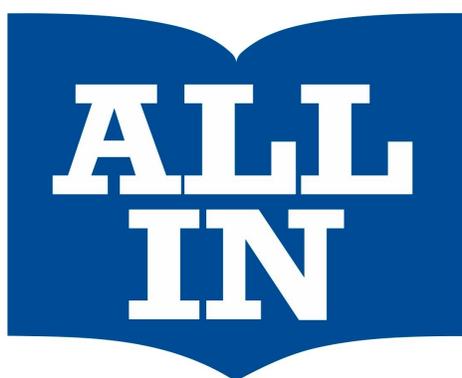


Burr Oak Community Schools

Elementary Handbook K-4



Introduction and Welcome

Welcome Bobcats!

This handbook is intended to let you know what we expect from you in the way of classroom expectations and general behavior. Our school has certain requirements of behavior that we all must learn to live by to be successful. Please read this handbook carefully and refer to it when needed. If you have any questions concerning this handbook, you should ask your teacher, Mrs. Owens, Mrs. Hernandez, or Mr. Greene.

Because the term “bullying” is sometimes misused, we would like to address the definition of bullying to help parents of our elementary students understand how we are mandated by the law to address this in the elementary grades and describe how we use our behavior management system to help address normal, negative behaviors in children.

We are a restorative practice school which is a preventive program. Restorative practices promote inclusiveness, relationship-building and problem-solving, through such restorative methods as circles for teaching and conflict resolution to conferences that bring victims, offenders and their supporters together to address wrongdoing. Instead of punishment, students are encouraged to reflect on and take responsibility for their actions and come up with plans to repair harm.

This does not mean that punishment will never be used, but it will not be the first measure to turn negative behaviors around.

We ask that you please review the bullying section below and do not use the term “bullying” lightly and for every negative behavior that a child exhibits. Some negative behaviors are not bullying; rather, they are normal age-appropriate behaviors and we believe that educating children about these behaviors is very important. IF the negative behaviors meet the definition description above, then we will address it per our policy and in an age appropriate manner.

When other students observe such action, we ask that they get involved and tell those who are doing the bullying that this behavior is not accepted at our school; research supports this type of action. [Bystanders are Essential to Bullying Prevention and Intervention](#)

If a child’s behavior consistently fits the definition of bullying, then we will address the behavior with the policy guidelines.

Burr Oak Schools Bullying Policy

Definition of terms:

BULLYING: Any written or verbal expression, or physical acts or gestures, directed at another person(s) to intimidate, frighten, ridicule, humiliate, or cause harm to the other person, where the conduct is not related to the person's membership in a protected class (e.g. race, sex). Bullying may include, but is not limited to, repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying through emails, instant messages, or websites, pushing, kicking, hitting, spitting, or taking or damaging another's personal property. Bullying behavior may also constitute a crime. Experts have determined that bullying is a form of aggression involving a power imbalance between the bully and the victim, where the bully has actual or perceived physical, social, and/or psychological power over his or her target(s). Bullying generally involves a pattern of conduct that is directed at a victim, rather than a single incident.

CYBERBULLYING: Sending mean, hurtful or threatening messages or images about another person; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad.

SCHOOL COMMUNITY MEMBER: Any student or school system employee on school premises or at a school-related or school-sponsored function or activity.

Burr Oak Community Schools is committed to creating a safe and nurturing learning environment in which students may achieve their individual maximum potential. Burr Oak Community School expects all members of our community to treat each other with dignity and respect. It is the policy of the Burr Oak Community Schools to strictly enforce a prohibition against bullying, including cyberbullying and all forms of violent, harmful, or disruptive behavior throughout the school system. Bullying by a student against another student may occur outside of the school setting and concerns or evidence may be brought to the attention of teachers or school staff. Bullying occurs across all geographic, racial and socio-economic segments of society. There is not just one typical profile of a student who is bullied – any student can be singled out for any reason.

Burr Oak Community Schools is aware of the effects of bullying on the school system and community and is committed to establishing both policies and educational programs to address this serious issue.

Recognizing that education is an important component of any effort to combat bullying, school-based initiatives that are designed to keep students safe and teach them to act responsibly are encouraged and supported by district administrators. At the same time, professional development activities designed to train school personnel to recognize, respond to, and report instances of bullying are conducted.

For purposes of this policy, the term *school* includes school buildings; school grounds; and school sponsored and sanctioned activities such as social events, field trips, sports events, concerts, cultural events, and other similar functions even when held off school property. This policy also applies to school-sanctioned transportation and travel to and from school.

Bullying in schools will not be tolerated by the Burr Oak Community Schools. The school system takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying.

Where it has been determined that bullying behavior has occurred, Burr Oak Community Schools will act promptly to eliminate bullying and will impose corrective action, as necessary and appropriate to the circumstances. **Such corrective action will be in accord with the judgment of the administrators charged with resolving the issue and may range from mediation to counseling or educational approaches to formal discipline such as a reprimand, detention, suspension, or legal involvement.**

Retaliation is forbidden against any person who has alleged or reported bullying, provided information, or participated in an investigation. Any allegation of reprisal will be subject to investigation and disciplinary action.

Procedures for Handling Incidences of Bullying

- Students with any knowledge of student-to-student bullying are taught, reminded, and strongly encouraged to report such concerns immediately to a responsible adult in the building, i.e. teacher, guidance counselor, administrator, or to their parent/guardian. Staff members who receive such reports or information are **required** to refer such reports or information immediately to an administrator/designee or guidance counselor.
- After receiving a report of a concern around bullying, the school has an obligation to respond in a timely, immediate, and appropriate manner.
- Guidance counselors and/or administrative personnel may interview the alleged victim(s) around his/her concerns and may request a written account of the details surrounding the concern.
- The school's investigation may include gathering information from witnesses to the alleged bullying.
- The school's response may include having an administrator or designee speak to the alleged offender, explaining that the behavior is inappropriate and outlining consequences for past actions and consequences if the behavior does not stop. If appropriate and agreeable to the complainant and his/her parents/guardians, the complainant may discuss the situation with the offender, telling him/her to stop the offensive behavior/actions. This may be done in the presence of a third party.
- Parents/Guardians of both the victim(s) and alleged offender(s) will be contacted to discuss the concerns, and to reassure parents that the situation is being addressed when repeated behaviors take place.
- When necessary, a disciplinary hearing will be scheduled with parents/guardians to review the incident and assign appropriate consequences and measures.
- The school's response will ordinarily include a focus on educating and changing behavior rather than simply punishing the offender. Accordingly, one or more of the following disciplinary consequences and/or remedial measures may be considered, according to the nature of the behavior, the developmental ages of the students involved, and the offender's history of problem behaviors.
- When a given situation is judged serious enough to require the attention of the Superintendent/designee, he/she will be informed immediately and an incident report will be written, reviewed by the Principal/designee and distributed to appropriate administrators within 24 hours of the incident. A hard copy, with the Principal's/designee's signature, will be sent to the Superintendent.

Possible Disciplinary Consequences

1. Reprimand
2. Temporary removal from the classroom
3. Loss of privileges

4. Classroom or administrative detention
5. Referral to disciplinarian
6. In-school suspension during the school week
7. Out-of-school suspension
8. **Report to Police Department**

Possible Remedial/Supportive Measures

1. Framing the bullying behavior as a failed attempt to solve a real problem or reach a goal; school personnel assist the misbehaving student to find a better way to solve the problem or meet the goal.
2. Restitution or restoration
3. Peer support group
4. Corrective instruction or other relevant service experience
5. Supportive interventions including peer mediation, task force to prevent bullying, etc.
6. Behavioral assessment or evaluation
7. Closely monitored behavioral management plan
8. **Law enforcement involvement**
9. Parent conference
10. Maintaining, as much as possible, the confidentiality of victims and offenders

Possible Environmental (Building) Measures

1. Modification of schedules
2. Adjustments in hallway traffic
3. Modifications in student routes or patterns traveling to and from school
4. Use of monitors (hallway, cafeteria, classroom, bus, dismissal, etc.)
5. Involvement in community youth organizations
6. School climate and culture awareness activities and changes.

[Bullying, Harassment, or Intimidation Reporting Form](#)

School Board Mission Statement

**BOCS is dedicated to providing a platform for quality, 21st Century education for all students and is committed to developing lifelong learners who will value themselves, contribute to their community, and achieve individual successes that will inspire others in an ever changing world.
(Board Mission)**

Belief Statements

1. We believe that every child can learn.
2. We believe that every child wants to learn. (has a purpose, instead of wants to learn?)
3. We believe small group instruction enhances learning.
4. We believe that personal, family, school, and community growth is vital.
5. We believe the future lies within these walls (and hearts?).

6. We believe our students are the future. ~Whitney Houston! :oD Ha!!
7. We believe in mistakes, laughter, and personal growth.
8. We believe in educating the whole child.
9. We believe each child can succeed to their personal best.
10. We believe a student's growth is measured independently and not to other students' growth.
11. We believe 21st century educators are guides who inspire students to thrive.
12. We believe in the 21st century skills of Communication, Collaboration, Critical Thinking and Creativity.
13. We believe in thinking outside the box to solve problems.

Student Code Of Conduct - Citizenship

A primary responsibility of the schools of Michigan and their professional staff shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal process whereby necessary changes are brought about.

The school is a community and rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship.

Parents are partners in education and 2-way family/school communication is a crucial part of the educational process. The Board of Education, administration, and faculty of Burr Oak Community Schools feel that the parents of Burr Oak students share a major responsibility in the well being of the students of the school. Cooperative supervision of the students by the school faculty and parents is the key factor in satisfactory school participation by the students.

Helping Your Child

As a parent, you are your child's first teacher. It is the parent's obligation, by teaching and by example, to develop in the students good habits of behavior, as well as proper attitudes toward the school. To help your student's progress in school, you should:

1. Recognize that children view their teachers much like their parents when in school.
2. Teach and require of your child respect for law, authority, for the rights of others and for private and public property.
3. Talk with your child about school activities; share with him/her and with the teacher an active interest in report cards and in the learning and progress of the student.
4. Regular school attendance is compulsory; too many days missed can negatively affect a child's progress in regard to learning.

5. Safeguard the physical and mental health of your child and be responsible for well-child checkups.
6. Attend individual or group parent conferences, or request a conference if you see a need for one. Two-way communication is part of attendance and is mandatory.
7. Attend special school programs, if possible.
8. Arrange for a time and place at home for homework assignments and supervise them.
9. Work with the school in carrying out recommendations made in the best interests of your child.
10. Encourage and guide wholesome friendships, interest, and activities.
11. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action taken by the school.

The parent/guardian must be aware of school policies, such as, seeing that the child is in school (face-to-face or virtually); going through the proper channels when the child is absent; and in general, aiding the school in every way possible.

Parental/Guardian cooperation is essential to success. The parent must be honest with both the school and the child. If they honestly feel that a policy is unfair or that the student has been treated unjustly, they should **withhold their criticism until they have contacted the school** and tried to resolve the problem in discussion with all those involved.

Through relationships with teachers, support staff, and family members, students must learn to be sensitive to the needs of others, willing to accept responsibility for both social and household duties.

Legislated Student Suspension

A teacher is authorized to immediately remove and suspend (for one full day) a student from an on campus class, subject, or activity when the student engages in conduct prohibited by law, Board of Education policy, or the school's code of conduct.

Any student suspended pursuant to this policy shall be in accordance with the board of education policy and the schools student code of conduct. All suspensions will be reported to the board of education and those in violation of Section III, page 19, will be reported to the appropriate law enforcement agency.

Accidents

Accidents to students, no matter how slight, must be reported to the teacher, the recess supervisor, or the office as soon as possible.

Should a student be injured, an effort will be made by the available personnel to contact the parents for information and instructions. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the school shall arrange for the student to be taken to a hospital for treatment. This information will be taken from the student's emergency form that is filled out and signed by the parent, returned to the school and kept on file in the office for such reasons. Please have all information kept up-to-date on the emergency form kept in the office (this is the law). Call (269) 489-2213 for changes and/or updates. This action on the part of any school personnel does not obligate the personnel or school to assume financial responsibility for the treatment of the student.

Admission Requirements

1. Great Start Readiness Program:

- Must still be four years old by September 1.
- Complete an application to be sent to the Intermediate School District.
- Show proof of immunization record.
- Must show live birth certificate (from County Courthouse)
- Complete screening interview with the Intermediate School District.

2. Kindergarten entry:

- Must be five years old by September 1.
- Show proof of immunization record.
- Must show live birth certificate (from the County Courthouse)
- Complete registration materials.

3. Grades 1-12 entry:

- Must provide proof of previous successful school in order to start in stated grade.
- Show proof of immunization record.
- Show live birth certificate (from County Courthouse).
- Complete registration materials.

Alcohol And Other Illegal Drugs

Any student in possession of, use of, and/or being under the influence of any drug, alcoholic beverage, controlled substance, and any other substance which implies or induces abnormal behavior while on school property or at a school sponsored, school related activity is strictly prohibited. The manufacture, distribution or intent to distribute, sale, possession, use, or being under the influence of the following substances is prohibited:

- Alcohol or any Alcoholic Beverages
- Vape pens, e-cigarettes, juul, or any vaping liquids
- Illicit drugs
- Any abusable glue, aerosol or other chemical substance, including but not limited to lighter fluid and reproduction fluid of inhalation.
- Any prescription or non-prescription drugs (this includes Ibuprofen, Acetaminophen, aspirin, cough drops, or cough suppression, vitamins, diet pills, energy pills, laxatives, stomach or digestive remedies, depressants, sleeping aids, or essential oils, are not to be taken in accordance with the school district's authorized use of medication procedures.
- Anabolic steroids, human growth hormone or other performance enhancing drugs.
- Substances purported to be illegal, abusive or performance-enhancing, i.e., "Look Alike" drugs.
- Drug paraphernalia.

It is not a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to district policy. This medication **must** also be kept in the office. Medication is distributed only by the office staff at the times indicated by the notes written by the parents and accompanied by the medication.

Definitions:

Manufacturer : Altering or combining existing substances to create a new substance that causes physical or emotional change.

Use and/ or under the influence: any physical condition that indicates a controlled substance has been consumed.

Possession: Physical possession of (including a student's locker or vehicle) or admittance of physical possession.

Sale/distribution of intent to distribute: Any student who shall intend to provide or distribute or offer to sell any controlled substances on school property, at a school related or school sponsored function to any person at any time.

Attendance Policy

Attendance Policy:

Beginning in the 2020/21 school year, on campus attendance is not mandatory BUT 2 way communication between students and teachers (parents in K-2) is mandatory.

Statement of Philosophy: Only through regular class attendance (either virtually or on campus) and serious commitment to an academic program can students achieve optimum educational

benefits. The responsibility for good school attendance, which is through the completion of school work, rests primarily with the student and parents or guardians. The school district is committed to providing a quality education; therefore, students must attend class on a regular basis AND complete the work in order to receive the full benefit of the programs that are offered. Moreover, the development of good work habits, such as regular attendance to work, punctuality, self-discipline and responsibility are excellent preparation for the next steps in education.

A student must be present (measured through 2-way communication) at a minimum of 80 percent of the school year or risk being truant.

EXEMPTION: The ONLY reason a student or parent might not be able to communicate for attendance would be due to a major illness or hospitalization that leaves them unable to communicate or do school work.

Breakfast and Lunch Program

All students will receive free breakfast and lunch. Breakfast will be available upon arrival in the classroom and lunch will be to-go for the 2020/21 school year.

Building Care and Use

The school is a community and all students are expected to help keep areas clean. If you see trash, pick it up. Rooms should be left neat and orderly.

Anyone marking on or damaging walls, furniture or equipment will be held responsible for repairing the damage and/or paying for it. In addition the student will receive a penalty ranging from detention to expulsion depending on the severity of damage.

Transportation

For students in grades PK-3, being transported to and from school on the bus, an adult or older child, grade 4 or older, must be present in order for the student to be dropped off. If no one is present and alternate arrangements have not been made, the student will be brought back to the school building and the parent will be responsible to transport the student back home. If the student has to be brought to school more than once in a two-week period, the Police Department and Child Protective Services will be notified.

Van and Bus Rules

The school buses and vans are operated by the Burr Oak School District.

Buses will stop to pick up or discharge pupils only at designated stops as approved by the Supervisor of Transportation or Superintendent. The routing of school buses is planned so that the transportation of its pupils will be adequately met.

- **In 20/21 masks are mandatory in vehicles until the Governor says otherwise.**
- All pupils must behave properly as passengers in a school bus or van
- Pupils transported by bus or van are under the authority and direct responsibility of the bus driver
- Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason for a pupil to be denied transportation on a school bus
- The driver of any school bus or van shall be held directly responsible for the conduct of the pupils transported
- A school bus or van shall not be put in motion until all pupils are seated
- The use of tobacco or drugs on the school bus or van shall be prohibited and will be subject to both state and school policies.
- No intoxicating liquor shall be transported at any time in a school vehicle
- The use of lighters and/or matches on the bus shall be prohibited
- No use of spray items of any kind
- No animals shall be transported in a school bus or van without authorized permission
- No weapons of any sort shall be transported in a school bus or van
- No pupil shall occupy a position in a school bus or van that will interfere with the vision of the driver
- Fighting between students is strictly forbidden and will result in an automatic two-day suspension from the bus
- Profane language is forbidden
- All pupils must remain seated while the school bus is in motion
- Nothing shall be thrown within the bus or out of the windows
- No pupil shall be allowed to get off the bus except at home, or point at which he/she should get off, without special written permission from parents. This note should be from someone in the principal's office, and then presented to the bus driver.
- Riding a bus other than the one regularly assigned requires a note from parents, signed by the teacher, signed by an administrator or designee, then presented to the bus driver

Violations of the bus rules will be dealt with in the following manner:

1st Offense: The student is given a warning as is age appropriate and/or a referral with the description of the violation. This card must be signed by the parent and returned to the bus driver before riding the bus again.

2nd Offense: The student is not allowed to ride the bus for two days. A phone call with a parent is mandatory. The parents must sign the card acknowledging that they dealt with the misconduct before riding the bus again.

3rd Offense: The student is not allowed to ride the bus until there has been a conference with the driver, the bus supervisor, and the parents.

4th Offense: Bus riding privileges are suspended indefinitely.

Bicycles

Students are encouraged to bike to school. Students riding bicycles to school must park them in the bike rack. Students should lock their bikes. The school will not be liable for lost bicycles. No student is allowed to be around the bike rack until school is dismissed. Anyone caught riding another person's bicycle will be given appropriate discipline.

Emergency School Closing

Occasionally the school campus has to be closed once the school day has begun. It is therefore necessary that your child know where they are to go under those circumstances. We will utilize the mass messaging system to notify parents. ***Please make sure your child has that information.***

Drills

Fire: When the fire drill alarm sounds, a student is to leave all personal belongings and leave the building according to the established routes and to follow the teacher's direction.

Students should leave in a rapid but orderly manner, and do not return to the building until directed to do so by a teacher. The first student outside is to hold the doors open.

Tornado: In the event of a tornado warning or drill, the following procedure will be followed:

1. Keep Quiet - we need to be able to hear announcements
2. No Running - remaining calm is necessary to get to safe areas quickly
3. Students should take a textbook for head protection
4. Once at your assigned station:
 - Sit with a book protecting head
 - Teacher will take attendance
 - Wait for the all clear on intercom

Assigned Areas:

All rooms in the Elementary/High School building should evacuate rooms to the hallway according to the established routine. Be sure to stay away from glass, glass display cases and lockers.

During Lunch Time: The cafeteria evacuates to the area South of Room 27 and East of Room 17.

During lunch time if students are outside: Return to above designated areas.

Lockdown: Lockdown will be announced over P.A. system

Everyone in the building will need to be silent and listen to the teacher for instruction; each teacher/staff member has his/her own classroom instructions. If a student is in the hallway, he/she needs to find the closest classroom. Teachers will look in the hallway before shutting and locking doors. While we hope that we never have to respond to a real lockdown situation, we must practice as if we will.

Grading Procedures & Report Cards

The school is divided into 4 marking periods of approximately 45 instructional days each. Weekly two-way communication between families and teachers is the key to not being surprised by grades.

Report cards will be issued as quickly as possible at the end of each marking period. It is expected that each student will take his/her report card home. Please make the office aware of any errors concerning your report card immediately. If a report card is lost - a copy can be made and sent home.

The marking periods and intermediate reports (progress reports through weekly two-way communication) are designed to inform the student and parents learning progress or learning issues. Each marking period grade will indicate the work and progress accomplished during that particular marking period of instruction.

Please contact the teacher if you would like to arrange a conference which can be done through phone, email, or Zoom/Google Meet.

Parent/Teacher Conferences

Consistent weekly 2-way communication can eliminate the need for a conference and will be determined by teachers. Scheduled parent-teacher conferences will be Fall/October and Spring/March. All parents are requested to attend a minimum of two conferences and meet their child's teacher to discuss the student(s) progress.

Restorative Justice Model Defined

Restorative justice empowers students to resolve conflicts on their own and in small groups, and it's a growing practice at schools around the country. Essentially, the idea is

to bring students together in peer-mediated small groups to talk, ask questions, and air their grievances.

Restorative Practice First, Discipline Last Model

Building Strong School-Family Partnerships through Positive Relationships

Our goal is to avoid discipline and build relationships, although sometimes, discipline is necessary when negative, recurrent behaviors present themselves at school. Restorative practice steps will be used in Burr Oak Community Schools by teachers, support staff, counselors, and administrators and we will make every effort to turn negative behaviors into learning experiences to prohibit negative behaviors from happening in the future.

Let it be noted that safety is a major concern during the Covid 19 pandemic. Restorative practices will be used when we are able, but parents might be called more often than normal to pick up a student during this time due misbehaviors that are a safety concern.

“7 Factors” considered when misbehavior occurs:

1. Student’s age
2. Disciplinary history
3. Disability
4. Seriousness of behavior
5. Safety risk
6. Use of restorative practices in disciplinary history
7. Level of intervention prior to suspension or expulsion

Problems of discipline, whether at school or home, are usually related. Poor scholarship, irregular attendance and social adjustments are areas of concern to parents, teachers and the entire community. The ultimate goal of instruction in self-awareness and discipline can only be achieved through cooperation and 2-way school/family engagement.

It is very important that children develop an understanding of their behavior and the demands that the interests and welfare of the total group place upon that behavior. Skill in teaching good behavior choices to our youth depends on the ability to distinguish the causes of poor behavior and work with the child according to his/her individual problems and needs.

It is the responsibility of the home and the school to help the child learn to evaluate and plan his/her choices and actions. Good habits of self-discipline are first established in the home before the child enters school. The school is expected to maintain and further develop the habit of self-discipline. Children must be instructed in the benefits of kindness, fairness and cooperation, as well as learning the privileges of responsibilities of proper use and respect for public and private property.

Behavior/Discipline procedures when Restorative Practices have failed

I. Minor Violations

- Continued interference with the educational process (all inclusive)
- Littering
- Disorderly conduct (horseplay that results in hurt feelings or unintentional physical harm)
- Disrespect
- Explicit language

NOTE: The number of offenses refers to actions on any one or any combination of the listed actions.

II. Major Violations

- Explicit language/indecency/obscenity/profanity
- Discriminatory language involving race, gender, sexuality
- Failure to serve assigned or agreed upon discipline
- Fighting
- Fireworks/explosives, etc.
- False reporting/academic cheating/plagiarism
- Forgery
- Insubordination/trespassing/refusal to identify self to any staff
- Tobacco (use, possession, distribution, sale)
- Skipping/hiding in school
- Threatening and intimidating acts
- Inciting others to violence

Note: The number of offenses refers to actions on anyone or a number of actions listed above.

Steps when restorative justice does not work and discipline is necessary:

1st Offense: One day off campus learning - school/learning is expected to take place at home.

Note: In case of tobacco - student must be reported to the police if found in violation of the school/civil laws.

2nd Offense: 1-10 Days Off Campus Learning- school/learning is expected to take place at home.

- Notification of incident to parent/guardian and conference

3rd Offense: 1-10 Days Off Campus Learning

- Notification to parent/guardian.
- Student contract may be required or all learning will be done at home

- Possible recommendations for Expulsion from campus if misbehavior is mandated by law. Student will be transferred to Burr Oak Virtual which is a third party provider

4th Offense:

- Recommendation for expulsion from campus if misbehavior is mandated by law. Student will be transferred to Burr Oak Virtual which is a third party provider
- Placed on indefinite off campus suspension.
- Parent conference required.
- All documentation submitted to the Superintendent to be presented to the Board for final decision on schooling.

III. Serious Violations

- Alcohol/Controlled Substances
- Arson
- Assault/Battery/Striking or Threatening School Personnel
- False Alarms/Bomb Threats
- Physical/Verbal Attack on any Staff Member/Unlawful Intimidation
- Sexual Assault/Harassment
- Shakedown/Extortion/Blackmail/Coercion
- Robbery/Burglary/Larceny
- Vandalism of School/Staff/Student Properties
- Dangerous Weapons/Firearms
- Malicious Mischief
- Possession or Use of Potentially Dangerous Objects
- Unlawful Interference with School Authorities
- Unlawful Intimidation of School Authorities

Note: The number of offenses refers to actions on any one or any combination of actions listed.

Steps:

1st Offense: 1-10 Days Off Campus Learning

- Notification to Parent/Guardian
- Parent/Guardian Conference before the student may come back to campus.
- Student Contract may be required.
- Student on Probation: Must report to School as mandated by probation officer
- Counselor - weekly progress report.
- Possible recommendation for expulsion.

2nd Offense: 1-10 Days Out of School Suspension

- Above - same

3rd Offense: Immediate Recommendation to the Board for Expulsion.

- Immediate off campus suspension.
- Parent conference.
- All documents submitted to the Superintendent to be presented to the Board for final decision on students schooling.

The preceding code is a guideline for the Burr Oak administration to follow in maintaining discipline on campus school and at school sponsored activities. Students and parents are reminded, however, that the code is a guideline and that school personnel are responsible for preventing gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process. Unusual situations that occur during the school year will be handled promptly by school officials with consequences that are warranted by the behavior.

Student Responsibilities

If the school is to perform the function, which the majority of our society expects of it, and in an atmosphere, which is acceptable, the school has the right to expect that the student will assume certain responsibilities.

The Student is expected:

- Attend school regularly whether that be online or on campus, to arrive on time to school and class, and to devote his/her main energies to learning.
 - Parents have the right to determine whether students are on campus or virtual but must maintain the expected communication protocol or risk being reported for truancy.
- Understand and observe the rules of the school, ***this includes appropriate use of technology.***
- Recognize that there are channels through which rules or conditions can be questioned or studied and that he/she has an obligation to use these channels.
- Display proper conduct to and from school and on school grounds and school buses.
- Refrain from defacing, damaging or destroying school property or property of school personnel.
- Be diligent in study.
 - Complete all assigned work within given time.
 - Exhibit good citizenship.
 - Do that caliber of work consistent with the student's individual ability and grade level.
- Respect the inherent human dignity and worth of every other individual.

- Be informed of and adhere to reasonable responsibilities of their own rules and regulations established by the board of education and implemented by school administrators and teachers for the welfare and safety of students.
- Be punctual and present in the regular school program to the best of one's ability.
- Refrain from libel, slanderous remarks and obscenity in verbal and written expression, and observe fair rules in conversation and responsible journalism.
- Help maintain and improve the school environments; preserve school property and exercise the utmost care while using school facilities.
- Behave in an appropriate manner while in attendance at all school functions held on or off school grounds.
- Continue or become actively involved in one's education, understanding of people and preparation for adult life

Penalties

Failure to accept these responsibilities will subject the student to one or more of the following disciplinary procedures:

1. Loss of on campus learning
2. Referral - permanent documentation of poor behavior

Expulsion

Recommendation for the expulsion of a student from school shall be made to the Board of Education by the Superintendent. Such action is generally taken upon the recommendation of the principal or assistant principal, and shall be communicated to the Superintendent in writing, signed by the Principal and accompanied by the student's accumulative file. Except in cases stemming from extreme overt behavior it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:

1. The student shall be under suspension for at home learning pending the expulsion recommendation of the superintendent to the Board of Education and pending the Board's decision.
2. The superintendent's recommendation to the Board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.

3. The Board of Education shall set the date, time and place of the hearing and place of the hearing and shall transmit written notice of same to the parent/guardian at least five (5) school days before the date of the hearing.

The hearing procedure shall follow that set forth under section 5d of the preceding article, "Suspension", of this handbook. Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student under an extended suspension or expulsion may continue his/her education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

Homework Guidelines

Homework is an essential part of your education, and needs to be given careful attention even more so during pandemic learning. Make sure you get all of your work done. If you get behind with your homework you will find it very difficult to catch up. Try to establish the following procedure:

1. Do your homework at the same time every day/night.
2. Have a special place to do your homework.
 - a. Find a place that is quiet, well lighted, and where you will not be disturbed.
3. Limit distractions

Inclement Weather-School Closings

When weather conditions exist that would make it hazardous for students to get to school safely, the school will make an all call to families to inform them of such closings. **PLEASE MAKE SURE YOUR PHONE NUMBER INFORMATION IS UP TO DATE AT ALL TIMES.** Students and parents can also sign up to be notified by the following stations:

Radio -

WBET - Sturgis FM 99.3

Television -

WWMT - Channel

Recess

Students will be allowed outside for recess on the determination of the principal.

Note: In winter it is important to keep the elementary children dressed appropriately. Our policy for recess is that if the wind chill is above 10 degrees Fahrenheit, recess will be outside. Please be sure your child is dressed properly for the weather.

What students must wear when;

Below 60 degrees – Jacket or Long Sleeves

Below 50 degrees – Coat and Long Pants

Below 32 degrees – Gloves & Hats & go outside

Below 10 degrees – Indoor Recess

*All temperatures will be monitored by weather apps.

Recess Rules:

1. Listen to and respect recess the adults in charge.
 - Penalty: If a student argues with a supervisor(s) that student may receive a referral if all restorative justice measures have been exhausted.
2. Fighting or rough housing, tackling, “karate” kicking or wrestling (play or real) is not acceptable because it leads to more extreme behaviors.
 - Penalty: Referral and/or sent home
3. Proper language is expected at all times.
 - Penalty: Referral and/or sent home for repeated offenses

Textbook/Chromebook/iPad Replacement

Students who damage or lose textbooks/Chromebook/iPad must pay a replacement fee or equipment fee to fix.

Lost and Found

Leave valuables at home; if it is not a needed educational item, you should not bring to school. You can safeguard your needed property best by being sure that everything is properly identified with your student(s) name. Please make sure to not leave your valuables in the restroom, on a desk, or in an unlocked locker. If you lose something, report your loss at once to your teacher and to the office.

The office has a lost and found department; ***please check often if you are missing an item. At the end of each semester, lost and found items are displayed for one week. At the end of each semester, unclaimed items are donated to a charitable organization.***

Medication

All medication should be brought in the original container and must be checked in at the office. Parents must fill out the medication paper located in the office, this will give directions that include dosage and time the medication is to be given at school. Without a written note, the

medication **cannot** be administered. Please include a spoon or instrument to give your child medication.

Lunch and Breakfast Program

All students are able to take a free breakfast and lunch. In 2020/21, students are required to eat breakfast in their classrooms and will take a to-go lunch.

Students are expected to put their trash into trash cans. If caught littering they will be asked to pick it up. If they are a repeat offender, they will be asked to walk the grounds to pick up trash. This is part of being a good community member. Help keep our campus clean.

Parties During Classtime

Class parties are determined by each teacher and are optional with the individual teacher.

NONE in the 20/21 school year due to Covid 19:

Public Display of Affection

In a regular year (minus Covid 19) holding hands is the only acceptable form of public affection allowed.

Bringing Personal Belongings to School

Students who bring personal belongings do so at their own risk; this includes but is not limited to cell phones.

If a device such as a cell phone is used inappropriately, administration maintains the right to revoke student privileges regarding the use of said equipment.

All school Internet/Wi-Fi/network connections are secure and cell phones will not connect.

School Visitation

In the 20/21 school year, visitors will be on a very limited basis due to Covid-19.

All visitors must report to the (main entrance - office, door #1). All must sign out when leaving.

Visitors include not only parents or student siblings - but any other non-school personnel, including friends, spouses, children, pets, etc. of Burr Oak school staff.

Pets are not to be brought to the school without approval from the Principal.

Student Dress

Any mode of dress that is conspicuous and brings undue attention is improper. ***If in doubt, do not wear it.*** The dress guidelines are listed below so that every student may know what apparel is acceptable for school.

Clothing should be appropriate, neat, clean, non-offensive, and decent (some examples of inappropriate dress are: halter tops, muscle shirts, bare midriffs, tee-shirts with slogans will be acceptable as long as they do not make reference to cigarettes, alcohol, drugs or promiscuity. Baseball style caps for boys and girls may be worn to and from school, but it is up to each teacher in regard to having a cap/hat on in class.

- Shorts - MUST be at least knuckle tip length with a hem. Biker/spandex shorts may not be worn alone.
- Skirts and/or dresses MUST be at least knuckle tip length.
- Winter coats are not to be worn in school except in the case of an emergency heating issue.
- Footwear must be worn at all times.
- Dress and personal cleanliness are subject to such health and safety standards as are dictated by the school curriculum and governmental laws.
- Sponsors, coaches or directors of extra-curricular activities will, as in the past, establish appropriate requirements for participation.
- Hats and sunglasses are not to be worn in the school building during class hours (they may be worn outside during recess and lunch breaks).
- Clothing, jewelry or emblems that are evidence of membership in or affiliation with a gang, racist group, or hate group is prohibited.
- No pajamas or pajama look-alikes are to be worn as clothing.

Student Guests

Our program is intended for Burr Oak students, therefore, the bringing of student guests is not allowed. If a family member would like to tour the facilities for the purpose of possibly attending BOCS, please make arrangements with the superintendent.

Telephone

The office phone is for emergency use only.

Textbooks/Chromebooks and Materials

Textbooks and supplies are furnished free of charge by the Board of Education. Textbooks will be issued by the teacher when you report to class. Care of textbooks and equipment is the responsibility of each student. **If books or equipment are misused, students will be charged for damages.** Textbooks, Chromebooks, and iPads will be collected and examined at the end of the school year, or whenever a student transfers classes.

There should be no writing or marking in any textbooks, other than your name in ink on the inside cover sheet. Please do NOT put stickers on Chromebooks or iPads. Remember, textbooks and electronic devices are school property; please use and respect them properly. Working materials, equipment and furniture that the students of Burr Oak Community Schools use are the property of the Burr Oak Community School District. Students will be held responsible and charged for labor and cost of replacement.

Abuse/Violation of Computer Privilege and Acceptable Use Policy

All devices are monitored by Go Guardian. Teachers and administrators are alerted to inappropriate content accessed on every device.

By definition the accessing of inappropriate material on the internet/computer by inadvertent means without reporting the incident to a teacher, administrator or staff member will qualify as INDECENCY/OBSCENITY/PROFANITY as defined by the Student Handbook. Such incidents will be handled in accordance with the guidelines of the student handbook.

By definition the accessing of inappropriate material on the Internet/computer is a willful and malicious manner will qualify as INDECENCY/OBSCENITY/PROFANITY as defined in the Student Handbook. Such incidents will be handled in accordance to the guidelines of the Student Handbook.