

BEAVERTON ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK



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Please sign required forms on the back pages and return to your child's teacher.

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FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 9, 2021. If any of the policies or administrative guidelines referenced herein are revised after August 9, 2021 the language in the most current policy or administrative guideline prevails.

BEAVERTON RURAL SCHOOLS MISSION STATEMENT

Beaverton Rural Schools, in partnership with the community, will ensure an environment in which all students will achieve skills necessary for lifelong learning and responsible citizenship.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

**Superintendent
468 S Ross St, PO Box 529
Beaverton MI 48612
989.246.3000**

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant education goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents/guardians should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes.
- B. Providing a school and home environment which encourages learning and augments at home the learning experiences provided by the school.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable. The board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in this Student Handbook. The Parent Involvement Plan may include, among others the following strategies:

- A. Create a positive invitation to explain the District's commitment and the parent's right to be involved in the educational process of their child.
- B. Provide child's individual assessment results, reading results, progress reports, report cards, and parent conferences.
- C. Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The District will also provide each school's discipline plan along with a tardy plan.
- D. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- E. Post PTO meetings and parent-involvement meetings on the District website, bulletin boards, and/or send home notices with students.
- F. Send home a parent-student-teacher compact that outlines how parents and school staff will share the responsibility for improved student achievement of their children.
- G. Establish and maintain a home reading program. Books will be provided to encourage students to read at home.
- H. Maintain a consistent District-wide effort to communicate regularly with parents.
- I. Schedule at least one (1) student conference annually with each student's teachers to inform parents of student's progress.
- J. Distribute periodic newsletters from teachers informing parents of upcoming District events and curriculum being taught.
- K. Send folders home to keep parents abreast of individual student progress and maintain open lines of communication.
- L. Make calls, use e-mail and/or send letters as needed for teachers and administrators to communicate with parents.
- M. Encourage continued positive partnerships and involvement throughout the community by staff and administrators.

- N. Offer an ongoing reading tutorial program throughout the school year during the day, encouraging parental involvement.
- O. Have the District's high school National Honor Society offer tutoring.
- P. Encourage active faculty participation in PTO.
- Q. Encourage parents to serve as chaperones for class field trips and other school activities.
- R. Provide opportunities for discussions between parents, administrators, and staff to address problems and find solutions for students having difficulties, either academically or socially.
- S. Use homework hotline to inform homes of various assignments and activities. Utilize the website as available.
- T. Place current and accurate announcements on the school's marquees throughout the District.

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 respect of their rights of freedom of expression and association, as well as fair treatment, as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to 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. Many times it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL-BEING

Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to the school office. State law requires that all students have emergency medical information on file at the school. This is provided by the parent and kept electronically at the school.

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, 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.

Parents/Guardians are required in the fall of each year to fill out a general information form, which contains specific information to follow in case of illness, accident, or other emergency. All potential serious injuries or illness will be referred immediately to the school nurse or qualified school personnel, who may administer first aid if needed. School personnel will attempt to contact parents or designated adults when such situations arise. Please keep your information current with the office.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in 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.

HEAD LICE POLICY

A school has a high concentration of people, so it is necessary to take specific measure 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. The problem of contracting head lice can be a problem in any school setting. When a louse is found on a child immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school designated personnel find no live lice on the child, the child may reenter school. Parents should remove nits daily and treat if live lice are observed.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the superintendent or designee. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

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

- A. birth certificate or similar document
- B. proof of immunizations
- C. proof of residency
- D. court papers allocating parental rights and responsibilities or custody

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose name is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

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, but not limited to: 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 Central Michigan District Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building administration to inquire about evaluation procedures and programs.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. 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/Guardians are encouraged to contact the building secretary for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with 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 building administration.

MEDICATION FOR STUDENTS

School personnel are not able to administer any medication to students without a medication form.

In order to closely control the dispensation of prescribed medication, the following procedures will be followed:

- No prescribed medication will be given without a doctor's order.
- All prescribed medication **must be in a properly marked container with pharmacist's or doctor's label of contents and dosage.**
- Medication that is to be taken at school will be administered by the nurse, administration or his/her designee.
- A written log will be kept of all prescribed medications taken by students.
- **Under no circumstances will non-labeled medicines be administered by school personnel. It is the student's responsibility to always inform their teacher when they are to report to the office to take prescribed medicine.**
- Written instructions, signed by the student's parents/guardians and doctor must be furnished and include: child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date.
- Medication is to be brought to the office by the parent/guardian and picked up at the office by the parent/guardian when medication is done.
- Students may not administer their own medications-the only exception to these rules is prescribed inhalers
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

MESSAGES FOR STUDENTS

Please send a note to school with your child if he/she is to stay after school to wait for a parent, attend ball practice, walking to a friend's, etc. We realize that sometimes there is a change in plans and you must get a message to your child during the school day. Calls made early in the day allow time for the teacher to retrieve the written message. Afternoon calls are generally given as briefly as possible over the phone to the teacher.

OUTDOOR RECESS

The children have outdoor recess daily, weather permitting. **It is important that they come to school dressed for outdoor activities everyday** as indoor supervision is not available for children on days when most of the children can be out. Outdoor recesses are not given on days when the weather or playground is unfit. Shoes must be worn at all times during recess.

Please make sure your child is prepared for cold weather. They must have snow pants, boots, hats, and mittens for outdoor play, **which should be labeled clearly with the child's name.** Many unclaimed items are on our lost and found table throughout the year. If you need assistance getting warm clothing, please check at the local missions or at the Department of Human Services in Gladwin.

Going outdoors for recess is a normal part of the school day. **Children, who are too ill to participate in all activities at school, especially outdoor recess, should stay home until they are well enough to return.** If a student must absolutely stay indoors during recess because of illness, we must insist that they have a note signed by the parent explaining why. Students under these circumstances will be permitted to stay indoors **for not more than two days.** If there is a particular problem with this policy, please feel free to discuss it with the principal.

STUDENT DRESS/APPEARANCE

The intent of any school dress code is to ensure that education takes place without distractions. Students are prohibited from wearing clothing that is disruptive to the educational setting. Examples of such clothing include, but are not limited to:

- “see-through” clothing
- clothing which exposes the midriff
- garments that provoke or distract students or school employees
- sunglasses, hats, coats, and other outside clothing
- clothing, patches, or buttons displaying profanity, vulgarity, or obscene suggestions or which promote the use of cigarettes, alcohol or illegal drugs
- hats or any head coverings
- pants worn below waist level or shorts that are shorter than the student’s fingertips
- wallet chains or chains of any kind will not be allowed at school
- pajamas or slippers

For safety and health reasons, students are required to wear shoes or soled footwear. Specific clothing may be required for certain classes, such as physical education.

Students whose attire does not comply with the above standards, or is disruptive to the educational process, shall be directed to call home for acceptable attire.

Any electronic device that has the ability to communicate with another device is not allowed to be turned on during the school day. Students may bring them to school but they must be turned off at all times.

STUDENT VALUABLES

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

BICYCLES

Students may ride bicycles to school. We encourage the use of helmets. The following is expected:

- bicycles will be put in the proper, designated place

- bicycles will not be ridden during school hours
- students will only ride their own bicycle
- bicycles will be ridden in a manner that does not endanger others
- no elementary school student shall be allowed to drive or ride a motorized vehicle

INSTRUCTIONAL/CLASS TIME

When students enter the classroom, they are there for educational purposes. During the school day, students are not allowed to have food or drink in the classroom. Water is allowed in a clearly marked water container. Students are not allowed to listen to music while in the classroom. This means no CD players, iPods, or any musical device with headphones, ear buds, or speakers. This is considered a disruption to the educational process. If a student possesses any other items listed above, then they will be confiscated immediately. The use of cell phones during school hours is strictly prohibited.

LOCKERS

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the school principal or designee.

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by School Board policy or the principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils. Using school lockers to store expensive items is not recommended.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board authorizes the principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or his/her designee shall supervise the search. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of Board policy or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following:

- firearms
- explosives
- dangerous weapons
- flammable material
- illegal controlled substances
- controlled substance analogues or other intoxicants
- contraband
- poisons
- stolen property

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil shall be notified by the school principal or his/her designee of items removed from the locker.

STUDENT RECORDS

The School District maintains many student records, including both directory information and confidential information. Other than directory information, access to all other student records is protected by the Family Educational Rights and Privacy Act (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents/guardians. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the building administration. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/guardians have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian must request the amendment of a student record in writing and if the request is denied, the parent/guardian will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the parent/guardian, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parent or guardian

- mental or psychological problems of the student or his/her family
- sexual behavior or attitudes
- critical appraisals of 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 his/her parents or guardians

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent/guardian who wishes to review materials or observe instruction must contact the building principal prior to coming to the School. Parent/guardian rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SCHOOL MEALS

BREAKFAST

Breakfast will be provided in every classroom daily.

LUNCH

Hot lunches will be provided for every student daily. If student does not take a full hot lunch, there will be a \$.40 per day charge for milk or juice. Lunch menus are sent home each month.

Cold lunch students are not to bring pop for their lunch time drink.

LUNCH CHARGE POLICY

It is the policy of Beaverton Rural Schools to offer a nutritional food service program for all K-12 students and staff. Therefore, the following guideline will be followed:

- Charges may be made up to \$5.00 only.
- Charging may only occur in grades K-6th.

SCHOOL VISITORS, INCLUDING PARENTS AND GUARDIANS

All visitors (this includes parents/guardians) **MUST REPORT TO THE OFFICE TO SIGN IN.** Please enter the building by using the main entrance. No visitor will be permitted to go directly to a classroom. The purpose of this is to eliminate unnecessary interruptions during lessons and to provide safety for the children.

VOLUNTEERS

Volunteers are welcomed and valuable to our school. All Volunteers spending time in the classroom or on field trips, will need to have an approved ICHAT. Forms may be picked up at the school office.

TELEPHONE

Students are not to use the telephone unless they have permission from the office. The teacher will provide the student with a note for the office, if they are asking a student to call home. Students may not bring to school a pager, cellular telephone, or other electronic communication device except for health or other unusual reasons approved in advance by the principal.

FIRE, TORNADO AND LOCK DOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State Law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

EARLY DISMISSAL

Occasionally an emergency makes it necessary for us to close school and send the children home early. When this occurs, it is impossible to contact parents/guardians personally. Please talk to your children and instruct them as to what they should do if you are not home when they arrive. This information should also be given to each child's teacher. Early dismissals will be announced on the television, radio stations, and an automated phone call to you. Please be sure you have a current phone number that will be used for the call in the school office.

SCHOOL CLOSINGS DUE TO WEATHER OR OTHER EMERGENCIES

SCHOOL MESSENGER

A telephone call will be sent to parents/guardians in the event school is closed for inclement weather or other emergencies. Please make sure telephone numbers are up to date in the student data base as this is updated every night to ensure that you will receive your call.

TELEVISION

In addition to School Messenger, the following are the stations to listen to for school closings:

- Saginaw (TV5)

- Cadillac (9&10 NEWS and FOX 33)
- Flint (TV-12)

RADIO

In addition to School Messenger and Television the following radio stations will broadcast school closing information:

- Beaverton (97.7)
- Gladwin (103.1)
- Clare (95.3)
- Midland (99.7)
- Saginaw (93.3/102.2/104.5)
- Bay City (96.1)
- Mt. Pleasant (94.5)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

LOST AND FOUND

Articles found in classrooms and halls are to be turned in to the school office and will be placed in the Lost and Found. Many articles go unclaimed each year because students fail to check the Lost and Found. It is the student's responsibility to check for lost articles in the Lost and Found. Unclaimed items will be given to charity.

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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

GRADES

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher. When a student appears to be at risk

of failure, notification will be provided to the parents/guardians so they can talk with the teacher about what actions can be taken to improve poor grades.

HOMework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated tests.

REPORT CARDS

Report cards will be issued four (4) times during the school year. Students are given the responsibility of seeing that the report cards reach their home. Report cards may be withheld if a student has not returned school property such as books, other classroom materials or subject area fees.

CONFERENCES

If you wish to discuss your child's progress with a teacher, please feel free to call the office for an appointment. Teachers prefer you contact them when you have a concern or problem by calling the office to make an appointment. Parent-Teacher Conferences are scheduled for early November. Please check the school calendar for the dates.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer devices, computer network and the internet, s/he and his/her parents/guardians 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 account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement, Beaverton Schools Student Device User Agreement, will be distributed.

COMPUTER AND INTERNET USAGE GUIDELINES

Beaverton Rural Schools is pleased to offer students access to a computer network for file storage and use of the Internet. To gain access to local area network and the Internet, all students must obtain parental permission as verified by the signature on the form provided at the end of this handbook. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

WHAT IS POSSIBLE?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Although, in compliance with federal requirements, our Internet access is filtered at the Clare-Gladwin RESD, families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on school grounds. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth in this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing, keeping, or sending anything that they would not want their parents or teachers to see.

WHAT ARE THE RULES?

- **Privacy**-Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly. Students agree never to give out personal information on the Internet.
- **Storage Capacity**-Users are expected to remain within allocated disk space and avoid material which take up excessive storage space.
- **Illegal Copying**-Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the network administrator. Nor should students copy other people's work or intrude into other peoples' files.

Inappropriate Materials or Language- Profane, abusive or impolite language shall not be used to communicate nor should materials be accessed which are not in line with rules of school behavior. A good rule to follow is **never** view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Guidelines to prevent the loss of network privileges at school:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's folders, work or files.
- Do notify an adult immediately, if by accident, you encounter materials which violate the guidelines of appropriate use.

- Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

ATTENDANCE POLICY

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent/guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance.

ATTENDANCE PROCEDURES

If you have been absent for any reason, you must report to the school office with a written note from the parent/guardian within 24 hours of returning to school, stating the reason you were absent, or call the **attendance hotline at 246-3020 EXT.#9**. Work from excused absences must be made up to keep grades from being adversely affected.

EXCUSED ABSENCES / UNEXCUSED ABSENCES:

Excused absences are for legitimate reasons, and the absences do not become excessive. Sufficient reasons shall include, but not be limited to:

- A. Illness of student (only 15 parent notes will be accepted)
- B. Extreme family emergency
- C. Family vacation with prior administrative approval*
- D. Religious observances
- E. Mandatory court appearance

*Family Vacation: Limited to 5 excused absences.

Students will be unexcused unless the parent/guardian calls or sends written notices to the school explaining the students' absence. Administrator discretion for additional attendance concerns.

EXCESSIVE ABSENTEEISM

Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner, because the value of class activities is

missed forever. Absence for such reasons as camping, vacations, non-school activities, or visiting is discouraged. Furthermore, late night activities that cause a student to be tardy or absent the following day are also discouraged. When at all possible, please avoid scheduling dentist or doctor appointments during school hours.

Students who are not in their classroom when the bell rings are tardy. Any student arriving late to school is to report to the office before proceeding to class.

At **five (5) invalid absences**, a letter may be mailed home by the school representative. This letter is to inform the parents/guardians of the attendance policy and offer any assistance to help increase the student's attendance.

At **seven (7) invalid absences**, a letter may be mailed home by the school representative. This letter is to inform the parents/guardians of the attendance policy and offer any assistance to help increase the student's attendance. A meeting may be scheduled with a school representative and the parents/guardians to determine the circumstances surrounding the absences and to determine if further action is necessary.

At **ten (10) invalid absences**, the parent or guardian will receive a letter indicating the total days absent and the total number of days tardy that are recorded. A meeting may be scheduled with a school representative and the parents/guardians to determine the circumstances surrounding the absences and to determine if further action is necessary. The parent/guardian may be referred to Prosecuting Attorney Office.

At **fifteen (15) invalid absences**, the parent or guardian will receive a letter indicating the total days absent and the total number of days tardy that are recorded. A meeting may be scheduled with a school representative and the parents/guardians to determine the circumstances surrounding the absences and to determine if further action is necessary. The parent/guardian may be referred to Prosecuting Attorney Office.

BEHAVIOR PLAN

The entire staff of the Beaverton Primary School has the goal of making school a place in which children will feel safe, secure, and happy and in addition, have the maximum opportunity to learn.

In an effort to accomplish this goal, we have developed a school-wide behavior plan. The plan lists the rules that we expect the students to obey. The plan also states that students who choose to break the rules will receive negative consequences (punishments), and students who follow the rules will receive positive consequences (rewards). Part of the plan follows.

Our general school rules are:

1. Follow directions the first time given.
2. Walk quietly throughout and around the buildings.
3. Help keep school neat and orderly.
4. Respect others belongings.
5. Attend school regularly and be on time.

Our playground rules are:

1. Respect and obey playground supervisors.
2. Use authorized playground equipment safely and properly.
3. Do nothing that hurts others or yourself.
4. Line up promptly and quietly.
5. Playground activity should not include pushing, grabbing, and any rough activity.

Consequences:

1. Teachers will send home their classroom rules that include consequences.
2. Generally, students are given a warning the first time a rule is broken.
3. Parents are contacted if breaking rules becomes chronic.
4. Students may be sent to the principal if the problem is severe (Severe Clause).

Severe Clause:

1. Fighting
2. Destroying property.
3. Improper language.
4. Refusing to follow directions of a school employee.

INTRODUCTION TO THE CODE OF CONDUCT

The Beaverton Rural School District is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school related activities. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon severity or repetition of misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors. The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

CODE OF CONDUCT

A major component of the educational program at school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The Code of Student Conduct applies before, during, and after school:

- When a student is at school. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.
- All students will be required to follow the Return to Learn guidelines and plans for returning to school.
- Students not practicing safety and health guidelines may be subject to instruction only via virtual learning, as determined by the district.

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. 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.

STUDENT RIGHTS AND RESPONSIBILITIES

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow student to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a quality learning environment. If a student feels unsafe or is threatened, the student’s parent/guardian should contact the administration or counselors.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

The definitions of misconduct are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a

school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

SHORT-TERM SUSPENSIONS

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

LONG-TERM SUSPENSIONS

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

EXPULSION

An expulsion occurs when the Board of Education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite term, unless otherwise specified by the Board or state law. The parent/guardian of the student may petition the Board to request the student's reinstatement to school, as permitted by state law.

In light of past events in the United States and the atmosphere of heightened security, it is an important responsibility and duty of all students and staff to report any knowledge of criminal behavior or threat of such activities to authorities. This may be done by contacting a building administrator or counselor in one of three ways:

- **Personally**
- **In writing**
- **By telephone**

All efforts will be made to keep the informer's identity secure if the information is legitimate.

Suspension and Expulsion of Students Receiving or Otherwise Eligible for Special Education

Students previously identified under state and federal regulations as eligible for special education are entitled to an extra measure of consideration for the disability in student discipline procedures. Also, other due process provisions are triggered for any student if a review of a student's record indicates significant prior knowledge about a potential but unidentified disability. School personnel are advised to consult with their local and intermediate district administrators for special education and to refer to the most recent edition of Special Education Considerations in Student Disciplinary Procedures (Michigan Department of Education).

Interviews of Students by Police or Other Public Agencies

The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement

interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor, and parent was not present during the interview, the parent/guardian will be notified by the principal or his/her designee that an interview has taken place.

Notification to Law Enforcement Agencies

State law requires each school board to comply with the state-wide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL380.1308) The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Hostage	Minor in Possession of Alcoholic
Arson	Liquor or Tobacco Products
Bomb Threat	Physical Assault (Fights)
Bus Incident or Bus Accident	Robbery or Extortion
Death or Homicide	Sexual Assault (CSC)
Drive-By Shooting	Suicide Attempt
Drug Possession or Drug Sale	Suspected Armed Student
Explosion	Threat of Suicide
Illegal drug use or Overdose	Unauthorized Removal of Student
Intruders (Trespassing)	Vandalism or Destruction of Property
Larceny (Theft)	Weapons on School Property

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a)

School Property means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is in route to or from school on a school bus, the superintendent of the school district or intermediate school district, or his/her designee, shall immediately report the finding to the student’s parent/guardian and local law enforcement agency. (MCL 3890.1313 [1])

As used in this section, “dangerous weapon” means a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313)

Weapons – Use of Legitimate Tools as Weapons

Use of a legitimate tool, instrument, or equipment as a weapon with the intent to harm another is strictly prohibited. This includes, but is not limited to: pens, pencils, compasses, or combs.

Weapons – Dangerous Instruments

Possessing, handling, transmitting, or using a dangerous instrument capable of harming another person is prohibited. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to: Chemical Mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, or box cutters.

A “firearm” as defined in section 921, title 18 of the United States Code (18 U.S.C. 921) means

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive;
- the frame or receiver of any such weapon;
- any firearm muffler or firearm silencer; or
- any destructive device. Such term does not include an antique firearm.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone,” subject to possible reinstatement, pursuant to MCL 380.1311[5]. (MCL 380.1311[2])

However, a school board is not required to expel a student for possessing a weapon if the student established in a clear and convincing manner at least one of the following:

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

Sexual Assault

If a student commits criminal sexual conduct in a school building, on school grounds, or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311[5]. (MCL380.1311 [2]) “Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL750.520 b) to (MCL750.520 g)

Verbal Assault against an Employee

If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board or its designee. (MCL380.1331a [2])

Alcohol and Drugs

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

Arson (Starting a Fire)

Arson is intentionally, by means of starting a fire, causing harm to any property or person, or participating in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant of MCL 380.1311[5] (MCL 380.1311[2]).

“Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80)

Extortion

Extortion, making another person do any act against his or her will, by force or threat of force, expressed or implied is prohibited.

False Fire Alarm or Bomb Report: Tampering with Fire Alarm System

Unless an emergency exists, it is prohibited to intentionally sound a fire alarm, cause a fire alarm to be sounded, or falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event, irrespective of the whereabouts of the student. A student shall not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board, or its designee. (MCL 380.1311a [2])

Felony

Committing a criminal act that results in being convicted or, in some cases, charged with a felony offense is prohibited.

Fireworks

Possessing, handling, transmitting, concealing, or using any fireworks or firecrackers is prohibited.

Interference with School Authorities

Interfering with administrators, teachers or other school personnel by threat of force or violence is prohibited.

Physical Assault

If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student for up to 180 school days. (MCL 380.1311a [1]) If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a [5]. (MCL380.1331a [1])

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3] [b], MCL 380.1311a [12] [b])

Robbery

Taking, or attempting to take from another person, any property, by force or threat of force, expressed or implied, is prohibited.

Fighting

Physically fighting with another person is prohibited. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

Forgery

Signing the name of another person for the purpose of defrauding school personnel or the Board of Education is prohibited.

Fraud

Deceiving another or causing another to be deceived by false or misleading information in order to obtain anything of value is prohibited.

Gambling

It is prohibited to engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

Gang Activity

A student shall not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.

Gang activity includes

- wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolized support of a gang;
- using any work, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang;
- gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs; or
- recruiting student(s) for gangs.

Hazing

As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization, which causes, or is likely to cause; bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "hazing" does not include customary athletic events or similar contests or competitions.

Loitering

Remaining or lingering on school property without a legitimate purpose and/or without proper authority is prohibited.

Profanity and/or Obscenity toward Staff

Verbally, in writing, electronically, or with photographs or drawings, directing profanity or insulting, obscene gestures toward any school district staff members or adult volunteers is prohibited.

Theft or Possession of Stolen Property

Without permission of the owner or custodian of the property, taking property or having in his or her possession property which does not belong to the student is prohibited.

Threat/Coercion

Threatening another with bodily harm or coercing another to act or refrain from acting is prohibited.

Profanity and/or Obscenity toward Students

It is prohibited to direct profanity or insulting, obscene gestures toward any other student (orally, in writing, electronically, or with photographs or drawings).

Sexual Harassment

The use of words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities is prohibited.

Smoking

The use of tobacco, or possessing any substance containing tobacco, is prohibited in any area under the control of a school district, including all activities or events supervised by the school district.

Tardiness

Failure to be in your place of instruction at the assigned time is prohibited.

Technology Abuse

Violation of the district's "Technology Use Guidelines" is prohibited.

Trespassing

Entering upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities is prohibited. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

Truancy

Failure to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or parent/guardian is prohibited.

DUE PROCESS PROCEDURES

Short-Term Suspension

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present and explanation or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing

danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical. The student and parent/guardian shall be notified of the circumstances and action taken.

Long-Term Suspension or Expulsion

If recommended by the principal, the school's board of education or its designee shall conduct a hearing to determine whether to impose a long term suspension or expulsion. The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The Board of Education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others. At the request of the student or student's parent/guardian, the Board of Education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268 [b])

The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student. After the hearing, the Board of Education or its designee shall issue a decision, including a determination of disciplinary action.

Appeal to Board of Education for Reconsideration

A student aggrieved by the decision of the Board of Education may, within five (5) days of the decision, petition the Board of Education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee's decision should be reviewed or reconsidered. The Board of Education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.

SEARCH & SEIZURE

The following rules shall apply to the search of school property assigned to a specific student (desk or locker), or to automobiles parked on school premises, and the seizure of items in a student's possession. A student's person and/or personal effects (e.g. purses, book bag, athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of unauthorized or illegal materials. If a properly conducted search yields illegal or contraband materials, such finding shall be turned over to the legal authorities.

STUDENT SECLUSION & RESTRAINT

Seclusion/restraint will be used only under emergency situations and if essential. Emergency situation means a situation in which a student's behavior poses risk to the safety of the individual student or to the safety of others. An emergency situation requires immediate intervention. In the event that staff members need to restrain and/or seclude student, it will be in accordance with school policy, which is intended to:

- A. promote the care, safety, welfare and security of the school community and the dignity of each student;
- B. encourage the use of proactive, effective, evidence and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all students;
- C. ensure that seclusion and restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation and reporting by trained personnel.

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, or other insignia; clothing, insignia, and banners; and audio and video materials.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

Notification

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

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

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

Implementation

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

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

Procedure

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

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

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) - Anti-Harassment.

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

Non-Retaliation/False Reports

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

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

Prevention/Training

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

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District shall provide and all parents or legal guardians shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a

particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

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

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

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

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

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

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

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

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

"Staff" includes all school employees and Board members.

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

COMPLAINT/GRIEVANCE PROCEDURE

CHAIN OF COMMAND

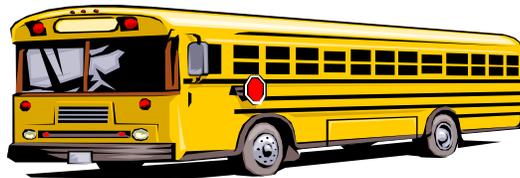
Occasionally parents have concerns and are not sure of how to address them according to school procedures. The following chain of command has been established for Beaverton Rural Schools.

- First, always discuss problems or concerns with the child's teacher.
- Second, if the problem can't be resolved or doesn't involve the classroom environment, contact the building principal.
- Next, contact the Superintendent of Schools.
- Finally, attend a school board meeting and address the Board of Education.

TRANSPORTATION INFORMATION

The following are safety rules. Please review them with your child/children:

1. Be out waiting for the bus early, allowing a 5-7-minute leeway. The bus is not required to stop, wait, or honk horn for late students.
2. Wait approximately 10 feet from the roadway in a safe spot where the driver can see you.
3. If crossing the roadway is necessary, WAIT for the signal from the bus driver or instruction over the bus PA. CROSS IN FRONT OF THE BUS 10-15 FEET OUT WHERE THE DRIVER CAN SEE YOU, KEEPING ALERT TO TRAFFIC AT ALL TIMES.
4. Enter the bus in an orderly manner. Go directly to your assigned seat and remain there until your destination is reached. Remain seated until the door is opened.
5. Sit erect in your assigned seat keeping arms, feet, legs, and school-related items out of the aisle way.
6. Keep voices in a soft tone.
7. Expect to sit three to a seat and only ride on the bus in which you are assigned to, unless other arrangements have been made with the transportation department. The buses are scheduled to transport the maximum capacity per Public Act 187.
8. Classroom conduct standards are expected at all times.
9. Students are expected to go directly from their building to the bus area and get on their assigned bus promptly. No loitering in the bus area.
10. Skateboard, music devices, handheld games, and things of this nature are not allowed on the bus.



“BASIC” misconduct or acceptable conduct/safety violations that result in loss of bus service:

1. Failure to follow driver’s instruction.
2. Activities that take driver’s attention off the roadway.
3. Rudeness, swearing, and obscene language or gestures.
4. Pushing, shoving, and hands on others.
5. Fighting-verbal or physical.
6. Horseplay, loud talking or yelling.
7. Spitting, eating, drinking on the bus.
8. Gross misconduct.

Alcohol, drugs, smoking, use of tobacco products, or weapons, will be treated per the school district’s policy.

We use PROGRESSIVE discipline and consequences for those who choose to disregard the rules.

TRANSPORTATION DISCIPLINE POLICY

Drivers may use several techniques to control minor or mischievous offenses-such as horseplay, excessive noise, or agitating other children. Assigning a seat in front of the bus or writing bus rules multiple times are examples. In the event a "Warning Slip" is issued, it must be signed by the parent/guardian and returned to the driver before the student is allowed to ride the bus.

MINOR OFFENSES

- **Warning:** Bus Conduct Report issued by bus driver
- **2nd Offense:** Bus Conduct Report with (1) day suspension off the bus issued by the driver
- **3rd Offense:** Bus Conduct Report with (3) days suspension issued by the transportation supervisor
- **4th Offense:** Bus Conduct Report with a minimum (3) day suspension with possible removal from the bus issued by the building principal

All above suspensions will start the day after the conduct report is given to the student. All suspensions will require a call to the parents by: #2 the driver, #3 the supervisor and #4 the principal.

MAJOR OFFENSES

Any incident, which creates a potential health or safety problem or violates the severe clause will result in an immediate suspension from riding the bus and may result in suspension from school. The Building Principal will contact the parent/guardian. Examples of severe clause violations are, but not limited to, fighting, use of matches or lighters, vandalism or destruction of property and violation of safety procedures.

STUDENT NAME: (print) _____ Grade: _____
(first) (middle initial) (last)

TECHNOLOGY USE GUIDELINES STUDENT USER AGREEMENT & PARENT PERMISSION FORM

As a user of the School computer network, I agree to comply with the rules of the student handbook and to use the network in a constructive manner.

STUDENT SIGNATURE: _____

DATE: _____

Parent Section:

INTERNET PERMISSION FORM

As a parent or guardian of a student at Beaverton Elementary School, I have read the information about the appropriate use of computers at the school. I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

_____ My child may use the Internet while at school according to the rules outlines

_____ I would prefer that my child not use the Internet while at school.

Parent Signature: _____

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT/PARENT HANDBOOK AND CODE OF STUDENT CONDUCT

I have read and discussed the Student/Parent Handbook and Code of Student Conduct with my child.

_____ Date: _____
Parent/Guardian Signature

_____ Date: _____
Student Signature

INSTRUCTIONS TO PARENTS/GUARDIANS: Please sign, detach, and return this page to your child's homeroom teacher after reading the Student/Parent Handbook and Code of Student Conduct, discussing it with your child, and obtaining your child's signature.

PUBLICATION OF STUDENT WORK/PICTURES PERMISSION FORM

I understand that from time to time the school may wish to publish examples of student projects, photographs of students (re: Student of the Month) and other work in school printed materials (such as Yearbook), and/or on classroom or the district's website.

_____ My child's work and photographs of my child can be published.

_____ I would prefer that my child's work and picture not be published.

STUDENT'S NAME _____

PARENT'S NAME (print) _____

PARENT SIGNATURE: _____

DATE: _____

Limitation of Liability

Beaverton Rural Schools makes no guarantee that the functions or the services provided by or through BRS-Net will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Students must follow all rules of the Beaverton Rural Schools Board of Education as prescribed in the school board policy.



This Agreement is entered into between Beaverton Schools, the Student, and the Parent(s)/ Guardian(s) of the Student. Although this Agreement authorizes the student's use of the device for the academic year, the device is the property of the District and must be returned upon the District's request or on the last day of the student's attendance for the school year.

Purpose:

- Beaverton Schools believes that providing students with appropriate technology will enhance learning, improve student achievement, and better prepare them to be successful in a society increasingly dependent on technology.
- Beginning in the 2021-2022 school year, Beaverton Schools will assign each student a device to use as a positive learning tool in coordination with the District's curriculum.

Prerequisites:

- Parent/guardian(s) must sign and commit to the terms contained within this Agreement.

Terms of Agreement:

- With each device assigned comes an increased level of responsibility. While devices are the property of Beaverton Schools, it is the responsibility of the student and parent/guardians to ensure the device is properly cared for. It is important that students practice good digital citizenship and make responsible choices when using the device.

By signing this document, both the student and the parent/guardian agree to abide by the following terms and conditions:

1. Any use of this device must be in full compliance with the Beaverton Schools Code of Conduct.
2. All users have no expectation of privacy. The District may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The district may involve law enforcement, if it is possible the device may have been used for an illegal purpose.
3. Student will use the device as part of daily planned instruction at times designated by the teacher.
4. Students are responsible for having the device at school every day, fully charged.
5. Student is responsible for transporting the device to and from school on a daily basis, if the device is allowed to be taken from school (determined by grade level designation and teacher of record).
6. Student will not trade devices with other students, including siblings.
7. Student will use the device for educational purposes only, as defined in the district Acceptable Use Policy.

8. Any damage to the device is to be reported to Beaverton Schools staff immediately.
9. Students should only connect to the designated Beaverton Schools wireless network while at school and are NOT to connect to the district Guest network.
10. Students are NOT to personalize the device with stickers, labels, artwork, etc. unless advised by a teacher/administrator for district purposes. Students will NOT remove stickers applied by the district.
11. Beaverton Schools has the right to assign apps or software to the device.
12. Student is responsible for downloading and updating apps with parent and/or teacher supervision. Only legally licensed software, apps, media, or other data is permitted on the device. Students will not download software, apps, or other data (including songs, photos, or videos) without a District employee's prior approval.
13. Student shall only use their Beaverton Schools credentials when adding software to the device.
14. Beaverton Schools reserves the right to blacklist any apps deemed inappropriate.
15. Student is responsible for backing up their data on the device. The district will NOT backup stored content.
16. The district's technology department has the ability to remotely manage the device and may find it necessary to track, lock, and/or wipe the device for security reasons.
17. Beaverton Schools employs Internet filters and monitors students' Internet activity at school and will also provide filtering and monitoring of students' Internet access at home or off school grounds. Parent(s)/ guardian(s) assume complete responsibility for the Internet access beyond the District network. Student use outside the District is bound by the same policies, procedures, and guidelines as in school.
18. Students are not to remove any apps or profiles assigned by Beaverton Schools unless instructed to do so.
19. Students will not replace the manufacturer's operating system with custom software (i.e., "jailbreak" the device), or remove or modify the District-installed device configuration.

Maintenance and Security:

- Student must keep the device in good working condition. In addition to following the manufacturer's maintenance requirements, students should:
 1. Use only a clean, soft cloth to clean the device's screen. No cleansers of any type should be used
 2. Insert and remove cords and cables carefully to prevent damage to connectors
 3. Not write or draw on the device or apply any stickers or labels that are not property of the District
 4. Handle the device carefully and ensure others do the same
 5. Not leave the device in places of extreme temperature or humidity (e.g., in a car) for an extended time
 6. Not leave the device in an unlocked locker or unsupervised location where someone might take it
 7. If provided by the district, use a protective carrying case with the device.

Applicable Policies:

- In using the device, the student is subject to and must comply with the District's Board of Education Policies, Authorization for Internet Access Student Policy and Student Handbook

Policies addressing student discipline, harassment/bullying, and acceptable use of electronic network/technology and their associated administrative procedures and regulations. A violation of any of these policies could result in loss of network privileges, loss of right to use the device, or appropriate discipline, up to and including suspension or expulsion.

Repair/Replacement Program

- Parent(s)/guardian(s) are responsible for their child's use of the device, including any damage to or loss of the device within the parameters set forth in this section.
- Beaverton Schools will be self-funding repairs and/or replacements. Each claim will be assessed on a case-by-case basis with the details of the problem and resolution being tracked in the district's Helpdesk system. Beaverton Schools will follow the guidelines below to determine the appropriate course of action for each claim:
 1. Initial claims will be covered in full by Beaverton schools for accidental damage.
 - a. Accidental Damage: an unintentional and unforeseen event which causes damage to the device and a 'loss of function
 2. Parents/Guardians will be responsible for 100% of the replacement costs for any of the following: A) The device is lost, B) The device is deliberately vandalized, C) The device is subjected to gross neglect
 3. Parents/Guardians will be required to pay \$50 for a second claim on the same or replacement device.
 4. Parents/Guardians will be responsible for 100% of the repair/replacement cost for any subsequent claims.
 5. If the district has issued a case and it is damaged or no longer usable, the parent/guardian will be responsible for 100% of the replacement cost.
 6. Theft: In the event of theft, upon presentation of a filed police report, the parent is responsible for the first \$50 of the replacement cost. Beaverton Schools will fund the remainder of the cost, for a single occurrence.
- ***The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.***
- Hardware or Functionality Problems: If a problem arises with the functionality of a student's device, the student must notify the District of the problem. A loaner device will be provided until the repair is complete. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff to attempt to fix suspected hardware faults or the device's operating system.

Failure to Return the Device:

- If a student fails to return the device and any assigned accessories as directed, the District may, in addition to seeking reimbursement from the student's parent(s)/guardian(s), file a theft report with law enforcement.



Agreement and Signatures

Waiver of Device-Related Claims: By signing below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree that the device was delivered in good working order and acknowledge that it must be returned to the District in good working order. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against the district, its Board of Education and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

Indemnification for device-Related Claims: To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless the district, its Board of Education, and its individual Board members, employees and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement. Use of devices on the Beaverton Schools network is a privilege that supports school appropriate learning. The consistent operation and maintenance of the computer network and equipment relies on users adhering to established guidelines. Therefore, by signing this agreement, users acknowledge that they have read the 1:1 Parent and Student Technology Device Agreement and understand the District’s expectations and the student’s responsibilities

By signing this agreement, students and parent(s)/guardian(s) agree to abide by the restrictions outlined in the 1:1 Parent and Student Technology Device Agreement. The student’s parent(s)/guardian(s) are responsible for monitoring their child’s Internet access on the device beyond the Beaverton Schools network.

I hereby give my permission to my child to utilize the Beaverton Schools 1:1 provided device. I certify that the information contained on this form is correct.

I, along with my child, have read, understand and agree to the District’s 1:1 Device Technology Agreement.

Student (Please Print): _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____