

Dryden Elementary

Handbook

2019-2020

3835 North Mill Street
Dryden, MI 48428

810-796-2201

810-796-9621 (fax)

www.dryden.k12.mi.us

MISSION STATEMENT

Our mission is to provide an educational foundation
of academic excellence that promotes
responsible social, civic, and ethical conduct.

Board of Education

Lori Angel - President
Stacey Abromaitis - Vice President
Susan Polakowski - Secretary
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Brian Hickmott - Trustee
James Honnold - Trustee

Mary Finnigan, Superintendent & HS Principal
Karen Roys, Assistant Principal

DRYDEN COMMUNITY SCHOOLS CALENDAR

2019-2020 School Year

- Aug. 21 - Snow Cone Social from 4-7pm
- Aug. 26 - first day of school
- Aug. 30 - no classes
- Sept. 2 - no classes
- Oct. 25 - End of 1st Marking Period
- Nov. 6 - Evening Parent Teacher Conferences
- Nov. 7 - Afternoon and evening Elementary Parent Teacher Conferences
- Nov. 7 - half day due to conferences
- Nov. 8 - no classes
- Nov. 25-29 - Thanksgiving holiday - no classes
- Dec. 23 - Jan. 3 - winter recess - no classes
- Jan. 15 - 17 - exams at high school. Half days. Dismissal at 12:10pm
- Jan. 17 - end of 2nd marking period/1st semester
- Jan. 20 - MLK Jr. day - no classes
- Feb. 14 - 17 - mid-winter break. No classes
- March 27 - End of 3rd marking period
- March 30 - April 3 - spring break. No classes
- April 10 - Good Friday. No classes
- April 13 - Easter Monday. No classes
- May 22-25 - Memorial Holiday - No classes
- June 7 - High School graduation at 12pm
- June 10-12 - Exams at high school. Half day for students. Dismissal at 12:10pm.
- June 12 - last day of school

180 Student Contact Days

Important: The “tentative” last day of school for students is June 12 (1/2 day).

The school year may be extended due to inclement weather or other reasons necessitating the cancellation of scheduled school days in order to comply with state law, which requires a minimum number of days and hours of student instruction in each school year.

Board Adopted: January 14, 2019

School Day

Full Day 8:30am – 3:35pm

½ Days 8:30am – 12:10pm

Lunch and Recess Times:

BK/K, 1st/2nd

Grades 3 & 4

Grades 5 & 6

Lunch: 11:20-11:40

Lunch: 11:45-12:05

Lunch: 12:10-12:30

Recess: 11:40-12:00

Recess: 12:05-12:25

Recess: 12:30-12:50

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: http://dryden.ss3.sharpschool.com/ and finding the specific policy or administrative guideline in the Table of Contents for that section.
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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teacher or the building principal.

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

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 October 14, 2019. If any of the policies or administrative guidelines referenced herein are revised after October 14, 2019 the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

It is the policy of Dryden Community Schools to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence with district boundaries, or social or economic background, has the right to file a complaint. A formal complaint will be investigated and a response, in writing, will be given to the concerned person within 10 working days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and the staff. Students will be expected to follow teacher direction and obey all school rules. Disciplinary procedures are determined to insure 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 responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from his/her classroom teacher.

STUDENT WELL BEING

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School 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.

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.

PARENT INVOLVEMENT PLAN

Dryden Elementary School believes that strong partnerships between parents and school staff are imperative for high student achievement.

Representatives of parents and staff of Dryden Elementary have worked together to develop our Title I Schoolwide Parent Involvement Policy. Dryden Elementary's Parent Involvement Policy and the District Parent Involvement Plan in their entirety can be accessed through the school website.

SECTION I - GENERAL INFORMATION

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

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

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 school during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. If parents have information they would like considered in placing their child, they should make it known in writing. Among the factors taken into account include:

- Total number of students
- Gender of students
- Abilities of students
- Success of students overall
- Personalities of individual students

TRANSFER OUT OF THE DISTRICT

We request that parents notify the principal about plans to transfer their child to another school. If a student plans to transfer from Dryden Elementary, the parent must notify the principal. 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 conducted. Parents are encouraged to contact the principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature 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. Students dismissed early must be signed out in the main office.

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 school office.

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the main office.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

COMMUNICABLE DISEASES, CASUAL CONTACT AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of a 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 such as diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments, or highly transient pests such as lice.

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

In the event that your child has head lice, it is important that the school office be notified. Any student suspected of having these communicable conditions will be excluded from school. Parents must bring their child into the office and be checked before returning to the classroom. Students must be treated and all bugs and/or nits must be removed before returning to the classroom. Any removal from school will be for the contagious period as specified by the Lapeer County Health Department.

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

AMERICANS WITH DISABILITIES ACT – SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the principal.

BUS POLICY - "ONE STOP"

The elementary school has a "one stop" policy for all elementary students (pre-k through 6th grade). The policy requires your child's bus stop to be established in the fall and maintained throughout the year. Unless otherwise noted, these bus stops will be at the child's home address. The AM pick up stop **may** differ from the PM drop off stop. In the event of a genuine emergency (e.g., traffic accident, etc.) the building principal or designee may authorize a temporary change in the drop off address. All communication regarding your child's bus stop **must** be through the school office. If you have a permanent change of residency during the school year, please fill out the form from the school office.

The policy was developed and approved after much discussion and safety considerations. The policy provides the safest, least confusing pick up and drop off procedures for our students. Other elementary schools in the area have similar policies.

Parents are strongly encouraged to register for our licensed morning and afternoon latchkey (Cardinal Club) programs. Children may be dropped off before school at 6:00 a.m. and is available after school until 6:00 p.m. The latchkey program provides a safe alternative if you are unable to be home to receive your child. Latchkey information is available through the Cardinal Club Director at 810-448-4076.

Kindergarteners and preschoolers will be seated towards the front of the bus. All students are assigned to seats. If they want to be seated with siblings, older siblings will need to sit with them towards the front of the bus.

Bus drivers will not release pre-school or kindergarten students without seeing a person to take responsibility for the student. Drivers will not release your student to a friend or neighbor unless that person is on your child's emergency card or prior arrangements have been made with the school. In the case where there is not a designated adult at the stop to receive your pre-school or kindergarten student, they will be returned to the bus garage or school.

Parents are responsible for the child's safety before and after the bus arrives. Please be at the bus stop at least five minutes before the bus is scheduled to arrive.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

RIGHT TO PRIVACY/STUDENT DIRECTORY

Parents/guardians may opt to exclude their student from student directory information or from social media during a particular school year. To do so, the parents/guardians must mark the appropriate box on the student's registration form.

If parents/guardians do not opt to exclude their child from student directory information, the school principal may develop press releases, which include additional information such as grade point average and scholastic honors. Similarly, such information as a student's height and/or weight may be listed on a printed athletic program.

For persons other than parents/guardians and appropriate school staff, student directory information will be limited to a student's name and grade.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the Superintendent's Office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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, at a rate of 10 center per page, of all educational records. Costs for copies of records will be charged to the parent. To review student records please provide a written notice identifying requested student records to the main office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students 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 or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student 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 that 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 student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply for all fund-raisers:

- A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- B. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the principal.
- C. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- D. Students may not engage in house-to-house canvassing for any fund-raising activity.
- E. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS

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. A reproductive health education unit will be taught in grades 3-6. Parents will be notified in advance when the units will be taught and will be advised as to the content of the course. Any parent who wishes to review materials or observe instruction should contact the principal for a mutually acceptable time prior to coming to the school. Parents must pass a background check in order to observe instruction.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to the students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without a parent or guardian's signature in the office. Adults are welcome to eat at school for a fee as well. In addition, breakfast is available to all students for an additional fee.

Applications for the School's Free and Reduced-Price Meal program are distributed to all students. If a student does not receive a form and believes that he/she is eligible, contact the main office.

Students are encouraged to pay in advance for food service. Parents/students may pay on their accounts directly in the cafeteria. Parents/students may also pay using the link provided on the school website to "Send Money to School" online service. The school cannot accept credit card payments directly.

FIRE, LOCK DOWN AND TORNADO DRILLS

Under the new law, any school that operated any of grades Kindergarten to 12 must conduct at least:

- Five fire drills per school year. Three of which must take place by December 1. (There must be a reasonable interval between each drill.)
- Two tornado safety drills per school year. One of which must take place in March.
- Three lockdown drills per school year, including measures appropriate to an emergency "such as the release of hazardous material or the presence of a potentially dangerous individual on or near the premises." At least one of the drills must take place by December 1 and at least one after January 1. (There must be a reasonable interval between each drill.)

It's also important to note that schools are required to conduct at least one of the above-listed drills during lunch, recess or at another time when a significant number of students are present, but not in classrooms.

EMERGENCY CLOSINGS AND DELAYS

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

Fox 2, Channel 4, 7 ABC, WWJTV, CW50, WWJ-950, WJR, WNEM Channel 5, NBC 25, Channel 12

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

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.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

LOST AND FOUND

The lost and found area is in the back of the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each marking period.

STUDENT SALES

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

USE OF TELEPHONES

Office telephones are not to be used for personal calls and will be used only in case of an emergency. Forgotten homework assignments, instruments, or notes to visit other students' homes, although important, are not emergencies, and will be left to the discretion of the classroom teacher to determine the use of the classroom phone.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

AFTER SCHOOL

Students are expected to go home immediately after school unless special arrangements have been made between the parents and classroom teacher if staying after for extracurricular activities.

Before and after school latchkey programs (Cardinal Club) are available. Please contact the Cardinal Club director for further information.

BIRTHDAY INVITATIONS

Children may only distribute birthday invitations at school if they are inviting their entire classroom of boys and/or girls.

Students are not allowed to leave their class to deliver invitations to other classrooms. Parents are encouraged to send out invitations privately.

ELECTRONIC EQUIPMENT

The use of personal electronic equipment (ie. Cell phones, Gaming devices, iPods, mp3 players, etc.) is not permitted during school hours and students are discouraged from bringing them to school. If a student is using an electronic device without permission from a supervising adult during school hours the following steps will be followed:

1. First offense: This will be up to the discretion of the supervising adult.
2. Second offense: Supervising adult will send the device to the office to be returned to student at end of day.
3. Third offense: Supervising adult will send the device to the office. Parent/guardian will be contacted and device returned to parent/guardian.

FIFTH AND SIXTH GRADE BAND

Playing in band is a yearlong commitment. If your child signs up for band, he/she will be expected to remain in the program until June.

LOCKER POLICY

School lockers are the property of the school district and are subject to periodic cleaning and inspection as needed. A hall locker has been assigned to each student for temporary use during the school year. However, no combination lock will be allowed to be placed on the lockers. The school will not assume responsibility for lost articles.

MORNING DROP OFF PROCEDURES

Please follow the procedures listed below for dropping students off at school.

Parents Dropping off Child:

1. The north lot sidewalk is for parents who are dropping their children off and not going into the school.
2. Please do not drop children off at sidewalk in front of the school or in neighboring driveways.

Parents Parking and Escorting Child:

1. The north lot is for parents who are parking their cars and walking with their children into the school.
2. Please do not use the handicap spots near the exit/entrance.

PET POLICY

Bringing pets to school is discouraged; however, for educational purposes permission to bring live animals may be obtained from the teacher. Pets and animals are permitted at school only with the advance permission of the student's teacher and building principal. For the safety of our students, children are not to be in direct contact with the pet

SCHOOL CLOSING

In case of inclement weather, school closings will be broadcast on the local television stations and via the school's Instant Alert System. Using the Instant Alert System you may choose to receive important school information by phone, text, and/or email. Please see the office for details if you need assistance setting up the service.

If "snow days" are required by law to be made up in order to comply with the State requirements, they will be made up at the end of the school year. When school is closed for inclement weather all school activities will be canceled.

TEXTBOOKS

Students are issued books to use for the school year. Students are to be responsible for their care and will be assessed replacement cost if books are lost or damaged beyond regular use.

VISITORS AND VOLUNTEERS

Visitors, particularly parents, are welcome at the school. However, when you do volunteer or visit, we ask that you:

Volunteers are required to pass a background check before volunteering. Please see the front office staff for the paperwork. Please check in at the main office. All visitors are required to wear a badge for identification for safety purposes. Thanks for your cooperation with this effort.

Student visitors are not permitted during school hours.

LIBRARY USAGE

Borrowing Policies for students in good standing:

Kindergarten and Begindergarten: Students may borrow up to one book for one week.

Weekly returns are expected. There is a 2 book limit before checkout privileges are put on hold.

Grades 1-6: Students may borrow up to 2 books for one week. Weekly returns are expected.

There is a 4 book limit before checkout privileges are put on hold.

There are no late fines, however, in order for a student to remain in good standing students with damaged or lost materials **MUST** return or pay to replace these items before library privileges continue.

SECTION II - ACADEMICS

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.

You are encouraged to participate in field trips; however, your eligibility for school trips requires that you have followed established school rules and returned a signed parent permission slip. Parent chaperones are required to pass a background check. Please see the front office for paperwork to complete for the background check.

A student may be excluded from school trips by the building principal if rules have been violated and/or for the safety and well-being of classmates or staff. A student may be removed from a trip in progress by the teacher in charge for a violation of school rules and/or for the safety of classmates or staff.

Notices requiring parent signatures will be sent home prior to field trips. A signed parent permission slip is required to attend.

In order to maximize the safety of the students in attendance on a field trip, accompanying parents may not bring any other students or pre-school children along

with them. Students must use transportation provided by the school or the student will be marked absent. Parents can only “sign-out” their own child to transport home, unless they have written permission from a parent to take someone else’s child.

Students in grades kindergarten through twelfth grade are not permitted to attend pre-school sponsored field trips.

GRADES

Dryden Elementary has a standard grading procedure. 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.

The school uses the following grading system for **grades 3-6**:

The grades eligible for use on report cards are:

A+	100
A	93-99
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
E	less than 60%

Test Retakes: (applies to all grades)

Teachers will offer one test retake (except for spelling tests), regardless of the original scores earned.

The ending grade will be the higher of the two scores. This score will also be used for Student Growth purposes.

Extra Credit:

No extra credit will be offered since retakes are allowed.

PROMOTION, TRANSFER AND RETENTION

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

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

Students with an overall Grade of less than a D- may be transferred to the next grade level.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism.

Honor Roll

Third, fourth, fifth and sixth grade students earning an A or B (83%) average with no D's or E's will be included on the Dryden Elementary Honor Roll.

HOMEWORK

Homework may be assigned at the teacher's discretion. Student grades will reflect the completion of all work, including outside assignments. Possible homework may include, but is not limited to,

- reading practice
- math fact practice
- completion of in-class work when time is given to work on it in class
- studying for tests
- projects if class time has been given to work on it.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign the District's Acceptable Use Policy that 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 up to and including suspension from school or referral to law enforcement authorities.

The use of the network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for disciplinary actions.

All computers located in classrooms, labs and offices of the district are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic equipment, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

MAKE-UP ASSIGNMENTS

If a student is ***absent for only one day*** the makeup work may be picked up from the teachers when the student returns and completed within the next two days. For every day a student is absent they will have two days to return the completed work.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy. Students will be expected to take the standard assessments as required by the State of Michigan. Testing dates and times will be announced. Make-up dates are scheduled, but unnecessary absences should be avoided during test periods.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

REPORT CARDS AND CONFERENCES

Our school year is divided into four quarters with report cards being sent home approximately *one week from the end of each marking period*. There are two Parent/Teacher Conference dates scheduled during the school year. Parents are welcome to schedule appointments for the first conference. The second round of conferences is by invitation.

Parents with students in Grades 3-6, also have the ability to view their child's grades online via Parent Portal. Please see the office for questions or issues regarding setting up your account.

Dryden Elementary teachers encourage parent involvement in the education of their children throughout the school year. If you'd like to discuss concerns with your child's teacher, feel free to contact them to make an appointment. Although convenient, it is not appropriate to discuss your child's concerns in the mornings or at the end of the day when you drop off or pick up your child without an appointment. Setting aside a confidential time will ensure your child's teacher will have the time to help prevent or resolve issues. There are several ways you can contact your child's teacher to discuss your thoughts at any time by:

1. You can call your child's teacher by dialing 810-796-2201, dial 1, followed by their extension. Please leave a message on their voicemail and they will return your call as soon as possible.
2. Teachers can also be reached by email by going to the elementary school website at www.dryden.k12.mi.us. Click on the "Classrooms" link to locate your child's teacher. Your child's teacher will get back with you as soon as possible

SECTION III - STUDENT CONDUCT

SCHOOL ATTENDANCE POLICY

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

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

When picking up your child, please sign them out through the office. A parent/guardian must come into the office and sign your child out. Note that he/she may be asked for identification for the safety of your child.

Truancy

Unexcused absence from school (truancy) is not acceptable. After 10 days of truancy a student will be considered an "habitual truant" which can result in a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

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

1. Illness (doctor's note must be provided);
2. Recovery from accident (doctor's note must be provided);
3. Required court attendance (written letter from court office must be provided);
4. Family emergency;
5. Death in the family/attendance at funeral (funeral card must be provided);
6. Family vacation (prearranged absences - forms available in the main office);
7. Doctor/dentist appointment which cannot be arranged outside of school hours (note must be provided from appt to be excused);
8. Chronic/long term illnesses, which are under a doctor's care (must provide doctor's note).

Special consideration: proof of hospitalization, doctor's confinement at home, serious illness, death in the immediate family.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 10:00 a.m. on the day of the absence or by the following day. They are to call the Main Office at 810-796-2201 and explain the reason for the absence. If the absence can be foreseen, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for 10 or more days in an academic year, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

A "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues.

PERFECT ATTENDANCE POLICY

A student who has not had an absence, a tardy, a leave/return or an early dismissal is considered eligible for a GOLD perfect attendance award. A SILVER perfect attendance award is given to students for no absences but allows up to three tardies, early dismissal or leave/returns, combined. Student attendance of a field trip and/or school-sponsored activity including "Child to Work" day does not count as an absence or early dismissal from school for perfect attendance purposes.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

1. Parents/Guardians shall be informed of a suspension prior to the time at which the student is separated from school.
2. A suspended student will be responsible for making up school work lost due to suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.
3. Suspended students may not participate in any curricular or extra-curricular activities nor appear on school property during the suspension period.
4. A parent conference may be required as a condition for re-admission to school.
5. "Act of God" days do not count as suspension days.

Discipline of minor and major offenses will be documented by the teacher and/or principal. A copy of this documentation will be available at parent request.

Parents who are dissatisfied with discipline will voice their complaints through the teacher, the principal, the superintendent and the Board of Education. These procedures are listed in Dryden School Board Policy, 9450 "Complaints."

TARDINESS

The school day begins at 8:35 am. A letter will be sent home after a student reaches five or more total tardies.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

DISMISSAL GUIDELINES

Parents picking up their child at the end of the day should park in the lot located on the north side of the school. Parents are encouraged to pull up next to the sidewalk so students may enter the vehicle or if you choose to park, please assist your child to the car, with the assistance of the crossing guard. Parents who walk to the school to pick up their children may meet them in the front lobby area.

Parents picking up their child ***during the school day*** are required to come into the office and sign the child out for the day. If someone other than the parent/guardian is coming to pick the child up, the parent must write a note or call with instructions. **Students may not be released between 3:15 and 3:35 p.m.**

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

SECTION IV - CODE OF CONDUCT

EXPECTED BEHAVIOR

In adhering to our **Cardinal Three: Safety, Respect and Responsibility** each student shall be expected to:

1. abide by national, State, and local laws as well as the rules of the school
2. respect the civil rights of others
3. act courteously to adults and fellow students
4. be prompt to school and attentive in class
5. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
6. complete assigned tasks on time and as directed
7. help maintain a school environment that is friendly and productive
8. act at all times in a manner that reflects pride in self, family and in the school

DRESS CODE

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Am I dressed appropriately for the weather? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or represents risk to themselves or others, they may be removed from the educational setting.

Dryden Elementary School's dress code requires (except for school sponsored special days):

1. Shoes need to be worn inside the building at all times.
2. Halter tops, bare midriff shirts and spaghetti strap shirts or dresses are not permitted. Sleeveless shirts must not show anymore than the underarm. The straps must be at least TWO adult fingers wide. Shorts/skirts/dresses must be at least to the tip of the thumb length. (Please make sure your child's shorts are long enough.) Clogs and high-heeled shoes can be risky when worn on stairs and playground and are discouraged for school wear.
3. Some wording and pictures on T-shirts may be inappropriate for school. The principal and teacher will use their discretion to ask students to dress more appropriately. (For example, shirts that advertise alcoholic beverages or shirts that degrade individuals are considered inappropriate.)
4. Clothing should be loose enough fitting for comfort and conducive to the learning environment.
5. Pants, slacks, jeans, that are longer than the student's shoes and drag on the ground are not acceptable. These create a safety issue in walking or going up/down stairs. Pajama bottoms are not appropriate for school.
6. Hats and ball caps are to be worn outdoors only. Hair bandanas are not allowed.
7. Jackets should be worn whenever weather dictates, as all children will go outside for recess.
8. **Please send in a pair of gym shoes to be kept at school for gym use only.** Students who do not have the required shoes at school will not be able to participate in

the planned activity but will be asked to observe the class. Sandals, flip-flops, high heels, and slip-on shoes with no backs are not permitted.

9. "Heelies" are not allowed. First offense, "heelies" will be held for day. Second offense, "heelies" will be returned at principal's discretion.

A student violating the dress code may be sent home to change, a parent may be called to bring a change of clothing, or the clothing may be amended to satisfy the dress code.

BUS BEHAVIOR

PLEASE NOTE: A change in a student's regular bus stop may be granted with special need by the principal or designee in the event of an emergency.

Riding a school bus shall be considered a privilege available to resident students only when they behave responsibly and follow all established rules and regulations. The school district is not compelled to transport any student who does not follow the bus driver's reasonable directions or does not conform to all rules and regulations.

The following rules and regulations have been established to ensure the safety of all students and drivers:

1. Only students eligible for transportation will be permitted to ride school buses.
2. Students must ride assigned bus and get off bus at assigned stop unless prior permission is granted by parent/guardian and principal. Parent/guardian must state reason on the note for riding different bus.
3. The driver is in charge of the bus, and students shall regard him/her with respect and courtesy.

While waiting for the bus:

- a. Get to your bus stop 5 minutes early.
- b. Stand back from the road.
- c. Stand quietly and respect people's property.
- d. Do not push, fight or play games.
- e. Wait until the bus completely stops before attempting to board. If crossing the road to board, wait for the driver's signal to cross.

While boarding or departing the bus:

- a. Step on and off quickly and quietly.
- b. Do not push, fight, or play games.
- c. Watch your step.
- d. Cross properly 10 feet in front of the bus after stopping and looking to ensure traffic is clear.
- e. Do not cross between parked vehicles.

While on the bus:

- a. Stay in one seat and remain seated until the bus stops.
- b. Keep feet and articles out of the aisles.

- c. Talk quietly and never play active games.
- d. Do not throw anything on the bus or out of the window.
- e. Keep all parts of body inside the bus.
- f. Be silent at railroad tracks.
- g. Do not shout, whistle, or gesture to people from the bus window.
- h. Students must cooperate in all bus evacuation drills.
- i. Objects may not be hung out of the bus windows.

In the event of an emergency:

- a. Stay calm.
- b. Listen for instructions.
- c. Exit quickly and quietly.
- d. Use emergency door only during emergencies or drills.

Spectator Bus Policy:

- a. Spectator buses are for Dryden students and residents.
- b. Spectator buses must be adequately chaperoned.
- c. Students must return on the spectator/field trip bus unless the parent/guardian obtains written permission from the main office allowing the student to ride home with the parent/guardian. This written permission must be presented to the bus chaperone by the parent/guardian following the event.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Failure to comply with the above rules may result in the student being denied the privilege of riding a Dryden school bus or some other disciplinary measures. The Assistant Principal, Principal, and/or Director of Transportation will handle all suspensions from the bus.

It is the parent's responsibility to inform the Transportation Department when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

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

CLASSROOM BEHAVIOR

Teachers will create and discuss classroom rules and consequences that promote a safe and enjoyable learning environment. Observing classroom rules and cooperating with adults in our building will not only contribute to your academic success, but also help you earn the right to participate in special activities.

Violations of such rules may result in the loss of privileges, such as, participation in classroom or school activities and/or spending some time in an alternative location aimed at helping you to return to your normal classroom environment.

HALLWAY BEHAVIOR

You are expected to be quiet and walk in the hallways so as not to disturb other classes in session. It is also important to appreciate the artistic talents of our students without touching their work.

LUNCHROOM BEHAVIOR

The students will observe the following rules in the lunchroom:

1. Students should not harass each other.
2. Students are to converse in normal tones with other students in their immediate vicinity.
3. Food or other objects may not be thrown at any time.
4. Students are to remain seated at all times. All requests are to be made by raising a hand.
5. Students are to be quiet when it is time to go out so the supervisors may give them directions.
6. Students are to dispose of their trash appropriately and at the proper time.
7. Students are responsible for the general cleanliness of their areas.
8. Students will line up following disposing of their trash.

Lunch supervisors will enforce lunchroom rules and supervise the safety of all students.

RECESS

Children will be sent outside to play at recess unless accompanied by a note from their doctor. If a special medical reason exists, please call and discuss this with the teacher/principal. Please dress your child appropriate for the weather. Recess is outside if weather and conditions

permit including if the temperature is 15 degrees Fahrenheit or above with wind chill based on the National Oceanic and Atmospheric Administration (NOAA) website.

The school playground is a place for students to enjoy, participate in physical activities, and take a break from classroom work. In order for the playground to be a safe, enjoyable place for ALL students, students must obey the following rules:

1. You are responsible for returning all playground equipment to the proper area when you are finished.
2. You are to share equipment, the school's or your own, fairly with your fellow students. Everyone wants to have a good time on the playground. Everyone must have equal access to play.
3. For your safety, tackling games of any type are not allowed.
4. Fighting, pushing/shoving, or other types of rough behavior are not allowed.
5. You are to stay only on school grounds.
6. You must line up promptly when signaled to do so by your supervisor to return to the building.
7. Never throw snow or ice.
8. Never use skateboards or skates.
9. Never use hard balls or bats.
10. No name-calling.
11. No electronic devices.

For Slides:

- Go up the steps of the slide. Don't climb up the sliding surface.
- Take one step at a time and hold onto the hand-rail.
- Slide down feet first, always sitting up, one at a time.
- Be sure no one is in front of the slide before sliding down.
- Be patient; wait for a turn without pushing or shoving.
- Leave the front of the slide after completing your turns.

For Swings:

- No under-dogs.
- Sit in the center of the swing. Never stand or kneel.
- Hold on with both hands.
- Have only one person in a swing at a time.
- Never swing empty swings or twist swing chains.
- No jumping while swing is in motion.

For Climbing Equipment:

- Watch carefully when climbing down; avoid other children climbing up.
- Don't allow too many people on the equipment at the same time.

- On horizontal ladders and bars, all children should start at the same end of the equipment and, using the lock grip, move in the same direction.
- Children should stay well behind the person in front of them and avoid swinging their feet.

Winter Guidelines:

- You must wear snow pants and boots.
- You must stay off of the ice.

Playground supervisors will enforce rules and supervise the safety of all students. **A serious infraction of playground rules may result in an immediate loss of playground privileges. Parents will be contacted.**

SPECIAL ACTIVITY BEHAVIOR

During the year, you will have the opportunity to participate in various special activities.

During a special activity you must cooperate with your teacher by listening carefully and following directions. Misbehavior at a special activity may result in being removed from the activity and being placed in the office for individual study and possibly the loss of attendance at future special activities.

BATHROOM BEHAVIOR

Your teacher will determine the times during the day when your class will have bathroom breaks. You must have permission of a supervising adult or your teacher to use the bathroom during the school day.

While in the bathroom, you should not bother other students, talking is to be kept to a minimum and writing on or defacing the washrooms is strictly forbidden.

SECTION V - STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE (Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the district owned property (Dryden Elementary School, Dryden Junior/Senior High School, and Cardinal Field) boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The principal may arrange for a breath test by local law enforcement for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes, vape pens, or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. Student disorder/demonstration

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

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property (Dryden Elementary School, Dryden Junior/Senior High School, and Cardinal Field) by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

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

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

9. Physically assaulting a staff member/student/person associated with the District

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

10. Verbally threatening a staff member/student/person associated with the District

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

11. Extortion

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

12. Gambling

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

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes, permission slips, and absence excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

14. False alarms, false reports, and bomb threats

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

15. Explosives

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

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property (Dryden Elementary School, Dryden Junior/Senior High School, and Cardinal Field). If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from administration. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

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

19. Damaging property

Vandalism and disregard for school property (Dryden Elementary School, Dryden Junior/Senior High School, and Cardinal Field) will not be tolerated. Violations could result in restitution, suspension, and/or expulsion.

20. Persistent absence or tardiness

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

21. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

22. Refusing to accept discipline

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

23. Aiding or abetting violation of school rules

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

24. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. Possession of Wireless Communication Devices (WCDs)

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the assessment and may be subject to additional disciplinary action.

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Section V on transportation for bus rules.

28. Disruption of the educational process

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

29. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property (Dryden Elementary School, Dryden Junior/Senior High School, and Cardinal Field) and to all school sponsored activities, whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

- B. submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

29a. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

29b. Bullying and Other Aggressive Behavior

The Dryden Community Schools Board of Education recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the board of education prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or overall well being may be at issue.

"Bullying" is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Harassment” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/ harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

The Dryden Community Schools Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Dryden Community Schools Board of Education believes that a comprehensive health education curriculum, within a coordinated school health framework, helps students attain knowledge and skills vital to school success, a productive workforce and good citizenship. Critical skills include anticipating consequences of choices, making informed decisions, communicating effectively, resolving conflicts, and developing cultural competency.

The Dryden Community Schools Board of Education recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for school employees and volunteers who have significant contact with pupils on school policies and procedures regarding bullying and harassment. Training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The Dryden Community Schools Board of Education believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, parents, and community members.

The Dryden Community Schools Board of Education believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and to solve problems that motivated the aggressive behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

The Dryden Community Schools Board of Education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of bullying and harassment. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances

- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Note: In order to ensure students' perception of fair and impartial treatment, a student's academic or athletic status is *not* a legitimate factor for determining consequences. Consequences must be perceived as fair and impartial.

Factors for Determining Remedial Measures

Personal

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School culture
- School climate and lack of connectedness
- Student-staff relationships and staff behavior toward the student
- Level of consistency in staff responses to bullying or harassing behaviors
- Level of consistency in application or severity of consequences given to students
- Staff-staff relationships witnessed by students
- General staff management of classrooms and other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation
- Range and number of opportunities for student engagement, involvement, and recognition for achievement (beyond academics and athletics)

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook.

School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

Examples of Remedial Measures

Strategies for Individual Behavioral Change:

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice practices
- Supervised peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

Strategies for Environmental Change (Classroom, School Building, or School District):

- Activities or strategies designed to help the student who engaged in bullying or harassment reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
 - School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
 - Change process to improve school culture
 - School climate improvement/improvement in conditions for learning and instructional pedagogy (incorporation of brain-compatible strategies)
 - Adoption of research-based, systemic bullying prevention programs
 - Modifications of schedules
 - Adjustments in hallway traffic
 - Modifications in student routes or patterns traveling to and from school
 - Increased supervision and targeted use of monitors (e.g., hallway, cafeteria, bus)
 - General professional development programs for certificated and non-certificated staff
 - Professional development plans for staff in key disciplinary roles
 - Disciplinary action for school staff who contributed to the problem
-
- Parent conferences
 - Referral to family counseling
 - Increased involvement of parent-teacher organizations
 - Increased involvement of community-based organizations
 - Increased opportunities for parent input and engagement in school initiatives and activities
 - Development of a general bullying/harassment response plan
 - Peer support groups
 - Increase communication with and involvement of law enforcement (e.g., school resource officer, juvenile officer)
 - Engage in community awareness events and planning sessions

The Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate:

- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

The Dryden Community Schools Board of Education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Students may submit a report or complaint through the OK2Say link on the district website, to any of the above designated officials through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk.

Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Dryden Community School Board of Education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The Dryden Community School Board of Education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Dryden Community School Board of Education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Dryden Community School Board of Education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

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.

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.

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.

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 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 device or telecommunications service provider that occurs off school premises if either is 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 handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (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.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt’s Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property (Dryden Elementary School, Dryden Junior/Senior High School, and Cardinal Field), including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

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

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

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

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Examples of Staff Managed Problem Behavior:

- Disrespect toward adult or peers
- Lying, cheating, forgery
- Physical contact
- disruption/disturbing class
- Property misuse
- Inappropriate language/profanity
- Minor theft
- Unsafe activity (i.e. skipping in the hall)

Informal discipline takes place within the school. It includes:

- Behavior reflection sheet
- change of seating or location
- recess and after school detention
- in school restriction
- After school detention

Detention

A student may be detained after school after giving the student and his/her parents notice. The student or his/her parents are responsible for transportation.

Formal Discipline

Formal discipline removes the student from the school. It includes emergency removal for up to seventy-two (72) hours, suspension, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to the removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Superintendent and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. The right to representation is available. The decision of the Superintendent is final.

When a student is suspended, s/he may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or Expulsion from School

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

- the charge and related evidence
- the time and place of the Board meeting
- the length of the recommended suspension or a recommendation for expulsion
- a brief description of the hearing procedure
- a statement that the student may bring parents, guardians, and counsel
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents
- a statement that the student may give testimony, present evidence, and provide a defense
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within ten days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

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

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of the any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains

the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

EMERGENCY REMOVAL

A student may be removed or excluded from a classroom or the school for up to seventy-two (72) hours when he/she poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process taking place in the classroom or the school premises.

SECTION VI - EMERGENCY PROCEDURES

FIRE, LOCKDOWN AND TORNADO DRILLS

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

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

Lockdown 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.

SECURE MODE (for potentially dangerous situations located off school property)

Secured building doors are locked, and no one is allowed to enter or leave the building. Students and staff continue their regular schedule without leaving the building. If the secure mode continues past the normal release time for school, transportation will be delayed until the secure mode is lifted.

Parents, please do NOT come to the school during the secure mode. You will not be able to enter the building, nor will your student be allowed to leave with you. In attempting to come to the building, you may endanger yourself by getting in the way of police activity and you may hinder the movement of emergency vehicles and personnel. We also ask that you do not call the school during the secure mode, so that we may keep telephone lines open for any emergency calls.

When the secure mode is over, you may come to the school to pick up your student if you choose. In general, we encourage you to allow your student to continue the school day as normal, and to come home in the manner that he or she normally does.

LOCKDOWN (for a dangerous situation that directly involves the school)

Lockdowns are ordered when a potential threat is known or suspected to be in the school building. All external and classroom doors are locked, shades are drawn and students are instructed to get under their desks. Except for law enforcement personnel, no one is allowed to enter or leave the building, unless escorted by the police. If the lockdown continues past the normal release time for school, transportation will be delayed until the lockdown is lifted.

Parents, please do not come to the building during the lockdown. You will not be able to enter the building, nor will your student be allowed to leave with you. In attempting to come to the building, you may endanger yourself and interfere with police activity that may hinder movement of emergency vehicles and personnel. We also ask that you do not call the school during the lockdown so telephone lines can remain open for emergency personnel.

When the lockdown is over, school district staff will send you a message about when and where you may pick up your student. Depending on the nature of the emergency, school officials may or may not decide to continue the school day normally. Again, parents will be notified of changes to the schedule and the status of the lockdown via the district's emergency call-out system and with updates on the website. Translated messages will be posted and sent in as timely a manner as possible.

Appendix – Parent Notifications

PARENT NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request to access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parents or eligible student believes is inaccurate or misleading. The parents or eligible student may ask Dryden School District to amend records that they believe are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without the consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, a supervisor, an instructor, or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the district has contracted to perform a special task (such as an attorney, an auditor, a medical consultant, or a therapist), or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official need to review an education record in order to fulfill his or her professional responsibilities. Upon the request, the District discloses education records without consent to officials of another school district in which a student intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA. The address of the office that administers FERPA is:

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

NOTIFICATION REGARDING BLOODBORNE PATHOGENS

School districts are subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports will result in disciplinary action.

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

NOTIFICATION REGARDING DRUG FREE SCHOOLS

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

Dryden Community Schools

Student Policy for Acceptable Use of Technology and On-line Resources

1. Purpose

We are pleased to provide network services for:

- a) Student access to educational resources, to present information, and to work collaboratively with peers and experts internationally.
- b) Faculty, staff, and administration access to professional development and research opportunities, educational standards and practices, collaborative opportunities, and successful teaching methods.

2. AUP

These services are provided as a privilege to the user and this Acceptable Use Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user.

3. Access

There are networked computers (networked meaning the computers that are connected to the Internet, email, personal and shared folders) accessible to students in classrooms, the computer lab and library.

4. User Responsibilities - "Do's and Don'ts"

- Do use the network in accordance with the school's code of conduct.
- Do cite the sources of information properly.
- Do use the network only for legal activity.
- Do be courteous and respectful in your messages to others.
- Do use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not degrade or disrupt equipment or system performance.
- Do not intentionally waste finite resources or use them carelessly.
- Do not change the data or trespass in the account of another user.
- Do not gain unauthorized access to resources or entities.

5. Personal Safety

- Use only your account and password and keep your password private.
- Report to a teacher or administrator any unsolicited email, security problems, or information that makes you uncomfortable.
- Students: Do not reveal your home address, image, or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only.
- Do know that electronic mail (e-mail) is not guaranteed to be private.

6. Inappropriate Use

The network account holder is held responsible for their actions and activity within their account.

Unacceptable uses of the network will result in the suspension or revoking of these privileges. Students and faculty will be referred to the principal.

Small School...Big Difference!

Schoolwide Title I School/Home Compact

Dryden Elementary is a Schoolwide Title I elementary building. As such, all students may be eligible to participate in supplementary programs and/or utilize resources funded by the Title I program. Essentially, the school is provided with additional funds by the federal government to finance academic interventions and to hire well-qualified paraprofessionals to reinforce skills taught by your child's teacher.

Student eligibility is determined using a variety of factors that include but are not limited to: teacher recommendation, standardized test scores, and socioeconomic factors.

This is a letter of commitment to show that the school and parents are working together as a team to insure the success of our students.

The school will support our young Cardinals by:

- Delivering a high quality curriculum utilizing best practices of instruction.
- Being a student advocate and seeking assistance for students' academic and social needs.
- Striving to create a safe, supportive and welcoming classroom environment where all students are treated with respect and kindness.
- Providing prompt and personal communication with all families to include:
 1. Newsletters
 2. School website
 3. Regularly scheduled parent-teacher conferences
 4. Report cards
 5. Access to staff
 6. Parent copy of assessment scores
 7. Opportunities for parents to be involved in school programs

As parents, you can support our young Cardinals by:

- Speaking with your child about their school day.
- Assuring that your child is punctual and attends regularly.
- Supporting the school staff while communicating concerns, questions, and issues to teacher/staff.
- Monitoring and assisting your child with his/her homework as needed.
- Monitoring your child's electronic device usage.

Students will support their own learning by:

- Following the Cardinal Three and acting as a young scholar.
- Attending regularly.
- Completing homework, participating in class and asking for help when needed.
- Bringing all paperwork home for parents/guardians.