

**SOUTH WALNUT ELEMENTARY  
STUDENT HANDBOOK  
2010-2011**



**South Walnut Elementary  
309 South Walnut  
Bangor, MI 49013  
427-6863**

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## **WELCOME**

I would like to take this time to welcome all students, and families to South Walnut Elementary School. We are a school which builds on every child's strengths to create the best learning situation available.

Our staff are highly qualified, dedicated, and caring. These qualities are essential in ensuring your child's success at South Walnut. It is in this environment that the staff has created a "safe and fun" place to be and learn.

I would encourage all parents, guardians, and friends to take part in your child's education. This is a valuable time for the student and this experience will last a lifetime. I would also like to encourage all parents and guardians to share any concerns that they may have with either the teacher directly, or the principal.

## **DISTRICT MISSION STATEMENT**

Providing Educational Excellence as a Pathway to Success.

## **SOUTH WALNUT ELEMENTARY'S MISSION STATEMENT**

South Walnut Elementary School is dedicated to providing a safe, productive and positive learning environment producing good citizens and life long learners.

## **BELIEF STATEMENTS**

- All students can learn, but at different rates and in different ways.
- Parents and community members are just as important to the learning process as the students and school personnel.
- Children need to be nurtured and encouraged to do their best and never settle for anything less.
- All students should be responsible for their actions.
- Teachers should look at the total student, not just his or her academic characteristics.
- Students need a stimulating environment that is both structured and flexible.
- Each child should feel valued.

## FEDERAL LAW COMPLIANCE

The Bangor Public Schools do not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to or treatment, or employment in any of its programs, activities, or policies. Any person having inquires concerning the Bangor Public Schools' compliance with the regulations implementing Title VI, Title IX, the A.D.A. or Section 504, is directed to contact:

Jeremy Davison, Principal  
South Walnut Elementary School  
309 South Walnut  
Bangor, MI 49013

## SCHOOL HOURS

7:25 – 7:55	Breakfast Program
7:55-8:00	Student passing time
8:00	Class Begins
11:05-12:30	Lunch and Recess for all grades
2:55	Classes End and Bus Loading

## LUNCH / RECESS SCHEDULE

11:05-11:25	Recess: Kindergarten
11:25-11:45	Recess: 1st Grade and 2 <sup>nd</sup> Grade / Lunch: Kindergarten
11:50-12:10	Recess: 3 <sup>rd</sup> Grade and 4 <sup>th</sup> Grade / Lunch: 1 <sup>st</sup> Grade and 2 <sup>nd</sup> Grade
12:10-12:30	Lunch: 3 <sup>rd</sup> Grade and 4 <sup>th</sup> Grade

## ARRIVALS AND DEPARTURES

**Children may be dropped off to school starting at 7:25 A.M.** Parents/family members are requested to limit their entrance into the building to the space outside the media center unless otherwise checked in through the office. This is strictly a security measure to prevent unauthorized entry into the building. People in the hallways without authorization from the office will be escorted to the office. Breakfast will be served each morning at South Walnut Elementary. South Walnut's entrances remain locked during the school day. At the end of the day parents are allowed to wait in the entrance foyer until students are dismissed.

Please instruct your child to report home promptly from school. If children are not going directly home, arrangements should be made prior to their arrival at school. If there is a need to alter bus transportation, please call our Bus Garage at 427-6834. If students are staying after school for extracurricular activities or disciplinary reasons, they will need parent permission first.

## RELEASING CHILDREN FROM SCHOOL

Parents, for the safety of your child, students cannot be released from classrooms to anyone unless notice has been received to do so. Please report to the office, and we will contact the

classroom and have your child come to the office. **Only authorized adults listed on the emergency card can pick up your child after signing out at the office.**

## **Section I – General Information**

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

Communication between home and school is vital in supporting your child's interests and efforts. We encourage parents to ask questions, visit often and become involved with their child's educational growth and development. Be sure to fill out all emergency and responsibility information cards and return them to the school office. If there are changes in this information, please call the office or send it in with your child. **It is very important for the safety of your child that we know how to reach you.**

The teachers, principal, and counselors are interested in open communication with parents to support their children's efforts. Let us know if any situation exists that might cause anxiety for your child or a change in his/her normal routine as it relates to school.

### **VISITORS**

Parents are always welcome visitors to our school. Due to safety considerations all visitors are expected to report to the office upon entering the building. Any visitor in the building should obtain a visitor's badge to wear while in the building. Anyone found in the building without the visitor's badge will be asked to report directly to the office. No friends, relatives, or anyone other than a parent, guardian, or advocate is allowed to attend class with a student. The school administrator has the right to deny any visitor in the building.

### **PARENT / VISITOR PARKING**

Parking is designated for visitors in front of the main entrance outside of the parent drop-off drive and in the parking lot in front of the gym entrance. (Across from the Transportation Department) Parents please help us to avoid congestion in the drop-off drive at the end of the day by using these parking locations. There is seating available in our front foyer where parents are welcome to wait for their children. Thank you in advance for helping us to reduce traffic congestion at the end of the day.

### **MEDICATION**

No medication of any kind can be dispensed by the office staff without written permission of the parent or guardian and written verification by the Doctor. Forms are available at the school office. All medication must be in the current prescription bottle and be counted and received by office personnel in order to be kept and dispensed in the school office.

Medication must be brought to school by the parent or guardian. No student should bring medication to school. Any medication brought by students, will be confiscated and kept in the

office but not dispensed. If you have any questions regarding our medication policy, please call the school office. Please keep phone numbers up to date.

### **HEALTH RELATED ISSUES**

The Van Buren County Health Department provides students with vision and hearing screening on a bi-yearly basis. Parents are notified of the results only if the exam indicated that medical attention is advisable. Please inform the office if your child has any special health condition.

Twice a month, our staff does head checks for pediculosis (head lice). If a child is found to have head lice, you will be notified by a phone call or a note from the school. Treatment information will be forwarded to you or can be received from the health department. Students cannot return to school until treatment is in progress and the hair follicles are nit-free. We appreciate your cooperation in this matter.

Prior to enrolling for the first time in the Bangor Public Schools, students must comply with minimum immunization requirements. The Van Buren County Health Department provides immunizations for school age children. Please keep the school fully informed of shot records and any illness your child experiences. A record is kept here in our office for each child. Your prompt attention to these health related matters will be appreciated.

### **STUDENT RECORD RIGHTS**

All parents and guardians of students under the age of 18 and all students 18 years and over have the right pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the students. They also have access to contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge shall be established by the Board of Education and will be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without consent and notification of the student or of the parents or guardian of a student under 18 except:

1. The teacher and officials of this school district who have legitimate educational interest in such information.
2. There has been a federal request for submission of student records in connection with the student's application for financial aid.
3. Directory information is personally identifiable information that would be normally subject to disclosure without parental consent.
4. A parent or eligible student may notify, in writing, the school principal of any or all information that should not be disclosed concerning the student within ten (10) days of receipt of the handbook.

The student or parent will be notified if officials of a school in which a student intends to enroll desire access to student records in which case parental or student consent is needed.

### **TRADES/SALES IN SCHOOL**

Students are not permitted to sell or trade any items (candy, gum, cards, etc.) at school except as a member of an approved school group. Sales by school-sponsored groups are permitted only when given prior permission by the principal.

### **LABELING OF BELONGINGS**

It is recommended that you label your child's lunch box, books, binders, shoes, and anything else that can be marked conveniently with your child's name. Students can often misplace or forget items. This will allow us to return items to the right person as quickly as possible.

### **BREAKFAST – LUNCH**

Breakfast and lunch are available for all students each day. Those children who qualify for free and reduced lunch automatically qualify for free and reduced breakfast. With our new computer system, it is possible to send in money for more than one week. The computer automatically keeps track of the amount of money left in your child's account.

All children eat with their grade level in the cafeteria under supervision.

A monthly menu is sent out so that you and your child can make decisions about which days your child will eat the school's lunch choices.

### **FIRE DRILLS, DISASTER DRILLS AND LOCK DOWN DRILLS**

In order that students may know how to act quickly and without confusion in emergencies, fire and disaster drills are held at regular intervals throughout the school year. Teachers will give students instructions after school begins. These instructions must be followed carefully. All students in the building must leave during each fire drill. Lock down drills will also be practiced during the school year.

### **ACT OF GOD DAYS**

It may sometimes be necessary to cancel classes due to weather-related conditions. Parents should make emergency plans for their children in the event school is dismissed during regular school hours and discuss them with their children. We suggest that parents listen to advisories on the radio in the event of severe weather. Our school will notify the radio station COZY 103.7, and WOOD –TV Channel 8, as well as WWMT-TV Channel 3 and Instant Alert message.

### **TWO HOUR DELAY PROCEDURES**

When it is likely that the visibility and/or roads will clear quickly, Bangor Public Schools will announce a two-hour delay. It is important for all parents to keep their personal information updated in our Instant Alert system. This will be very helpful in emergency situations. Buses

will pick up student's two hours after the regularly scheduled pickup. School will start at South Walnut at 10:00 on these days. No breakfast will be served on two-hour delay days. Lunch will be served to all students on two-hour delay days. Our school will notify the radio station COZY 103.7, WOOD-TV Channel 8, as well as WWMT-TV Channel 3 and Instant Alert message.

### **TEXTBOOKS**

Books issued, including library books, are the property of Bangor Public Schools. Books should be handled with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged. Students will be assessed fines for books and other materials that need to be replaced.

### **LOST AND FOUND**

There is a plastic bin located in the cafeteria to serve as the "Lost and Found" headquarters. Please have your student check there if he/she is missing anything.

### **TELEPHONE**

The school phone is for business purposes only. Students will be allowed to use the phone in emergencies only.

### **PARTIES**

Classroom parties that may be scheduled during the school year are Christmas and Valentine's Day. Other requests for parties are to be approved by the principal. A Halloween Carnival is planned every year. Parents are welcome to volunteer to help. Parents will be contacted in advance about special events.

### **RECESSES**

Children have outdoor recesses daily except when there is inclement weather. It is important, therefore, that children be dressed appropriately for the day's expected weather. Generally, if a child is well enough to attend school, he/she is well enough to participate in outside recess activities. If you do not wish for your child to go outside for health reasons, a note must be sent in to the child's teacher and given to the Office. Recess is a privilege; students may be excluded from recess periods as a consequence for not completing assignments or for not adhering to class or school rules.

### **P.T.O.**

Our P.T.O. group is very important to us. They provide us with programs, field trips, and playground equipment as well as other things. P.T.O. members volunteer to help on a variety of jobs and projects throughout the year. If you would like to be involved, please contact the school. We can always use help from parents.

## **ANIMALS**

Students may bring animals to school only after receiving permission from the principal and during specified special-event days. Due to the possibility of injury to other students, animals are not permitted on the bus.

## **COUNSELING SERVICES**

South Walnut has a full time Counselor available to students. Students may request to see the Counselor or parents may request this service for the child. Teachers may also refer students.

## **CELL PHONES**

Students may have a cell phone. However, it must be kept in their locker and not turned on during school hours. Cell phones are not considered a necessity and we assume no responsibility if lost or stolen. However, the principal will take reasonable measures to recover lost or stolen merchandise. The school reserves the right to confiscate phones from students who fail to follow building expectations. A parent or guardian may stop by the office to recover confiscated phones.

## **INSTANT ALERT MESSAGES**

Bangor School District has an instant alert system. This allows parents to receive an automated message announcing upcoming events, delays and school closings. It is important for all parents to keep their personal information updated in our Instant Alert system. This will be very helpful in emergency situations.

## **Section II – Academics**

### **REPORT CARDS**

Students will receive an assessment of their progress in academics and citizenship for each content area approximately one week after the end of the marking period.

Mid-marking period report: At the 4 ½ week point of each marking period, a progress report may be issued for individual students. The teachers will indicate the level of work being done at that point and any appropriate comments, or suggest strategies to be employed. Students are expected to turn all assignments in on time.

### **MAKE UP WORK**

Students are required to make up missed assignments due to absences. Parents may request homework when they call the office. Homework requested by 9:15 a.m. will be ready for pick up by the end of that same day. Students will be given a reasonable amount of time to make up work following an absence. The suggested guideline is two days for every day absent. These assignments will be accepted without grading penalties. It is important to remember that being in school and on time are two of the most significant indicators for success in school.

## **BUILDING-WIDE WORK POLICY**

The staff of South Walnut Elementary is committed to promoting educational excellence in each and every student. We believe that work completion is a fundamental part of fostering success in the classroom. If students do not regularly participate in class and complete daily work as it is assigned, then it becomes very difficult for students to master the material being taught in class.

This program is not intended to be a punishment for students, but instead it should be considered an incentive to complete work as it is assigned. By doing so, students will be able to perform successfully at a higher level in the classroom.

Please be sure to check your child's student planner on a regular basis. The student planner is a great tool to help check for missing work. The work policy for South Walnut Elementary is specifically for grades 2<sup>nd</sup> through 4<sup>th</sup>, although students at all grade levels will be expected to complete work as it is assigned. The work policy states:

All assigned work (in-class assignments, homework, unfinished daily work) is expected to be completed and turned in to the teacher by the assigned due date. Late and/or missing work will not be accepted if it is later than two days from the assigned date. Students will not receive any points on work that is turned in after the two day policy.

A student who is absent on a given day will be given up to two (2) days to complete missing work. Students who are absent for an extended period of time, will be given an appropriate amount of time to complete missing work while being held accountable for current work.

Once again, we ask for your help and cooperation in making this work policy a successful step forward in our efforts to promote educational excellence in all of our students at South Walnut. Thank you in advance for your help.

## **TEACHER REQUESTS**

Teacher request forms for the next school year may be picked up from the office on May 1<sup>st</sup> and returned by May 15<sup>th</sup>. Due to the recent changes to our 4<sup>th</sup> and 5<sup>th</sup> grade schedules, requests will be more limited due to the departmental schedule. Please be aware that all 4<sup>th</sup> and 5<sup>th</sup> grade students will have all grade level teachers throughout the course of the day. Teacher requests do not guarantee the placement of students as they will be taken on a first serve basis.

## **APPROPRIATE USE POLICY FOR STUDENTS: COMPUTER NETWORK**

For Information about this please refer to the following URL.

<http://www.bangorvikings.org/technology/aupstudents.htm>

If you have any trouble accessing this information you may request a copy from the office.

## **SECTION III – STUDENT CONDUCT**

### **ATTENDANCE**

Students enrolled in the Bangor Public Schools are expected to be in attendance each day that school is in session, except in cases of illness or other situations of personal nature which are unavoidable and would be interpreted as excused absences. The principal reserves the right to determine if an absence should be excused. Michigan State Law requires school attendance through age 16. Frequent absence or repeated tardiness will be grounds for the school to take action to resolve the problem in order to ensure the students academic success in school. An attendance officer may be utilized to assist with this process.

**Excused absences must be documented either by a telephone call or in writing by a parent/guardian and submitted to the school before or when the student returns to school.**

### **TARDINESS**

We are all occasionally late due to circumstances beyond our control. Please send a note with your child informing the Office of the reasoning of the tardiness.

### **STUDENT STAR EXPECTATIONS**



At South Walnut Elementary we use a behavior program known as STAR Expectations. Our staff invests a great deal of time into teaching and modeling these expectations for all students in order to promote a positive environment for everyone in the building. There are clear expectations posted for all areas of the building including the following:

Classroom      Cafeteria      Hallways      Playground      Restrooms      Buses

On the following page you will find a copy of our STAR expectations behavior matrix. This

matrix gives a detailed overview of the expectations listed for all areas of the building. Students that fail to meet these expectations should expect consequences for their actions.

South Walnut Elementary STAR Behavior Expectation Matrix						
Location ⇒ Expectations ↓	Bathrooms	Buses/Lines	Cafeteria	Classroom and Instructional Areas	Hallways and Common Areas	Playground
	Voice level: 0-2	Voice level 0-3	Voice level 0-2	Voice level: 0-3	Voice level: 0-1	Voice level 0-4
<b>Stay Safe</b>	<p>Keep water and soap in sink</p> <p>Keep feet on floor</p> <p>Wash hands</p>	<p>Stay to the right</p> <p>Walk</p> <p>Remain seated on bus</p> <p>Stay on sidewalk</p> <p>Keep hands and feet to self</p>	<p>Walk in single file line</p> <p>Keep hands and feet to self</p> <p>Stay seated</p>	<p>Keep chairs flat on the floor</p> <p>Keep hands, and feet, and objects to self</p> <p>Walk</p>	<p>Walk</p> <p>Keep hands, feet, and objects to self</p> <p>Stay to the right</p>	<p>Use equipment appropriately</p> <p>Be cautious to those around you</p> <p>Play carefully with others</p>
<b>Take Pride</b>	<p>Keep bathroom clean</p>	<p>Place trash in appropriate place</p> <p>Encourage those around you to clean up</p>	<p>Clean up after yourself</p> <p>Encourage those around you to clean up</p> <p>Stack trays neatly</p>	<p>Keep desk and work spaces clean</p> <p>Give your best effort</p>	<p>Keep hallways clean</p> <p>Be courteous to others</p> <p>Help others</p>	<p>Keep playground clean</p> <p>Place items left on playground in lost &amp; found</p> <p>Shake dirt, snow, and mud off shoes and clothing before entering building</p>
<b>Act Responsibly</b>	<p>Flush toilet after use</p> <p>Return to room promptly</p> <p>Report problems to an adult</p>	<p>Report bullying/other problems to driver</p> <p>Follow directions</p> <p>Report promptly to and from bus</p>	<p>Find an adult to help with spills or messes</p> <p>Keep food in cafeteria</p> <p>Wait quietly to be dismissed</p> <p>Sit at assigned table</p>	<p>Complete work on time</p> <p>Follow directions</p> <p>Be prepared</p> <p>Report problems to adults</p>	<p>Keep lockers clean</p> <p>Go directly to your location</p> <p>Hold door open for person behind you</p>	<p>Return playground equipment to proper place</p> <p>Report bullying/other problems to adults</p> <p>Enter building promptly when directed</p> <p>Follow directions</p>
<b>Respect Everyone</b>	<p>Knock on stall door</p> <p>Give others privacy</p>	<p>Take care of school and personal property</p> <p>Put ups only</p> <p>Use appropriate language</p>	<p>Put ups only</p> <p>Be courteous during announcements</p> <p>Respect others' place in line</p>	<p>Allow teachers to teach and students to learn</p> <p>Take care of school and personal property</p> <p>Put ups only</p>	<p>Be helpful to others</p> <p>Put ups only</p> <p>Use appropriate language</p>	<p>Use appropriate language</p> <p>Put ups only</p> <p>Take care of school and personal property</p> <p>Practice unity with all students</p>

## STUDENT CODE OF CONDUCT

The following is the code of conduct to be used by the students, teaching staff, administration, and parents/guardians of South Walnut Elementary to consistently, fairly and accurately assign consequences for violating our STAR expectations. Teaching staff will consistently enforce school expectations, and establish classroom procedures to provide an orderly and constructive learning environment. When a staff member determines that additional intervention is necessary, he/she will refer students to the office. Please note that matters not covered in the discipline code will be handled at the discretion of the administration.

### Category I: Self-Defeating Acts

Self-defeating acts only hurt you. They interfere with the number one priority and focus of the school day: Your Education! Our goal is to prevent these acts from becoming habits which may have a negative effect on your future.

- Lack of supplies (pencils, pen, paper, books, etc.)
- Tardiness
- Disrupting the Quality of Classroom Instruction
- Dress code violation
- Cheating/plagiarism
- Failure to show for assigned detention
- Violating established classroom procedures

**Lack of Supplies:** Students are expected to come to every classroom during their school day prepared with all the necessary tools to do work. A student's job is defined as putting forth their best effort in each class.

**Tardiness:** Students are expected to arrive on time to each class. Being on time is critical in many aspects of life: work, play, relationships, and school. In order to reach your potential, being on time for instruction, activities, and assessments means you won't miss any information, thus you'll have everything you need to be successful.

**Disruption of Quality Classroom Instruction:** Students are expected to contribute to an environment conducive to learning for all. Disruptive activities are those which interfere with teaching, learning, or another's personal rights. Consequences depend upon how often behaviors are repeated, or how severe the disruption.

**Dress Code Violation:** South Walnut Elementary has a dress code policy to be followed by all students. Each student has the right to dress in ways which represent his/her individuality. However, student dress is not to be disruptive to the educational process. The following is a general guideline. Other items may be included at the administrator's discretion.

1. Shoes, sandals, flip-flops must be worn at all times.
2. No slippers may be worn, unless prescribed for certain events (spirit days, classroom activities, etc.).

3. No coats are to be worn in class.
4. All shorts and skirts must come to the end of the fingers when arms are extended down.
5. No clothing designed to be worn as an undergarment is appropriate for school.
6. No spaghetti strap shirts are allowed without covering or wearing a shirt underneath them that has sleeves.
7. Pants must be worn at the waistline. No “sagging” will be allowed.
8. Bottoms made with flannel, “satin”, or fleece, designed to be worn as pajamas or “loungewear” will not be allowed unless approved for wear on designated spirit days.
9. No clothing shall promote gang activity, drugs, alcohol, or negative messages.
10. No hats, visors, “doo-rags”, bandanas, or scarves may be worn in the school building.
11. No half shirts, midriffs, or shirts that don’t cover the stomach completely can be worn. Tops and bottoms need to “overlap” at all times.
12. No book bags in class.
13. No body piercing can have chains etc. hanging from them.
14. No dog or wallet chains, or spiked collars or bracelets, may be worn.

**Cheating/Plagiarism:** Students are expected to put forth energy, ingenuity and time to produce their work for all assignments. Students who simply receive answers from others miss out on learning opportunities. The person who takes answers from another student without their prior consent or copies a source word for word has committed a robbery. Such offenses will be taken seriously.

**Failure to show for assigned detention:** Students are expected to report to their teacher’s classroom and/or the office for assigned detentions. It is the student’s responsibility to report on time. Failure to serve assigned detentions may result in additional consequences approved by administration.

**Violating established classroom procedures:** Students are expected to follow all classroom expectations. When students fail to follow these expectations, their disruptions can greatly affect the rest of their classmates’ ability to learn.

When students make choices inconsistent with school expectations they may face consequences.

**The range of possible consequences includes:** Warning (verbal/written), Time Out, Parent/guardian notification, Parent/guardian conference with teacher, Student conference with Team, Extra Work Assignments, Behavior Plan, Detention(Lunch), \ Before/After school detention, Removal from class.

#### Category II: Socially Unacceptable Acts

Socially Unacceptable Acts are offensive to others. They are disrespectful to people and the educational environment. They invite incorrect perceptions of you.

- Insubordination
- Inappropriate Behavior

- Public Display of Affection
- Littering
- Building use violations (restrooms, cafeteria, lockers, etc.)
- Profanity
- Misbehavior for a substitute
- Unacceptable use of Computers

**Insubordination:** Students are expected to respond in a timely and respectful manner to all reasonable requests from any adult in the middle school. Insubordination, or willful defiance, is defined as the refusal to follow any reasonable request of any adult in the school.

**Inappropriate Behavior:** Students are expected to follow school rules, respect the rights of students and staff, and to resolve conflicts in a positive way. Inappropriate behaviors occur when students violate a school rule, or when a student's actions interfere with teaching, learning, and/or another person's rights.

**Public Display of Affection:** School is a place for learning. All students should conduct themselves in an appropriate manner at all times. Students are expected to avoid inappropriate or excessive displays of affection or any other touching that may be perceived as inappropriate in nature.

**Littering:** Students are expected to dispose of their trash. Our school reflects the students and staff who learn and work here. It is important we maintain a clean building.

**Building Use Violations:** Students are expected to be well-behaved in all areas of the building. Expectations are clearly defined for each area of the building. These expectations can be found in the STAR Behavior Matrix located on page 11.

**Profanity:** Students are expected to use language which is appropriate to school. In our building we expect students to speak to every person, students and adults alike, with dignity and respect. We teach proper grammar, speaking and writing skills, along with extensive vocabulary providing acceptable tools for communication.

**Least severe**-Use of words which are considered offensive and inconsiderate.

**Moderately severe**-Profanity used deliberately or to insult another.

**Most severe**-Profanity or gesture(s) used to make a threat, attack, or to challenge authority.

**Misbehavior for a Substitute:** All students are expected to be well-behaved in classes taught by a substitute teacher. Substitute teachers are an important part of the school, and students must give them proper respect. Misbehavior for a substitute teacher interrupts your learning and the learning of your classmates.

**Unacceptable use of computers:** Students are expected to follow the acceptable use policy while accessing computers in the school. They are responsible for protecting their username and password.

**Truancy:** Students are expected to attend school on all scheduled days. A student's absence will be considered excused for: 1) personal illness, 2) illness or death in the family, 3) impassable roads or severe weather conditions, 4) religious observations, 5) attendance at a

health clinic or doctor's office, 6) a required court appearance. Likewise, all students are expected to attend all scheduled classes.

When students make choices inconsistent with school expectations they may face consequences.

**The range of possible consequences includes:** Warning (verbal/written), Time Out, Parent/guardian notification, Parent/guardian conference with teacher, Student Conference with Team, Extra Work Assignments, Behavior Plan, Detention(Lunch), Before/After School Detention, Removal from class, Loss of cafeteria privileges, Loss of recess privileges, litter duty, referral to school support services, mandatory parent/guardian attendance, suspension.

*\* Lost school privileges may be earned back by students by completing School/Community Service hours assigned by the administration.*

### Category III: Unsafe Acts

Unsafe Acts are defined as those acts that a reasonable person would deem hazardous to themselves, others or the person committing the act, including bystanders. The creation of a safe school environment necessitates that these types of incidents be dealt with swiftly, and with regard to the severity of the offense.

- Bullying
- Endangering the welfare of self or others including fighting
- Loitering/Presence in areas designated off limits
- Riding bike, scooter, skateboard on campus

**Bullying:** Bullying of any kind is unacceptable and will not be tolerated at our school. If bullying does occur, all students should inform an adult. The incident(s) will be handled promptly and effectively. This means that anyone who knows that bullying is happening is expected to inform a staff member.

Bullying is the use of aggression that is hurtful to another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional: being unfriendly, being disrespectful, excluding, tormenting
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors, teasing

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with dignity and respect. This includes student to student, student to adult and adult to student. Anyone that feels that they are a victim of bullying should report it immediately.

Disciplinary actions as a result of bullying will vary depending on the severity of the offense. Certain incidents involving students may require students to conference with an adult and that an apology is given, while others may call for more severe consequences including in-school or out-of-school suspension. Students disciplined repeatedly for bullying incidents will be

disciplined progressively, with each new incident resulting in more severe penalties, up to and including expulsion.

**Endangering the welfare of self or others including fighting**-Students and staff are expected to maintain a non-threatening physical and emotional environment in which to learn. Any student who engages in a physical fight with another student should expect to receive consequences for such actions.

**Loitering/Presence in areas designed off limits** -When on campus before, during, and after school, students must be supervised.

**Riding bike, scooter, skateboard on campus**-The School Board has stated in its policy that the use of skateboards on school property is prohibited. Bicycles/scooters must be operated in a safe manner, and may not be used during school hours.

When students make choices inconsistent with school expectations they may face consequences.

**The range of possible consequences includes:** Loss of school privileges, referral to school support services, mandatory parent/guardian attendance, suspension, conference with Liaison Officer/Law Enforcement.

*\*Lost school privileges may be earned back by students by completing School/Community Service hours assigned by the administration.*

#### Category IV: Illegal Acts/Other Unacceptable Acts

(Illegal, Hazardous, Violation of Revised School Code)

Our system of law defines illegal activities very clearly, and they occur infrequently in our schools. Students need to be aware, however, of the behaviors which will fall under this heading on even minor occurrences.

#### **Illegal or Other Unacceptable Acts**

The following is a list of behavior offenses (Unacceptable Acts) that can lead to, Restitution/Restoration, suspension, expulsion and/or criminal prosecution at the discretion of the administrator.

**Use of force or violence to cause physical injury**

**Damage to public or private property**

**Possession of dangerous objects**

**Harassment, making threats, intimidation/participation in hate violence**

**Stealing/Robbery/Extortion**

**Possession/selling of controlled substances**

**Smoking (includes on school grounds or at a school event)**

**Obscene acts**

**Possession of drug paraphernalia**

**Receiving stolen property**

**Possession of an imitation firearm**

**Sexual harassment/Assault**

Please note matters not covered in the discipline code will be handled at the discretion of the administration. At all times the severity of the situation will be determined by the administration. In all cases involving referrals to the police the administration may elect to press charges.

### **SEXUAL HARASSMENT**

Sexual harassment of students by other students, by employees or volunteers of the district is unlawful under both Michigan and Federal law. This behavior will not be tolerated. Please contact Jeremy Davison, Principal, or JoAnn Small, Counselor, if there is any concern over this matter.

### **WEAPONS FREE / VIOLENCE FREE SCHOOL ZONE**

Bangor Public Schools adheres to federal policy regarding weapons in schools. If a student possesses a dangerous weapon or poses a significant threat to the safety and well being of those in school, they may be removed from school. Removal may include suspension, expulsion, and/or alternative educational placement. Any student who is aware of a potential safety threat is under obligation to report this to an adult immediately.

### **NUISANCE ITEMS/TRADING CARDS**

Due to the problems involved with trading cards, personal electronics, toys, and other personal belongings of any kind, students are expected to leave them at home. We appreciate their value and want to insure that students do not make unwise choices about how to use them. If they are found at school, they will be confiscated.

## **Section V – Transportation**

### **BUS CONDUCT**

The following regulations are in effect when students are riding a bus:

1. Observe the same conduct as in the classroom.
2. Use proper language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat, no switching seats without the driver's permission.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

Discipline matters relating to bus conduct are handled through the transportation department and are considered separate from building discipline. A suspension from bus privileges does not serve as an excused absence from school.

**Parents and students must understand that riding the bus is a privilege not a right.**

### **BICYCLES**

Students who ride bicycles to school should park them in the rack and keep them locked up. No riding is allowed during the school day and until all buses have departed. Students should ride their bike carefully to and from school observing and obeying all rules, including directions from the crossing guards. Students may be ticketed by the local police for not following these rules.

### **SKATEBOARDS/HEELYS**

Skateboards and Heelys are not allowed at school. Please leave them at home.