, etc.) they must be checked/signed in and out at the main office. Students should have a note of explanation directed to the office to be excused from school during the day and are to be picked up at the school office by their parent. Students will not be released to anyone other than parent, or adult listed on their emergency contact form. If a child leaves before 2:45 p.m., they will be considered absent for the PM. If a child leaves after 2:45 p.m., they will be logged as "Leave Early" which counts as a tardy.

**PARENT NOTIFICATION**

Reeths-Puffer Schools participates in Operation Graduation with the Muskegon Area Intermediate School District (MAISD) and other county schools. Operation Graduation is a collaboration with the Muskegon County Prosecutor's office, Department of Human Services, Mediation & Restorative Services and district Family Resource Centers. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school. Students who miss too much school often struggle throughout their academic career and may be less likely to graduate. This collaborative effort focuses on early intervention and individual family needs. It gives the opportunity for all students to succeed. Being in school, every day, is critically important.

The following procedures will be used to notify parents of attendance concerns:

STEP 1: Once a student has missed 5 days of school without reasonable justification, the parent will receive a letter indicating absences may be interfering with the child's education.

STEP 2: If absences approach 10 days, the parent will receive a letter indicating absences are excessive. The parent will be requested to meet with the principal to resolve the problem and to avoid additional consequences.

STEP 3: If attendance continues to be a problem or the parent fails to attend the meeting with the principal, the situation will be referred to the Muskegon County Prosecutor's office.

Per Section 380.1599 of the Revised School Code, failure of parents to comply with school attendance policy is a misdemeanor, punishable by fines, imprisonment, or both. Please see [www.muskegonisd.org/adminservices/truancy/](http://www.muskegonisd.org/adminservices/truancy/) for a complete overview of Operation Graduation.

School related absences, absences due solely to hospitalization, documented long-term home illness, or absences caused by suspensions from school will not be included in the accumulated absences.

## SCHOOL CANCELLATION

Weather related school closings and delays are sometimes unavoidable. When it is evident that school will be closed or delayed, every effort will be made to have an announcement out by 6:30 a.m. Announcements may be heard on the following stations: TV 13, TV8, TV 3, WMUS 106.9, WLAV 96.9, WKLQ 94.5, and WSNS 104.5. You may also call the Reeths-Puffer School Closing Information Hot Line at 744-4736 extension 1455. The Powerschool Alert System will call with any school related closings.

## TARDY POLICY

Students are expected to be in their classrooms and ready to begin class on time. The bells may or may not be used. Chronic tardiness disrupts the educational flow. If a pattern exists, the teacher or administration may conference with the child and parent to rectify the problem. Persistent tardiness could result in loss of recess or after-school makeup time. \*\*\*

**Late Arrival** – Students parent must sign the student in at the office when arriving late at school. **Please Note: Arrival after 9:40 a.m. or signing out before 2:45 p.m. will constitute a half day absence.** An occurrence will be noted on a student's attendance record if he/she is tardy or leaves school early.

\*\*\*Our school day begins at 8:40 a.m. Students who eat breakfast at school are permitted to enter the school building at 8:20 a.m.

## UNEXCUSED ABSENCES ARE THOSE CAUSED BY:

1. Oversleeping
2. Missing the bus
3. Being suspended from the bus and not attending school
4. No transportation to attend school

## **VACATIONS**

We recognize that there will be times when a family chooses to take a vacation during the school year. Due to the importance of continuity in your child's education, we strongly urge parents to consider taking vacations during regularly scheduled school break times. We cannot legally excuse any student for this reason. We will, however, be cooperative with the family and provide appropriate advice and support for the student. Please contact your child's teacher well in advance. Board policy recommends no more than five days be used for vacation during the regular school year. Please notify the office for attendance purposes. Students will be responsible for all make-up work upon their return.

## **SECTION IV - GENERAL INFORMATION**

### **ACADEMICS**

#### **BOOKS AND SUPPLIES**

All supplies used within the content of the regular curriculum are furnished by Reeths-Puffer Schools. Pencils, crayons, paper, etc. are not available on an unlimited basis; therefore, we encourage children to bring them to school if more than supplied amount is needed.

Occasionally the teacher may have a special project and ask students to bring "unusual" supplies, i.e. egg cartons, thread spools, etc. Your help is always appreciated.

#### **HOMEWORK**

The school and the home have a common objective to help the child attain the greatest development possible. Homework may be assigned as practice, make-up work or an extension of a lesson. Parents will share in the responsibility of making sure the child completes the assignments and returns them to school. Reading for 23 minutes every night with your child is recommended.

#### **REPORT CARDS**

Student progress is reported to parents at parent-teacher conferences held in the fall and spring and report cards will be available online three times a year. The reports are cumulative and a copy is kept in your child's permanent school file.

9-3-19 TO 12-6-19.....TRIMESTER 1  
12-9-19 TO 3-6-20.....TRIMESTER 2  
3-9-20 TO 6-10-20.....TRIMESTER 3



## **RETENTION OF STUDENTS**

Reeths-Puffer Schools are dedicated to continuous development of each pupil enrolled. The professional staff are expected to place pupils at the grade level best suited to them academically, socially and emotionally. Pupils will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the pupils involved. Parents have the final decision regarding promotion and retention. They must notify the principal by letter. The letter must clearly state their decision.

## **INSTRUCTIONAL GROUPING**

Reeths-Puffer Schools has a fine reputation of serving students. The staff spends considerable time reviewing information in order to place students in a class that will be the most appropriate for their learning. Information considered includes:

1. Overall academic ability
2. Boy/girl ratio
3. Special needs of students
4. Students spending second year at the same level
5. Separation of students with discipline problems

## **LIBRARY MEDIA CENTER**

Library materials are available to be checked out and taken home. Parents are requested to help see that children return items by the due date. Students will be charged the replacement cost of any item lost or damaged.

## **TESTING**

All district third and fourth grade students take a State Assessment test. Students in all grades take achievement tests and/or criterion reference assessments. All testing results are shared with parents/guardians.

## **ANIMALS/PLANTS IN THE SCHOOL**

Persons bringing animals into the school must receive prior permission from the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. They must be appropriately housed, humanely cared for and properly handled.

Under no circumstances are animals to be transported on school buses.

Skunks, ferrets, raccoons, opossums and bats are not permitted inside school facilities or on school grounds. Felines and canines must be inoculated against rabies at the student's expense before the student may bring such animal to school unless prior verification of inoculation is provided. Caged, tamed rodents (hamsters, gerbils, guinea pigs, rats, mice and rabbits) may be brought to school when permission has been granted. Handling by students must be on a voluntary basis. Supervising teacher will notify parents by letter when an animal will be present in the classroom.

If an animal has bitten a student and skin has been pierced, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility to notify public authorities to have the animal impounded for observation. Public health authorities will determine the appropriate term of confinement of the animal and method of observation. Principals will attempt to notify the parents.

## **BACKPACK ALERT**

Due to the dangers of students carrying backpacks throughout the day and health implications related to posture, Reeths-Puffer Elementary school students are not permitted to carry backpacks from class to class during the school day. Students will still be allowed to carry backpacks to and from school and store them in their lockers or designated area during the day.

## **BICYCLES**

All students who ride bicycles to school shall park and lock them in racks provided as soon as they arrive at school. Bicycle riding is not allowed in the school parking lot or during the school day.

## **FOOD AND DRINK**

Food and beverage is limited to the following times and places:

1. All lunch/snack food or drink must be consumed in the classroom/lunchroom and waste disposed of properly.
2. Food and drink may not be brought into, consumed, or stored in any classroom at any time with the exception of:

- A. Special events which are cleared through the principal's office\*\*\*
- B. Lunch time
- C. Items sold for fundraising which have not been opened
- D. Snack time

3. The school is supportive of the litter laws and all empty pop or juice receptacles, candy wrappers, etc. should be properly disposed of when finished. No containers may be brought to school for storage.

4. Glass containers are not to be brought to school.

#### **5. WE ENCOURAGE SPILL PROOF CONTAINERS.**

\*\*\*We ask that parents and caregivers be respectful of food allergies and reactions that come from sugar, red dye, gluten, peanuts, etc. Healthy treats are suggested for celebrations such as birthdays, or holiday treats. **All treats must be pre-approved by the student's classroom teacher before being sent to school to share.**

## **HALLWAY AND BUILDING BEHAVIOR**

**Students will be expected to show the "Rocket Way"~respect, pride and integrity in all areas, inside and outside of our building. Specific behavior expectations are taught to students by their classroom teacher on an ongoing basis. Students who decide not to follow the Rocket Way, will have behavior consequences that are aligned with the expected behavior. It is our goal to teach and treat behavior expectations as we would teach any subject area in school.**

## **INTERNET POLICY**

### **Privilege**

Students may access Internet resources that support classroom learning. Times of use and content will be closely monitored by the classroom teacher.

### **Responsibility**

All students must have on file a copy of the Internet User Application form signed by their parent or guardian. All Internet usage must be classroom/school related. Students must comply with appropriate computer and Internet etiquette including appropriate language for e-mail usage. Anything that causes discomfort or a feeling of harassment for other users will be considered offensive and subject to discipline.

Students are responsible for proper use and care of district hardware and software. Building rules and procedures must be followed.

### **Consequences of Misuse**

Students who make inappropriate choices in computer usage will be subject to disciplinary action up to and including loss of computer privileges. Students who cause damage to the network/hardware or software through misuse will be expected to make full restitution.

## **LOCKERS**

Lockers in the elementary buildings are to be used as storage areas. Administration retains the right to inspect the lockers at any time. Students assume no privacy rights. Locking devices shall be at the discretion of the administration in each building.

## **CELL PHONES/PERSONAL PROPERTY/DANGEROUS AND DISTRACTING ITEMS**

Students should label all personal items. The school cannot be responsible for private possessions. Students should not bring any unnecessary money to school. Students should not bring dangerous and distracting items to school, i.e., radios, headsets, electronic games, remote control toys, skateboards, cell phones and other items deemed dangerous to self or others. Cell phones and/or texting devices can be disruptive to the educational environment. Students are not permitted to carry them during the school day. When possible, parents should communicate through school staff. If these items are brought to school and are seen, they will be taken away. Items will be held by the principal for the rest of the school year or until a parent or guardian comes to school to pick them up. Arrangements may be made with individual teachers to bring unusual items to school for special times or projects, but students will be expected not to use them outside that situation.

## **RECESS**

Students have a supervised recess break. We expect all students to dress for the weather. We also expect all students to obey school playground rules. **If a child is too ill to go outside for recess, it is recommended that he/she should not be in school.** Students will stay inside if the weather is inclement or temperature/wind chill is zero or below.

## **SCHOOL HOURS**

Central Elementary	8:40 a.m. – 3:45 p.m.
Reeths-Puffer Elementary	8:40 a.m. – 3:45 p.m.
Twin Lake Elementary	8:40 a.m. – 3:45 p.m.

Student's earliest arrival time is 8:20 a.m. The office closes at 4:00 p.m.

## **TELEPHONES**

Children are allowed to use the phone at the discretion of their teacher and/or the office. This will be limited to school related or other important matters.

## PARENT INVOLVEMENT

### **CLASSROOM VISITATIONS**

Reeths-Puffer Schools encourages parents and other citizens to visit our schools. If you plan to visit your child's classroom or confer with the teacher, it is necessary to call ahead in order to assure that school personnel will be available for an appointment. For the safety of students and staff all school visitors must report to the office upon arrival in the building. This enables us to know who is in the building and where to contact you if necessary. In most cases, visits by students from other schools to be with a friend or relative are not allowed.

### **CONFERENCES**

Fall and Spring Parent-Teacher Conferences are held for parents to visit school and confer with staff. Dates will be made known as early as possible so parents can plan to attend. Each building will arrange with parents for a specific time to meet with their child's teacher. Teachers are encouraged to contact parents by phone or other means of communication, with reports of progress or lack of progress throughout the year. If you need to meet with the teacher or principal at other times during the year, feel free to call and set up an appointment.

### **NEWSLETTER**

The bi-weekly schedule of school and community activities, hot lunch menu and articles of general interest are published on-line every other Friday. For more school information, please check out the district website at [www.reeths-puffer.org](http://www.reeths-puffer.org)

### **PARENT INVOLVEMENT INITIATIVE**

The Board strongly encourages and welcomes the involvement of parents in all of the District's educational programs. It is recognized and appreciated parents are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the District. Parent participation may include, but not be limited to: The development and review of instructional materials; input on the ways that the District may better provide parents with information concerning current laws, regulations and instructional programs; and District offerings of training programs to instruct parents in how to become more involved in their child's educational programs. This plan may be accessed at [www.reeths-puffer.org](http://www.reeths-puffer.org) or from the building principal.

### **PARENT TEACHER ORGANIZATION PROGRAM**

Reeths-Puffer Schools have active P.T.O. programs. Parents are encouraged to support and to become involved in their school's P.T.O. and its activities. Please check your school's District website for a listing of your P.T.O. officers, activities, and meeting dates.

## **SCHOOL VOLUNTEER POLICY**

The Board of Education of Reeths-Puffer Schools recognizes the positive impact school volunteers have on our District. Volunteer contributions bring more personal attention to the unique needs of students. By utilizing the various talents of volunteers, we can enhance the learning process. A criminal history check will need to be completed each school year and before volunteering.

## **USE OF SCHOOL FACILITIES**

The school district makes available the use of school facilities during non-school hours to various groups within the community. All such use must be arranged in advance. All inquiries regarding the use of our facility should be directed to the Building and Grounds office at 744-4736 extension 1153. Building use forms may also be accessed on our District's website.

## **STUDENT ACTIVITIES**

### **ASSEMBLY PROGRAMS**

Elementary school assemblies are intended to be educational and inspiring in nature. Student admission to these assemblies is courteous conduct and respect for the performing individual or group. Students will be seated with their classroom teacher in a designated section.

### **FUND RAISING**

It is the policy at Reeths-Puffer Schools to keep fund raising activities at a minimum. Yearly fundraisers will be held to benefit the student internal accounts and student activities. All fund raisers must be pre-approved by the principal. All funds raised through fundraising must be deposited and distributed from an internal account through the Financial Services Office. Organizations outside of school will not be allowed to sell items at school.

Students may not sell items at school to raise money for private gain.

### **SCHOOL PICTURES**

All students are given the opportunity to have a picture taken. School picture information is sent home in the fall.

### **STUDY TRIPS**

Various study trips are provided for students in the elementary schools. Any child going on a study trip must have a signed parent authorization on file for the trip. If a teacher does not have such authorization by the day of the trip, the child will not be permitted to accompany his/her class. Study trip costs are the responsibility of the class and the teacher. Only students in the class (NO SIBLINGS) and parents/chaperones are allowed to participate in study trips. All students are expected to attend study trips and finish the school day upon return. Parents/chaperones must have prior approval, including a criminal history check.

## STUDENT DRESS GUIDELINES

It is the feeling of the district that proper attire and good grooming has a positive influence on citizenship, attitudes and values that are developed.

Parents are requested to see that their child is dressed appropriately for school and the weather. Students who fail to dress properly and in accordance with the school policy will not be permitted to attend class.

1. Reasonable cleanliness of person and of wearing apparel is expected as a matter of health.
2. The absence of footwear will be considered a health hazard. Due to safety issues on the playground and during physical education, **flip flops and open toed shoes are strongly discouraged.**
3. See-through attire will be considered distracting and inappropriate.
4. Although casual wear is permitted, such clothing will not be so extreme in fit or design as to disrupt the educational process. "Short" shorts and/or brief/tank tops are inappropriate. The torso should be covered completely.
5. Swim attire and certain beachwear will be considered distracting.
6. Attire with vulgar words, profanity or offensive designs will be considered in bad taste and will not be allowed.
7. Wearing apparel promoting the use of drugs, alcohol, tobacco, and weapons or using obscene language will not be allowed.
8. Hats, caps, hoods, headbands, and sunglasses are NOT to be worn inside the school building, unless prior permission from the building principal is given.
9. Administration and staff, using discretion, will restrict students from wearing any clothes associated with gangs and violence (i.e. sagging, doo-rags, etc.).

## STUDENT MEDICAL/SAFETY

### **DISASTER ALERT**

The intercom will be used for tornado or other disaster warnings and the school tone will be rung without stopping.

### **FIRE ALERT**

In case of fire, the fire horn will be turned on and left ringing until the building is cleared. Walk briskly in an orderly fashion to the assigned exit. Instructions will be given to you by your teacher. Assemble in class groups outside and away from the building. Do not enter the building until the class bell rings.

## LOCKDOWN

To ensure the safety of children and staff, Reeths-Puffer Schools performs lockdown drills throughout the school year. Instructions will be given to students by their teacher. We are in partnership with local law enforcement agencies to ensure our compliance.

## HEALTH POLICY

Parents are requested to inform the school of all communicable and nuisance diseases their children contract. The school will notify parents regarding cases of nuisance and communicable diseases reported in the room their child attends. Copies of Communicable Disease Control in the School are available at the office. Students enrolling for the first time in Reeths-Puffer Schools will be required to show proof of immunizations. Students will not be allowed to start school without this proof.

## ILLNESS/INJURY

Parents will be informed of injuries or illness of a serious nature which occur at school. The emergency card is used to contact parents or their designated representative. If you change jobs, phone numbers or wish to change the person we are to notify, please come in and fill out a new card.

## LICE

As with all communicable and nuisance diseases, parents are asked to inform the school as soon as possible when their child is treated for head lice. Any child treated for head lice must be seen by an authorized staff member or have a note from a doctor before the student will be allowed back in class. Reeths-Puffer Schools has a NO NIT policy. This means all nits must be removed from the hair before a child will be allowed to return to class. Any child found with nits during a routine class inspection will be sent home to have the nits removed.

## MEDICATION

Medication shall not be brought to school unless it is essential to the health of the student. The dispensing of prescribed medication by school personnel shall be made in accordance with the following procedures:

1. Medications which need to be taken in school must be administered by certified school personnel (or designee) in the presence of another adult. Parents must bring medication to the school office in the original container and file a written statement. **NO STUDENT MAY BRING ANY MEDICATION TO SCHOOL.**
2. Medications to be administered regularly each day are not to be given in school unless specifically ordered by the physician.
3. We ask that medication be clearly labeled with student's name, date, doctor's name, and complete instructions for administration. Must be in original container.
4. Aspirin is not available from the school office, however parents may bring Tylenol or Ibuprofen to school to be dispensed by the office as needed.



5. Medication logs are kept in all offices.

6. Students must be fever free for 24 hours without medication before returning to school per Muskegon County Health Department guidelines.

7. Students may carry and self-administer only medication with a written doctor's slip that specifies the administration of the medication; example: rescue inhaler or epi-pen. A doctor's note must be on file in the office.

## **NON-PARTICIPATION NOTE**

A written communication from a doctor is needed if your child needs to be excused from participation in physical education and/or recess for more than two (2) days. Generally speaking, if a child is well enough to return to school, they will be expected to go outside for recess and participate in physical education class.

## **SPECIAL HEALTH PROBLEMS**

Please make the school aware of any health problems concerning your child. We will be happy to cooperate with you in arriving at the best methods for aiding your child. Parents should renew written statements of health concerns every year. These statements would include information about allergies, asthma, etc.

## **STUDENT INSURANCE**

A Student Accident Protection Plan is available to all students. This insurance covers the student during the school year against accidents at school. Interscholastic athletics are not included under this plan.

## **SECTION V - TRANSPORTATION**

### **BUS CONDUCT RULES**

The bus driver must pay full attention to driving the bus safely. When pupils do not behave while riding the bus, it becomes very difficult for the driver to pay full attention to driving. Accidents occur when drivers cannot pay full attention to the responsibility of driving the bus safely. All school rules are in effect while riding school busses.

The bus driver is in complete charge at all times. Students are not to question the driver's authority.

For your safety and that of others, please observe the following rules. The number behind each rule indicates the number of points that will be given for each infraction. The following will be handled by the transportation department:

1. Disrespect for other students or the driver (3)

2. Littering on the school bus (1)
3. Not being at the bus stop at scheduled time (1)
4. Riding on unassigned bus without approval (2)
5. Being in the roadway or not behaving at the bus stop (2)
6. Not exiting at designated stop (2). Changes must be in writing.
7. Talking in a loud voice or shouting while on the bus (3)
8. Not sitting properly or not sitting in an assigned seat (2)
9. Improper entering or exiting of bus, not obeying the crossing signal (3)
10. Eating or drinking on the bus without permission of the driver (3)
11. Failure to keep head and/or hands inside bus at all times (3)
12. Throwing objects on the bus or out the windows of the bus (3)
13. Use of any spray container on the bus (3)
14. Other failure to obey driver or bus rule (3)

The following misconduct will be handled by the Principal's staff and is subject to additional discipline:

15. Use of profane or vulgar language or the use of obscene gestures (3)
16. Blatant disrespect or disobedience of driver (5)
17. Harassment (physical, verbal or sexual) of any other person on the bus (5)
18. Improper use of or tampering with the emergency door or equipment (7)
19. Spitting, biting, hitting, pulling hair or improper touching of another person (7)

The following misconduct will be handled by the Principal's staff, but may also be reported to the POLICE. These acts may result in expulsion from school and/or loss of transportation privileges.

20. All criminal acts:
  - Vandalism – willful destruction or damage of property
  - Explosives – possession or use of any explosive device (including fireworks)
  - Tobacco Products –possession or use of such unlawful products

- Lighters or matches
- Assault and/or Battery
- Illegal substances or look-alike drugs – possession or use
- Alcohol – use or possession
- Indecent Exposure of one’s private parts or SEXUAL ACT of any nature
- Weapons – possession or use of illegal knives, guns, razors, etc.

Action regarding these matters are based on accumulated points as follows:

- One Day Suspension – 1 to 3 points
- Three Day Suspension – 4 to 6 points
- Five Day Suspension – 7 to 14 points
- Ten Day Suspension – 15 to 19 points
- Remainder of Year Suspension – 20 or more points

## **BUS SAFETY RULES**

For your safety and that of others, please observe these rules:

1. Be on time and board in a safe and orderly manner.
2. Walk to your seat; remain seated with feet on floor and facing forward; share seats willingly.
3. Keep aisles clear; hold belongings on lap. Do not bring live animals, balloons, skateboards, snowboards, scooters, glass containers and other fragile items or objects too large to be conveniently transported.
4. Keep hands, feet, arms, legs, and all belongings inside the bus.
5. Do not consume food, gum or drinks on the bus.
6. Smoking or using other tobacco products is not permitted on the bus.
7. Do not bring harmful objects – drugs, look-alike drugs, alcoholic beverages, weapons, matches, lighters, aerosol cans – aboard the bus.
8. Leave the bus in a safe and orderly manner, through the front door only, and in full view of the driver. All crossing to the other side of the road must be in front of the bus and with the driver’s signal.

## DENIAL OF TRANSPORTATION

The privilege of riding any Reeths-Puffer bus may be denied by the bus driver or the administration for violation of safety or behavior standards. Reeths-Puffer busses are Weapons-Free and Drug-Free zones. Violation of these policies could result in the recommendation of expulsion to the Board of Education.

## RESPONSIBILITY OF PARENTS

1. To ascertain and insure that their children arrive at the bus stop on time in the morning.
2. To provide necessary protection for their children when going to and from the bus stop.
3. **An adult must be present when Kindergarten students are dropped off after school.** We cannot leave them unless someone is there to receive them. Students will be returned to the transportation department or school if no one is present. As a last resort, Protective Services will be called.
4. To accept joint responsibility with the school authorities for proper conduct of their children.
5. To make a reasonable effort to understand and cooperate with those responsible for pupil transportation.

## TRANSPORTATION POLICIES ON SPECIAL TRIPS (STUDY TRIPS)

1. Only students, faculty or other people who are directly connected with such trips are eligible to ride the bus.
2. No student shall do anything which will endanger the safety of the students.
3. At all times, both on the bus and while at their destination, students are expected to exhibit appropriate behavior. Failure to do so will result in the denial of future privileges.
4. Students who GO on the bus MUST RETURN on the bus unless pre-approval was given by the building principal.
5. In case of emergencies, parents will be notified as soon as possible.
6. All students are expected to be on time for out going and return trips.
7. Teachers or bus drivers may assign seats on bus trips.

8. Any student, who at the time of a study trip, is on OSS or on a bus riding suspension will not be allowed to ride the bus the day of the trip.

These policies will make it possible for us to continue the use of our busses for school activities.

## TRANSPORTATION POLICIES

1. Reeths-Puffer Schools will transport students who reside in the district in grades 1 through 12 beyond one (1) mile from the school they attend.
2. All fifth through twelfth grade students may be required to walk up to one mile to a school bus stop.
3. All kindergarten students living between one-half and one mile from the school they attend will be transported.
4. Kindergarten through grade four students may be required to walk up to one-half mile to a regular bus stop.
5. Bus stops will be no closer than  $\frac{1}{4}$  mile apart. Exceptions may be made only when a particular area may warrant additional stops.
6. Students will be transported to and from a babysitter under the following conditions:
  - A. The sitter must be located in the Reeths-Puffer district on the bus route as it is set up for residents for that school year. No special routes will be available for transportation to and from the sitter's home.
  - B. Arrangements made at the start of each school year, **one address for pick up and one address for drop off**, must remain consistent throughout that year to avoid liability and potential problems.
  - C. If and when a sitter is changed, notification must be made in writing to the driver and to the Transportation Office.
7. **No provision is made for students riding home with another student for any reason.**
8. Except for the specific policies as stated in one through seven, the guidelines and recommendations of the Department of Education shall be followed.

## SECTION VI - LUNCH/FOOD SERVICE

**Free/Reduced Lunch Program** – Applications for free/reduced meals are available in all building offices and kitchens. Completed applications must be returned to the FOOD SERVICE OFFICE for processing. Families must meet specified federal guidelines to qualify for this program. Save time and paper by applying online at [www.lunchapp.com](http://www.lunchapp.com).

**Weekly Lunch Procedures** – Students may purchase a lunch provided by the school. Our

point-of-sales program will require pre-payment for breakfast and lunch or you may choose to pay daily. It is preferred that you pre-pay for at least a week or more. Deposits can be made at any time whether in your building kitchen, at the high school food service office or on-line at [www.SendMoneytoSchool.com](http://www.SendMoneytoSchool.com). The money goes into your child's account and can be used for breakfast and lunch purchases. Meals may be purchased daily with cash.

**Charging** – Student's may carry a negative balance equivalent to five lunch meals and still be fed their meal of choice. The food service cashier will notify parents regarding negative balances by phone and/or letters sent home.

**Change** – All cash and checks received will be placed in the student's account. Change will be given upon request when lunch is purchased daily.

### **Student Prices**

Lunch	\$ 2.60 per day
Reduced Lunch:	\$ .40 per day
Milk:	\$ .40 per day

**Adult Lunch** – Adult lunches are provided for a fee. Adults will not be allowed to charge. Adult lunches are \$3.75.

**Breakfast** is available in each building. Those students who qualify for free or reduced lunch also qualify for free or reduced breakfasts.

Breakfast:	\$1.20 per day
Reduced Breakfast:	\$ .30 per day
Adult Breakfast	\$1.85 per day

**Cold Lunch** – Students may carry a lunch from home. All students (free, reduced or paid) who take milk when bringing a lunch from home will be charged .40 cents.

**Allergies** – Students with allergies are required to have a doctor's statement on file in the principal's office and the food service office stating what the allergy is and what substitutions must be made.

## **SECTION VII - DISCIPLINE**

### **ADMINISTRATION SUMMARY**

Exceptions to the rules, regulations and consequences can only be granted by the school administration. The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring actions that may arise and which are not covered in the handbook. In all cases, the rules, regulations and possible disciplinary actions shall be as consistent as possible in previously established rules, regulations and disciplinary actions for similar incidents. The action taken may be adjusted based upon the specific circumstances of the violation.

## **BUILDING PRINCIPAL ADMINISTERED DISCIPLINE**

Discipline administered by the building principal includes, but is not limited to warning, detention, parental contact, and/or suspension. Based on the severity of the offense, the building principal may suspend a student for up to ten days. Upon reaching the level of persistent misbehavior, the administration has the discretion of involving Juvenile Court through the filling of a petition charging the student with incorrigibility within the school.

### **SPECIFIC INFRACTIONS**

#### **SPECIFIC INFRACTIONS**

Use/Possession of Tobacco

Major Truancy

Major Physical Contact/Aggression (Both fighting and throwing objects could fall under this)

Major Theft/Property Misuse/Damage

Major Inappropriate Verbal/Non-Verbal Language

Major Truancy

Major Inappropriate Verbal/Non-Verbal Language

Major Non-Compliance

Anti-Bullying

### **CORPORAL PUNISHMENT**

Public Act 521 of 1988 defines corporal punishment as the act of deliberately inflicting physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for offensive behavior. Any person who is employed by or engaged as a volunteer or contractor of a local or intermediate school board shall not threaten to inflict, nor cause to be inflicted corporal punishment upon any student. Within the scope of a school employee's responsibilities, reasonable force may be used to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.

Reasonable force may also be used for the self-defense of another, to prevent a pupil from inflicting harm on himself or herself, to quell a disturbance that threatens physical injury to any person, to obtain possession of a weapon or other dangerous object upon or within the control of the pupil and to protect property.

## **DISCIPLINE POLICY**

These policies were put into effect by resolution of the Board of Education of Reeths-Puffer Schools in 1989 and are reviewed annually. They will be in effect until changed by action of the Board of Education.

### **DUE PROCESS PROCEDURAL RULES AND REGULATIONS**

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district's resources in cooperation with the student and his parent or guardian.
3. The following steps shall be taken as soon as the administrator or faculty member becomes aware of a problem:
  - A. The building administrator will confer with the person (or persons) involved.
  - B. The student will be informed of the specific charge(s) which could be the basis for the disciplinary action.
  - C. The student will have the right to be heard and to present any relevant information to the school administrator.
  - D. Once the building administrator (or designee) determines that suspension is appropriate, he/she will:
    - (1) Notify the parent as soon as possible of the suspension, the reason for it and the duration. Notification may be made by any of the following forms: use of the formal Disciplinary Notice to Parent form, telephone, home visit or a suspension letter. Suspensions extending beyond 10 days will be confirmed by a written statement through the mail.
    - (2) Confer, at the earliest possible time, with the parent and the student to discuss the conditions for the return of the student to the school setting.
    - (3) Advise the parent and student of their right to appeal the decision.
    - (4) Refer to law enforcement agencies when appropriate, as in cases of arson, rape, vandalism, violence, theft, assault, weapons possession, illegal possession of drugs, etc.
    - (5) Complete and file, in the building, Discipline Notice to Parent

There may be times when it would be more appropriate to use restorative practices, rather than suspension as a disciplinary action.



## EXPULSION

A termination of enrollment permanently or for an extended period through formal action of the Board of Education.

### Procedure:

1. Within 30 calendar days of the offense, a recommendation for the expulsion of a student shall be made to the Board of Education by the Superintendent upon the recommendation of the building administrator.
2. Both recommendations shall be in writing, supported by the essential elements which form the basis for the charges and stating the student's version (if student responded).
3. The student shall be under suspension pending the Board's decision.
4. Prior to the recommendation to expel a student, it is expected that procedures outlined for suspension will have been followed.
5. The parent of the student shall be advised of their right to a hearing before the Board of Education.
6. Upon written request by the parent for a hearing before the Board of Education, the Board shall schedule such a hearing within 10 school days, and shall notify the parent that the hearing will be conducted under the following rules and procedures:
  - A. Written notice shall be given of the time, date, and place of the hearing.
  - B. The student or parent may be represented by an attorney or other adviser of their choosing.
  - C. The student may present witnesses at the hearing.
  - D. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
  - E. There may be present at the hearing, the principal, the Board of Education's attorney, and such resource people as the President of the Board of Education deems essential to the proper adjudication of the case.
  - F. The Board of Education will act on the recommendation with reasonable dispatch at a regularly scheduled meeting of the Board. If the Board ruling favors expulsion, the Superintendent will notify the parent(s) or guardian(s) in writing of the expulsion and the reasons for it. Such written opinion shall be forwarded to all parties concerned and shall be final.

Students may be expelled from school for:

1. Using or distributing narcotics (including inhalants and steroids) at school or school related activities

2. Abnormal behavior due to consumption of alcoholic beverages or drugs
3. Extreme misbehavior, including assault of school staff member or school vandalism
4. Violation of school probation
5. Possession, use, or threatened use of a firearm or facsimile
6. Use, threat to use, or concealment of any weapon or facsimile
7. Sexual Harassment

## **ANTI-BULLYING**

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct:

1. Bullying - Bullying of 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, including, but not limited to, cyberbullying, 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;
  - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. 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.

B. Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the responsible school official(s) as defined below.

C. Investigation

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

D. Notice to Parent/Guardian

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent of the victim of the bullying and the parent of the perpetrator of the bullying.

E. Annual Reports

At least annually, the building principal or designee, or the responsible school official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. Responsible School Official

The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

G. Posting/Publication of Policy

Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent handbooks.

H. Definitions

1. "At School" means on school premises, on a school vehicle, or at a school-sponsored activity or event. "At School" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District's control.

2. “Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
  - a. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
  - b. Adversely affecting the ability of a pupil to participate in or benefit from the 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 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.
  
3. “Telecommunications Access Device” refers to electronic devices such as cell phones, electronic cards, online account access information, or any equipment, software or technology that may be used to access information. For additional information see Reeths-Puffer Schools Board Policy section 8260.
  - a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
  - b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
  
4. “Telecommunications Service Provider” means that term as defined in Section 219a of the Michigan Penal Code, supra, as may be amended from time to time. As of January 2012, “Telecommunications Service Provider” is defined to mean any of the following:
  - (1) A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility,

cell site, mobile telephone switching office, or other equipment or telecommunications service.

- (2) A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
- (3) A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

## **OUT OF SCHOOL SUSPENSION (OSS)**

Students who are suspended out of school (OSS) must leave school property and may not return without the permission of school authorities or until the suspension time is over. Students on OSS are not to be near school property and are expected to remain home under parental supervision. Students placed on out of school suspension WILL receive credit for the work done during the time of suspension.

Parents may contact the office for homework assignments if suspension is for more than (1) one day. Completed assignments should be returned the day the student returns to school from the suspension.

## **REPRIMAND**

A reprimand is criticism with the intent of correcting a fault. It may also be a scolding for inappropriate behavior. Recess or study trip privileges may be denied as a reprimand.

## **RIGHTS, RESPONSIBILITIES AND LIMITATIONS**

### **1. CIVIL WRONGS:**

The following activities are among those defined as criminal under the laws of the State of Michigan and Reeths-Puffer Schools.

- A. Arson: Setting or preparing to set personal property or school property on fire will result in immediate expulsion in accordance with the district's arson policy.
- B. Assault and Battery: Hitting or threatening to hit another person, bullying and/or threats of violence.
- C. Theft, Burglary, Robbery: Stealing or taking property that does not belong to you without the owner's permission (See penalties following).
- D. Explosives: Explosives or bombs are strictly prohibited on school property or at school sponsored events. This includes fireworks of any kind.
- E. Bomb Threats: Informing another person of your intent to blow up a building by bombing.
- F. False Alarms: Falsely reporting a fire.

- G. Gambling: All forms of gambling.
- H. Displaying, distributing or selling pornographic materials.
- I. Vandalism: Intentional destruction of, defacement of or tampering with personal or school property.
- J. Trespassing: Being out of place or in an area where you are not allowed to go and refusing to leave when told to do so by a teacher or administrator.
- K. Extortion: Forcing somebody to give you money or other item of value against their will.
- L. Indecent Exposure: Purposefully exposing body parts normally covered by clothes.

2. SALE, USE OR POSSESSION OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS  
(including inhalants and steroids)

Any student found possessing or using alcohol, illegal drugs, inhalants, steroids, items used to take drugs or imitation illegal substances shall be immediately removed from contact with other students and shall be subject to disciplinary procedures ranging from probation to expulsion. Legal authorities shall be notified in most cases.

3. SMOKING

Smoking by students or the possession of smoking materials is not permitted on school property, in sight of school, or at any school sponsored activity.

4. DISRUPTIVE BEHAVIOR

Conduct which materially and substantially interferes with the educational process is prohibited.

5. COOPERATION WITH SCHOOL PERSONNEL

Students must follow the instructions of all teachers and school administrators.

6. REFUSAL TO IDENTIFY SELF

All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds or at school sponsored events.

7. OFF-CAMPUS EVENTS

Students at school sponsored, off campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey rules and/or failure to obey the lawful instructions of school district officials shall result in the loss of eligibility to attend school sponsored, off campus events.

The commission of any of the above activities in school buildings, on school property or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

## SEXUAL HARASSMENT

Sexual harassment has no place in the Reeths-Puffer School District and will not be tolerated. A student who engages in sexual harassment will be subject to appropriate discipline, including expulsion.

Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage, or opportunity or which creates an intimidating, hostile or offensive educational environment.

The Board of Education's policy prohibiting sexual harassment and outlining grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal, the Human Resources Director or the Director of Special Education, who have been designated as the school's sexual harassment grievance officers.

## STUDENT CONDUCT

Behavior expectations pertaining to student conduct on the playground, in the classroom, lunchroom and other areas of the school are necessary to maintain a harmonious school environment that promotes the proper values, attitudes, and practices necessary for a good educational climate. These rules should be based on, and part of, a general philosophy of mutual respect between school personnel and students, keeping in mind the students' rights, safety and the school's responsibilities. Behavior expectations by location are regularly reviewed with students by their teacher.

With this in mind, the following three behavior expectations apply in each of our elementary buildings:

Be **respectful** of others, objects and yourself, by showing that they matter.

Show **pride** by taking satisfaction from achieving, or belonging.

Display **integrity** by doing what is right, or expected.

Students know these as the "Rocket Way" and are common expectations throughout our district.

## STUDENT UNDER EXPULSION

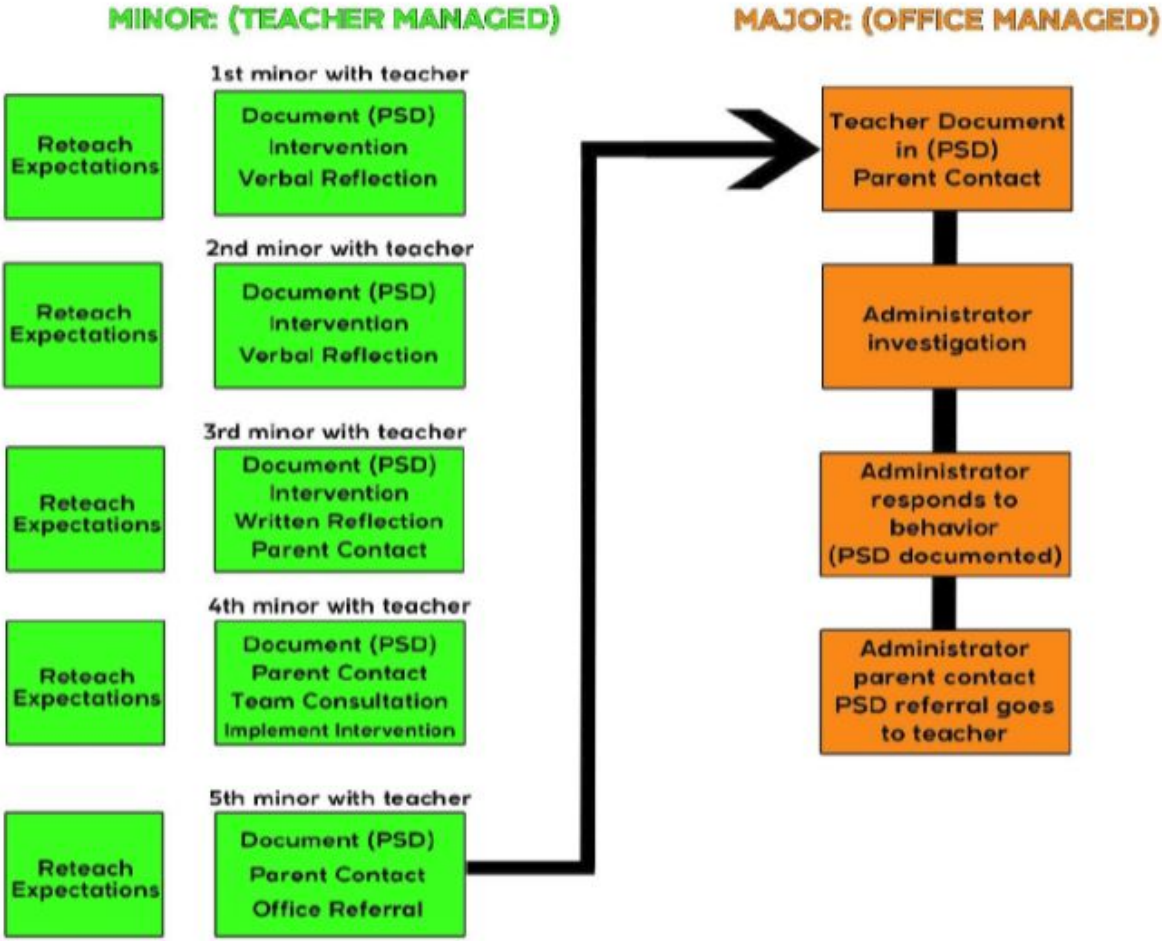
When a student is expelled, he/she is dropped from the school rolls and may not return. A student who has been expelled may not be on school property or attend any activities or social events sponsored by the school.

## TEACHER-ADMINISTERED DISCIPLINE

The core classroom teachers and special classroom teachers are responsible for stating in writing and notifying their students of classroom behavior expectations. Teacher administered discipline includes, but is not limited to: warning, written reprimand, parental contact, and/or a restorative action. Once **these interventions** are used and the behavior persists teachers may refer the student to the principal.

# ELEMENTARY LEVEL DECISION TREE

## Behavior Observed



If you would like additional information regarding our PBIS practices and/or our discipline philosophy, please contact your building principal.