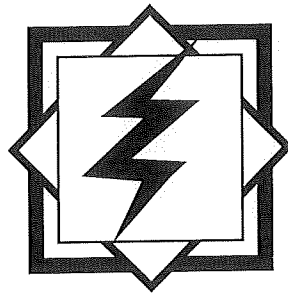


Ida Elementary School



The Learning Place Parent Student Handbook 2022-2023

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Mr. David Eack, Superintendent of Schools (734)269-9003 ext. 4000

MESSAGE TO OUR STUDENTS

Welcome to Ida Elementary School. We are pleased to have you as a student, and we will do our best to make your experience as productive and as successful as possible.

TO THE PARENTS/GUARDIANS

This handbook is available online. If you require a printed copy, please contact the school office. We expect all students and parents to read and be familiar with this Handbook, as it outlines school policies and practices, student rights, and standards for student behavior.

AUTHORIZATION

The contents of this booklet were adopted by the Ida Board of Education June 2022.

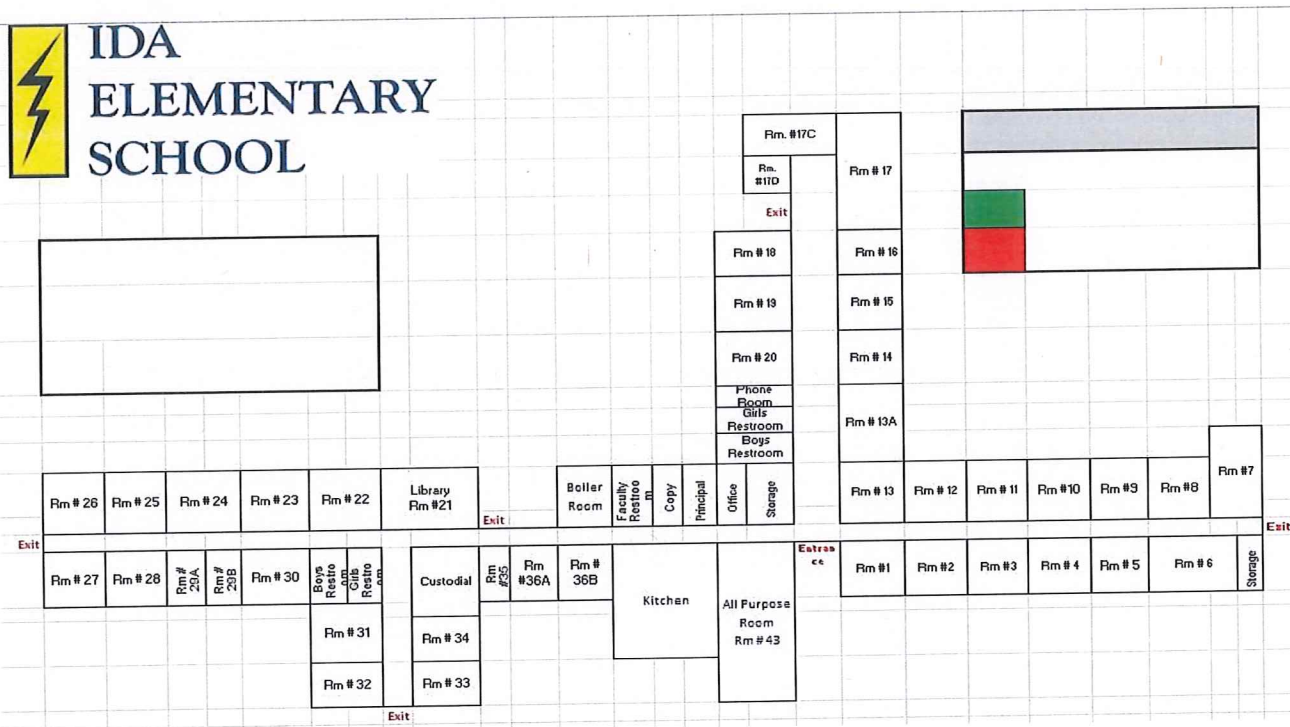
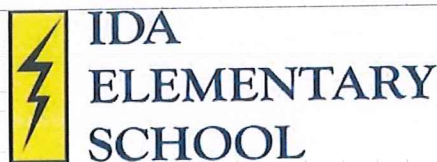
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Elementary Building Map 2022 - 2023



WELCOME

The Ida Elementary School (I.E.S.) staff welcomes you to a new school year. To help you enjoy your experience at Ida, we make the following suggestions:

1. Get to know your school. Become familiar with classroom locations, office, library, cafeteria, and playground.
2. Communicate with the teachers and staff. We are all here to help your child learn and grow.
3. Parents, share in your child's experiences. We will always be available to help with any problems you have.

We are proud of our school, faculty, students, and staff. It is our sincere hope that your experience at Ida Elementary will be filled with happiness and success.

MISSION STATEMENT

The staff of the Ida Elementary School will strive to build a solid foundation for learning. We believe our goal is to develop our students' capabilities and interests in learning, in order that they will continue to grow intellectually and personally throughout their lives.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The Board of Education shall comply with all Federal and State laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regards to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the American with Disabilities Act of 1990 and its implementing regulations, the Individuals with Disabilities Education Act and its implementing regulations; the Michigan Mandatory Special Education Act; and the Michigan Administrative Rules for Special Education. This District is committed to a policy of non-discrimination on the basis of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the Board of Education is responsible and/or for which the Board of Education receives financial assistance from the U.S. Department of Education.

Any person who believes that he or she has been discriminated against because of his or her membership in one of the protected classes listed above, while at school or a school activity, should immediately contact the School District's Compliance Officer and/or Title IX Coordinator, as applicable. The District's Compliance Officer and Title IX Coordinator is:

David Eack

Superintendent

734-269-9003 (Ext. 4000)

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

SECTION I - GENERAL INFORMATION

A. ENROLLMENT, SCHEDULING, AND TRANSFERS

ENROLLING IN THE SCHOOL

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

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

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

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

The District Liaison for Homeless Children will provide direction on enrollment procedures for students who are homeless pursuant to the McKinney-Vento Homeless Education Act.

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 may be temporarily denied admission to the District's schools during the period of expulsion or removal. The student may also be temporarily denied admission to the District's schools 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.

EARLY DISMISSAL

A student may only leave school prior to dismissal if signed out in the school office by a custodial parent or guardian or if the student's custodial parent or guardian has provided written notice that the individual will be removing the student from school early on the date in question, and the individual is listed as an emergency contact in the student's records. It is the parents' responsibility to continuously provide the District with updated documentation related to emergency contact information, custody/parenting time, and other legal information that may be relevant or necessary.

SCHEDULING AND ASSIGNMENT

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

SCHOOL DAY

Daily Schedule

TWO HOUR DELAY SCHEDULE TRANSFER OUT OF THE DISTRICT

Parents/guardians must notify the principal of Ida Elementary School about plans to transfer a student to another school district. Before transferring, a student and his or her parents/guardians must return all school materials and pay any fees or fines that are due. School records may not be released until these steps are completed. Parents are encouraged to contact the office for specific details.

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

WITHDRAWAL FROM SCHOOL

A student under the age of eighteen (18) may not withdraw from school without the written consent of his or her parents or guardians.

B. INFORMATION FOR PARENTS AND GUARDIANS

ANNUAL PARENT NOTICE

Right to Request Teacher and Paraprofessional Qualifications

Because our school district receives federal funds under Title I of the Elementary and Secondary Education Act, you have the right to request the following information about the professional qualifications of your child's classroom teacher(s):

1. Whether the teacher has met Michigan licensing requirements for the grade level(s) and subject area(s) for which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency permit or other provisional status through which Michigan licensing requirements have been waived;
3. The teacher's college degree(s), major(s), and field(s) of discipline, as well as any graduate degree or certification.

You may also request this information about any paraprofessional who provides Title 1 services to your child.

If you would like to receive this information, please contact the building principal. Your request will be processed in a timely manner.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are an integral part of each student's educational development. To encourage satisfactory student progress, Ida Elementary teachers will communicate frequently with parents. If a teacher conference is needed, it may be scheduled through the Elementary School office (734-269-3605) or with the teacher directly.

STUDENT/PARENT CONCERNS

Students or their parents have the right to discuss school-related concerns with school personnel. Such concerns or appeals shall be brought forth in the following sequence:

1. To the child's teacher
2. To the principal or other building administrator

3. To a central office administrator, including the superintendent of schools
4. To the Board of Education

Except as provided by Board Policy or Administrative Guidelines, or in special circumstances when it is in the best interest of the District, the Board of Education (including its members individually) shall not hear or respond to individual parent's concerns unless and until these concerns have been heard and considered by both building administrators and central office administrators.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

STUDENT EDUCATION RECORDS

The School District maintains a variety of student records for each student. These records may include enrollment documents, transcripts, attendance records, special education records, test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Confidentiality and Disclosure of Education Records to Third Parties

Under the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g, the District may not release a student's education records to a third party except as permitted by FERPA or other law. "Education records" are those records maintained by the District that contain personally identifiable information about your student.

As permitted by FERPA, the District will disclose student directory information, as described below, to third parties without the consent of a student's parent/guardian (or the student, if age 18 or older), unless the District has previously received written notification from the student's parent/guardian (or student, if age 18 or older) that directory information should not be disclosed. For further information about the items included within the category of directory information and instructions on how to provide written notice to preclude the release of a student's directory information, refer to the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice, which can be found in the appendix of this document.

Directory information includes a student's:

- A. name
- B. address
- C. telephone number
- D. date and place of birth
- E. height and weight if the student is a member of an athletic team
- F. dates of attendance
- G. date of graduation
- H. school photographs or videos of students participating in school activities, events or programs

Other than directory information, third-party access to all other student records is protected by and permitted only as required by state and federal law. Except in limited circumstances, as specifically defined in State and Federal law, the School District

is prohibited from releasing all education records, other than directory information, to third parties without the prior written consent of the student's parents/guardians (or the student, if age 18 or older).

Right to Review and Request Amendment of Education Records

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

Parents/guardians and students age 18 or older have the right to request an amendment of a student record if they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent/guardian or eligible student must make the request in writing. If the request is denied, the parent/guardian or adult student will be informed of his or her 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), 20 USC 1232h, 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 un-emancipated minor, his/her parents/guardians, 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/guardians;
- 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/guardians; 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/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents/guardians 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/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent shall provide notice directly to parents/guardians 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 shall notify parents/guardians 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:

- 1) 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

- 2) the administration of any survey by a third party that contains one or more of the items described in A through H above.

RELEASE OF STUDENT PHOTOS/MEDIA INTERVIEWS

During the year, the Ida Public Schools often photograph and videotape students in a variety of school-related activities. Student recognition programs, yearbook, sports programs, news articles, academic programs, and fine arts programs are a few examples of these activities. These personally identifiable photographs and/or videotape footage may be used (1) in communication tools, such as the district newsletter and calendar, and (2) in communicating with the media, such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect students' privacy.

If parents/guardians do not wish to have their student's picture appear in any of the school's published materials, the student's parents/guardians must inform the high school office, in writing, prior to the start of the school year. If the student is involved in any activities where photographs are frequently taken – for example, athletics – and the activity may commence before the start of the school year, the student's parents/guardians must submit the letter to the high school office prior to the beginning of the activity. Parents/guardians need not submit a letter for each activity and only one letter is necessary per year.

DROPPING-OFF AND PICKING-UP CHILDREN

Students may arrive after 7:40 a.m.; school staff is not available to supervise students prior to this time. A "drop-off" system is in place to eliminate the necessity of parents having to park and walk their children into the school. Staff are placed at the drop-off area to help students out of cars and into the school safely. When students enter, they must wait in the "All Purpose Room" until the buses arrive, at which time they may walk to their classes. The Crossing Guard is on duty from 7:30–7:55 a.m. Classes begin at 7:55 a.m. Late arrivals are to be signed in at the main office by parents/guardians.

At the end of the school day, parents/guardians are to wait and pick up their child promptly either in the pick-up line. Students who are picked up from school at dismissal must be signed out at Door C.

LATE ARRIVALS AND EARLY DISMISSALS

Any student who arrives late or leaves early from school for any reason must be immediately signed in or out at the main office by parents/guardians or a designee permitted to do so by the student's emergency form.

A student may only leave school prior to dismissal if signed out in the school office by a custodial parent or guardian or if the student's custodial parent or guardian has provided written notice that the individual will be removing the student from school early on the date in question, and the individual is listed as an emergency contact in the student's records. It is the parents' responsibility to continuously provide the District with updated documentation related to emergency contact information, custody/parenting time, and other legal information that may be relevant or necessary.

CHILD CUSTODY AND PARENTAL RIGHTS

The District abides by both state and federal laws regarding disagreements over custodial rights. The District will remain unbiased towards either party while acting in the best interest of the child. Parents must provide the school with copies of the most current legal documentation, which the District will rely on in determining who may pick up the student from school on any given day.

OPT-IN FOR NON-EMERGENCY INSTANT MESSAGES TO CELL PHONES

Parents and guardians have the opportunity to opt-in to non-emergency text messages or autodialed/pre-recorded calls on their cell phones. Parents and guardians will not receive these messages unless they have provided written consent, either

electronically or in writing. A consent form for this purpose is attached as Appendix ___. Parents and guardians wishing to opt in can fill out the form and return it to the child's teacher, the Ida Elementary School office, or the District's main office.

1. The District must receive express consent from the receiving party prior to sending out non-emergency calls/texts to a cell phone.
2. Consent mechanism should have clear instructions explaining that the individual is consenting to receive autodialed or pre-recorded calls and/or text messages on his/her cell phone.
3. The Telephone Consumer Protection Act ("TCPA") does not require any particular opt-in method.
4. Individuals who receive calls in violation of the TCPA have the option to file lawsuits wherein they could obtain both injunctive relief and monetary damages.

C. STUDENT RIGHTS AND RESPONSIBILITIES

APPROPRIATE PEER-TO-PEER BEHAVIOR

All behavior between Ida Elementary School students should be governed by respect and good taste. Verbal harassment, ridicule, name-calling, threats, and physical intimidation are not acceptable ways for students to relate to one another or to school personnel. Likewise, public displays of affection and/or physical contact are not acceptable behaviors. Students demonstrating affection between each other is not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behaviors may result in suspension from school or possible expulsion.

TEXTBOOK REPLACEMENT

If a student loses a textbook or library book, the student must check in with the main office to determine the value of the lost book. The student must then pay in the amount it costs to replace the lost book using a check/money order. If the lost book is found at a later date, credit will be given to the student.

SEARCH AND SEIZURE

While on school property or at a school-sponsored event, a school official may search a student and/or his/her possessions, if the school official has reasonable suspicion to believe the student is in possession of contraband in violation of school rules or the law. A school official has reasonable suspicion when he or she can reasonably determine that a search will result in evidence that this handbook, a Board Policy or Administrative Guideline, or the law has been violated. For example, a school official may draw a reasonable inference from a student's suspicious behavior, odors, or information from a reliable informant.

Student consent is not required when a school official has reasonable suspicion to conduct a search. Illegal or contraband materials may be turned over to the appropriate legal authorities for disposition.

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, with or without notice to students. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Any contraband 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.

All computers located in classrooms, labs and offices of the District, or provided to students for educational use, 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, such as electronic mail, contained in or used in conjunction with the District's computer system. 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 on District-owned

property even if the information is password-protected. A student's refusal to permit such access or provide a password upon request may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

Ida Elementary School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, banners; and audio and video materials. Student speech is subject to the following guidelines:

- 1) Student speech, including written materials displayed, is prohibited if it –
 - a. is obscene to minors, libelous, indecent, or vulgar;
 - b. advertises any product or service not permitted to minors by law;
 - c. constitutes a violation of Board Policy, this Code of Conduct, or state or federal law, including this District's policies on harassment and bullying;
 - d. intends to incite fighting or is likely to incite violence or substantial disruption, because of its content, the manner of display, and/or other relevant factors;
 - e. causes or is likely to cause a material and substantial disruption to the educational environment, .
- 2) The distribution and/or display of written material are subject to reasonable time, place, and manner restrictions. Students must receive written permission to display or distribute written materials. Permission shall be granted for students to display and/or distribute written materials during lunch periods and/or after school in designated locations, provided exits are not blocked and there is proper access and egress to the building, and provided the material complies with 1(a)-(e) above. Written materials may not be displayed or distributed during class periods or during passing times between classes.

STUDENTS WHO ARE UNSURE WHETHER OR NOT MATERIALS THEY WISH TO DISPLAY MEET SCHOOL GUIDELINES SHOULD PRESENT THEM TO THE BUILDING ADMINISTRATION TWENTY-FOUR (24) HOURS PRIOR TO DISPLAY. PERSONAL 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/guardians.

D. STUDENT HEALTH AND WELL-BEING

CONCUSSION FACT SHEET FOR PARENTS AND STUDENTS

A concussion is a type of traumatic brain injury caused by a bump or blow to the head. Signs and symptoms of a concussion can appear right after the injury or not for several days or weeks after the injury. If your child reports symptoms of a concussion, or if you notice the symptoms yourself, seek medical attention right away. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional. Ida Public Schools will follow the protocol prescribed by a student's physician. Concussion symptoms differ with each individual. The following are signs of a concussion:

- headache or pressure in the head;
- nausea or vomiting;

- problems with balance or dizziness;
- double or blurred vision;
- sensitivity to light or noise;
- sleep problems;
- feeling sluggish, hazy, foggy or groggy;
- concentration or memory problems;
- dazed or stunned appearance; confusion;
- just not feeling right or is feeling down;
- difficulty remembering or paying attention;
- irritability or over emotional;
- slowed reaction time.

Concussion Danger Signs:

In rare cases, a blood clot may form on the brain when a person has a concussion. This crowds the brain against the skull. A student should receive immediate medical attention if he/she exhibits any of these danger signs:

- One pupil larger than the other;
- Individual is drowsy or cannot be awakened;
- A headache that gets worse;
- Weakness, numbness, decreased coordination;
- Repeated vomiting or nausea;
- Slurred speech;
- Convulsions or seizures;
- Cannot recognize people/places;
- Becomes increasingly confused, restless or agitated;
- Displays unusual behavior;
- Loses consciousness (even a brief loss of consciousness should be taken seriously).

EMERGENCY MEDICAL AUTHORIZATION

The Board has established policy 2340A, which requires that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. The student may not be permitted to participate in such activities without a completed Emergency Medical Authorization Form on file in the school's 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 immunizations or waivers, the principal may remove the student until compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building administration/and/or superintendent's office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the School's main office. If the injury is 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 must request permission to go to the office. An appropriate staff member will determine whether or not the student should remain in school or go home. No student will be released from school without proper permission of the student's parent or guardian.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills. Staff members are also familiar with our accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff member immediately.

State law requires that all students 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 must provide written notice about such needs along with proper documentation by a physician to the school office. For additional information please refer to "use of medications."

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are observed under Policy 5330:

- A. Parents/guardians should, with their physician's counsel, determine whether the medication's schedule can be adjusted to avoid administering medication during school hours.
- B. A-Medication Request and Authorization Form must be filed with the Ida Elementary School building principal before the student will be allowed to begin taking any medication during school hours or school sponsored events.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.

*Medication must be conveyed to school directly by the parent/guardian. 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. Generally, a student's parents are responsible for instructing their child to take the medication at the scheduled time, and the child is responsible 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.

H. All medications must be in their original container with the original label.

Asthma Inhalers and EpiPen

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

Non-prescribed (Over-the-Counter) Medications

Parents/guardians may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent/guardian may also provide written authorization that their child may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent/guardian authorization, s/he will be brought to the school office and the parents/guardians 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 be in possession of a medication other than the one authorized will be disciplined in accordance with the drug-use provision of the school's code of conduct.

BODILY FLUIDS

E. Children that have been in contact with bodily fluids during the school day are required to be thoroughly cleaned and have contaminated clothing replaced (including underwear). Students returning to school must be signed in at the office. A change of clothes while the student is at school or in the parking lot is not acceptable hygiene procedure. SAFETY

DRUG-FREE SCHOOL ZONE

All properties and buildings owned and/or leased by Ida Public Schools are SAFE AND DRUG FREE SCHOOL ZONES. The Board of Education recognizes that young citizens of the Ida community have an undeniable and fundamental right to the advantages of a school environment which is conducive to educational goals and which is totally free of drug abuse and trafficking activities. Therefore, in accordance with federal and state law, the Board of Education prohibits the use, possession, sale, concealment, delivery, or distribution of any alcohol, illegal drugs, or drug-related paraphernalia by students and/or adults on school grounds, in school or school approved vehicles, or at any school-related activity or event. Drugs include any: alcoholic beverage; anabolic steroids; controlled substances as defined by Michigan statutes; a substance that could be considered a "look alike" controlled substance; any chemical that releases toxic vapors; tobacco product; any

prescription or patent drug (except those for which permission to use in school has been granted pursuant to Board Policy), and any other illegal substance so designated and prohibited by law.

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, Ida Elementary School will notify parents/guardians using the Automated Emergency Notification System. Parents/guardians and students are responsible for knowing about emergency closings and delays. Please contact building administration if further information is required.

FIRE, LOCK DOWN, AND TORNADO DRILLS

Ida Elementary 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. The alarm signal for fire drills consists of an audible horn and blinking lights.

Tornado drills will be conducted throughout the year using the procedures provided by the State and local emergency services. The alarm signal for tornadoes is different than the alarm signal for fires. Tornado drills will be announced through the building PA system.

Lock down drills in which the students are restricted to the interior of the school building and the building is secured will occur a minimum of two (2) times each school year. The alarm system for lock down drills will be announced through the building PA system. Students and staff will be given direct instructions.

BUILDING SECURITY

The elementary building will be locked from 8:15 a.m. to 2:45 p.m. every school day. To enter the building during these times, please use the main entrance doors and call into the office to state your business. Office staff will buzz you in. Come straight into the office to sign in. Note – attempting to enter other locked doors can be disruptive to classes in progress. **Do not distract classes by knocking on the doors or windows for assistance.**

SCHOOL SAFETY HOTLINE

Monroe County has established a school safety hotline, which is monitored 24 hours a day. Calls about safety issues may be made to: **1-800-349-0132**.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

In conformance with state and federal law, Ida Elementary School has a policy and plan in place to protect students, staff, and visitors in the event hazards from prior construction projects, such as asbestos materials, are discovered. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the school offices upon request.

F. MISCELLANEOUS

ANIMALS ON CAMPUS

Animals are not permitted on school grounds, other than service animals that are utilized by a student or animals that reside in a classroom, absent permission of the building principal. Please contact your building principal if you have any questions regarding this policy.

LOST AND FOUND

To prevent the permanent loss of possessions, students should have their names clearly marked on every item. Most articles found in and around school should be taken to the office where they will be placed in a lost and found bin. Items of greater value will be kept in the office.

MEAL SERVICE

The Board believes the development of healthy eating habits cannot be accomplished by the District alone. It will be necessary for school staff, in addition to parents/guardians and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents/guardians interested in being involved should contact the superintendent's office.

The school participates in the National School Lunch Program and Ida Elementary School offers a hot lunch option for our students as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch and milk are offered at a reasonable price. Pop is discouraged in packed lunches. Menus for hot lunch are available on the School's website and in the Mini-Streak. Please send lunch money in an envelope with the CHILD'S FULL NAME & TEACHER'S NAME. ***Your child's lunch account must be funded in advance. Auditing guidelines do not allow schools to provide lunches to children who have a negative balance in their lunch accounts. Please check our website for lunch account balances. Orange lunch account notice slips will be sent home once a week.***

Free and reduced lunch applications are available in the office. These CONFIDENTIAL applications must be completed each year to qualify for free or reduced-priced lunch. Federal monies for the Title I program are based on the number of students who qualify for free lunch. It is important that ALL families complete the application for free and reduced lunch, even if you choose not to receive free lunches for your children. Every application provides additional funding for the entire student body. Forms are available throughout the year in the school office should financial circumstances change.

USE OF ELECTRONIC COMMUNICATION DEVICES

Parents/guardians wishing to contact their student during the school day should call the school office. Student cell phone usage is prohibited during the school day and while riding school provided transportation, unless approved by the school principal, transportation director, coaches, bus drivers, or teachers. Student cell phones must be turned off and stored in a locker during the school day unless approved by the school principal, transportation director, coaches, bus drivers, or teachers. If an emergency arises, students will be allowed to use an office phone. Passes from class will not be given to use the telephone. Electronic Communication Devices include, but are not limited to: cell phones, Ipods, and SMART watches.

VISITORS

Visitors, parents, and others visiting Ida Elementary School must go directly to the main office and receive a visitor's badge before entering any other part of the building. A visitor's badge is required regardless of an individual's purpose for visiting a classroom, including to talk to a teacher, attend a scheduled meeting, remove a student from school early, volunteer in the classroom, etc.

Ida Public Schools believes parental involvement is an intricate part of the educational process. Parent/guardian visits to the classroom are welcomed. However, it is important that the educational process is not interrupted or disturbed by unexpected visitors to the classroom. Ida Public Schools' concern is for all children. Therefore, school visitors must comply with Board Policy and Administrative Guideline 9150 – School Visitors.

SECTION II ACADEMICS

A. GENERAL INFORMATION

GRADES

Ida Elementary School 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. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

FIELD TRIPS

Field trips are intended to be an extension and enrichment of the regular classroom instruction. Students are expected to maintain exemplary behavior during all field trips. A student may be denied participation on any or all field trips based on previous prior poor behavior in the classroom or other school activities. No student may participate in any school-sponsored trip without parent or guardian permission. Attendance rules apply to all field trips.

Transportation to Activities: Athletes (see p. 33, Athletics section) and students involved in extra-curricular activities (i.e. band, etc.) are required to ride school-provided transportation to and from all events away from our school site. Exceptions will be made only when the parent/guardian has requested, in writing, in advance, that they, and only they, be allowed to transport their child.

PHYSICAL EDUCATION CLASS

Any student who cannot participate in gym class needs a note from a parent. A doctor's note is required if the student is unable to participate for more than one class period. If a child is healthy enough to attend school, he/she should be able to participate in the entire required school day, including recess and physical education.

FOR SAFETY, STUDENTS SHOULD WEAR TENNIS SHOES TO SCHOOL, OR BRING TENNIS SHOES WITH THEM, ON DAYS WHEN THEY HAVE PHYSICAL EDUCATION. STUDENTS SHOULD ALSO WEAR APPROPRIATE CLOTHING, SUCH AS SHORTS OR SWEATPANTS, ON DAYS WHEN THEY HAVE PHYSICAL EDUCATION CLASS. ONLINE LEARNING

STANDARDIZED ASSESSMENTS

For the purpose of meeting state requirements as well as meeting the needs of our students, elementary students are given periodic assessments, including the M-STEP, NWEA and STAR Reading. NWEA testing occurs in September, January and May of each school year, and is used to measure student growth, and to determine which students need extra academic support. The M-STEP is the state-required assessment taken by 3rd and 4th graders in the Spring. Our students also take the STAR Reading test, which helps teachers determine students' reading levels and appropriate grouping of students. Students in special education or with Section 504 plans are given appropriate accommodations during standardized testing. These accommodations are based on each student's specific needs, as specified in their individualized education program ("IEP") or 504 plan.

B. ACADEMIC SUPPORTS

GUIDANCE

Guidance services are available for every student in the school. These services may include assistance with academics or study help, concerns regarding home, school and/or social issues, or any questions the student would like to discuss with the counselor.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes at school because of a medical condition. General education students who are eligible for homebound instruction shall receive at least two 45-minute instructional periods per week with a certified teacher. Special education students who are eligible for homebound instruction shall receive at least two one-hour sessions each week with an appropriately certified teacher.

Parents/Guardians should contact the school administration regarding procedures for such instruction. Applications must be approved by the building administration. The District will provide homebound instruction only when a student is unable to attend school for more than five (5) days.

A request for homebound instruction must include a certification from a physical who is either an M.D. or a D.O., or a licensed physician's assistant, stating that the student has a medical condition requiring the student to be hospitalized or confined to his or her home during regular school hours for a period longer than five school days.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. Parents/guardians should contact the office to inquire about evaluation procedures and programs.

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ("Section 504") provide that no individual will be discriminated against on the basis of a disability. This protection applies to all individuals who have access to the District's programs and facilities.

IN ADDITION, STUDENTS WHO QUALIFY AS A CHILD WITH A DISABILITY UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT ("IDEA") ARE ENTITLED TO A FREE AND APPROPRIATE PUBLIC EDUCATION IN THE LEAST RESTRICTIVE ENVIRONMENT. A STUDENT WITH A DISABILITY MAY HAVE RIGHTS UNDER SECTION 504, EVEN IF THAT STUDENT IS NOT ELIGIBLE AS A CHILD WITH A DISABILITY UNDER IDEA. FOR MORE INFORMATION ABOUT THE EVALUATION PROCEDURES OR AVAILABLE PROGRAMS AND SERVICES, OR IF PARENTS/GUARDIANS SUSPECT THEIR CHILD MAY NEED ADDITIONAL SUPPORT, PARENTS AND GUARDIANS SHOULD CONTACT THEIR CHILD'S TEACHER AND/OR THE IDA ELEMENTARY SCHOOL PRINCIPAL. STUDENT ASSISTANCE TEAM

C. TECHNOLOGY

STUDENT NETWORK/TECHNOLOGY USAGE

Ida Public Schools provides students with network access to conduct research and communicate with others. To access to network services, a student must agree to act in a considerate and responsible manner. Access is a privilege — not a right.

Ida Elementary School believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. Acceptable uses of technology are devoted to activities that support teaching and learning.

Use of Technology Rules for Elementary Students:

1. I promise to use all computer equipment carefully and not damage, change, or tamper with the hardware, software, settings, or the network.
2. I promise to never use any form of electronic communication to harass, frighten, or bully anyone.
3. I promise to use the computer and the Internet for schoolwork only.
4. I will use the programs and websites that my teacher has approved.

5. I promise not to share my passwords.
6. I will not view, send, or display inappropriate messages or pictures.
7. I promise to tell an adult if I read or see something on the computer that is inappropriate.
8. I promise to obey copyright laws.
9. I will not use my personal email account or any personal electronic device at school except with the permission of a staff member.
10. I promise to print only when my teacher tells me to.
11. I promise to only use my own file or my own folder on the student server.
12. I understand that if I break any of my promises, I might not be able to use the computer.

All Ida Elementary School students and their parents must sign and return the attached Accept Use of Technology Agreement, attached as Appendix __. The Acceptable Use of Technology Agreement provides that parents have discussed the rules listed above with their child and the students agree to those rules. Failure to comply with these rules could result in student discipline, including the student losing his or her right to use District technology and/or more serious consequences, up to and including suspension and/or expulsion, based on the severity of the offense and the student's disciplinary record, among other factors.

Board Policy 7540.03 and Administrative Guideline 7540.03, and the Student Code of Conduct (below), further outline limitations on a student's use of District technology, and provide that the following are not permitted:

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or attacking others;
- Damaging computers, computer systems, computer networks, or other technologies;
- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work, mail, or files;
- Intentionally wasting limited resources;
- Employing the network for commercial purposes; or
- Any other actions deemed inappropriate by the administration.

CHILDREN'S INTERNET PROTECTION ACT ("CIPA")

Ida Public Schools recognizes the federal requirement for privacy and internet safety under the Children's Internet Safety Act ("CIPA"), 47 USC 254(h), (l), 20 USC 9134(f). In compliance with CIPA, Ida Public Schools implemented a technology protection filtering measure for District computers and the District network that protects against internet access both by adults and minors of material that is obscene, depicts child pornography, or is harmful to minors. As used in this policy, "Internet" includes the World Wide Web.

SECTION III: STUDENT CODE OF CONDUCT

A. ATTENDANCE

Punctual and regular school attendance is imperative for an elementary school student's academic achievement and educational development. Classroom experiences and discussions cannot be replicated. For a student to be successful, they must be in school. Please make every effort to plan appointments and vacations that will not conflict with school attendance. An elementary school student's regular attendance is the responsibility of the parent.

Personal illness/injury, death in the family, pre-arranged absences, or personal family matters are the only excusable absences. Children should not attend school if they are ill. Children who attend with severe colds, sore throats, or fever will communicate this to other students. Upon the recommendation of the Monroe County Health Department and the Superintendents of Monroe County Schools, students should be kept at home 24 hours after showing no signs of fever. A written note explaining your child's absence is required when your child returns. If an infectious disease (i.e. chicken pox, Ringworm, Pink eye) is suspected, a doctor's note may be required to return to school.

Students with no more than three days excused absences/tardies throughout the year will receive a certificate of recognition at the end of the school year.

VACATIONS DURING THE SCHOOL YEAR: If you take an extended vacation on days when school is in session, your student's make-up assignments will be provided *when he/she returns to school*. Students will then be allowed one day per day of absence to complete the makeup work. Please let your child's teacher know of any impending absences as soon as possible.

PRE-ARRANGED ABSENCES: - In certain cases, the student will know ahead of the time that absences will occur. In these cases, the student should bring a note from a parent or guardian and present it to the teacher. A prearranged absence will be considered in the following situations:

- A. Doctor and/or dentist appointments that cannot be made outside normal school hours
- B. Family vacations
- C. Church related activities (religious holidays are not considered absences)
- D. Court appearances or required appearances at social service agency

The schoolwork for these types of absences must be completed and submitted to the teacher as prearranged.

TARDINESS: School begins each day at 7:55 a.m. Any student reporting to their classroom between 7:55 a.m. and 8:25 a.m. will be counted tardy. Arrival after 8:25 a.m. will be recorded as a one-half day of absence. Afternoon attendance will be counted at 12:30 p.m. Any student arriving after that time will receive an additional half day absence. Tardiness causes classroom disruption and interruption of learning and loss of time for all students and the teacher. It is important that students are in school at the start of the school day. Excessive tardiness is unacceptable. A half day absence will be given on a weather-delay day if the student is not present within 30 minutes of start time. On the 8th tardy in a semester parents will be notified by mail. If unacceptable attendance continues a report will be filed with the Monroe County Truancy Officer.

EXCUSED ABSENCES - Excused absences include absences for illness, death in the family, and other absences with written parental approval. **All other absences will be considered unexcused.** A note from the parent explaining the absence must be presented to the classroom teacher on the day following the absence. The note of absence must include **student's name, date(s) of absence, specific reason, and signature of a parent or guardian.**

A student with an excused absence has the privilege of making up all assignments missed and receiving credit for them during the marking period. Class discussions and activities are not duplicated. Make-up work after an excused absence, that has not been prearranged, is to be completed and returned in correlation with days missed. Extension of time may be granted by the teacher when there is sufficient reason for further delay.

UNEXCUSED ABSENCES: A student will be required to make up all missed assignments; however, he/she may assume that his/her grades may be affected.

A note from the parent explaining the absenteeism will be required upon the student returning to school. Missing more than 30 consecutive minutes of class time (a.m. or p.m.) will be counted as a half day absence.

Upon the eighth day of absence from school per semester the principal will give written notice to the parent by U.S. mail. **If unacceptable attendance continues a report will be filed with the Monroe County Truancy Officer.**

No students will be permitted to engage in any extracurricular activities (including athletics, skating parties, activity nights, etc.) if they have been absent any part of the day unless absence was due to family/medical emergency.

B. CODE OF CONDUCT

EXPECTED BEHAVIORS

The Ida Public Schools is committed to promoting mutual respect, tolerance, and acceptance of and by all students, staff, and parents and believes that all students have a right to a safe and healthy school environment. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

Ida Elementary School 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, and volunteers.

The staff at Ida Elementary School will address behavior that infringes on the safety of any student or staff member.

Ida Elementary School believes that standards for student behavior must reflect community values and produce an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for the district and community property.

The staff at Ida Elementary School believes that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn and assume responsibility for their behavior. Staff members shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline.

Dismissal from Class: In the event a student is asked to leave a class, he/she will report directly to the office. Students who fail to report to the office immediately will be subject to disciplinary action.

DRESS CODE

Ida Elementary students will be expected to dress appropriately for learning. Students who violate this dress code will be sent to the office. Parents will be contacted to bring an appropriate change of clothes. The following are not appropriate:

- Clothing/grooming that illustrates or promotes alcohol, tobacco, drugs, gangs, violence, sex, and/or other illegal or vulgar activity.
- Low cut or revealing clothing that shows the stomach, undergarments, or areas of the body generally covered by undergarments.
- Clothing/grooming that does not reflect good personal hygiene
- Pants or shorts that show the wearer's underwear
- Shoes that are unsafe for the classroom or school environment (high heels, skate shoes, flip flops).

- Children cannot run and play in heels or flip flops. Injuries result. Wheels from skate shoes will be removed and held in the office.
- Tennis shoes are recommended for safety & cleanliness.

Please dress for the weather conditions. This includes boots, gloves, and hats when necessary. We will make every effort to enjoy the fresh air at recess time. Children will go outside if weather is suitable. **A doctor's note is required to excuse a child from recess participation.**

RESTROOM RULES

1. Always walk
2. Remain quiet
3. No climbing on stalls
4. Respect the privacy of others
5. Remember to flush toilet
6. Remember to wash hands
7. No splashing or throwing water

ANTI-BULLYING POLICY

The Ida Public Schools Board of Education prohibits acts of harassment and bullying. Students require a safe and civil environment in school to learn and achieve academic success. Harassment and bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. 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.

Definition: "Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. Internet, cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic or other action as identified by school administration. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Note: Please see the complete Anti-Bullying Policy, located at Board Policy 5517.01 – Bullying and Other Aggressive Behavior. It is available on the District's website and can be provided in the School's office upon request.

SPECIFIC OFFENSES

1. Distribution/Sale/Possession/Use of Controlled Substances

The distribution, sale, possession, use, attempted distribution, and sale of controlled substances, fake controlled substances, or look-alike controlled substances on District property (including District transportation) or at District-sponsored events is strictly prohibited. Students are also prohibited from possessing, distributing, selling, or using drug paraphernalia on District property or at District-sponsored events.

Controlled substances shall be defined in accordance with state and federal law. In addition, a student is prohibited from selling over-the-counter medication to another student.

Consequences: discipline up to and including suspension or expulsion; loss of athletic and extracurricular participation privileges; contact with law enforcement.

2. Distribution/Sale/Possession/Use of Tobacco Products/ E-Cigarettes/ Vaporizers

Students are prohibited from selling, distributing, using, and/or possessing any form of tobacco, , electronic cigarettes, or similar devices on school property 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 unlit cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

3. 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.

4. 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.

5. Purposely setting a fire

Unauthorized use of matches, lighters or an attempt to light or burn any substance that endangers or threatens to endanger school property or its occupants is prohibited. Arson is a felony, and will subject the student to expulsion. Discipline may also suspension or expulsion and referral to police and/or other appropriate agencies.

For "Arson," see Section IV, Subsection C.

6. 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.

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

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. Verbal assault, bomb threats, or other similar verbal threats at school or during a school-related activity against a district employee, volunteer, or contractor will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion.

8. 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.

9. Gambling

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

10. Falsification of schoolwork, identification, forgery

Forgery and falsification includes intentionally misrepresenting information given to school district personnel. Forgery of hall/bus passes and 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.

11. False alarms, false reports, and bomb threats

A student shall not make a bomb threat, falsely report a dangerous condition, or act on the basis of a false emergency alarm on school grounds, in a school building, or in a school vehicle. A false emergency alarm, report or bomb threat endangers not only the safety forces that are responding, but also the citizens of the community, and persons in the building.

Violations of this rule could result in suspension or expulsion. False bomb threats and/or false reports of a dangerous situation or fire will also be reported to the appropriate law enforcement agency.

12. Trespassing

A trespasser is a person who has no reason to be on school property and has not complied with rules pertaining to visitors. Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the school 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.

13. Theft

When a student is caught deliberately taking, intending or attempting to dishonestly acquire, or being in possession of the school's or another's property, she/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 the building administration. The school is not responsible for personal property. Theft may result in suspension or expulsion.

14. Disobedience

School staff is acting "in loco parentis," which means law allows them, to direct a student, as would a parent/guardian. 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.

Repeated and chronic violation or disobedience of any combination of school rules can result in expulsion.

15. 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.

16. 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 more severe penalties such as suspensions or expulsions.

17. 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 as well. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

18. *Displays of affection*

Public displays of affection and/or physical contact are not acceptable behaviors. Students demonstrating affection between each other is not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behaviors may result in suspension from school or possible expulsion.

19. *Possession of ~~Wireless~~ Electronic Communication Devices (WCDs)*

Use of all electronic devices during the school day, except those required for health reasons or approved by the administration, is prohibited. Electronic devices include but are not limited to cell phones, headphones or components, smart watches, cameras, iPods, mp3 players, etc. If brought to school, such devices must be stored in lockers and must remain "off" during the school day. In regards to the electronics devices policy, the school day begins as soon as the student enters the building or boards school provided transportation.

For students choosing to ignore this policy, the following consequences apply:

1st Violation:

Confiscation of device until parent/guardian picks it up, and possible detention or suspension for insubordination.

2nd Violation:

Confiscation of device until a parent/guardian picks it up, and three lunch detentions assigned.

3rd Violation:

Confiscation of device until a parent/guardian picks it up and five lunch detentions assigned.

On school buses, such devices must be "off" and put away, or student will be subject to discipline per bus rules.

Note: The school is not responsible for the loss, theft, or damage to any personal technology items. If students choose to bring these items to school, they do so at their own risk. This includes any items which come up missing from lockers, school buses, etc.

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.

Taking or transmitting images or messages during testing is prohibited. If a student is caught transmitting images or messages during testing, she/he will fail the exam and may be suspended. She/he also faces automatic withdrawal from the class depending on the severity of the incident. All videotaping for assignments must be under the supervision of staff and/or approved by administration. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

20. *Sexting*

The act of electronically sending to another person or receiving sexually explicit text messages, photographs, graphic images and/or videos, is prohibited at any time on school property or at school functions. 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~~ electronic communication devices.

Students and parents should be aware of criminal consequences and penalties for possessing, producing, and disseminating pornographic and/or sexually explicit material. Violations may carry felony charges.

21. *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.

22. Violation of bus rules

Please refer to Section IV on transportation.

23. Disruption of the educational process

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

24. Gang Activity

Gangs, which initiate, advocate, or promote activities, which threaten the safety or well-being of persons, or which are disruptive to the school environment are not tolerated. Participation in known gang activities or displaying gang symbols is prohibited.

Incidents or symbols involving initiation, hazing, intimidation, and/or related activities, which are likely to cause harm or personal degradation, are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Disciplinary action includes recommendations for expulsion and police referral.

25. 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 includes any intentional, knowing or reckless act that is meant to induce embarrassment, physical pain, humiliation, or physical or mental discomfort that is directed against another student. The coercion of 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 is considered hazing. 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

26. 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.

27. 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.

28. 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.

C. MANDATORY DISCIPLINE UNDER THE REVISED SCHOOL CODE

Pursuant to the Revised School Code, the District must impose specific discipline if a student commits certain offenses. These offenses are:

- Arson in a school building or on school grounds
- Criminal sexual conduct –
 - Criminal sexual conduct on school grounds;
 - Criminal sexual conduct against another student enrolled in the same school district; or
 - Pleading to, being convicted of, or being adjudicated for criminal sexual conduct against another student enrolled in the same school district;
- Gross misdemeanor
- Persistent disobedience;
- Physical assault of another student;
- Physical assault of a school employee, volunteer, or contractor; and
- Possession of a dangerous weapon (including a firearm),

CONSIDERATION OF RESTORATIVE JUSTICE FACTORS

Other than the offense of possession of a firearm, the Board of Education, Superintendent, or their designee must consider the following factors, listed in the Revised School Code at MCL 380.1310d(1), before imposing discipline for the offenses listed above:

1. The student's age;

2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the violation or behavior committed by the student;
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
6. Whether restorative practices will be used to address the violation or behavior committed by the student; and
7. Whether a lesser intervention would properly address the violation or behavior committed by the student. See MCL 380.1310d(1).

There is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its designee can demonstrate that it considered each of the factors in making its determination.

ARSON

A student who commits arson in a school building or on school grounds shall be permanently expelled, subject to consideration of the factors listed above and in MCL 380.1310d(1).

A student in grade 6 or above permanently expelled for arson may apply for reinstatement 150 school days after the date of expulsion, and may not be reinstated until at least 180 school days after the date of expulsion.

A student in grade 5 or below expelled for arson may not be reinstated until at least 10 school days after the date of expulsion.

Arson means a felony violation of chapter X of the Michigan penal code, MCL 750.71 to 750.80.

CRIMINAL SEXUAL CONDUCT

A student who commits criminal sexual conduct in a school building or on school grounds shall be permanently expelled, subject to consideration of the 7 restorative justice factors listed above and in the Revised School Code, MCL 380.1310d(1).

A student who pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District shall be permanently expelled, subject to consideration of the 7 restorative justice factors listed above and in the Revised School Code, MCL 380.1310d(1).

A student who commits criminal sexual conduct against another student enrolled in the District, but where the conduct does not occur in a school building or on school grounds, may be suspended or expelled if, in the judgment of the Board of Education or its designee, the interest of the school is served by suspending or expelling the student.

Criminal sexual conduct means a violation of MCL 750.520b-750.520g.

PHYSICAL ASSAULT OF ANOTHER STUDENT

Physical assault of other students at school is strictly prohibited.

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

A student in grade 6 or above who physically assaults another student at school may be suspended or expelled for up to 180 days, subject to consideration of the seven restorative justice factors listed above and in the Revised School Code, MCL 380.1310d(1).

A student in grade 5 or below who physically assaults another student may also be subject to discipline, up to and including expulsion.

PHYSICAL ASSAULT OF A SCHOOL EMPLOYEE, VOLUNTEER, OR CONTRACTOR

Physical assault of school employees, volunteers, or contractors is strictly prohibited.

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

A student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled from the District, subject to consideration of the seven restorative justice factors listed above and in the Revised School Code, MCL 380.1310d(1). A student in grade 6 or above who is permanently expelled for physically assaulting a school employee, volunteer, or contractor at school may apply for reinstatement 150 school days after the date of expulsion, and may be reinstated 180 school days after the date of expulsion.

A student in grade 5 or below who physically assaults a school employee, volunteer, or contractor may be subject to discipline, up to and including expulsion.

Additionally, aggressive behavior that does not come within the statutory definition of physical assault is subject to discipline, up to and including expulsion from school.

POSSESSION OF A DANGEROUS WEAPON

Students are prohibited from possessing a weapon on District property, at District-sponsored activities, while traveling to or from school, or at bus stops.

A “weapon” includes, but is not limited to:

- Firearms and gun of any type, including air, pneumatic, and gas-powered guns (whether loaded or unloaded), bb and paint ball guns, and look-a-like guns;
- Knives that are more than 3 inches long, razors, clubs, electric weapons, metallic knuckles, daggers, dirks, stilletos, pocket knives opened by mechanical devices, martial arts weapons, and explosives;
- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- Items that are used as a weapon or threatened to be used as a weapon; and
- Toys or look-a-like weapons.

A student who possesses a weapon in violation of this rule is subject to discipline up to and including permanent expulsion, as well as police notification.

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 by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A student who possesses a dangerous weapon in a weapon free school zone (other than a firearm) shall be expelled, subject to consideration of the 7 factors listed above and in the Revised School Code at MCL 380.1310d(1). For purposes of the Revised School Code, a dangerous weapon is defined as: a firearm, dagger, dirk stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles.

A student in grade 6 or above expelled before possessing a dangerous weapon in a weapon free school zone may apply for reinstatement 150 school days after the date of expulsion, but may not be reinstated until 180 school days after the date of expulsion.

A student who was in grade 5 or below at the time of the expulsion and who has been expelled for threatening another person with a dangerous weapon may apply for reinstatement 60 school days after the date of expulsion, but may not be reinstated until 90 school days after the date of expulsion.

The Board or its designee is not required to expel a student for possession of a dangerous weapon, including possession of a firearm, if the student establishes in a clear and convincing manner at least one of the following:

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

There is a rebuttable presumption that expulsion is not justified if a student possessed a dangerous weapon, including a firearm, if:

1. The student has no history of suspension or expulsion; **AND**
2. The Board or its designee determines in writing that at least one of the above four factors has been established in a clear and convincing manner.

D. DISCIPLINARY PROCEDURES AND DUE PROCESS

DISCIPLINARY PROCESS

It is our desire to work with students to help them problem solve and make behavior changes so that they can feel good about their actions and relationships with others. Any disrespectful or aggressive act or behavior which affects the safety and welfare of others or destroys school property will be immediately reviewed by staff and parents will be contacted.

When minor infractions of school rules occur, the student will be counseled as to what she/he did that was inappropriate and provided direction as to what is expected in the future. The student will also be provided an opportunity to remedy the problem that has occurred.

When serious or continuous infractions of rules occur, parents will be involved in an ongoing course of action to remediate the situation. Continuous disobedience and/or disregard for school rules/regulations may result in the student losing privileges. When a further course of action is deemed necessary, the student will be subject to the following progressive course of action:

1. Recess, lunchtime or office detention
2. In-School suspension
3. Out-of-School suspension
4. Other appropriate consequences as deemed by the Principal
5. Possible referral to police authorities (for criminal offenses)

Classroom:

Classroom teachers handle discipline problems according to school procedures within their classrooms on an individual basis. They involve the building principal in the disciplinary process when deemed necessary or when serious problems arise.

Lunchroom/Playground:

Our lunchroom or playground supervisors handle minor problems by talking with students or by requiring them to serve some "timeout" during the recess time. More serious problems are referred to the classroom teacher or the principal.

Further information about the disciplinary process and due process can be found in Board Policy 5610 – Emergency Removal, Suspension and Expulsion of Nondisabled Students, Board Policy 5610.01 – Expulsions/Suspensions – Required by Statute, Board Policy 5611 – Due Process Rights, and their corresponding Administrative Guidelines, which are available on the District’s website and upon request in the School’s main office.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (“IDEA”) and the Americans with Disabilities Act (“ADA”).

SECTION IV: SCHOOL TRANSPORTATION

A. SCHOOL TRANSPORTATION – GENERAL INFORMATION

The school provides transportation for all resident students who require it. The transportation schedule and routes are available by contacting the Transportation Department.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A parent or guardian may submit a written request to the Ida Elementary School principal requesting a student's regular assigned bus stop be changed, along with the reason for the requested change. The building principal has the discretion to grant the request to address a special need.

parent or guardian must inform the bus driver when their child will not be using school transportation for the day. Drivers will not wait for students who are not at their designated stops on time.

B. EXPECTED STUDENT CONDUCT

Students who are riding to or from school on transportation provided by the school must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

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

Students must comply with the following basic safety rules:

Before loading the school vehicle (on the road and at school), each student shall:

- a. be on time at the designated loading zone at least 3 minutes prior to the scheduled pick-up time;
- b. stay off the road at all times while walking to the bus stop and waiting for the school vehicle;
- c. line up single file off the roadway while waiting to board;
- d. wait until the school transportation is completely stopped before moving forward to board;
- e. refrain from crossing a highway until the driver signals it is safe to cross;
- f. cross all streets at least ten (10) feet in front of the school transportation and after the driver has signaled to the student that it is safe to do so; and
- g. go immediately to a seat and be seated.

During the trip, each student must:

- a. remain seated while the school transportation is in motion;
- b. keep his or her head, hands, arms, and legs inside the school vehicle at all times;
- c. not litter in the school vehicle or throw anything from the vehicle;
- d. keep books, packages, coats, and all other objects out of the aisle;
- e. be courteous to the driver and to other riders;
- f. not eat or play games, cards, etc.;
- g. not tamper with the school vehicle or any of its equipment.

When leaving the school vehicle, each student shall:

- a. remain seated until the vehicle has stopped;
- b. cross the road, when necessary, at least ten (10) feet in front of the vehicle;
- c. but only after the driver signals that it is safe; and
- d. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular assigned stop or at school unless the driver has proper authorization from school officials.

Misbehavior:

While elementary students are not held to the same standard as middle or high school students due to their age and level of maturity, they are expected to obey the driver and to abide by safety rules. Should a student continue to defy the driver when reasonable requests are made, that student may be subject to discipline. Restorative justice practices may be employed, as well as individual behavior plans provided by the Principal or Services Provider. After three (3) disciplinary referrals, the bus driver may request a meeting with the Principal and parent to discuss the problem. Should all efforts to improve behavior fail, then the student may be subject to suspension from use of school transportation. The District's goal is to avoid such action unless necessary.



ACCEPTABLE USE OF TECHNOLOGY AGREEMENT FOR ELEMENTARY STUDENTS

Please complete & return to your child's teacher. Thank You!

Parents and Students:

Please read together, sign, and return this document to the school. This document is available at: www.idaschools.org.

Statement of Purpose

Ida Elementary School believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. Acceptable uses of technology are devoted to activities that support teaching and learning. Before obtaining access to District-owned technology, Ida Elementary School students must agree to the rules listed below..

Terms of Agreement

Using the computer correctly and responsibly is very important. I promise to follow these rules when using technology at school:

1. I promise to use all computer equipment carefully and not damage, change, or tamper with the hardware, software, settings, or the network.
2. I promise to never use any form of electronic communication to harass, frighten, or bully anyone.
3. I promise to use the computer and the Internet for schoolwork only.
4. I will only use the programs and websites that my teacher has approved.
5. I promise not to share my passwords.
6. I will not view, send, or display inappropriate messages or pictures.
7. I promise to tell an adult if I read or see something on the computer that is inappropriate.
8. I will not use my personal email account or any personal electronic device at school except with the permission of a staff member.
9. I promise to print only when my teacher gives me permission.
10. I promise to only use my own file or my own folder on the student server.
11. I understand that if I break any of my promises, I might not be able to use the computer or other technology at school.
12. I will sign my name to show that I will follow these rules.



Student Name (Print): _____

Student Signature: _____

Homeroom Teacher: _____ Grade: _____

Date Signed: _____

I have read this Acceptable Use Agreement and have discussed it with my child:

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date Signed: _____

RELEASE AND AUTHORIZATION TO PHOTOGRAPH OR RECORD
FOR ELEMENTARY STUDENTS



Please complete & return to your child's teacher. Thank You!

Ida Elementary School and/or Ida Public Schools may produce or participate in video, motion picture, audio recording, Web page or still photograph productions, broadcasting and/or publication which may involve the use of students. Such productions will be used for non-commercial educational, exhibition, promotional, advertising or other purposes by Ida Elementary School and will not be sold to other school systems or education professionals. Such productions may be copied, copyrighted, edited and distributed by Ida Elementary in the manner described above. I understand that mine and my child's picture or voice may be captured in a, video recording, motion picture, audio recording, or still photograph, and I give Ida Elementary School and Ida School District the right to use such videos, motion pictures, audio recordings, and/or still photographs in the manner described above. I release and discharge Ida Elementary School and Ida Public Schools from any and all claims, actions, and demands arising out of or in connection with the use of video recording, motion picture, audio recording, still photograph including, without limitation, any and all claims for invasion of privacy and defamation. This release shall insure to the benefits of the assigns, licenses and legal representatives of Ida Elementary School and Ida Public Schools, as well as the party(ies) for whom Ida Elementary School or Ida Public Schools took the video recording, motion picture, audio recording, or still photograph.

YES - I am allowing my child to be photographed for:



- Any School Activity such as: Assemblies, Character Strikes, Ida Blog, Ida Facebook Page, Ida Insights, Mini Streak News, Yearbook, PTA Activities, etc.
- Any Outside Media such as: Monroe Evening Newspaper, Independent Newspaper, Outside News Broadcasting, Social Media etc.
- No purpose – my child may not be photographed for *any* purpose

I have read the above paragraph and have checked off the item(s) which I am allowing (or not allowing) my child to be photographed, videotaped, and/or recorded during their educational school years at Ida Elementary.

Printed Name of Student: _____ Teacher: _____

Printed Name of Parent: _____

Signature of Parent/Guardian: _____ Date: _____

*If a student's form is not returned, Ida Elementary will assume the student's parent is *not* opting out and there are no photography/video restrictions!

OPT – IN FOR NON-EMERGENCY INSTANT ALERT MESSAGES TO CELL PHONES

Please complete & return to your child's teacher. Thank You!

Dear Parent/Guardian:

In order for you to receive NON-EMERGENCY Automated Instant Alerts on your cell phone (calls/texts/SMS), written consent is needed. If you have not previously authorized Ida Public Schools to send these alerts, please complete the information below and turn it into the elementary office.

Yes, I want to receive non-emergency Instant Alerts on my mobile device.

No, I do not want to receive non-emergency Instant Alerts on my mobile device.

Parent Name: _____

Signature: _____

Student's Name: (Please Print) _____

(Non-emergency Instant Alerts are typically alerts **other than** school closings, health and safety emergencies and calls regarding attendance)

Ms. Stacy Maynard, Principal