BOYNE FALLS SCHOOL DISTRICT

ELEMENTARY STUDENT/PARENT HANDBOOK

2026-2027

Changes highlighted in yellow

(Revised: August, 2026)

Table of Contents

CHAPTER 1 – INTRODUCTORY INFORMATION AND GENERAL NOTICES 5

1.1 Mission, Vision and Beliefs 5

1.2 General School Information 5

1.3 Visitors 7

1.4 Equal Opportunity/Nondiscrimination Statement 7

1.5 Animals on School Property 8

1.6 School Volunteers 8

1.7 Celebrations and Invitations 8

1.8 Emergency School Closings 8

1.9 Video Monitoring Systems 8

1.10 Accommodating Persons with Disabilities 8

1.11 Telephones 9

1.12 Theft 9

1.13 Lockers 9

1.14 Lost and Found 9

CHAPTER 2 – ATTENDANCE 9

2.1 Attendance 9

2.2 Student Absences 10

2.3 Tardies 11

2.4 Make-Up Work 11

2.5 Truancy 11

CHAPTER 3 – PROGRESS REPORTS 11

3.1 Progress Reports, Report Card, Conferences and Promotion 11

3.2 Homework 12

CHAPTER 4 – STUDENT FEES AND MEAL COSTS 12

4.1 Fees, Charges, and Fines; Waiver of Student Fees 12

4.2 School Breakfast and Lunch Program 13

CHAPTER 4 – TRANSPORTATION AND PARKING 13

5.1 Parent Pick Up and Drop Off 13

5.2 Bus Transportation 13

5.3 Transit Bus 15

CHAPTER 6 – HEALTH AND SAFETY 15

6.1 Immunizations 15

6.2 Student Medication 15

6.3 Accident or Illness 16

6.4 Safety Drill Procedures and Conduct 16

6.5 Communicable Diseases 16

6.6 Head Lice 17

6.7 Emergency Medical Authorization / Data Forms 17

CHAPTER 7 – DISCIPLINE & CONDUCT 17

7.1 General Building Conduct 17

7.2 Playground Rules 18

7.3 School Dress Code/Student Appearance 19

7.4 Student Discipline 20

7.5 Bullying, Intimidation & Harassment 22

7.6 Lunch and Cafeteria Rules 22

7.7 Field Trips and Winter Recreation Day 23

7.8 Sexual Harassment 23

7.9 Tobacco-Free School 23

CHAPTER 8 – INTERNET, TECHNOLOGY AND PUBLICATIONS 24

8.1 Internet Acceptable 24

8.2 Non-School-Sponsored Publications/Websites 27

CHAPTER 9 – SPECIAL EDUCATION 27

9.1 Education of Students with Disabilities 27

CHAPTER 10 – STUDENT RECORDS & PRIVACY 28

10.2 Student Records 28

10.3 Surveys by Third Parties…. 29

CHAPTER 11 – PARENTAL RIGHT NOTIFICATIONS 30

11.1 Teacher Qualifications 30

11.2 Standardized Testing 30

11.3 Parent Involvement Compact 29

11.4 Pesticide Application Notice 32

11.5 Mandated Reporter 32

11.6 Homeless Information 32

11.7 Concussion Awareness Information 33

CHAPTER 12 – CODE OF CONDUCT

12.2 Classroom Discipline 33

12.2 Disciplinary Actions and Procedures 33

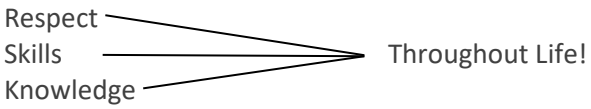
12.3 Code of Conduct 34

CHAPTER 1 – INTRODUCTORY INFORMATION AND GENERAL NOTICES

1.1 Mission, Vision and Beliefs

Mission Statement

Our mission at Boyne Falls Public School is for all students to become confident, lifelong learners, who are academically prepared, socially skilled, responsible citizens.



Vision Statement

We seek to become a school where all learning is a collaborative venture involving all stakeholders working as a team to develop the conditions and the climate that foster the maximum learning for all students.

Belief Statement

We believe as a result of a K-12 education at Boyne Falls Public School, our students will be:

- Responsible
- Quality producers
- Lifelong, self-directed learners
- Socially skilled with respect for others
- Academically skilled with a core knowledge
- Problem solvers
- Team players

The teachers and staff at Boyne Falls School are dedicated to providing you with the best quality education available. All learning is a collaborative venture involving parents, students, and teachers working as a team to develop the conditions and the climate that foster the maximum learning for all students.

1.2 General School Information

This handbook is a summary of the school's rules and expectations followed by all Boyne Falls Public School students and are not a comprehensive statement of school procedures. Each parent and student should become familiar with its content. While the rules and regulations of this handbook are meant to be consistently followed during the school year, there may situations that necessitate a change in policy. If any changes or additions to this policy manual occur, students and/or parents will be notified of the changes.

Board of Education

Dave Carson, President	Jessica Mulvaney, Secretary	Bill Cousineau, Trustee
Laura Brunmeier, Vice-President	Jeromy Loper, Trustee	
Karena Haug, Treasurer	John Powers, Trustee	

Location and Contact Information

P.O. Box 356 / 01662 M-75 South
Boyne Falls, MI 49713

Phone: 231.549.2211; Fax: 231.549.2922
Website: www.boynefalls.org

Administration/Office Staff

Name	Position	E-Mail
Cynthia Pineda	Superintendent	cpineda@boynefalls.org
Amanda Loper	K-12th Grade Principal	aloper@boynefalls.org
Lori Herman	Business Office	lherman@boynefalls.org
Brooke Fenske	Student Success Advisor/Title 1 Director	bfenske@boynefalls.org
Melissa McGuiness	School Counselor/MS & HS Art Teacher	mmcguiness@boynefalls.org
Tracy Tonsor	School Nurse	ttonsor@boynefalls.org
Richelle McKay	Administrative Assistant	rmckay@boynefalls.org
Ryann Hagan	Office Assistant/Paraprofessional	rhagan@boynefalls.org

Elementary School Staff

Name	Position	Extension	E-Mail
Kendell Giddings	GSRP Classroom Co-Teacher	30058	kgiddings@boynefalls.org
Mitchell Klooster	GSRP Lead Teacher/Program Director	30058	mklooster@boynefalls.org
Carolyn Strong	Early Childhood Special Ed Teacher	30059	cstrong@boynefalls.org
Alice Loper	GSRP Classroom Co-Teacher	30058	adloper@boynefalls.org
Brieana Mitchell	GSRP Classroom Co-Teacher	30058	bmitchell@boynefalls.org
Millecent Riccinto	Kindergarten	30068	mriccinto@boynefalls.org
Beth Meier	1st Grade	30061	bmeier@boynefalls.org
Shelby Smith	2nd Grade	30065	ssmith@boynefalls.org
Jackie Carrier	3rd Grade	30067	jcarrier@boynefalls.org
Nancy Wind	4th Grade	30073	nwind@boynefalls.org
Shaylor Duncan	5th Grade	30054	sduncan@boynefalls.org
Emily Padgett	K-12 Librarian/MS ELA	30052	epadgett@boynefalls.org
Devon Hayden	K-12th Grade PE	30502	dhayden@boynefalls.org
Jenn Wruk	GSRP Classroom Lead Teacher	30056	jwruk@boynefalls.org
Kathleen Gray	K-5th Grade Art & Music	30069	kgray@boynefalls.org
Matthew Bolinger	Athletic Director/Paraprofessional	30078	mbolinger@boynefalls.org
Marianne Connor	Paraprofessional	30506	mconnor@boynefalls.org
Kelly Matelski	Paraprofessional	30506	kmatelski@boynefalls.org
Mary Matelski	RTC Monitor	30506	mmatelski@boynefalls.org
Scott Wiltjer	Head Cook	30050	swiltjer@boynefalls.org
	Assistant Cook	30050	
Matthew Bolinger	Transportation Director/Bus Driver	30078	mbolinger@boynefalls.org
Michelle Sulak	Bus Driver/Paraprofessional	30506	msulak@boynefalls.org
Kurt Kleinschrodt	Custodial/Maintenance	30075	kkleinschrodt@boynefalls.org
Christopher Denio	Evening Custodian	30075	cdenio@boynefalls.org

1.3 Visitors

Parents and other visitors are welcome to visit the school. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors will be assigned a badge identifying them as a guest. This badge should be attached to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their badge, and sign out before leaving the school.

To keep classroom disruptions to a minimum we ask that people who would like to visit for more than a period of one hour to make arrangements with the classroom teacher one day in advance.

Visitors are expected to abide by all school rules during their time on school property. Visitors who fail to conduct themselves in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Video-taping and/or audio-taping classroom or playground activities are strictly prohibited unless authorized by the building administrator.

1.4 Equal Opportunity/Nondiscrimination Statement

The Boyne Falls School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the school district's non-discrimination policies:

Cynthia Pineda, Superintendent
Boyne Falls School District
01662 M-75 South/P.O. Box 356
Boyne Falls, MI 49713
Phone: 231.549.2211; Fax: 231.549.2922

The school district's complaint procedure may be obtained from the following source:

Cynthia Pineda, Superintendent
Boyne Falls School District

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970
FAX: 216-522-2573; TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

1.5 Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building administrator in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

1.6 School Volunteers

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school administrator before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building administrator.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

1.7 Celebrations and Invitations

Invitations for private parties should not be delivered at school unless one is brought for every member of the class. Individual classroom teachers will make arrangements for class celebrations.

1.8 Emergency School Closings

Emergency school closings, early dismissals, delays, or closings for any reason will be announced on local radio and television stations as soon possible. Please listen to local radio and media stations during the day for possible early dismissal information for bad weather or other emergencies.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss school early for an emergency, all after-school functions are automatically cancelled.

1.9 Video Monitoring Systems

A video monitoring system may be used on school busses, and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

1.10 Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, and activities. Persons with disabilities having questions about accessibility or needing special accommodations should contact the building administrator. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

1.11 Telephones

Messages and deliveries from home are to be left in the office. Students will be called out of class only in an emergency. Student use of the phone is limited to emergencies as well.

1.12 Theft

The school is not responsible for lost or stolen items. Lockers are property of the school and intended for books and outdoor clothing only. The lockers should not be used for storing personal items. Please ask your child to leave personal belongings at home.

1.13 Lockers

Lockers will be assigned at the beginning of the school year. Children are expected to keep their lockers orderly. Children may only decorate the inside of their lockers with removable materials such as magnets. Adhesive-type material (i.e. painter's tape) may be used WITH PERMISSION. Stickers are NOT allowed to be placed on the lockers. Any food item stored in a locker must be kept in a lunchbox. No food should be stored overnight.

1.14 Lost and Found

The lost and found bins are located in the cafeteria and at the beginning of the elementary hallway. Children are to check there before reporting missing items. Unclaimed items are donated to local charities.

CHAPTER 2 – ATTENDANCE

2.1 Attendance

Michigan law requires that whoever has custody or control of any child between the ages 6 and 17 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The parent/legal guardian of a child who is at least age 18 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
2. The child is attending a state-approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
3. The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
4. The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.

5. The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
6. The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

2.2 Student Absences

There are two types of absences: Excused and unexcused. Excused absences include the following: Illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the administrator. All other absences are considered unexcused.

Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. ***Parents must notify the office at least 48 hours in advance of a pre-arranged absence.*** Pre-arranged absences more than three days in length must be approved by the administrator. All absences are still subject to the truancy policy.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school at **231.549.2211** before 8:00 a.m. or submit a note to the office within 24 hours of the absence to explain the reason for the absence. Failure to do so shall result in an unexcused absence.

A child who leaves school early must be signed out in the office by a parent or guardian.

Students must be in attendance for the full academic day before a school-sponsored weekend event (i.e. Spirit Team and Grade School Basketball).

Children of compulsory school age who develop acute attendance problems may be referred to the Intermediate School District Attendance Officer for appropriate action. Staff will use the following steps:

- A conference with parents and child may be requested at any time when absenteeism becomes excessive to develop a plan to improve attendance.
- A letter will be sent home by the administrator after a child has accumulated six (6) absences or first hour tardies per trimester (excused or unexcused).
  - If attendance does not improve, a mandatory meeting with Charlevoix County School Liaison, the school administrator(s), student and parent will be held.
  - Once the Charlevoix County School Liaison or school administrator has attempted to contact you, you will have seven days to schedule mediation. If you fail to schedule mediation within these seven days, a referral may be made to the truancy officer.
  - At this meeting, the mediator will attempt to gain cooperation from parents and students to improve attendance.

- This will include a contract between the parties present at the meeting.
- In the event this meeting does not occur, the matter will be turned over to authorities for truancy.

 A referral to the truancy officer may be made after the tenth (10th) absence (excused or unexcused) per trimester. *Absences excused with a DOCTOR'S NOTE are not counted in total number of absences.

2.3 Tardies

Tardy shall mean late entry into class. Students who are not in their classroom by the 8:15 bell will be considered tardy.

Children who arrive at school after the school day begins and before 9:15 a.m. will be counted as tardy and must sign in at the office.

Any child who arrives after 9:15 a.m. will be considered absent for the first half of the day.

Any child who leaves school before or arrives after 1:00 p.m. will be considered absent for second half of the day.

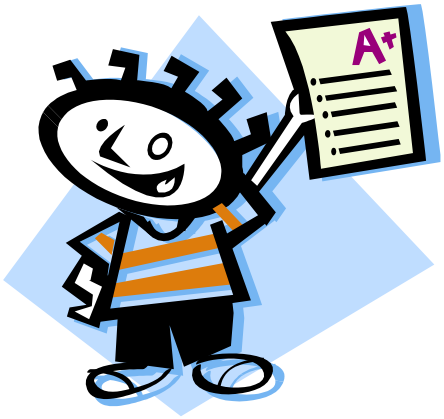
2.4 Make-Up Work

If a student is absent, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted twice the number of days that he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

2.5 Truancy

A parent or other person in a parental relationship who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than $5.00 nor more than $50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

CHAPTER 3 – PROGRESS REPORTS & AWARDS



3.1 Progress Reports, Report Card, Conferences and Promotion

School report cards are sent home three times per year. For questions regarding grades, please contact the classroom teacher. Students who receive an incomplete on their report card will have two weeks following the last day of the trimester to submit all work. Any work not submitted by this time will become a zero. Grades will be computed on work submitted by the deadline.

Parent-teacher conferences are offered two times per year.

The decision to promote a student to the next grade level is based on the successful completion of the curriculum, attendance, performance on standardized tests, and other testing. The final decision to promote a student will be made by the teacher, parent, and administrator. Students may also be "assigned" to the next grade level as an alternative to being promoted.

3.2 Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, the student's ability, and the grade level.

3.3 Awards

Honor Roll

The Honor Roll is calculated at the end of each trimester. Students must maintain:

Elementary	
Earn	***Award***
All A's	All A Honor Roll
A's and B's	A-B Honor Roll

*To be recognized as an Honor Roll recipient, students must be performing grade level standards.

Perfect Attendance

Student has no absences in any classes for the trimester and/or school year.

CHAPTER 4 – STUDENT FEES AND MEAL COSTS

4.1 Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for district-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school library will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

4.2 School Breakfast and Lunch Program

Breakfast is served every school day from 7:45 a.m. to 8:15 a.m. Lunch is served every school day between 11:20 a.m. and 12:43 p.m., except when there is an early dismissal.

A student may purchase breakfast or lunch or may bring a sack lunch from home. Parents may pre-pay for lunches, and the school will maintain an account for each child. Students will only be allowed to charge their breakfast or lunch purchases in the event of an emergency. Students will not be allowed to charge if their account reaches -$30.00.

Free or reduced price meals are available for qualifying students. Application forms are sent home at the beginning of the school year or can be obtained by contacting the building secretary.

CHAPTER 4 – TRANSPORTATION AND PARKING

5.1 Parent Pick Up and Drop Off

Children may be dropped off in the morning ***no sooner than 7:45 a.m***. They must report to the cafeteria. Except under special circumstances, no students should be in the building before ***7:45 a.m***. All children not participating in after school activities should be picked up no later than ***3:10 p.m.***

Parents are expected to drop children off in the circle drive between 7:45 a.m. and 3:10 p.m. and during school sponsored events. Parents are expected to remain in their vehicles if they are utilizing the drive-thru line during drop off or pick up times, to maintain the flow of traffic. The bus lane in the back of the building is reserved for school buses and emergency vehicles only.

Parents are expected to pick up children at the regular dismissal time unless this has been prearranged with the office. Classroom teachers lead their classes to the front entrance at the end of each day. All parents are asked to pick up their children outside the front entrance or utilize the drive-thru lane, rather than entering the elementary wing of the school. Children in grades K-4 will not be allowed into the parking lot without a designated escort.

Parents should give written notice if your child's transportation needs change (sitter, parent pick up, etc.) or if your child is participating in after school activities. It is acceptable for parents to call the office to inform us of these changes, however, this must happen no later than 2:45 pm.

Students are not allowed to stay after school or on school grounds that do not have school business (i.e. meeting with a teacher, practice, or other official school business) unless the student has made arrangements for supervision with a school staff member.

5.2 Bus Transportation

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administrator. Parents will be informed of any and all

inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

- Choose a seat and sit in it immediately upon entering the bus.
- Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or while waiting for the bus.
- Use emergency door only in an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Open windows only with the bus driver's permission.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes is not allowed on the bus.
- Inappropriate behavior will be reported to school authorities, and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus or any of the busses or school equipment.
- Parents will be liable for any defacing or damage students do to the bus.
- Keep book bags, books, packages, coats, and other objects out of the aisles.
- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus unless authorized by the bus driver.
- Students may be suspended from riding the school bus for engaging in misconduct.
- Students MUST have a written note from a parent/guardian to ride another bus or to get off with a friend at a different bus stop.
- Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the building administrator.

5.3 Transit Bus

While students are on the bus, they are under the supervision of the transit bus driver. It is the responsibility of the parent to make all arrangements for transportation with the transit authority. Any changes to your child's schedule need to be made directly with the transit authority. Please advise your child's teacher in writing of any changes to their schedule. The teaching staff is not available after school hours to monitor children. Any concerns about this service should be directed to the transit authority.

CHAPTER 6 – HEALTH AND SAFETY

6.1 Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations.

A required vaccine may be waived or delayed in the following circumstances:

- A valid medical contraindication exists for not receiving the vaccine. The child's physician must provide written certification of the contraindication.
- The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit a written statement before a waiver is granted.
- The child has received at least one (1) dose of each immunizing agent, and the next dose(s) is (are) not due yet.

Dental Screening

According to the Kindergarten Oral Health Assessment (KOHA), a Michigan program that was created by Public Act 316 of 2023, all children entering kindergarten are required to receive a dental screening before starting school. The local health department provides free kindergarten dental assessments to children entering kindergarten or families may take the KOHA form to your dentist to complete. Forms must be submitted to the school nurse by the start of the new school year.

6.2 Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." All medication must be in the original container with specific directions for dosage and time. Medications should be transported to and from school by a parent and given directly to office staff. Nonprescription medications should be provided by the family and accompany the signed Authorization Form.

No school or district employee is allowed to administer to any student or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any

prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian and the prescribing doctor has completed and signed an Authorization for Student Self-Medication Form.

6.3 Accident or Illness

If a child becomes ill or has an accident at school, the following steps will be taken:

1. Office personnel or staff will give basic first aid.
2. The parent, guardian, or authorized representative will be contacted if deemed necessary by administration.
3. In case of illness, the parent will be asked to pick up their child.
4. The listed family doctor may be contacted if this is thought to be necessary.

6.4 Safety Drill Procedures and Conduct

Safety drills will occur throughout the school year. Students are required to be quiet and shall comply with the directives of school staff during emergency drills. Staff will review emergency procedures with each class at the beginning of the year. The school shall conduct at least six (6) fire drills, two (2) tornado drills, and two (2) lock-down drills each school year. At least four (4) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

6.5 Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease (for example, Covid-19, fever, diarrhea, vomiting, head lice etc.). In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian. Children should be fever, vomit and diarrhea free for 24 hours before returning to school. The school may request that a letter from the student's doctor stating that the student is no longer contagious before returning to school.

6.6 Head Lice

The school will observe these protocols regarding head lice. The student's family is required to notify the school office if his/her child is suspected of having head lice. If detected at school, the school will notify the family. Families are strongly encouraged to treat the student(s) prior to returning to school or riding the bus.

6.7 Emergency Medical Authorization / Data Forms

The student's parent/guardian should complete the school district's data form which is sent home to be updated at the beginning of the school year. These forms should be filled out completely with accurate information. Parents/guardians should indicate all medical problems: bee sting allergies, food allergies, etc. and suggested procedures for immediate treatment such as treat with ice, immediate doctor's attention, etc. This form should include emergency medical treatment authorization, indicating the preference of the parents/guardians regarding hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation, the child shall be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

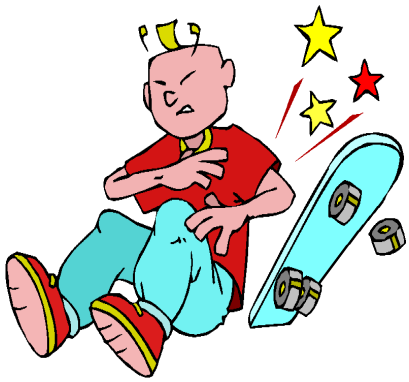
The student's parent/guardian should update this information with the school whenever it changes.

The school encourages families to carry accident and health insurance for their children. Health insurance is available, based on family income, for uninsured children through the Michigan Department of Community Health. Information is available in the school office.

CHAPTER 7 – DISCIPLINE & CONDUCT

7.1 General Building Conduct

The following rules shall apply, and failure to abide by the rules may result in discipline:



- Students are not allowed in any area not supervised by an adult, including staff lounge, boiler room, parking lots, other students' lockers, teacher's desk, or unoccupied rooms.
- Student may use classroom or school phones only in emergency situations.
- Hats, hoods, and bandanas shall not be worn in the building. Any hat brought to school shall be removed upon entering.
- Students shall not run, talk loudly, or yell in the hallways, nor push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Skateboards, scooters, and wheelies are not permitted at school.
- Water guns, play guns, real guns, and/or any other play/pretend or real weapons are not permitted at school.
- Using a cellular telephone, video recording device, MP3 players or similar electronic device in any manner that disrupts the educational environment or violates the rights of others are NOT allowed. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) The supervising teacher grants permission; or (b) students are in the annex or

cafeteria before the first bell or at lunch; radios/CD player, handheld games, MP3/I-pods must be "pocketsize" with individual earphones; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. If the electronic device becomes a distraction to others, the student will be asked to put the device away (see also code of conduct). The guidelines below will be followed for these items that are out during school hours other than the time noted above:

- First offense: Item will be sent to the office for the student to pick up at the end of the day.
- Second and subsequent offenses: Item will be sent to the office for the parent to pick up at the end of the day.

- Chewing of gum may be allowed at the discretion of the individual classroom teacher.
- All food and beverages must be consumed in the cafeteria or in other designated areas.
- No food or beverages are allowed in the halls.
- Soft drink containers are not allowed in the gym or classrooms or on the carpeted areas.
- Bottled water in clear or semi clear containers may be allowed in the classroom at the discretion of the individual classroom teacher.

The following rules shall apply for all Boyne Falls students at athletic events and other school functions, whether at home or at another site, and failure to abide by the rules may result in discipline:

- Cheering is allowed for good plays, and students should display good sportsmanship.
- Students should be considerate of others and spectators.
- Booing and/or making rude remarks is not permitted.

7.2 Playground Rules

All children are to remain in the fenced area during recess. The following rules will help ensure student safety:

- Children will go outside for recess when it is not raining and the wind chill factor is above 10^0F. Should your child need to remain indoors during recess, a doctor's note will be required. Children staying in from recess will report to the office.
- Children will go down the slide on the seat of their pants and only one child at a time. Piling into each other at the bottom is not permitted.
- Children are to be seated when using the swings. Children are not to swing sideways or twist the chains in any way. Children are not allowed to jump out of the swings.
- Children are not allowed on top of the hand over hand bars. Children are not allowed to hang upside down or pull others off.
- Children are not allowed to play tag, chase or jump off the top level of playground equipment.
- "King of the Mountain" is not allowed anywhere on the playground.
- Throwing of objects of any kind, with the exception of sports balls, is FORBIDDEN (snowballs, stones, ice, black chips, etc.).
- Children are not to climb the fence.
- Hitting, wrestling, and kicking are not allowed. Children who are involved in this activity will sit on the bench for the remainder of recess.

- Fighting is not allowed. Children who are fighting will be referred to the office immediately.
- Foul language is prohibited.
- Only SOFT sports balls are allowed.
- The school does not assume responsibility for items brought from home.

The following steps will be taken for those who do not follow the playground rules:

- A warning will be given by the playground staff. If necessary, the child may be required to "sit out" from playground activities.
- The playground supervisor will consult with the classroom teacher if further attention is needed and detention(s) may be given.
- After these steps have been taken, the child may be referred to the school administrator.

Serious or repeat offenses will result in a call to the parents. In the case of repeat offenses, the administrator reserves the right to handle each case individually and may find it effective to delete some of the above steps.

7.3 School Dress Code/Student Appearance

- All clothing and accessories will be worn as intended.
- Pajama or lounge-type fleece pants will not be allowed. Sweatpants or athletic-type pants are acceptable.
- Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities.
- Students are to use discretion in their dress and are not permitted to wear apparel or have extreme hair styles and/or colors that causes a substantial disruption in the school environment.
- Students are not permitted to have drawings or markings on their face or body.
- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Students should come to school appropriately dressed for the weather. Outdoor clothing that is appropriate is essential. All elementary school children go outside at least one time per day, weather permitting.
- Hats, coats, bandanas, hoods, sweat bands, and sunglasses may not be worn in the building during the school day or during school-sponsored activities.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, and showing skin and/or undergarments may not be worn at school.
- Immodest dress is not acceptable (i.e., crop tops, muscle shirts, tube tops, bicycle shorts, etc.). Shirts that expose a bare midriff are not allowed.
- Tank tops with straps that are at least ***1 inch*** wide are acceptable.
- The length of shorts or skirts must be mid-thigh or longer.

- Appropriate footwear must be worn at all times.
    - Winter boots may not be worn in the classroom.
    - Gym shoes and socks are required for movement (physical education) class and academic activities such as hiking for science. It is recommended that a pair of gym shoes and socks be left at school.
- If there is any doubt about dress and appearance, the building administrator will make the final decision.
- Any student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

7.4 Student Discipline

Prohibited Student Conduct

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. Boyne Falls School has a "Drug Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity such as the sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

Students may be disciplined for misconduct, including, but not limited to, the following:

- Violation of any school policies, conduct guidelines, rules or regulations.
- Possession, use or sale of weapons, tobacco products, smoking materials, illegal drugs, etc. while under control of school authorities.
- Using, possessing, controlling, or transferring a dangerous weapon (defined by Michigan law 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") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
- Using a cellular telephone, video recording device, MP3 players or similar electronic device in any manner that disrupts the educational environment or violates the rights of others are NOT allowed. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) The supervising teacher grants permission; or (b) students use ONLY radios/CD players, MP3/I-pods which must be "pocketsize" with individual earphones when in the annex or cafeteria before the first bell and during their lunch period; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating or intentionally plagiarizing.
- Bullying or any kind of aggressive behavior or encouraging other students to engage in such behavior.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Being absent without a recognized excuse.
- Violating any criminal law, including, but not limited to, assault, battery, arson, bomb threats, etc.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that

may be reasonably considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On or within sight of school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may be reasonably considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Classroom Discipline

Boyne Falls' teachers have a discipline plan for their classrooms. This plan is shared with children on the first day of class. The plan consists of classroom rules and the consequences for not observing those rules. Teachers also provide for positive reinforcement of ***appropriate*** behavior. Disciplinary infractions will be handled at the teacher level by such means as discussion with the pupil and/or parents, restriction of activities from the pupil, detention, or other means at the discretion of the teacher. The teacher may, if necessary, refer the matter directly to the administrator.

In most cases, the following steps will be taken by the classroom teacher:

- Verbal warning
- Parent contact
- Time out, loss of privileges, or loss of recess
- Parent conference
- Restriction from school activities
- Referral to administrator's office

In general, the more serious the incident, the more serious the discipline will be. Each situation will be evaluated on its own merits, and any punishments will be determined by the administrator on a case-by-case basis.

Weapon-Free Schools

In order to provide a safe learning environment for all children, our schools must be weapon-free.

Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, a knife opened by a mechanical device [regardless of blade length], iron bar, or brass knuckles.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

7.5 Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or at any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment and will take disciplinary action against any student who participates in such conduct.

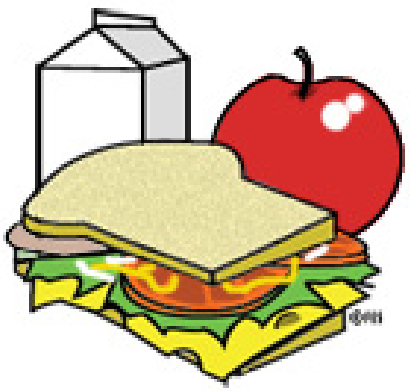
Examples of prohibited conduct include name-calling, using derogatory slurs, threatening or causing physical harm, etc. Examples of sexual harassment include touching, crude jokes, or pictures, etc.

Students who believe they are victims of bullying, intimidation, or harassment or who have witnessed such activities is encouraged to discuss the matter with a building staff member, the counselor, or building administrator.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including, but not limited to, suspension and expulsion consistent with school and district discipline policies.

7.6 Lunch and Cafeteria Rules

Both lunch and breakfast are offered at Boyne Falls School. Breakfast is served twenty minutes before the start of the school day each morning.



<u>Cafeteria Rules</u>

- Students shall remain in the annex or cafeteria during the lunch period until escorted to recess or class by an adult.
- Students are to talk in a quiet manner at all times.
- Students shall not throw food or drinks.
- Students shall not save places in line or cut in line.
- Students shall follow the instructions of the cafeteria and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students are to clean up their own trash and dispose of it properly in trash containers.
- Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Children who do not follow the guidelines listed above may be subject to the following measures:

- Work assignments such as cleaning tables, cleaning up floors or walls, etc.
- Assignment of a seat for a specific amount of time
- Parental supervision during lunch period
- Lunch detention and/or recess detention

Children who accidentally drop their full tray of food are expected to help clean up the mess and will receive another lunch free of charge.

7.7 Field Trips and Winter Recreation Day

Field trips and Winter Recreation Day are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students are responsible for any work missed on the day of the trip.

All students who wish to attend a field trip must receive written permission from a parent or guardian on the student data sheet sent home at the beginning of the school year. Students may be prohibited from attending field trips (including Winter Recreation Day) for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework - Students earning D- or F in any classes may be ineligible;
- Behavioral or safety concerns - Students who have had two RTC referrals or been suspended within the Rec Day Week (Friday – Thursday) will be ineligible to attend;
- Denial of permission from administration; or
- Other reasons as determined by the school.

7.8 Sexual Harassment

Sexual harassment has no place in the school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building administrator. Reports of sexual harassment should be made to the school's counselor or building administrator who has been designated as the school's sexual harassment grievance officer.

7.9 Tobacco-Free School

Boyne Falls Public School has a comprehensive 24/7 tobacco-free school policy that prohibit the use of all types of tobacco and non-tobacco nicotine products, (including e-cigarettes and “vaping” paraphernalia), by any person, in school buildings and on school grounds at all times, and at any on-or off-campus school sponsored event, including athletic events.

CHAPTER 8 – INTERNET, TECHNOLOGY AND PUBLICATIONS

8.1 Internet Acceptable

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use

The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are the following:

- Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and/or
- Using the network while access privileges are suspended or revoked.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.

- Consider all communications and information accessible via the network to be private property.

No Warranties

The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules

Copyright law prohibits the republishing of text or graphics found on the web without express written permission.

For each re-publication (on a web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

Students engaged in producing web pages must provide library media specialists with e-mail or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the web site displaying the material may not be considered a source of permission.

The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text. Student work may only be published if there is written permission from both the parent/guardian and student.

Plagiarism Policy

Plagiarism is when a person uses another person's published or recorded thoughts, ideas, or words without giving him/her credit for the work. Basically, you are presenting someone else's thoughts as your own.

Plagiarism is cheating and it is subject to academic consequences and behavior consequences.

Types of plagiarism:

- Intentional plagiarism: you took someone's words on purpose and presented them as your own. Your intent is to pass the work as your own original idea.
    - Ex. Word-for-word copying of text either completely or partially
- Accidental plagiarism: you did not properly cite a footnote or a quotation
- Paraphrasing vs. Summarizing:
    - If you paraphrase someone's thoughts or ideas, it is best practice to cite it.

Common examples of plagiarism:

- You copy and submit someone else's work in its entirety.
- You buy or download a paper or someone else's work from a person or a service.
- You insert whole thoughts or paragraphs from a resource into your paper
- You copy pictures, images, symbols, etc. without giving proper credit.
    - This includes art, music, and fine arts

Penalties for plagiarism:

- First incident: receive a warning, receive a zero on the assignment, a conference, and parent contact
- Second incident: receive a zero on the assignment, 2 lunch detentions, possible suspension up to 3 days, and a parent contact
- Third and any other recurring incidents: receive a zero on the assignment, 1-3 days suspension, possible no credit issued in class where incident occurred, and a parent contact

<u>Use of Electronic Mail</u>

The e-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities and as an education tool.

The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the school district's internet gateway carry with them an identification of the user's internet "domain." This domain name is a registered domain name and identifies the author as being with

the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages they transmit to external recipients. Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Use of the district's e-mail system constitutes consent to these regulations.

8.2 Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the internet or from a blog without first obtaining written permission from the administrator and that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
- Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

No student or other person shall have in his/her possession or under his/her control while on school premises any book, magazine, pamphlet, newspaper, writing or other periodical or written matter containing any obscene, lewd, lascivious, filthy or indecent reference, words or pictures.

CHAPTER 9 – SPECIAL EDUCATION

9.1 Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services. The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

CHAPTER 10 – STUDENT RECORDS & PRIVACY

10.2 Student Records

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records:

1. Right to Inspect: You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. Right to Request Amendment: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. Right to prevent disclosures: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. Right to complain: You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

   Family Policy and Compliance Office
   U.S. Department of Education
   600 Independence Ave, SW
   Washington, DC 20202-4605
5. Right to obtain policy: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA.
6. Right to object to release of directory information: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":
   a. student's name;
   b. address;
   c. phone number
   d. parent or guardian's name;
   e. grade level;
   f. participation in officially recognized activities and sports;

g. height and weight, if a member of an athletic team;
h. honor rolls;
i. scholarships, honors and awards received;
j. date of graduation;
k. major field of study;
l. the most recent educational agency or school attended by the student;
m. school photographs or videos of students participating in school activities, events or programs.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

7. Please notify the district by the first Friday in October to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to: Karen Sherwood, Superintendent/K-12 Administrator.

10.3 Surveys by Third Parties

A student's parent/guardian, upon his/her request, may inspect any survey or evaluation given by a third party within a reasonable time of the request. This applies to every survey:

1. That is created by a person or entity other than a school official, staff member, or student,
2. Regardless of whether the student answering the questions can be identified, and
3. Regardless of the subject matter of the questions.

Upon inspection of the survey or evaluation by the student's parent or guardian, he/she may request that his/her child not participate in said survey or evaluation. The school will not penalize any student whose parent/guardian exercised this option.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building administrator.

School officials and staff members will not request nor disclose the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or to receive financial assistance under such program.

CHAPTER 11 – PARENTAL RIGHT NOTIFICATIONS

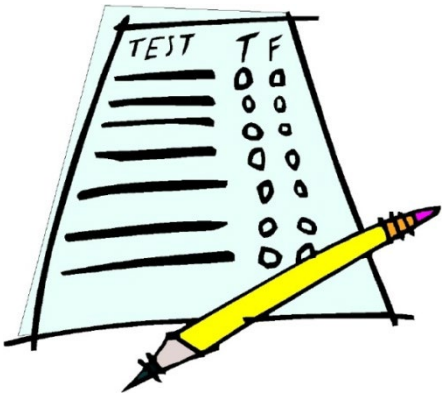
11.1 Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

11.2 Standardized Testing



Students and parents/guardians should be aware that students in most grades will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize to students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

11.3 Parent Involvement Compact

We, the Boyne Falls Public School staff, parents and community, guide each child in achieving his or her greatest potential by providing a diversity of experiences which integrate excellence in education with the child's individual abilities and unique talents. We share the responsibility, in a safe and secure environment, for child acquisition of

academic, creative, emotional, physical and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at Boyne Falls Public School by continually assessing and evaluating our attainment of these goals as measured by descriptive outcomes.

Parent Agreement

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate your children by doing the following:

- Monitor attendance to make sure your child is on time and attends school regularly.
- Monitor homework completion and television watching.
- Volunteer in your child's classroom.
- Participate, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.
- Support the school in its efforts to maintain proper discipline and require your child to observe all school rules and regulations.
- Encourage your child's efforts to do their best.
- Stay aware of what your child is learning.
- Encourage positive attitudes.
- Send your child to school with proper attention to his/her health, personal cleanliness, and dress.
- Attend parent-teacher conferences and other school functions.
- Communicate with teachers and/or school officials.
- Read all communications from the school, signing, and returning them promptly when required.
- Establish a time for sharing daily school experiences and/or completing homework.
- Read with your child and let your child see you read.

Child Agreement

It is important that I do the best that I can. Therefore, I will do the following:

- Come to school each day and be in class on time.
- Have my homework completed and turned in on time.
- Have the supplies that I need.
- Always try to work to the best of my ability.
- Show respect for myself, my school, and other children.
- Follow the rules at my school and home.
- Believe that I can learn and I will learn.

Teacher Agreement

Children must be given the opportunity to succeed. Therefore, I will do the following:

- Provide an environment conducive to learning.
- Have high expectations for myself and my children by using methods and techniques that work for my classroom.
- Maintain open lines of effective communication with my children and their parents in order to support student learning.
- Seek ways to involve parents in classroom activities.
- Respect the children, their parents, and the diverse culture of the school.

11.4 Pesticide Application Notice

Parents have the right to be informed prior to the application of any insecticide, fungicide, or herbicide made to the school grounds or buildings during the school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please notify the school in writing by September 15 of the current school year and include your name, child(ren)'s name(s), address and phone number and submit to:

Cynthia Pineda
Superintendent
P.O. Box 356/01662 M-75
Boyne Falls, MI 49713

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

11.5 Mandated Reporter

School teachers, counselors, social workers, and administrators are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

11.6 Homeless Information

Your child is considered homeless if your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.
Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.

- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

11.7 Concussion Awareness Information

Some common symptoms

- Headache
- Pressure in the head
- Nausea/vomiting
- Dizziness
- Balance problems double vision blurry vision
- Sensitive to light
- Sensitive to noise
- Sluggishness
- Haziness
- Fogginess
- Grogginess
- Poor concentration
- Memory problems
- Confusion
- "feeling down"
- Not "feeling right" feeling irritable
- Slow reaction time sleep problems

What is a concussion?
A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

If you suspect a concussion:
Seek medical attention right away - a health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

Keep your student out of play - concussions take time to heal. Don't let the student return to play the day of injury and until a heath care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

Tell the school about any previous concussion - schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

Signs observed by parents:

- Appears dazed or stunned is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

Concussion danger signs:
In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

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

How to respond to a report of a concussion:
If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests

breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

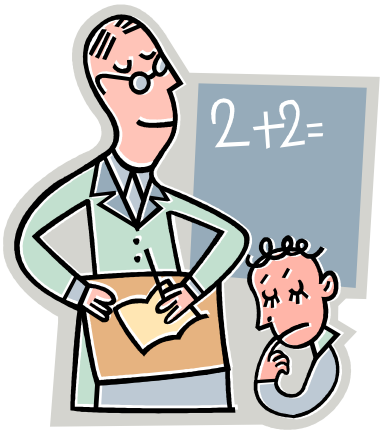
Remember: concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to **www.cdc.gov/concussion.**

CHAPTER 12 – CODE OF CONDUCT

12.1 Classroom Discipline

Boyne Falls' teachers have a discipline plan for their classrooms. This plan is shared with children on the first day of class. The plan consists of classroom rules and the consequences for not observing those rules. Teachers also provide for positive reinforcement of ***appropriate*** behavior. Disciplinary infractions will be handled at the teacher level by such means as discussion with the pupil and/or parents, restriction of activities from the pupil, detention or other means at the discretion of the teacher. The teacher may, if necessary, refer the matter directly to the administrator.



In most cases, the following steps will be taken by the classroom teacher:

- Verbal warning
- Parent contact
- Time out, loss of privileges, or loss of recess
- Parent conference
- Restriction from school activities
- Referral to administrator's office

In general, the more serious the incident, the more serious the discipline will be. Each situation will be evaluated on its own merits, and any punishments will be determined by the administrator on a case-by-case basis.

12.2 Disciplinary Actions and Procedures

Out-of-School Suspension

- Out-of-school suspension is the exclusion of a student from the school premises and activities (and/or transportation) by the administrator or superintendent for a specific period of time.
- Parents/guardians will be notified of the suspension as soon as possible.
- A student is excluded from all school activities for a 24-hour period for each day of the suspension. Suspended students are not to be on school grounds until the entire suspension time is completed.
- The suspended student is required to make arrangements with each teacher for all assignments, tests, and exams missed for the duration of the suspension. Students have two days to make up work for each day suspended.

- Suspension for periods of time beyond ten (10) days will be assigned only through a hearing before the Board of Education.

Due Process

The Boyne Falls Board of Education recognizes the following:

1. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him/her.
2. The student will have the right to present to the school administration any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will notify the parents or guardian as soon as possible of the suspension, the reasons for the suspension, and the steps necessary to facilitate the student's return.
4. If dissatisfied with this action, the parents or legal guardian may appeal to the superintendent within five (5) days.
5. The superintendent's decision may be appealed to the Board of Education within five (5) school days of the superintendent's decision.
6. During the appeal process, students are expected to attend class and complete all work pending the outcome of the appeal.

12.3 Code of Conduct

Citizenship

Offense	*Definition*	*ES*
Disrespect	To tease, insult, call derogatory names, dishonor, spread rumors, or in other manner verbally or in writing, show disrespect to any member of the school staff or student body.	• **First Offense:** Warning up to 1 day detentions. • **Second Offense:** 2-3 days detentions and parent conference. • **Third Offense:** Administrative referral and 1-3 days suspension.
Disrespect Toward Substitute Teachers or Visitors	To tease, insult, call derogatory names, dishonor, spread rumors, or in other manner verbally or in writing, show disrespect to any substitute teacher or visitor.	• **First Offense:** Warning up to 1 day recess detentions. • **Second Offense:** 2-3 days detentions and parent conference. • **Third Offense:** Administrative referral and 1-3 days suspension.
Fleeing or Eluding	Any student at a school sponsored function or on the school's premises who, when confronted by a chaperone/supervisor or school official, flees or makes an attempt to elude such confrontation shall be considered in violation of school policy and subject to the following penalties.	**First Offense:** Referral to administrator; warning up to 1 day suspension; parent contact **Second Offense:** Detentions up to 2 days suspension; parent conference; and/or Banned from school activities for 1 month **Third/Repeated Offense:** Up to 3 days suspension; parent conference; and/or

		Banned from school activities for 3 months.
Theft and/or Possession of Stolen Property	The act of taking or possessing property of others without their consent.	**First Offense:** Referral to administrator; parent contact; restitution; 1-2 days detentions **Second Offense:** 1-2 days detentions up to 2 days suspension; restitution; referral to police, if necessary
Food or Open Beverage in Undesignated Areas		**First Offense:** Confiscation and warning. **Second Offense:** Confiscation; detention and parent contact. **Third Offense:** Confiscation and 2 days detentions; parent contact.
Profane Language or Gestures	The act of using obscene or profane language in verbal or written form, in pictures, or obscene gestures on school property during the school day or at any school-sponsored event.	**First Offense:** Warning up to 1-3 days detentions. **Second Offense:** 2-5 days detentions and parent contact. **Third/Repeated Offense:** 1-5 days suspension.
Public Affection	Public display of affection other than a brief hug and/or holding hands.	**First Offense:** Warning; discuss policy with student. **Second Offense:** 1-3 days detentions and parent. **Third Offense:** 2-5 days detentions and parent contact.
Unsportsmanlike Behavior/Heckling	The act of inappropriate behavior and/or being unprofessional in the context of a game.	**First Offense:** Warning up to removal from event; 1 day detention. **Second Offense:** Removal from event; 2-3 days detentions; suspension from the school functions/events for the remainder of the year. **Third Offense:** Removal from the event; 1 day suspension; suspension from the school functions/events for one month.

Physical/Public Safety/Property Damage

Offense	Definition	*ES*
Arson	Felony offense as described in Michigan Penal Code MCL 750.71-750.80, and committed on school property.	Mandatory suspension of at least 10 days.
Assaultive Behavior/Battery	A battery is defined as the willful touching of another person without his/her consent (i.e. pushing, shoving, kicking, hitting, pinching, spitting, biting, etc.).	**First Offense:** Referral to administrator; warning and/or 1-3 days detentions up to 1-3 days suspension. **Second Offense:** 1-3 days detentions up to 1-3 days suspension; parent conference. **Third Offense:** 1-3 days suspension; parent conference.
Assaultive Behavior with Aggravating Circumstances	Assault and/or battery with aggravating circumstances which may include, but are not limited to, infliction of serious injury, use of any weapons, or object used as a weapon.	Parent conference and suspension up to expulsion and police referral, if necessary.
Threat to Safety: Verbal/Written	Any willful verbal, written, or electronically transmitted threat that is intended to place another in fear of immediate physical contact that will be painful and injurious, coupled with the apparent ability to execute the act, will be considered a verbal assault.	Referral to administrator; parent contact, 1-2 days detentions up to 2 days suspension.
Behavior Potentially Dangerous to Self and/or Others	Actions that have the potential of harming self/others (i.e. horseplay, and misuse of restrooms, gym, etc., and other school equipment.)	**First Offense:** Referral to administrator; warning; parent contact **Second Offense:** Up to 1 day suspension; parent conference
Bomb Threat	Calling in or insinuating in any way, including joking, that the persons or building on school property or any property owned by the school are under threat of explosive devices.	Expulsion. Referral to police, a psychiatric consultation prior to re-admittance, a re-admittance meeting and restitution may be required.
Extortion and/or Intimidation	The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or school bus, including attempting to borrow any money or things of value from said person.	Up to 9 days suspension; possible police referral; restitution; parent conference
False Emergency Alarm	The acts of initiating an emergency alarm (i.e. pulling a fire alarm) or initiating a "911" call without just cause. The act of tampering with fire or safety equipment.	3 days suspension up to expulsion; police referral, if necessary; restitution for damages, when appropriate.
Fighting	The act of involving hostile bodily contact in or on school property during the school day or going to and from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.).	**First Offense:** Referral to administrator; 1-3 days detentions up to a 2 days suspension. **Second Offense:** 1-2 days suspension.

		Third Offense: 1-3 days suspension; parent conference.
Fireworks and/or Explosive Material Possession or Use	The act of possession, using, or threatening to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury.	1-5 days suspension up to expulsion; parent contact and police referral, if necessary.
Harassment: General	Any derogatory or other objectionable conduct of a physical or verbal nature which has the purpose or effect of substantially interfering with said person's employment or education or creates an intimidating, hostile, or offensive employment or educational environment. (i.e., mimicking, name-calling, mocking). Bullying is a form of harassment.	**First Offense:** 1-3 days detentions. **Second Offense:** Referral to administrator; 3-5 days detention. **Third/Repeated Offense:** Referral to administrator; 1-3 days suspension.
Harassment: Sexual	Unwanted and unwelcome behavior of a sexual nature that interferes with the right to receive an equal educational opportunity. Sexually harassing behaviors that can interfere with one's educational opportunity range from words (written and spoken) and gestures to unwanted physical contact.	**First Offense:** Referral to administrator; 1-3 days detentions; parent contact; **Second Offense:** 1 day suspension. **Third Offense:** 1-3 days suspension up to expulsion; parent/student/ administrator conference.
Physical Assault against an Employee, Volunteer, or Contractor	Intentionally causing or attempting to cause physical harm to another through force or violence.	**First Offense:** 1-2 days detentions up to 1 day suspension. **Second Offense:** 1-3 days suspension up to expulsion; parent conference.
Vandalism	The act of willful destruction of property belonging to others.	**First Offense:** Parent conference and restitution; 1-3 days detentions **Second Offense:** 1 to 9 days suspension; full restitution; police referral, if necessary.
Transportation: Disruptive behavior on the bus	Refer to Section 5.1 for bus safety rules.	**First/Second Offense:** Warning; assigned seat; 1-3 days detentions up to 3 days bus suspension; parent contact. **Second Offense:** Up to a 3 days bus suspension; parent contact. **Third Offense:** Up to a 5 days bus suspension; parent contact.
Weapons - Dangerous: Possession or Use	Possession or use of dangerous weapons on school property, in any school-owned vehicle, or at any school sponsored activity. A dangerous weapon shall include a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or	Parent conference up to expulsion.

	incendiary charge of more than one quarter ounce, mine, or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 20 U.S.C. § 8921. Possession or use of any other weapon on school property, in any school-owned vehicle, or at any school sponsored activity. A weapon shall include any object or instrument the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term "other weapons" shall also include a facsimile of objects or instruments which are weapons. The term "other weapons" shall additionally include an object or instrument which is not, in and of itself, a weapon as defined above but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person.	

Disrupting the Educational Process

Offense	*Definition*	*ES*
Disrupting or Contributing to Disruption inside/outside the Classroom	The act of protesting which results in the disruption of the ***normal educational process. Ex.: Throwing objects, talking out of turn, etc.***	**First Offense:** Student warning by teacher **Second Offense:** 1 day detention. **Third Offense:** Parent contact by teacher; 2 days detention. **Fourth Offense:** Parent contact by the teacher; Parent conference; 3 days detention. **Fifth Offense**: Referral to administrator; up to 3 days suspension.
Dress Code	Refer to Section 7.2 for dress code guidelines.	**First Offense:** Warning; Parent contacted for a change of clothes or alternative clothing provided **Second Offense:** Parent contacted for a change of clothes or alternative clothing provided and 1-2 days detention. **Third Offense:** Parent contacted for a change of clothes or alternative clothing provided; 2-3 days detention up to 1 day suspension.
Electronic Device (cell phone, ear buds, smart watch etc.)	In accordance with MI legislation (Senate Bill 495 & House Bill 4141), all personal electronic devices are prohibited during the instructional day. This includes cell phones, ear buds, smart watches etc.	**First Offense:** Confiscation; device returned to student after 24 hours have elapsed. **Second/Third Offense:** Confiscation; device returned to parent after 24 hours have elapsed. **Fourth/Repeated Offense:** Confiscation; Up to a 5-day suspension.

Insubordination and/or repeated persistent violation of building rules and regulations	The willful failure to respond or carry out a reasonable request by authorized school personnel.	Warning up to 3 days suspension.
Technology Misuse: Computer tampering	See Acceptable Use Policy. Unauthorized access, modification or destruction of files and/or network operating systems, computer hardware and/or electronic information.	**First Offense:** 3 days suspension; restitution; 5 school day suspension from system; police referral, if necessary; parent contact **Second Offense:** 5 days suspension; restitution; 10 school day suspension from system; police referral, if necessary; parent contact **Third Offense:** 10 days suspension; restitution; police referral, if necessary; parent contact
Technology Misuse	See Acceptable Use Policy. Unauthorized use, downloads or access to games, chat-rooms, e-mail, programs or files.	**First Offense:** 5 school days suspension from system and up to a 1 day suspension. **Second Offense:** 10 school day suspension from system and up to a 1 day suspension. **Third Offense:** 1-3 days suspension.

Controlled Substances

Offense	*Definition*	*ES*
Alcohol, controlled Substances and/or Drug Paraphernalia Use, Possession, or Distribution	The use, under the influence, possession, or distribution of alcohol in any school building, on school property, or at any school-related event	**First Offense:** Confiscation; suspension pending parent conference; referral to police, if necessary **Second Offense:** Confiscation; 1-3 days suspension; referral to police, if necessary
Drugs: Use, possession, or distribution of illegal drugs, including inhalants, steroids and other performing-enhancing substances	The use, under the influence, possession, or distribution of any illegal drug or controlled substances (as set forth in MCL 333.7212-7229); or possession or distribution of drug-related paraphernalia; any such "look alike" or counterfeit drug, or any other dangerous or misused drug unauthorized by a medical prescription from a physician in any school building, on school property, or at any school-related event.	1 day suspension up to expulsion; referral to police.
Tobacco Products or Paraphernalia (lighters, matches) Possession	The possession of tobacco products or paraphernalia on school property or at school functions. This includes e-cigarettes and "vaping" paraphernalia.	**First Offense:** Confiscation; 3-5 days detention up to 3 days suspension; parent conference; police referral. **Second Offense:** Confiscation; 3-5 days detention up to 5 days suspension; parent conference before return to school; police referral.

Tobacco use	The act of smoking or chewing tobacco products, including e-cigarettes, on school property or at school functions.	**First Offense:** Confiscation; 3-5 days detention up to 3 days suspension; parent conference; police referral. **Second Offense:** Confiscation; 3-5 days detention up to 5 days suspension; parent conference before return to school; police referral.