

2023 – 2024
KENT CITY
ELEMENTARY
HANDBOOK



Table of Contents

Contact Information	3
Principal Letter	4
Mission Statements	5
Elementary Schedule	6
Enrollment	7
Communication	8
School Procedures	10
School Records, Class Placement and Special Services	13
Student Services	14
Student Health	15
Attendance Information and Procedures	20
Truancy Laws, Policies and Procedures	22
School Safety	23
Student Conduct	34
Student Discipline	41
Parent and Family Involvement	46
Transportation	47
Food Service	49
District Information and Policies	50
Appendix A-Behavior Matrix	51
Appendix B-Behavior Types	52
Appendix C-Compliance Notices	53
Appendix D-Sample Acceptable Use Agreement	58
Appendix E-Sample Concussion Awareness Form	62
Appendix F-Bullying/Incident Report Form	65
Appendix G-Sample Title 1 Family-School Compact	66

KENT CITY ELEMENTARY SCHOOL CONTACT INFORMATION

www.kentcityschools.org

Elementary School Office

Elementary School Phone	(616) 678-4181
Attendance Line	(616) 678-7570
General Fax	(616) 678-7785
Records Fax	(616) 678-7786
Principal - Pam Thomas	
Assistant Principal - Will Lepech	

Special Education Office

Phone	(616) 678-4219
Fax	(616) 678-4135
Special Education Director - Eric VanTreese	

Central Administration Office

Phone	(616) 678-7714
Fax	(616) 678-4320
Superintendent - Bill Crane	

Bus Garage

Phone	(616) 678-7641
Fax	(616) 678-4168
Transportation Supervisor - Darcy Price	

ADMINISTRATIVE DISCRETION

The principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. The principal retains the right to apply consequences for student choices not specifically stated herein and to alter consequences, as he/she considers necessary.

Any questions or concerns about the student handbook can be directed to school administration.

WELCOME TO KENT CITY ELEMENTARY

Dear Kent City Elementary Families,

I am delighted to welcome you and your child(ren) to Kent City Elementary School! It is a great honor to serve as your children's principal. The staff at Kent City Elementary strives to ensure that your child(ren)'s experience at Kent City Elementary not only provides a strong foundation academically and socially, but is also memorable, rewarding and FUN!

Parents and families are an essential component to a child's success at school and therefore establishing a strong partnership with you is a priority. I invite you to read through and acquaint yourself with school policies, procedures and general information provided in this handbook. You will find information on the day to day operation of the school as well as support programs and resources that are offered. We appreciate you taking the time to read this and become familiar with its content. Our cooperative efforts will bring significant value to each child's school experience and contribute to the overall success of the entire school community.

The entire Kent City Elementary staff joins me in welcoming a new school year! Please feel free to contact me anytime at 616.678.4181 or pam.thomas@kentcityschools.org should you have any questions, suggestions or concerns. We look forward to an exciting year ahead!

Warmly,

Pam Thomas

Kent City Elementary Principal



KENT CITY
Community Schools

MISSION
We will provide a nurturing learning environment and educate ALL students to be lifelong learners.

VISION
All students will learn a rigorous curriculum through instructional excellence everyday.

VALUES

- QUALITY INTERACTIONS**
through collaboration, compassion, and honest communication.
- GROWTH MINDSET**
through high-expectations and risk-taking.
- CULTURE OF OPPORTUNITY**
through accessibility and belonging.

Kent City

SCHOOL MISSION STATEMENT

ELEMENTARY SCHEDULES

Daily Schedule	
Doors Open & Breakfast is Served	7:45 AM
School Day Begins	8:00 AM
School Day Ends	3:00 PM

Lunch/Recess Schedule	
Young Fives	9:20 – 9:35 AM & 10:45 – 11:15 AM
Kindergarten	9:40 AM – 9:55 AM & 11:00 AM – 11:30 AM
1 st Grade	2:10 PM– 2:25 PM & 11:35 AM -12:05 PM
2 nd Grade	10:00 – 10:15 AM & 12:10 -12:40 PM
3 rd Grade	12:20-12:50 PM & 2:30 – 2:45 PM
4 th Grade	11:10 AM - 11:40 PM & 1:30 – 1:45 PM
5 th Grade	11:45 AM -12:15 PM & 1:50 PM – 2:05 PM
Parks's Class	11:45 AM -12:15 PM & 1:45 PM – 2:00 PM

Exploratory Schedule (Art, Computer, Music, PE, STEM)	
Young Fives & Kindergarten	1:15-2:05 PM
1 st Grade	12:20-1:10 PM
2 nd Grade	2:10-3:00 PM
3 rd Grade & Parks's Class	10:55-11:45 AM
4 th Grade	10:00-10:50 AM
5 th Grade	9:05-9:55 AM

ENROLLMENT

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. Families residing outside of the Kent City Community Schools district boundaries may complete a Schools of Choice Application to be considered for enrollment. Online enrollment is available on the district website. questions and concerns should be directed to the district office.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Transferring Out of the District

Parents must notify the Principal about plans to transfer their child to a school in another district. School records will be transferred with a records request sent from the school where they are transferring. Transfers will be finalized only after the student has returned all school materials, and paid any fees or fines that are due. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

COMMUNICATION

Office Hours

The Kent City Elementary Office is open from 7:30 A.M. to 4:00 P.M. each school day. Calls for teachers should be made before, after school or during their planning time. During school hours, messages will be taken for teachers or forwarded to their voicemail. You are also encouraged to contact teachers and district personnel via the school website. Students are not permitted to use the telephone except for emergencies.

Newsletters

Newsletters are sent home regularly by the classroom teacher and can be sent electronically by request. Principals' newsletters are sent home and also posted on the district website at www.kentcityschools.org.

PowerSchool and SchoolMessenger

Parents have access to PowerSchool, a web-based student information system that allows parents to update student information and review student progress. The parent portal can be accessed through the school website. Please contact the school office if you need access or are having trouble logging into PowerSchool. Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more. Please verify your contact information in PowerSchool and send "Y" or "Yes" to 67587 to receive these short text messages.

School Website and Social Media Presence

The Kent City Community School website contains information specific to the school. The school web address is www.kentcityschools.org. Additionally the Kent City Community Schools website contains a wealth of information. You will find links to access the parent portal, each school's webpage, the district calendar, school board member information, enrollment procedures, system policies, curriculum and instruction, student support services and links to educational resources. In addition, your child's classroom teacher may also have a teacher website for you to reference.

Kent City Elementary does have a Facebook Page that is also updated regularly with school related information on student opportunities. Search for Kent City Elementary on Facebook and join by answering a few short questions to verify that you are a parent/guardian.

Report Cards/Grades

Report cards will be issued at the end of each semester and grades will be posted on Power School. Please review the school calendar for semester end dates and scheduled Parent-Teacher conferences.

Kent City Elementary has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are provided grades based upon test results, homework, projects, and classroom participation. If a student is not sure how they have been graded, the student and/or parent should ask the teacher.

The school uses the following grading system:

- 4 - Exceeding:** Consistently performing above grade level expectations.
- 3 - Meeting:** Consistently performing at grade level expectations.
- 2 - Approaching:** Progressing toward grade level expectations.
- 1 - Emerging:** Beginning to understand grade level expectations.

Assessing Student Achievement and Sharing Results

An important part of teaching and learning is assessment. At Kent City Elementary, we strive to give meaningful assessments that will be used to communicate educational progress and improve student achievement both for the individual student and the school as a whole. Many of these assessments/progress checks/tests occur on a daily basis in the classroom.

At key times during the school year, more formal assessments are given to guide and monitor student achievement. Two week testing windows are scheduled at the beginning, middle and end of the school year. Building level assessments given during these testing windows may include the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Growth Assessment and Acadience Benchmark Assessments to monitor student growth in the areas of Reading, Math and Science. These assessment results are shared on report cards and at parent/teacher conferences.

Additionally, the Michigan Department of Education has established annual student assessments to monitor student achievement. Once a year, students with limited English proficiency will take the WIDA Access for ELLs Assessment to monitor the language growth and all students in grades 3-5 will take the Michigan Student Test of Educational Progress (MSTEP). These assessments are mandated by the state of Michigan.

Parents and students should watch school and classroom communications for announced testing times.

Parent/Teacher Conferences

Scheduled parent/teacher conferences are held twice for all students during the school year. These conferences are held by appointment and you will be notified well in advance of your conference time. We hope you will make a special effort to attend, as a conference with your child's teacher is of great importance to all involved. The teaching staff welcomes the scheduling of an additional conference should you ever feel concerned about your child's progress in any area. Parent teacher conferences may take place over the phone or via video conferencing. Please contact your child's teacher if this is something that interests you.

Feedback, Questions, Suggestions, Concerns and Praise

Your feedback is essential to improving Kent City Elementary. Should you have any comments, questions, or concerns, please address them immediately. If you're not sure where to begin, please utilize this simple flowchart:

Classroom Teacher → Assistant Principal/Principal → Superintendent → Board of Education

SCHOOL PROCEDURES

Student Arrival

At Kent City Elementary School, learning begins at 8:00 AM. Students can arrive at school after 7:45 AM as supervision of students is not available before this time. It is not safe for them to be unattended and Kent City Community Schools are not responsible for their well-being prior to 7:45 AM. When students arrive, they are welcome to enjoy free breakfast in their classroom. Students should not loiter in the halls or outside the building. For school safety, parents and visitors are not allowed into the building without entering through the main office and signing in.

Student Dismissal

Dismissing the students at the end of the school day is a multi-step process that takes place at 3:00 PM. Students will be dismissed to a bus or approved parent/guardian by their teacher for safety reasons. For school safety, parents and visitors are only allowed to enter the building through the main office at dismissal. Students whose parents have planned to pick them up at the parent pick up line should wait there for their child(ren) to be dismissed from the building. Parents must remain in their vehicles while in the single file pickup line. Students who walk to school must leave the school campus promptly and use the designated crosswalks to proceed home. All students must be picked up on time at the end of the school day. Parents should arrive no later than 3:00 PM for student pick-up. Parents who pick their students up past 3:15 will be monitored. On the third occasion, parents will be contacted to discuss a different plan. If an emergency arises, please notify the office prior to 1:00 PM if possible.

Parent Drop-Off and Pick-Up Lane

To improve safety and efficiency during arrival and dismissal, students in grades 1-5 may be dropped off and picked up using the drop-off and pick-up lane along the 17 mile side of the building. Please remember that drivers MUST remain in their vehicle. Private vehicles are not to park in the pick-up lane between 2:30-3:15 PM. Students may not be left unattended prior to 7:45 AM. After 3:10 PM, parents will need to report to the front office to pick-up students from the main office.

Preschool students, kindergarten students, and their siblings can be dropped off at the main entrance beginning at 7:45 AM. Pick up for kindergarten students and their families takes place in the west lot. When picking up a preschool student at dismissal, those students with a sibling in grades 1-5 will accompany them to the pick up lane on the 17 mile side of the building. Those preschool students with a kindergarten sibling or who attend KCE without a sibling should be picked up in the west lot.

Parking

Parking at Kent City Elementary can be a challenge due to the limited number of parking spaces available. When parking, please remember that the main entrance for Kent City Elementary is located on the north side of the building along College Street. All doors into and out of the building will remain locked throughout the school day and the ONLY access in and out of the building is through the entrance at the main office. When coming into the building, please use the parking lot or parking spaces along the College Street side of the building. Please refrain from leaving cars unattended unless you are parked in a designated parking spot. Only use the handicap parking spots if you have the proper plate or placard. First through Fifth Grade student drop-off and pick-up line on the south side of the building will be in use from 7:45 AM to 8:00 AM and from 2:50 PM to 3:15 PM. Families with children in kindergarten or young fives should drop students off at the main entrance drop off line between 7:45 AM and 8:00 AM and pick them up in the west lot on Main Street from 2:50 – 3:10 PM. Parking or leaving vehicles unattended along the curbside or parking lots during these times presents not only a safety concern, but is highly inconvenient for others using the lines properly. Thank you for your cooperation.

Parents and Visitors

In order to ensure the safety of students, we must account for the presence of ALL persons in the building and on the school grounds. ALL parents and visitors **MUST** enter the building through the main office. **Visitor approval to enter the building MUST report to the front office to receive a visitor ID and sign in. Before exiting the building, please return to the office to sign-out and return your visitor ID.**

When planning to visit, please contact your child's teacher to make them aware of the visit and arrange an appointment with your child's teacher if necessary. Due to safety concerns, we ask that visitors do not visit the playground during recess times unless they have signed in at the office. This includes visiting students at the playground fences.

In the event that there is an emergency, it is important to have accurate accounting of who is in the building. Therefore, student visitors are not allowed during the regular school day unless prearranged with school administration.

Student Sign In and Sign Out From 8:00 AM – 3:00 PM

A parent/guardian/adult is required to come to the main entrance to sign in and sign out students between 8:00 AM and 3:00 PM.

If your child is arriving at school after 8:00AM for any reason, parents/guardians should park and walk the child to the main office door to sign them in.

When it becomes necessary for a student to be dismissed prior to the dismissal time, please send a note to the teacher explaining the circumstances. Please make all dismissal arrangements with your child before the school day. On the rare occasion that it becomes necessary to change dismissal arrangements during the school day, please contact the office prior to 1:00 P.M.

When the time arrives to pick them up, please call the office upon arrival to let office staff know you have arrived. We will save you time and call the classroom to request that your child come to the office and meet you at the entrance. Please park and come to the entrance to sign your child(ren) out before leaving. No student will be allowed to leave school prior to dismissal time without being signed out at the main office by a custodial parent/guardian or other individual approved by the parent/guardian on the Power School Parent Portal.

Lost and Found

Lost and found areas are located in the lower atrium near the main office. Encourage students to check the lost and found areas frequently for missing items. In addition, contact your child's teacher to have them look for specific lost items. Unclaimed items will be donated at various times of the year. These times will be specified in the school newsletter.

Money and Other Valuables Brought to School

When money is sent to school for any reason, it is recommended that:

1. The money should be placed in a sealed envelope.
2. The child's name, date, teacher's name, amount of money enclosed and the purpose for the money should be written on the envelope

We discourage parents from allowing children to bring large amounts of money to school. A large amount of money or unusual items of value brought to school by the students is normally questioned by members of the staff. In most cases, we will call or contact home in this instance. Kent City Elementary cannot be responsible for any lost and damaged items.

Hallways

To ensure that hallway noise will not disrupt classroom instruction during school hours, students and visitors are asked to please remain silent (zero talon noise level) as they travel throughout the hallways and use restrooms at Kent City Elementary.

School Pictures

In the fall, all students will be photographed for school records. A variety of picture packages and school yearbooks will be available for purchase. Watch school newsletters and communications for specific dates and details

Field Trips

To participate in field trips, students must have a universal field trip permission form signed by their parent/guardian on file. This form was signed at the beginning of this year as well and specific information will be provided before each trip should our policy changes with new health guidelines. Students are expected to ride the bus to and from field trips, as it is important for teachers to have their students traveling together in one group. In an effort to make this special for the child attending, please refrain from bringing siblings on field trips.

Celebrating Birthdays

For birthday treats, healthy food choices and non-food options are encouraged. Teachers will communicate information regarding the presence of any students with food allergies within the classroom. Please contact the teacher first before sending any treats to school. Treats should be store purchased and not homemade.

As an alternative to the popular custom of sending treats, we have a Birthday Book Program. This provides you and your child with a long lasting way to establish recognition of your child's birthday. Rather than sending a treat you may donate a book of your child's choosing. Your child will be given recognition of this inside the book. This donated book benefits all students both now and in the future because it increases our classroom library book supply!

Animals and Pets

Students may not bring animals to school with the exception of those for the purpose of assisting students with special needs. Prior arrangement with both the teacher and building administrator must be made before an adult may bring in an animal for educational purposes only. All animals must be properly caged, leashed and safe for others to be around.

Use of School District Facilities

Permission for the use of a school facility and equipment must be obtained from the elementary school office by completing a facilities use form and getting it approved by school administration. Fees may be assessed per school board policy. The school district's daily educational programs shall always have priority when granting permission for use.

School Crossing Guards

A trained crossing guard will be present fifteen (15) minutes before and after the opening and closing of school to assist students in crossing at key crosswalks to ensure safe travel. Students who live in the village of Kent City and are south of Muskegon Street are asked to utilize the school crosswalk found at the four-way stop at Muskegon St. and Main St. Students living south of the railroad tracks who are in Young Fives through 3rd grade may ride the bus from the trailer park bus stop. Crossing guards are also in place along Main St. at Second St. to facilitate east/ west pedestrian traffic and at the College St and East St. intersection to facilitate north/south pedestrian traffic. Students are expected to follow the directions of the guards. Failure to do so will result in notification of the parent/guardian and disciplinary action if not corrected.

Bicycles

Students who walk to school may ride bicycles if they can do so safely. Please discuss the need to follow bicycle safety rules when riding to and from school. The school cannot assume responsibility for loss or damage to bicycles if student choose to take them to school. All students are expected to:

1. Walk their bicycles across streets at designated crosswalks.
2. Follow directions of the school crossing guards.
3. Walk bicycles in designated areas.
4. Provide a lock for their bicycle.
5. Wear a bike helmet.

SCHOOL RECORDS, CLASS PLACEMENT, AND SPECIAL SERVICES

Records and Student Privacy

As an educational institution, Kent City Elementary School maintains an educational record, CA-60, for each student enrolled. Student privacy is a priority and the FERPA guidelines apply to student records and rights.

In compliance with Federal regulations, the Kent City Community School District has established the following guidelines concerning student records:

- Each student's records will be kept in a confidential file located at the student's school office.
- The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years or older), and those designated by Federal law or district regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with district officials or file a complaint with the Superintendent.

For more information about policies, procedures and guidelines pertaining to the maintenance and review of student records, please see the District Notices and Information section of this handbook.

Contact Information/Address Change

Please notify the school immediately if there is a change in your address, telephone number, email address, child care placement, or emergency contact. This information is very important in the event your child becomes ill or injured and contact with you is required. Please contact the school office to make changes.

If a move means your child will be enrolling elsewhere, please notify both your child's teacher and the school office of your new address, the school your child will be attending and date of departure so records can be accurate and forwarded to the new school.

Custody and Legal Documentation

If one parent has been awarded custody of a child and the non-custodial parent has custodial limitations, a copy of the custodial order must be provided to the school. If a child is not to be dismissed to the care of any other adults, specific written information must be provided for the school. Please provide all legal documents and court findings related to education, the school setting and custody promptly.

Parent Input Forms and Class Placement

Should you wish to request that your child be placed in a particular learning environment for the upcoming year, you may make such a request through the main office using a Student Placement Parent Input Form. Your request and rationale for it will be taken into consideration along with other factors such as teacher input, heterogeneous groupings and class sizes when making the final placement for your child. Requests naming a specific teacher will be returned for the parent/guardian to be redone without a teacher name. All requests must be made in the spring of each school year as placements are finalized early in the summer. The dates that input forms are available and due will be posted and communicated following spring break.

Class Placement and Open House Information

Students will receive a mailing from Kent City Elementary during the month of August welcoming them to the new school year and including their class placement, open house information, a letter from their teacher and a school supply list. Class lists will NOT be posted or provided according to student privacy regulations.

STUDENT SERVICES AT KCE

Homeless Children and Youth

Kent City Community Schools adhere to the rules and regulations of the McKinney-Vento Homeless Assistance Act ensuring educational rights and protections for children and youth experiencing homelessness. The Kent City Community Schools homeless liaison will ensure that qualifying students have access to the same programs and services as students who are not homeless. Please contact the school office to refer students who may be homeless or ask questions about programs or services. See additional information in the district information and policies section.

English as a Second Language, Immigrant and Migrant Services

Kent City Community Schools identifies students whose home language is not English and/or live a migratory lifestyle to offer English language development and supports. Students/families complete a home language survey as part of the enrollment process. Information from this survey is used to begin a process to determine if the student is eligible to receive English language services. Please fill out the home language survey found in the enrollment packet accurately to ensure that your child receives appropriate services. Please contact the school office or the migrant family liaison for more information or ask questions about English language services. See additional information in the district information and policies section.

Academic Intervention and Support

It is our goal at Kent City Elementary to provide your child with the supports and experiences each day that help them learn and develop academically as expected. Being a unique individual, your child may need additional time and support to master an academic concept or skill. To provide for these academic needs, Kent City Elementary has a thorough process for assessing your child, providing appropriate academic interventions and monitoring progress toward attaining the needed concepts or skills to be successful. Academic intervention is most successful when we can partner with you and work together. Talk with your child's teacher to find more information about specific intervention needs services. If needed, you may also contact the school office for more information about the academic intervention process and programs.

Behavior and Social Emotional Support

At Kent City Elementary, we believe that our ultimate goal is to help each child grow to become the best version of him or herself. Each day, students experience lessons that grow both their mind and their heart. They engage in character building and community strengthening experiences. Understanding that each child has different behavioral and social needs, your child may need additional support learning and maintaining behaviors of successful learners or growing positive peer relationships. When additional supports are needed, parents can partner with Kent City Elementary staff, including your child's teacher, the general education social worker, and school administration, to coordinate efforts toward improvement. Talk with your child's teacher to find more information about behavior needs and support options. If additional information is needed, you may also contact the school office for more information.

KIDS Team (Kids + Ideas + Determination = Success)

The Kent City Elementary KIDS Team is a collaborative group of Kent City Elementary staff (Teachers, special educators, general education social worker, school administration) that meets regularly to understand the challenges holding back individual students from being more successful and works to find pathways for them to achieve at higher levels. Students are identified by their teachers and brought to the KIDS Team through a nomination process. During the child study process, student, family and school information is gathered and reviewed. Goals are determined and an improvement plan is determined that is monitored by an assigned case manager from the team. Throughout the process, parents and families play a key role. Talk with your child's teacher to find more information about the specific needs of your child. If additional information is needed, you may also contact the school office for more information.

Special Education and Section 504 Plans

Depending on the level to which a student's school success is affected and participation limited, it may become necessary to determine if a child qualifies for a 504 plan or may be eligible to receive special education services as outlined in an individualized education plan (IEP). These plans and services are provided and reviewed annually in accordance with federal guidelines. Talk with your child's teacher to find more information about your child's specific needs and level of achievement. If additional information is needed, you may also contact the school office or Director of Special Education for more information.

STUDENT HEALTH

It is our goal at Kent City Elementary to provide your children with a safe and healthy environment in which to learn. At the start of each school year, parents are required to complete updated health information noting any current health conditions or concerns and medications being taken. Up to date medical information is critical in emergency situations. Please notify the school office as soon as possible to update any medication or health changes throughout the year. This information will be kept confidential and shared on a need to know basis to help care for your child's medical needs while at school. Please contact the school nurse at (616) 678-4181 with additional health questions and concerns.

Health Services

In compliance with law, the Board of Education may require students to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. determine that the learning potential of each child is not lessened by a remediable, physical disability.

The District shall specify the need for services which may include, but not be limited to:

- A. student physical examinations;
- B. athlete physical examinations;
- C. dental examinations;
- D. tests for communicable disease;
- E. vision screening;
- F. audiometric screening;
- G. scoliosis test;

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

Immunization

The Board of Education believes that immunization is one of the most cost-effective measures to protect children from vaccine- preventable diseases. Accordingly, the Board requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the Department of Health and Human Services (DHHS) regulations. The school district is responsible for keeping current health records for all students. In accordance with state health regulations, all students must be immunized from communicable diseases.

Students must meet the immunization requirements set by the State for attendance at school in order to enroll or attend.

- Diphtheria, Pertussis - 4 doses (Must have 1 dose within last 10 years)
- Tetanus - 1 dose every 5 years
- Polio - 3 doses
- Measles, Mumps, Rubella - 2 doses
- Hepatitis B - 3 doses
- Varicella (Chickenpox) - 2 doses for everyone kindergarten and up
- Meningococcal - everyone 11 years and older

Proof of immunizations must be provided at the time of registration and kept up-to-date. Please provide a copy of your child's vaccinations to the school office.

Getting your children immunized is an important way to protect their health. Please make sure your child receives regular checkups and needed vaccinations at your doctor's office or local health clinic. Keep a record of your child's vaccinations. If you wish to waive your child's immunizations, a waiver form is available in the school office.

Illness and Injury

Parents should keep children home when they show symptoms of illness. Sometimes it can be difficult figuring out if your child is ill and contagious enough to be kept home or if they are well enough to be sent to school. Here is a quick checklist to help you make this sometimes difficult decision. Please keep your child home from school if they have any of the following symptoms:

- Fever 100 degrees or higher
- Severe headache or stomach ache
- Vomiting or diarrhea
- Severe sore throat

Please remember that our school policy is that your child must be fever free without any fever reducing medication for 24 hours before they may return to school. **Please provide a doctor's note when your child is out of school for 3 consecutive days or more due to illness.**

If symptoms occur while in school, parents/guardians, or emergency contacts will be called to arrange for the child to be taken home.

In the event of an accident at school, every effort will be made to notify the parent of an injured child. If medical attention is required and parents or other emergency contacts cannot be reached, 911 may be called. (Information on the emergency forms will be used for this procedure). If student injury occurs at home that will impact their school day, contact the school so accommodations can be considered to keep them learning.

Communicable Diseases

Communicable disease control is an integral part of our school health services. The school follows current public health practices, rules, and regulations governing control and prevention of communicable diseases. If your child has or is recovering from a communicable disease such as a cold, chickenpox, head lice, pink eye, strep infection, etc., please check with your doctor and the school nurse concerning how soon your child may return to school.

Below are general guidelines for the return to school following some of the more common communicable diseases. Please be aware that these guidelines may be more restrictive than the recommendations of your private physician. These guidelines have been developed in conjunction with information provided by the Health Department to reduce the spread of communicable diseases. If you have any questions about any of the guidelines, please call the office.

- Conjunctivitis (pink eye): Students may return 24 hours after doctor's treatment.
- Fifth Disease: Exclusion not necessary unless the student has a fever or other symptoms besides the rash.
- Impetigo: Students may return to school when under treatment and if the sores are not draining and are covered.
- Scabies: Students may return to school following the completion of the treatment.
- Strep Throat: Students may return to school when they have been on their antibiotic for 24 hours.

Head Lice is also a communicable disease. We follow a recommended policy from the Michigan Department of Health which is designed to keep head lice cases at a minimum. Our school has a "nit-free" policy regarding head lice. Periodically throughout the year, the entire student body will be checked for nits and lice. If a student has been found to have lice or nits at any time, the parent or guardian will be contacted to come and take them home for treatment. Treatment removing both live lice and eggs or nits from the hair must occur before the student returns to school. The student must be brought back to the school office by a parent or other adult when returning. A trained school employee will check the student to make sure he/she is free of nits before allowing them to return to the classroom. Children with repeat occurrences of lice will be handled on a case by case basis by the building administration.

Medication at School

If it becomes necessary for a student to take medication at school, arrangements must be made with the office. **Children are not permitted to keep medication of any kind in their possession, in their lunch boxes, or in their desk and/or lockers. All medication will be located in a locked storage cabinet be dispensed from the office. Parents must have a completed Treatment/Medication Consent form on file (see below).**

CONSENT NEEDED TO TREAT AND MEDICATE

If your child needs medication during school hours, please fill out a "Treatment/Medication Consent Form." Provide the Consent Form to your health care provider to review and sign as indicated. Provide parental signature and return it to office along with the properly labeled medication. These forms are available at the school office and must be completed by both a parent and physician prior to administering the medication each year.

MEDICATION LABELING AND HANDLING REQUIREMENTS

Medication **MUST** be in a labeled container as prepared by a pharmacy or physician with the student's name, the name of the medication, dosage, and the frequency of administration. Any non-prescribed (over-the-counter) medications will be accepted in original containers only. No changes to medication dosage or time of administration of medications will be made except by instructions from a physician.

All medication, both prescription and non-prescription (over-the counter), must be kept in the office. Students are not to carry any medication on themselves. **Exceptions can be made for emergency medications such as asthma inhalers and EpiPens for severe allergic reactions. Special written permission must be given by parents/guardians and the Doctor, followed by approval by administration for students to carry their emergency medications on themselves and self-medicate. This permission will be kept on record by the school.**

Labeled containers will be kept until the end of the school year. Medications (prescribed and over-the-counter) left over at the end of the school year, or after a student has left the district, should be picked up by the parent/guardian. If this is not done, school personnel will dispose of the medication and record the disposal of the medication on the medication log. This procedure will be witnessed and initialed by a second adult.

No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Discipline Code/Code of Conduct.

ADMINISTRATION OF TREATMENT/MEDICATION

The building administrator will designate an individual(s) responsible for administering medications to students. Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the pupil.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications. Note: the policy and procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary.

A building administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.

Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the student's parent/guardian immediately.

Any errors made in the administration of medications shall be reported to the building administrator immediately and a written report completed and entered into the student's school record. The building administrator is responsible for reporting the medication error to the student's parent/ guardian immediately.

When it is necessary for a student to have medication administered while on a school sponsored field trip or off-site activity, the individual designated to administer medication must follow all of the above guidelines.

EPINEPHRINE AUTO-INJECTORS

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

Commencing with the 2014-15 school year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the principal to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The principal shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify the student's parent/guardian.

All Epi-Pen injections by District employees to students shall be reported in writing to the Superintendent. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Superintendent shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

Student Injury at School

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

The Superintendent may provide for an in-service program on first aid and CPR procedures.

Regardless of the seriousness of any accident, the administrator in charge must submit an accident report to the Superintendent.

If a child becomes injured while at school, parents (or emergency contacts) will be called to arrange for the child to be taken home if appropriate. If medical attention is required and parents or other emergency contacts cannot be reached, 911 may be called. A student's health and medication information forms will be provided to emergency personnel. Minor bruises, bumps, skinned knees and elbows will be taken care of by trained office personnel. Please note that the school will not administer any medication without a doctor's written consent.

Concussions

A concussion is a brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity. Michigan's sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program. You can find this information in Appendix E of this handbook.

Homebound Instruction

Kent City Community Schools shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by school administration. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program. Please provide documentation when requesting possible homebound instruction.

ATTENDANCE INFORMATION AND PROCEDURES

Regular School Attendance

Your child's regular attendance at school is one of the most important factors contributing to successful achievement. Parents are the biggest influence in regard to a child's attendance at school. Please support and encourage your child's consistent and daily attendance.

The school day begins at 8:00 AM and ends at 3:00 PM. Students should not arrive at school before 7:45 A.M., as supervision will not be provided prior to this time. Students start their school day by reporting to their assigned classroom. Free breakfast is offered when they arrive. After 8:00 AM, parents/guardians **MUST** accompany students to the office to sign in.

Students who are not riding the bus at dismissal should be picked up promptly at 3:00 P.M. Supervision is not provided after this time.

Notify School of Absences

If your child is going to be absent or late to school, please call the attendance line at 616-678-7570 office prior to 10:00 A.M. to notify the school office of the reason for the absence or tardiness. You may leave a message with this information. If a phone call has not been received and your child is reported absent by their classroom teacher, you will receive an automated call requesting a return phone call. If you cannot be reached, your child's emergency contact will be called. Verification of your child's location is of the utmost importance to ensure the safety of our students. In order to assist with this process, please be sure to consistently update your contact information and the information of your child's emergency contacts with the school office. If the parent fails to notify the school of a student's absence within 24 hours following the absence, *THE STUDENT WILL BE MARKED UNEXCUSED.*

Excused Absences

Reasons for excused absences may include but are not limited to:

- A. Illness. Parent/Guardian must call the elementary attendance line at (616) 678 - 7570 school or provide a written excuse to have days excused due to illness within 24 hours.

While regular attendance is expected, please do not send your child to school or on the bus if he/she has any of the following symptoms:

- Fever 100 degrees or higher
- Severe headache or stomach ache
- Vomiting or diarrhea
- Severe sore throat

Your child may return to school when he/she is fever and/or symptom free. Any communicable condition, such as head lice or strep throat, must be reported to the school. (See Illness Policy)

- B. Court appearance whereby the student must be in court.
C. Death in the immediate family and situations when a student must attend at a funeral.
D. Confidential matters arranged through the office.

MAKING UP ASSIGNMENTS: It is the responsibility of the student/parent to meet with their child's teacher regarding missed assignments the day following an absence. As a general rule, students will be allowed: one day to make-up work for each day missed. Example: A student missed Monday and Tuesday, he/she will have two days to complete work assignments due by class time Thursday.

Unexcused Absences

Allowing your child to stay home for unexcused absences sends a message that education and learning is not a priority. For extended absences of more than three days, a doctor's note may be requested. A good rule to follow is: if your child is well enough to play outdoors and take part in normal activities, he/she is well enough to come to school.

Attendance records are continually reviewed by school personnel and administration to determine patterns of frequent excused and/or unexcused absences. Parents may then be contacted in order to provide students and families support to improve school attendance and/or develop an attendance improvement plan. If improved attendance is not achieved, the school is required to refer the matter to the county truancy officer.

Tardiness

It is important that your child comes to school on time. It is difficult to regain the instruction that is lost when a child is late for school. Please note that even a few minutes of lost instructional time will impact your child's day and his/her academic progress. A student who arrives at school after 8:00 AM will be considered tardy. School doors will lock and a parents/guardian must accompany the student(s) to the office and sign them in. They will then receive a pass to proceed to class. Frequent tardiness will be reviewed by the administration and parents will be contacted in order to provide support in improving the arrival tardiness. If improvement is not achieved, the school is required to refer the matter to the county truancy officer.

Students are expected to be in the class of their materials when instruction begins. Disciplinary action will be taken for students who choose to skip class while at school.

Release of Students During the School Day

For students to leave school before the time of dismissal, they will be released through the KCE office only. Teachers and playground supervisors may not release students without knowledge and approval of the school office. If someone other than a legal guardian is to pick up your child, we ask that you call the office or send a note with the child.

Parents/Guardians must come to the school office, sign the student out and then the student will be called to the office. This policy is designed for the safety of each of the students and convenience of parents.

Extended Planned Absence or Family Vacation

While extended absences are not encouraged during scheduled school days, a Planned Absence Form is available in the office and be completed with signatures from both the teacher and building administration at least 2 weeks prior to leaving. Each child needs their own form. It will be the responsibility of the parents and the student to keep up with daily work during any absences and complete all missed assignments upon returning to school. Please be aware that extended absences directly impact a child's educational progress and still count toward truancy procedures. The school attendance policy will still apply.

TRUANCY LAWS, POLICIES AND PROCEDURES

School Attendance Policy

Regular attendance at school is vitally important to each student as it directly affects his/her progress academically and his/her development of attitudes and habits for later life. Studies of student progress in school show a high correlation between attendance and success or absence and failure. Employers and institutions of higher education request attendance records as part of student application data and weigh such records heavily in their decisions.

The Board of Education as an agency of the State is required to enforce regular attendance of students. Regular attendance is considered part of the responsibility expected by the school of the students and families. When poor school attendance becomes an issue, you will receive notification according to the following policy. KCE staff and administration seek to work with the student and their family to eliminate such behavior. See the District Information and Policies.

Kent City Elementary Attendance Policy

5 Total Absences	First notice sent home informing parents of absences and attendance policy
7 Total Absences	School Social Worker may make a phone call to the family to discuss impact on student achievement and better understand circumstances.
10 Total Absences	Second notice sent home requesting family meet with SSW to develop an Attendance Improvement Plan
13 Total Absences	Third notice sent home requesting family to contact building administration immediately
14+ Total Absences	If attendance has not improved, fourth notice may be sent home stating a truancy referral was made

The final decision to report for truancy is up to building administration.
Chronic tardiness and all extenuating circumstances will be handled on an individual basis.

SCHOOL SAFETY

Student Responsibilities

- **Encourage Seeking Help:** Listen to your friends if they share troubling feelings or thoughts. Encourage them to get help from a trusted adult – such as a school psychologist, counselor, teacher, faith community, or other professionals. If you are very concerned, seek help for them and share the concerns with your parents.
- **Be a Positive Role Model:** Take personal responsibility by reacting to anger without physically or verbally harming others.
- **Understand and Respect Differences:** Participate in activities that promote student understanding of differences and that respect the rights of all others.
- **Lead by Example:** Know the school code of conduct and model responsible behavior. Avoid being part of a crowd if a fight were to break out. Refrain from and discourage peers from teasing, bullying, and intimidating other students.
- **Communicate with School Personnel:** Report (confidentially to a teacher, counselor, or the principal) incidents of threats, intimidation, weapon possession, drug selling or use, gang activity, and vandalism.

Sign In and Sign Out

From 7:45 – 8:00 AM and 3:00 – 3:10 PM, students may enter or exit the building from designated entrances. ALL non-students must enter the building through the main office.

During the school day from 8:00 AM–3:00 PM all persons entering the building MUST sign in at the office. Students will receive a pass to class and parents, guardians, volunteers or visitors that wish to proceed into the building MUST be cleared by office personnel/administration, obtain a visitor ID and wear it at ALL times while in the building.

Prior to leaving, parents, guardians, volunteers or visitors MUST return to the main office to sign out and return their visitor ID. Students MUST also sign out in the main office prior to leaving during the school day.

School Emergency Protocol

Fire: If there is a fire in the building or on the premises that requires the evacuation of the school building, the fire alarm will be sounded. When students and staff hear the fire alarm they should hold in place until instructed by the office to evacuate and then everyone should promptly and calmly use the fire escape route (if circumstances allow) detailed on the map posted by each door to exit the building. Once at a safe distance from the building, students should assist teachers/school personnel in accounting for every student by cooperating with staff and listening to instructions given.

Tornado Watches: All students remain in school until regular dismissal. Parents may pick up their own children. Parents may not pick up children other than their own, unless written permission is on file at school. If the watch extends past the end of the day, athletic activities immediately after school may be canceled (depending on expiration time of warning and forecast); if events are canceled all students who normally make use of school transportation will be transported home.

Tornado Warnings: During school hours students go to a designated area with teachers and remain until the warning is lifted. After-school bussing will be delayed until the warning ends. During after-school activities, club sponsors and coaches seek safest shelter and remain until warning is lifted.

Lockdown (Locks, Lights, Out of Sight): In the event a life-threatening act of violence takes place or is perceived to be imminent in or on any school campus, students will immediately be notified by a PA announcement of “Lockdown”. All outside and inside doors should be locked and students should follow the procedures below.

When students hear the “Lockdown” announcement they should:

1. If time permits, promptly and calmly go to the nearest attended room or assigned classroom; do not loiter or engage in any other activity.
2. Listen and obey the teacher or school employee in their room at all times. Remain quiet and stay out of sight from any windows.
3. Once in a secured room, do not leave for any reason until you are directed.

Hold (In Your Classroom): A Hold can be used when there is an external threat that presents a need for heightened awareness and security, but does not provide imminent danger to the school community. A Hold can also be called for a medical emergency to protect the privacy of those with medical needs. Finally a Hold may be called to perform locker searches, employ a K-9 unit, or for any other reason Administration deems necessary. “Hold – In Your Classroom” will be announced by PA. Again, all outside and inside doors will immediately be locked and students should follow the procedures below.

When students hear the “Hold – In your Classroom” announcement they should:

1. Promptly and calmly go to their assigned classroom; do not loiter or engage in any other activity.
2. Listen and obey the teacher or school employee in their room at all times.
3. Once in a secured room, students are not to leave for any reason until directed to do so.
4. Do not leave the school building.
5. Listen for additional instructions and continue with learning.

Fire, Severe Weather, Lockdown Drills: Safety drills are a necessary precaution for the student’s safety. Practice should be done with seriousness and caution. Drills may be conducted without notification. Students should move quickly without running and go where directed by school personnel.

SCHOOL CLOSINGS AND DELAYS

The superintendent or designee will decide school closings and/or delays. Such changes in regular hours or days will be made in consideration of the health and safety of students and staff. Closing or delay announcements can be heard on local radio and/or seen on television stations and the internet.

Security Cameras

Security cameras are in place throughout the school building and buses for school safety.

Drug Free Schools

The Kent City Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school and community. The school district strives to use education as the primary means to prevent use of illegal and illicit drugs. Social skills, resisting peer pressure, recognizing messages that promote the use of drugs, expressing thoughts and feelings, benefits of proper diet and exercise, and learning how the human body functions are part of the curriculum offered to all students.

Prevention Measures & Monitoring Procedures:

Although education is the preferred means of prevention, the administration recognizes that education alone may not prevent the use and/or possession of drugs by some students. Therefore, the district administration with approval of the Superintendent and School Board may use other deterrents including:

1. Law enforcement.
2. Unannounced inspection of lockers and parking lots by school officials.
3. Locker and parking lot inspections by canine teams.

Drugs Defined:

For the purpose of school policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by Michigan statute;
2. All chemicals which release toxic vapors
3. All alcoholic beverages
4. All tobacco products and e-cigarettes/vapes
5. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to board policy;
6. Anabolic steroids;
7. "Look-alike drugs";
8. Any other illegal substances designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of a drug or "look-alike" drug at any time on district property or at any district-related event.

USE OF TOBACCO BY STUDENTS

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

For purposes of this policy,

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.
- B. "use of a tobacco product" means any of the following:
 - a. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
 - b. the inhaling or chewing of a tobacco product
 - c. the placing of a tobacco product within a person's mouth
 - d. and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, any school-related event, and on or off Board premises.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Notification

"No Tobacco" signs will be posted throughout the District. Students will be provided notice of this policy through student handbooks.

Educational Programming

Tobacco-use prevention education shall be coordinated with the other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board. Students subject to such action may also be referred for smoking cessation treatment, support, and education services.

Weapon-Free School Zone

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved;
- C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings.

SCHOOL CODE 1311 (Weapons, Arson, Rape)

SC (2) Subject to subsection (3) and section 1310d, if a pupil possesses in a weapon free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board as described in subsection (1) on behalf of the school board, shall expel the pupil from the school district permanently, subject to possible reinstatement under subsection (6). However, a school board is not required to expel a pupil for possessing a weapon if the pupil establishes in a clear and convincing manner at least 1 of the following:

- A. The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
 - B. The weapon was not knowingly possessed by the pupil.
 - C. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
 - D. The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.
3. There is a rebuttable presumption that expulsion under subsection (2) for possession of a weapon is not justified if both of the following are met:
- A. The school board or its designee determines in writing that at least 1 of the factors listed in subsection (2)(a) to (d) has been established in a clear and convincing manner.
 - B. The pupil has no history of suspension or expulsion.

Anti-Harassment

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation, and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.

- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Bullying

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

We are committed to providing a caring, friendly, and safe environment for all students so they can work and learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated at any of our schools. Any student found to be bullying another student is subject to prompt disciplinary action. If bullying occurs, all students and parents should immediately report the incident to a staff member.

Why is it important to report and respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Respectful behavior choices will be reinforced with students who engage in bullying behaviors.

Bullying vs. Mean/Rude Behavior

When someone says or does something intentionally or unintentionally hurtful ONCE, that's RUDE and MEAN. It is not bullying when two peers with no perceived power imbalance fight, have an argument, or disagree. Conflict resolution or mediation is appropriate for these situations.

When someone does something intentionally hurtful and/or mean that is repeated and involves an imbalance of power, that's BULLYING. Bullying is a form of harassment that can happen to anyone but may be based on race, gender, height, weight, religion, ethnicity, sexual orientation, gender identity, gender expression, familial status, disability or medical condition.

Examples of bullying may include but is not limited to the following:

- Physical- may include hitting, kicking, spitting, punching, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding a student's movement, or making unwelcome physical contact
- Emotional/Psychological- may include spreading rumors, manipulating social relationships, coercing, engaging in social exclusion/shunning, or intimidating
- Verbal- may include taunting, teasing, insulting, name calling, or making threats
- Cyber/Electronic- may involve the inappropriate use of information or communication technologies such as emails, cell phones, text messages, instant messages, Twitter, Facebook, Instagram, defamatory personal websites, or defamatory online polling websites

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to school staff member either verbally or in written form. Students may fill out a Bullying/Incident Report form found in the appendix of this document, on the school website, or in the school office. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy **5517** - Anti-Harassment.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Preparedness for Toxic and Asbestos Hazards

Kent City Elementary is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Kent City Community School's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the district offices upon request.

STUDENT CONDUCT

District Guidelines and Expectations

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools and on school vehicles.

Discipline on District vehicles shall be the responsibility of the driver on regular bus runs. When District vehicles are used for field trips and other District activities, however, the teacher, coach, or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the Superintendent may suspend the transportation privileges of the student providing such suspension conforms with due-process.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

DISORDERLY CONDUCT

It is the purpose of the Board of Education, acting within the intent and letter of the laws of this State, to provide instruction for students at public expense. Any act of any person(s) to interfere with or to thwart that purpose is unlawful or is in violation of Board policy. Therefore, actions by a student(s) to interfere materially or substantially with the operations of the School District by defacing or destroying school property, by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines are illegal. Students who engage in such activities may be punished to the full extent of the law and Board policies and District administrative guidelines promulgated thereunder.

For the purposes of this policy, the term "disorderly conduct" shall mean any unlawful student assemblage; or group act of violence, disruption, vandalism, or building seizure; or interference with the functioning of school personnel or any student or group of students.

CARE OF SCHOOL PROPERTY

Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including school property. Each student should realize that vandalism to school property is costly to repair.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of school materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students over eighteen (18) years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District equipment, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings and reserves the right to withhold a report card or credits from any student whose payment of such fine is in arrears.

The Board may report to the appropriate juvenile authorities any student whose damage of District property has been serious or chronic in nature.

STUDENT RIGHTS OF EXPRESSION

The school and district recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display non-sponsored, non-commercial written material and petitions such as buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials at appropriate times. All items must meet the following school guidelines:

A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar
2. advertises any product or service not permitted to minors by law
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Materials may not be displayed or distributed during the instructional day. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to building administration twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

Kent City Elementary is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the Principal or to the student government.

A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

Elementary Student Code of Conduct

It is our goal at Kent City Elementary to help each child to develop skills that will enable him/her to be a successful student and productive citizen. A Positive Behavior Interventions and Supports (PBIS) system will be used to educate and sustain the development of life-long positive character traits and school expectations. These expectations are taught to the students using the acronym G.R.E.A.T, which are:

1. **G**ive and Get Respect
2. **R**esponsible and Safe
3. **E**ngaged
4. **A**ccepting
5. **T**rustworthy

The G.R.E.A.T. expectations are taught and supported using the Behavioral Expectations Matrix (see Appendix A). The PBIS system emphasizes the use of various ways of recognizing positive student behavior. Examples include verbal and non-verbal praise, small prizes, and special activities.

Classroom Expectations

Every teacher works with students at the beginning of the school year to develop classroom procedures, behavioral expectations, and a behavior management system. These expectations are connected to the G.R.E.A.T. expectations and are often written as a Social Contract. We keep a positive attitude about discipline at Kent City Elementary School. However, students must be aware that they are responsible for their behavior and its consequences.

Common Areas Procedures and Behavioral Expectations

Students are taught the procedures and behavioral expectations for all common areas of our school building (e.g., playground, cafeteria, hallways, etc.). The behavioral expectations can be found in the Behavioral Expectations Matrix (see Appendix A).

Homework

The Kent City Elementary staff appreciates the support you provide your child by making sure they have adequate rest, healthy food, time for physical activity, and conversation about their school day. Specific homework expectations will be provided to you by your child's teacher. At every grade level, children need to read and be read to as well!

Care of Property

Our Guidelines and Expectations for Student Conduct state: "Do not destroy or damage school or another person's property." Pride should be taken in keeping the building and equipment in good condition. Students must pay for any damages to school or another person's property.

Appearance, Cleanliness, and Dress Code

Kent City Community Schools acknowledges that a correlation exists between good grooming and personal attire and student achievement. A similar relationship exists between student dress and acceptable standards of conduct.

It is important for all students to have good personal hygiene. Students need to be independent regarding bathroom use, washing hands, and getting dressed for recess. Students' clothing should fit appropriately and be neat, clean, and respectable. It is extremely important to maintain an environment that shows respect for the individual as well as for the educational process. Therefore, guidelines prohibit student dress or grooming practices which:

- present a hazard to the health or safety of the student himself/herself or to others in the school;
- interfere with school work, create disorder, or disrupt the educational program;
- cause excessive wear or damage to school property;
- prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement;

Unacceptable apparel includes, but is not limited to the following items:

- Spaghetti straps, halter tops, strapless or backless items, bare midriff shirts, and see through material.
- Tank tops are permissible if the straps are at least 3 fingers wide. Anything less will result in disciplinary actions.
- Clothing that displays obscene words, pictures, or designs. including those that convey a sexually suggestive remark or a pro-alcohol and/or drug-related message.
- Spiked or heavy chained jewelry, or any items that might be used as a weapon.
- Clothing that reveals undergarments.
- Shorts and skirts must be fingertip length when a student's arms are held at his/her side.
- Hoods or hats (male or female) unless authorized by building administration.
- Pants, skirts or shorts must be worn below the waistline.
- Flags of any kind.
- Shoes must be worn at all times and securely fastened. Shower shoes, flip-flops or shoes with cleats or spikes are not appropriate for school hallways and should not be worn during school. P.E. Exploratory requires that students wear tennis or athletic shoes to participate.

Determination of appropriate dress is ultimately at the discretion of building administration. If students fail to comply with the dress code they will be given alternative clothes to wear until parents are contacted to bring in appropriate clothes for their student.

Lockers/Personal Items/Book Bags

The school provides each student with a locker for their use. Students should only use the locker assigned to them and not allow others to store any items - personal or otherwise, in their locker.

- Lockers and locker partners are assigned at teacher discretion. NO LOCKER SWITCHES without teacher approval.
- Lockers are to be kept clean at all times. No opened food or beverage containers.
- No stickers, markings and/or writing should be on the lockers.
- All bags (bags, backpacks, purses, fanny packs, etc.) should be left in lockers and not taken to class or unless authorized by the administration.
- **School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students.** The school authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

Library

Kent City Elementary has a wonderful library for staff and students to use. Teachers will work with students to provide access to these materials to support them growing as readers. Reading aloud at home with these books is one of the most important ways to continue the growth of literacy development and good reading habits. Books should be treated respectfully and returned in the same condition as when they were checked out.

Playground Guidelines

Along with the playground behavioral expectations outlined in the Behavioral Expectations Matrix (see Appendix A), these are some additional guidelines that must be followed:

- Students are to play in the approved playground areas.
- Hard baseballs, hard softballs, and bats are not to be brought to school.
- Bicycles, skateboards, and scooters are not allowed on the playground during school hours.
- Tackle football is prohibited on the playground.
- There should be no washing of faces in the snow or throwing of snowballs.
- Students should be respectful of other students' clothing.
- Other than athletic equipment, items brought from home for show and tell are not permitted on the playground.

As a reminder to students, playground behavioral expectations are posted by the exits.

Recess During Inclement Weather

Students must wear appropriate clothing for the weather conditions. In snowy and/or cold weather, boots, snow pants, gloves, and hats should be worn. Students will play outside unless the wind chill is 0 degrees or below. In the event of inclement weather, recess will be held in the classrooms.

Participation in Recess and Physical Education Classes

Our policy is that all students go outside for recess and participate in gym classes. It is school policy that students who are too sick to go outside or participate in P.E. classes would benefit from staying home. A doctor's note will be required if it is requested that a student stay inside during recess for more than three consecutive days. A doctor's note will also be required if it is requested that a student not participate in P.E. classes for an extended period of time.

All students should have a clean pair of gym shoes to be kept in their lockers and worn only in the gym. These need not be new shoes. Sand, dirt, mud, and water wear down the finish on our gym floors and create a surface where students can slip or slide. This presents safety and cleanliness issues. Acceptable gym shoes should not have open heels and should have laces to provide support. Shoes should be made of non-scuffing material. Flip-flops, sandals, boots, high-heeled shoes, and dress shoes are not appropriate for P.E. classes. They are not safe for the required types of movement. Thank you for assisting us as we work to keep the students safe and our facilities well cared for.

Skateboards, Roller Scooters, and Roller Blades

The use of skateboards, roller scooters, roller blades, "heallies", and such devices are prohibited on all Kent City Community Schools property.

Use of Personal Electronic Devices

For purposes of this policy, "personal electronic device" or PED includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other electronic devices of any type.

Kent City Elementary students may NOT use personal electronic devices (PEDs) in the following cases...

1. During the Kent City Elementary school day from the time students enter the building in the morning until the time they leave at the end of the day, PEDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight as they create a distraction, disruption or otherwise interfere with the educational environment. Teacher or administrator for pre-approved health, safety or specific educational purposes, PEDs must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight in a backpack or locker.
2. During after school activities, PEDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Kent City Elementary students MAY use personal electronic devices (PEDs) in the following cases...

1. While riding to and from school or school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach while on a school bus or other Board-provided vehicles. Distracting behavior that creates an unsafe environment will not be tolerated.
2. Outside of the school building during arrival and dismissal unless instructed by a staff member to put the PED away and power the device down.
3. Under certain circumstances, a student may keep a PED "On" or use it during the school day with teacher or administrator approval for health, safety or specific educational purposes.

Kent City Elementary students using personal electronic devices (PEDs) MUST remember the following guidelines...

1. Students are personally and solely responsible for the care and security of their PDEs. The school and Board of Education assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PEDs brought onto its property.
2. Students are prohibited from using PEDs on school property, at a school-sponsored activity, or while riding district provided transportation to access and/or view Internet websites that are otherwise blocked to students at school.
3. Students are prohibited from using PEDs during the school day, while using district provided transportation, on or off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person, except as authorized by a teacher, administrator or IEP team. Using a PED to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PED to violate the privacy rights of another person may have their PED confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated PED may be turned-over to law enforcement.
4. PEDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PED is absolutely prohibited.
5. Students shall have no expectation of confidentiality with respect to their use of PEDs on school premises/property.
6. Students may not use a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PEDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
7. Students are also prohibited from using a PED to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PEDs to receive such information.

Student possession and appropriate use of PEDs on school premises/property or during a school sponsored activity and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PED. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PED is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity. In this case, the PED may be turned-over to law enforcement. Misused electronics will not be returned directly to students.

A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PEDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PED to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PED in violation of this policy is required to report the violation to the building principal.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Technology Code of Ethics

The use of technology at Kent City Elementary is a privilege extended to students. All elementary students who wish to use school technology must read and sign the Acceptable Use Policy along with their parents. Users have the privilege to access the Internet to retrieve information, which facilitates learning and enhances educational information exchange. Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Users are not to access any inappropriate material from the Internet using the schools' computers. Users are also prohibited from using the schools' computers to access personal e-mail accounts and chat rooms. Users are responsible for adhering to the rules established by the Technology Coordinator for use of the hardware, software, labs, personal files, and networks in the school as agreed to in the Acceptable Use Policy. Users violating any of these rights and responsibilities will face disciplinary action from the administration. Any student who does not sign this agreement may not use the district technology. Questions regarding the school's technology equipment, technology plan, or access agreement should be directed to the District's Technology Coordinator. Access agreements must also be read and signed by all staff members and community members who use the equipment. The Acceptable Use Policy is found in the appendix.

Gum

In an effort to maintain a respectful and clean learning environment, gum chewing is not allowed at school without a teacher's consent.

Solicitation and Sales by Students

In accordance with school board policy, no student may solicit or sell anything at school without the superintendent's approval unless the funds are raised for district or school sponsored activities. Please see building or district administration for more details.

Student Concerns, Suggestions and Grievances

Kent City Elementary is here for the benefit of the students and we recognize that feedback is an essential part of improving the student experience at school. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, students are encouraged to freely offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the Principal.

A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

STUDENT DISCIPLINE

Discipline Policies

It is the responsibility of teachers, students, and parents to ensure a safe and orderly environment for all students. School rules apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Acts of misconduct shall be regarded as those actions which interfere with the safe, orderly environment; endanger the health and safety of any person; infringe on the rights of others; cause any disruption of educational programs; cause damage, loss, or destruction of facilities; and/or any actions that violate state or local laws, school district policies, regulations, and school or classroom rules.

Kent City Community Schools reserves the right to set forth as part of a code of conduct, those rules and regulations necessary and proper for facilitating a learning environment. When situations arise not described in this handbook or covered in the discipline rubric; the administration will decide upon the disciplinary action necessary.

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. respect the dignity and self worth of each individual;
- B. conform to reasonable standards of socially-acceptable behavior;
- C. respect the person and property of others;
- D. preserve the degree of order necessary to the educational program in which they are engaged;
- E. respect the rights of others;
- F. obey constituted authority and respond to those who hold that authority.

A student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with Board policies on transportation.

The Building Principal shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

RESTORATIVE PRACTICES

Public Act 360 adds section 1310d when reviewing student discipline. Schools must consider the following factors before suspending and/or expelling a student.

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

For suspensions of eleven (11) or more days and expulsions, there is a rebuttable presumption against the suspension or expulsion. For suspension of ten (10) days or less, there is no presumption against the suspension, but these factors must still be considered.

Public Act 361 adds section 1310c and requires school officials to consider using restorative practices as an alternative or in addition to suspending or expelling a student. Restorative practices are defined as “practices that emphasize repairing the harm to the victim and the school community caused by a pupil’s misconduct.”

DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines which District administrators shall use when dealing with students:

Students subject to short-term suspension:

A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Superintendent whose decision will be final.

Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district (Policy 5610.).

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Any personal property, such as backpacks, purses, clothing, and electronic devices, may be searched as permitted by law to protect the safety and welfare of the school community.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines may subject the user to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

THREAT ASSESSMENT

Student safety is a top priority for Kent City Community Schools. To ensure this, we have implemented a threat assessment process that will be utilized when students demonstrate behavior that threatens the safety of themselves and/or others. The threat assessment process may include interviews with the student who expressed the threat, school staff, and classmates as well as a public source social media review to determine if the student in question is a threat to themselves or others.

Kent City Community Schools has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the PPRA is attached in Appendix B.

As noted above, Kent City Community Schools sometimes conducts threat assessments for students who may pose a threat of harm to themselves or others. Threat assessments may inquire about sensitive information described in Appendix B. These threat assessments are not federally funded. While Kent City Community Schools will endeavor to notify parents about threatening behavior as quickly as possible, a threat assessment may be conducted before parent consent can be obtained. If you would like to opt your child out of potential threat assessments that inquire about sensitive information as defined in Appendix B, please follow the opt-out process described there.

Elementary Discipline Procedure

When a rule-infraction occurs, staff members will first address the unacceptable behavior with the student (as time permits) and participate in restorative practices with the student. The staff member will then log the rule-infraction in Power School and send it to an administrator after he/she contacts the parent/guardian of the student. Once administration receives the report, he/she will discuss the infraction with the student at his/her earliest convenience. The administration will apply the discipline rubric to determine the consequences for the student.

The above procedures may not be followed before a student is called to the office if:

- The seriousness of the offense warrants instant removal of the student(s) from the premises.
- The offense occurred outside of the classroom.
- A student is found guilty of an infraction after an investigation.

All discipline intervention reports will be documented in **PowerSchool**.

DISCIPLINE RUBRIC

Consequences for discipline infractions are determined using a discipline rubric. The discipline rubric consists of categories encompassing a *majority* of the issues that could arise during the course of the school day or at a school related activity. Each category is divided into 4 levels that include consequences that progressively increase with each new offense. Naturally, more severe offenses will receive a more severe consequence.

- The consequences move up after each offense, with the exception of bus consequences, and are **tracked all year**. A violation of bus rules will move students to the next level on the rubric, however, bus consequences only move to the next level with subsequent bus infractions.
- With repetitive poor behavior, school staff may design an individual behavior supports to teach and reinforce positive behaviors. While the specifics of the plan may vary from person to person, the expectations for behavior will be consistent with the standards for all students.
- Kent City Elementary Administration reserves the right to impose additional or modify consequences when necessary according to the offense.

The following interventions may be used by school staff to resolve minor or major behavior issues:

- Review of the G.R.E.A.T.behavioral expectations (see appendix
- Behavior reflection exercise
- Action plan
- Loss of privilege
- Restorative Practices
- Conference involving the student, parent/guardian, teacher, administrator, social worker, and any other staff members relevant to the behavior issue

During the discipline process each student is treated as an individual. It is quite possible that two students, involved in the same offense, would be given different consequences based on each student's prior disciplinary history and/or special needs. However, certain incidents are considered serious violations. The administration has the right to invoke any disciplinary measure necessary to ensure the safe and orderly operation of the school. Referrals to police and juvenile authorities will be made when appropriate.

PARENT(S)/GUARDIAN(S) DISCIPLINARY NOTIFICATION

Communication is a key component to solving discipline problems a student is having at school. After discussing the discipline intervention report with the student and looking at the student's discipline rubric, school staff will call home with students in most cases. This gives the student a chance to notify his/her parents of the problem and take ownership of the unwanted behavior that landed him/her in the office. If no one answers the phone, administration or the student will leave a message detailing the incident. If a student's parent(s)/guardian(s) cannot be reached by phone, we will ask the student to bring back a signed copy of the discipline intervention report the next day school is in session.

Suspension From School

A suspension may be issued for a series of poor behavior choices or for a single incident. The following behaviors are major offenses and could be considered worthy of a suspension, as determined by the administration:

- Any threats (verbal, written, etc.) to harm/kill another person.
- Possession of any weapon or object that can be used to inflict bodily injury to another person. Students must never bring guns, knives of any length or any other type of item that may be considered a weapon to school.
- Physical assault or aggression toward any person.
- The use, possession, or sale of explosive devices.
- The use, possession, or sale of any tobacco, vape materials, drugs, medications or illegal substances.
- Gang activity of any nature.
- The possession of pornographic materials.
- Racial, ethnic, sexual, religious extortion or other forms of harassment or intimidation of either a physical or verbal nature.
- Defacing or ruining school property. A student whose inappropriate behavior cause harm to school property will be responsible for replacement and/or cleanup costs.
- Open defiance and/or disrespect toward a staff member. The use of vulgar or inappropriate language in the classroom will be considered defiant and/or disrespectful behavior.
- Stealing of school or another person's property.

The list above is not exhaustive. Suspensions can be served in school or out of school at the discretion of school administration. A student may typically be suspended for one half day to ten days depending on the nature of the incident resulting in suspension.

IN-SCHOOL SUSPENSION (ISS)

When a student is assigned In-School Suspension (ISS), he/she will report to the office immediately in the morning to serve his/her time. Administration will send out a message to the student's teachers making them aware of the student's time in the office for ISS. Upon arrival, the student will complete the work assigned as well as participate in restorative practices on the actions that landed them in the ISS if this was not already completed. Students will have lunch and work in the office for the duration of the suspension. If a student does not satisfactorily cooperate with the office staff, the student's parents/guardians will be contacted and the student will be sent home to serve the remainder of their suspension as an out of school suspension. *ISS restricts students from classroom activities.*

OUT-OF-SCHOOL SUSPENSION (OSS)

There are times when the best option for a student is complete removal from the school building for a set number of days. It is in situations like this that an out of school suspension (OSS) is assigned. If a student is assigned OSS, the student does not come to school until his/her suspension is served. Administration will send out a message to the student's teachers making them aware of the student's time away from school and asking for work to be compiled. Students need to make arrangements to have the work picked up from the office while in OSS and return it completed when they return to school. *OSS restricts students from all co- and extracurricular activities, and classroom activities.*

INDEFINITE SUSPENSION PENDING A DISCIPLINARY HEARING

The student is suspended (typically out of school) until the completion of a disciplinary hearing. The disciplinary hearing will determine more severe student consequences including suspensions longer than 10 days or expulsion from the school permanently. A disciplinary hearing before members of the school board includes a review of the student's behavior and academic record; a summary of the offense by school administration, and an opportunity for students/parents to speak on their own behalf. It may be conducted in a closed meeting if so requested by the parent/guardian. The student and at least one parent/guardian are expected to be present at the disciplinary hearing, and typically the school is represented by a school board member, school administrator (other than the one in which the student attends), a teacher, and a parent of a pupil in the school district (not the student's guardian or family friend). The decision of the "Discipline Hearing" will typically be viewed as the decision of the Board, however, in the case of an expulsion the parent has the right to appeal the "Discipline Committee" decision.

PARENT AND FAMILY INVOLVEMENT

Volunteers

Volunteers are an integral part of the success of our students and school. In order to maintain proper security for our students, our district policy requires an I-Chat security form clearance prior to any volunteer experience. This process requires the prospective volunteer to fill out an I-Chat form and visit any district office to have school staff make a photocopy of his/her driver's license. All volunteers must sign in and out of the office. A record is kept of all volunteer hours and activities, which allows the school district to document the incredible support that our volunteers provide.

Guidelines for Chaperones on Field Trips

We appreciate your willingness to help out on field trips. To ensure that everyone has an enjoyable and educational experience, we ask that the following guidelines be followed:

- All chaperones need to have a security clearance form (ICHAT) on file and be approved before chaperoning a school field trip. This process takes time and needs to be completed a minimum of one week prior to the trip. You will be notified if you are not approved. Approved status is valid for one year.
- Please be on time for the trip.
- Chaperones should be spread throughout the bus so that they can help monitor students.
- Encourage and model positive behavior on the bus and at the event.
- If a problem occurs, please contact a teacher to help manage the situation.
- At no time are you to touch a student in a disciplinary manner unless he/she is endangering himself/herself or someone else. Contact a teacher for assistance.
- If a student is injured, please contact a teacher immediately for assistance. If there is blood, have the student put a towel over the wound himself/herself. Do not clean up the blood unless you are wearing gloves.

Parent/Teacher Organization

Our Parent/Teacher organization exists to promote the welfare of our children. This organization sponsors many educational opportunities for our students, various family activities, fundraisers and gifts to our school. Participation in the PTCO sends an important message of caring about our school. Parents are encouraged to join and participate in activities of the PTCO. We are always looking for new ideas. Their website is www.kentcityptco.org.

Fundraisers

As a general practice we try to limit the number of Fundraisers we have each year. We do, however, have a few:

- Book Fair-We get 30% of the total book sale profit. This money is invested directly back into the library program.
- Fall Fundraiser-This is our Annual Walk a Thon where all money is invested directly back to the classrooms.

Classroom Parties

There are three parties throughout the school year: Halloween, Christmas, and Valentine's Day. Room parents will help the teacher plan the Halloween, Christmas and Valentine's Day parties. Halloween costumes that include weapons, play blood, and inappropriate face painting (as determined by the administration) are not permitted. Teachers will provide additional information as holidays approach.

Review of Instructional Materials and Activities

Parents/guardians have the right to review any instructional materials being used in the school. Much of the curriculum and lesson topics can be accessed for review on the school website at www.kentcityschools.org/curriculum--instruction/elementary/ Please feel free to contact school administration with questions or concerns.

Parents/guardians also may observe instruction upon request. Please contact the Principal prior to coming to the school so a visit can be coordinated to minimize any disruption to teaching and learning. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

TRANSPORTATION

Elementary Transportation Forms

Kent City Elementary, parents/guardians are asked to complete an "Transportation Form" when they enroll and provide information about their child's transportation to and from school. This form establishes a regular schedule for your child's arrival and dismissal from school. If a teacher or student has a question about transportation to or from school, we use the information to answer transportation questions and get every child to and from school safely.

Each child at Kent City Elementary MUST have an up to date transportation form. Please remember that this form should be updated when there are any changes in your child's regular transportation schedule on the PowerSchool Parent Portal. We understand that there is an occasional day or two when it becomes necessary to change your child's dismissal routine established on the elementary transportation form. When a single day or temporary transportation change is needed, please make sure that you contact the office prior to 1:00 P.M. This allows for enough time to properly notify your child and get them a bus pass, alert the teacher and inform the transportation department of the change. As always, we want to ensure the safety of your child.

Kent City Bus Transportation

Kent City Community Schools contracts Dean Transportation for a majority of their transportation needs. A safe, convenient and economical transportation system is the goal of the district. Students are expected to comply with the bus safety rules in order to achieve this goal. Should questions or concerns arise, please contact the supervisor of the transportation department at (616) 678-7641.

Transportation Regulations

It is the responsibility of the school, students, parents, and Dean Transportation to work cooperatively in maintaining a safe, convenient, and economical transportation system. At times infractions of the rules do occur which require action. Your child's bus driver and the transportation supervisor will report all bus incidents to the school's administration. The discipline rubric will be applied to bus infractions. Student discipline may include temporary or long term loss of bus privileges. Our mutual goal is to develop student self-discipline which leads to mature behavior and responsibility. Your child's cooperation and yours is needed in this attempt.

REMEMBER that the bus driver is not only responsible for the bus but has complete authority to control the conduct of all passengers. All passengers must follow these rules and other instructions given by the driver for their safety. If at any time, in the judgment of the driver, a student fails to follow instructions or becomes a violator of the rules, the driver will issue a written student discipline referral to the school's administration after informing the student of the infraction before he/she exits the bus. The referral will be applied to the discipline rubric. All school rules apply to the bus.

BUS STOP RULES & PROCEDURES

- Be on time. Passengers must be at their designated stop FIVE minutes before the bus is scheduled to arrive. DRIVERS MAY NOT WAIT FOR LATE PASSENGERS.
- Remain off the roadway in one designated waiting area at all times
- As the bus approaches, line up in an orderly line at least 10 to 20 feet from the bus stop.
- If you must cross the road to board the bus:
 - Wait until the bus has come to a complete stop and the driver has instructed you to cross.
 - Cross in front of the bus where you can see the driver. Walk directly to the door, not along the side where the driver can't see you.
 - Look both right and left as you proceed across the street in front of the bus.
 - Walk (Do not run) in front of the bus when crossing the street.
- You should expect to walk some distance to a bus stop. DRIVERS ARE NOT ALLOWED TO CHANGE STOP LOCATIONS.
- Passengers are to refrain from fighting, horseplay, running, vulgar talk, smoking and screaming while waiting for the bus.
- Passengers must get on and off the bus at their assigned location. **NO BUS PASSES ALLOWED!**
- At a single passenger stop, if no one boards for three days, the driver will discontinue the stop until notified by the parent.
- Students are not allowed to go to the paper or mailbox while the bus is present for safety reasons.

BUS SEATING

- Each passenger will board the bus, find a seat, sit down and stay in that seat for the ride.
- Passengers must stay seated at all times and shall not move to load or unload until the bus is completely stopped.
- Passengers can be required to occupy assigned seats at the driver's discretion, up to THREE in a seat if necessary. Students are not allowed to save a seat for a friend.
- Passengers may not carry on the bus anything that cannot be safely and comfortably held on their lap. NOTHING CAN BE PLACED IN THE AISLE, NEAR DRIVER, OR BY THE EMERGENCY EXIT. Animals, reptiles, or other pets are not permitted on the bus.
- Passengers are not permitted in the driver area at any time.

STUDENT BUS CONDUCT

- Passengers are forbidden to do anything hazardous to the health and safe transportation of all passengers.
- Passengers shall not throw any objects inside or outside the bus, or at the driver.
- Do not make any contact whatsoever with the outside of the bus.
- The use of tobacco, alcohol, or narcotics in any form is not allowed.
- Damage to the bus will result in payment.
- Fighting, pushing, shoving, and horseplay are not permitted.
- The EMERGENCY DOOR and EMERGENCY WINDOWS are for emergencies only.
- Passengers are forbidden to use loud or undesirable language or signs. Also, passengers may talk to their neighbors in normal conversation tones. Shouting and yelling are inappropriate.
- Passengers should never extend anything out of the windows, nor should they yell out the window.
- Dangerous objects such as knives, guns, etc., are not permitted.
- Eating is not allowed on a school bus. Exception: special trips with supervisor's permission.
- Passengers must not litter. Bus is to be kept clean.
- Passengers must always follow the directions of the driver.
- Passengers are to observe classroom conduct while getting on, off and while riding the bus.
- The use of electronic devices on the bus is a privilege, not a right. If the bus driver asks a student to put away some form of electronic device the passenger should immediately comply.
- Students are **not** allowed to sell, buy or trade anything on the bus.
- SILENCE IS MANDATORY AT ALL RAILROAD CROSSINGS.

PARENTS' BUS RESPONSIBILITIES:

- To ascertain and ensure that their child arrives at the bus stop on time in the morning.
- To provide the necessary protection of their children when going to and from the bus stop.
- To accept joint responsibility with the school authority for proper conduct of their children.
- To make reasonable effort to understand and cooperate with those responsible for pupil transportation.

FOOD SERVICE AND LUNCH PROCEDURES

Cafeteria Procedures

Breakfast is served every morning except for those days on which we may have a two hour delay. Breakfast is free to all students. Breakfast is served in the classroom upon arrival to the classroom before 8:10 AM.

Kent City Elementary provides a hot lunch program for students. Students may also choose to bring their own lunch. It is the goal to provide a healthy meal in a relaxed but supervised atmosphere. Lunchroom supervisors are employed during lunch and the outdoor recess that follows, to ensure the safety of our students. It is the responsibility of the students to follow the rules for lunch and playground behavior and be respectful of the adult supervisors in the lunchroom. Support of these rules and behavior from the home is vital in providing students with a pleasant and healthful noontime break.

Lunchroom Rules

Students:

- Are responsible for their own good behavior
- Will respect the rights of others
- Will walk to the cafeteria and walk while in the cafeteria
- Obey the adults present in the lunchroom
- Will remain seated while eating and until dismissed by an adult
- Speak quietly during lunch time
- Clean up their own eating space
- Are responsible for their own lunch money

Lunch Charges

The school offers a hot lunch program to students. Milk can be purchased separately for students who bring their lunch. All students are required to stay in the lunchroom for a minimum of 15 minutes for the opportunity to eat lunch.

Hot lunch or milk may be purchased by the week, month, or year. Students must have cash, money in their accounts, or have been approved for free meals. Kentcity.familyportal.cloud is available for families to make online deposits (with fee) or just to check account balances.(no fee) Lunch money may also be turned in to the classroom teacher. The teacher sends it to the cafeteria for processing. It is not necessary for a child to take hot lunch every day. Money not used will be carried over to the next week. Should a child forget their lunch money, they may charge a lunch. Parents should see that charge is paid the next school day. After two unpaid lunches, the cafeteria will give the child a peanut butter sandwich instead of a regular hot lunch.

Free and Reduced Lunch

Applications and lunch account management can be done through the Family Portal by going to the Kent City Community Schools website under the Food Service link or by visiting Kentcity.familyportal.cloud. Through this link, please fill out a Free/Reduced meal application and deposit money to your child's account. This site also gives you the ability to check student lunch account balances. Meal applications are also used in determining P-EBT payments, fee waivers and Title I funding for the school. Online applications are the safest and quickest way to fill out the form. Please consider online first. Paper applications are available in each buildings office. All applications are confidential. **You only need to fill out one application** per family.

Food Allergies & Dietary Restrictions

Please contact the food service office regarding any food allergies or dietary restrictions your child may have at 616-678-4181.







DISTRICT NOTIFICATIONS AND ADDITIONAL INFORMATION

Complaint Resolution Process

If a parent or guardian is not in agreement with the treatment of a student or the decisions of the school staff in relation to that student, there is a process by which to complain. If you need to or would like to register a complaint, please follow these steps.

1. Discuss the problem with the teacher, either through written communication or through verbal conversation.
 - Please be specific in describing the problem.
 - Please tell what you think would be a possible solution to the problem.
 - Please be sure to include information on how we will be able to make contact with you.
2. After discussing it with the teacher, if you still feel dissatisfied:
 - You may discuss the situation or problem with the principal.
 - Please give her/him an explanation of what has happened before, including your contact with the teacher and the results.
 - If possible, please tell how you think the problem or situation could be resolved.
 - You can discuss the situation or the problem with the principal of the school.
3. If you are not satisfied with the results of your interaction with the principal:
 - You are able to discuss the situation or problem with the Superintendent, either by appointment or in writing.
 - Please give him the history of what has happened previously, including the contact with the teacher and the principal and the results of those contacts.
 - If possible, please include how you think we might resolve the problem.
 - Please also indicate how we will be able to contact you.
4. If you remain dissatisfied with the results of your interaction with the superintendent:
 - You may give notice by letter or in attendance at the regular monthly meeting of the Kent City Community Schools School Board, which meets the second Monday of each month at 6:00 p.m. in the Administration Building at 200 Clover Street, Kent City, 49330.

APPENDIX A– BEHAVIOR EXPECTATION MATRIX

<p style="text-align: center;">At KCE, we strive for GREATness!</p> <p style="text-align: center;">It's a GREAT day to be an Eagle! GREATness starts here! Are you showing how GREAT you are? </p>					
	Give and Get Respect	Responsible and Safe	Engaged	Accepting	Trustworthy
Classroom	<ul style="list-style-type: none"> Use positive words & actions Use appropriate language & volume Use technology wisely 	<ul style="list-style-type: none"> Listen & follow directions Display self-control Use time wisely Have needed materials 	<ul style="list-style-type: none"> Ready to learn Participate actively Display a positive attitude Give your best effort 	<ul style="list-style-type: none"> Listen to others' ideas Encourage effort & learning 	<ul style="list-style-type: none"> Properly care for materials Show honesty & do your work Report concerns to adults
Bathrooms 	<ul style="list-style-type: none"> Use positive words & actions Honor privacy 	<ul style="list-style-type: none"> Display self-control Keep bathroom clean & free of vandalism Wash hands 	<ul style="list-style-type: none"> Go, flush, wash, dry & exit Don't waste time 	<ul style="list-style-type: none"> Patiently take turns Own your behavior 	<ul style="list-style-type: none"> Return quickly to the correct destination Report concerns to adults
Buses Arrival Dismissal 	<ul style="list-style-type: none"> Use positive words & actions Use appropriate language & volume Use technology wisely 	<ul style="list-style-type: none"> Listen & follow directions Enter & exit calmly Stay in safe areas & assigned seats Use crosswalks with guards Save food & drinks for after the ride 	<ul style="list-style-type: none"> Stay in your assigned seat & safe areas Sit facing forward with hands & feet to yourself Be alert paying attention to your surroundings & stop Display self-control & be ready 	<ul style="list-style-type: none"> Be courteous & help others 	<ul style="list-style-type: none"> Know your transportation plan Go quickly to the correct destination Turn in forgotten items Clean up after yourself Report concerns to adults
Cafeteria 	<ul style="list-style-type: none"> Use positive words & actions Listen & follow adult instructions Wait patiently in line giving personal space 	<ul style="list-style-type: none"> Display self-control Hold lunch trays with both hands & get all items before sitting Clean up and throw away trash 	<ul style="list-style-type: none"> Stay seated and raise hand for assistance Use time wisely to eat 	<ul style="list-style-type: none"> Invite others to sit with you Include others in conversation 	<ul style="list-style-type: none"> Report concerns to adults
Hallways 	<ul style="list-style-type: none"> Use positive words & actions Line up quickly giving personal space Respect all property 	<ul style="list-style-type: none"> Listen & follow instructions Walk on the right Keep the halls clean & clutter free 	<ul style="list-style-type: none"> Display self-control Go directly to your destination 	<ul style="list-style-type: none"> Smile & wave 	<ul style="list-style-type: none"> Report concerns to adults
Playground 	<ul style="list-style-type: none"> Use positive words & actions Listen & follow instructions 	<ul style="list-style-type: none"> Stay in designated areas Line up quickly & quietly giving personal space Dress for weather Keep the campus clean 	<ul style="list-style-type: none"> Play & HAVE FUN! Show good sportsmanship solving problems together 	<ul style="list-style-type: none"> Invite and include others Know the rules and follow them Take turns 	<ul style="list-style-type: none"> Properly use & return equipment Report concerns to adults
Assemblies, Events & Field Trips	<ul style="list-style-type: none"> Use positive words & actions Follow directions & quiet signals Voice Level as instructed Respect personal space & destinations 	<ul style="list-style-type: none"> Display self-control Stay with group/adults Turn in forms & money on time 	<ul style="list-style-type: none"> Listen actively & participate Keep questions & comments on the topic Be open to new ideas & experiences 	<ul style="list-style-type: none"> Show respectful appreciation 	<ul style="list-style-type: none"> Treat all areas with care Report problems to adults Represent KCE with pride

APPENDIX B– BEHAVIOR TYPES

KENT CITY COMMUNITY SCHOOLS BEHAVIOR TYPES	
Staff Managed Behaviors	Office Managed Behaviors
Inappropriate Language: Low intensity or infrequent inappropriate language not directed at another person.	Abusive Language/Profanity: High-intensity or chronic inappropriate language directed at another person.
Minor Physical Contact/Physical Aggression: Non-serious, physical contact that violates school guidelines.	Major Physical Aggression: Physical contact where injury may occur. Hitting, punching, kicking, scratching, etc.
Mean Behavior/Conflict: Infrequent or low-intensity disagreement or between two or more people in which none have power over another.	Fighting: Mutual participation in physical violence. Student is involved in mutual participation in an incident involving physical violence.
	Threatening Behavior: Causing fear of injury or harm to people or property.
	Bullying: Repeated, unwanted interactions in which there is a power imbalance, intimidation, teasing, taunting, threats or name calling..
	Harassment: Disrespectful messages in any format based on a protected class such as gender, ethnicity, sexual, race, religion, disability, physical characteristics, or other protected class.
Minor Defiance/ Insubordination/Noncompliance: Brief or low-intensity failure to follow directions or talking back.	Overt Defiance/Insubordination/Non-compliance: Chronic or high-intensity refusal to follow directions or challenge to authority that persist despite redirection and intervention steps.
Minor Disruption: Low-intensity interruption of class or school activities.	Major Disruption: An interruption in a class or school activity. . Chronic or sustained loud talk, yelling, out-of-seat behavior, rough play after intervention steps have been tried.
Minor Disrespect: Low-intensity, rude or dismissive messages to adults or students including inappropriate language or socially rude gestures toward adults or peers, talking back, interrupting or instigating conflict.	Major Disrespect: Sustained or high-intensity inappropriate language or gestures towards adults or peers, talking back, interrupting, or instigating conflict.
	Inappropriate Display of Affection: Inappropriate, consensual verbal and/or physical gestures or contact of a sexual nature to another person.
	Inappropriate Contact-Sexual: Any intentional contact with another person, physical or otherwise, that is sexual in nature. Includes hugging, kissing, touching and use of words or images.
Academic Dishonesty: Low level, infrequent effort to obtain credit for work in a dishonest manner.	Academic Dishonesty: Intentionally using another person’s work as their own, or engaging in unauthorized use of material, information, notes, study aids, devices or communication during an academic exercise.
Dishonesty: Low intensity or infrequent dishonesty to adults or peers.	Lying: Student delivers a message that is untrue and/or deliberately violates rules. High intensity lying to adults or peers.
	Theft: In possession of, has passed on, or is responsible for removing property that is not their own without permission.
Minor Dress Code Violation: Clothing that is near, but not within, the school/district dress code guidelines.	Dress Code Violation: Chronic or high-intensity inappropriate clothing in coverage or message.
	Gang Affiliation Display: Gesture, dress, and/or speech to show affiliation with a gang.
	Inappropriate Location/Out of Bounds Area: In an area outside of the school or activity boundaries
Minor Material/ Property Misuse: Low-intensity misuse of property. Damage is rectifiable by student. Non-permanent damage of school items.	Major Property Damage/Vandalism: Destruction or disfigurement of property. Damage not rectifiable by student. Intentional permanent damage of school items. Breaks windows, chair, or other items at school.
Tardy: Student arrives at class after the bell (or signal that class has started). Not reporting to class in a timely manner or leaving room for extended periods less than 10 minutes.	Skip Class: Not reporting to school/class or leaving class for extended periods greater than 10 minutes without permission. Chronically tardy, leaves room or school without permission.
	Truancy: An unexcused absence for ½ day or more.
Misuse of Technology: Inappropriate use of cell phone, pager, music/video players, camera, and or computer. Failure to follow Appropriate Use of Technology agreement. Infrequent or low-intensity violation of technology expectations.	Severe Misuse of Technology: Failure to follow Appropriate Use of Technology Agreement. Chronic violation of technology expectations or dangerous/illegal use of technology.
*Chronic=3 or more occurrences of same minor violation within 45 days	Arson: Plans to and/or participation in burning of property.
	Use/Possession of Alcohol: Any instance involving alcohol.
	Use/Possession of Restricted Substances: Possession or use of drugs, medications, or other substances that are limited, controlled, or banned; misuse of allowed substances in an unapproved way.
	Use/Possession of Weapons: Possession or use of knives, guns, or other objects readily capable of causing bodily harm.
	Bomb Threat/False Alarm: A message of impending explosive materials on campus or near campus.
	Use/Possession of Combustibles : Possession or use of substances or objects capable of setting fire to or burning something

APPENDIX C – COMPLIANCE NOTICES

Family Educational Rights and Privacy Act (FERPA)

All parents and guardians and students age 18 years of age or older have the right to examine official records, files and data of the school district that directly relates to the student. Procedures for examination and any challenges of records have been established by the Board of Education and will be made available on request. FERPA prohibits the release of educational records to a third party without parental or eligible student consent. The Board of Education has authorized the administration to: 1) forward educational records on request to a school in which a student of this district seeks or intends to enroll, 2) send “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals, and 3) request each person or party requesting access to a student’s record to abide by the Federal regulations concerning the disclosure of information to a third party.

The district will make available upon request certain “directory information” which would not generally be considered harmful or an invasion of privacy, if disclosed. Among organizations and vendors who may request this information are military institutions/academies, trade and technical schools, photographers, and ring/graduation announcement companies. Directory information may include a student’s name, address, date of birth, major field of study, participation in recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, awards received, and pictures of the student participating in school events. If, for some reason, a parent or a student who has reached the age of majority does not want their son/daughter’s name included on directory information lists, we ask that they notify the building-level school office in writing.

Complying With Student Needs

Public Act 198 of 1971, the Mandatory Special Education Act, establishes the rights of persons with disabilities, from birth through the age of 26, to equal opportunity within the public schools. This means that children with disabilities do not need to wait until they are school age to benefit from special education services. The Board of Education of the Kent City Schools complies with the regulations of the Americans with Disabilities Act and other related laws. In accordance with these provisions, no student or other person will be discriminated against on the basis of age, race, sex, or non-disqualifying disability, religion, national origin, or other protected characteristic in any District sponsored curricular or co-curricular program offering. It is important that help be obtained for those with disabilities at the earliest possible age. In the State of Michigan, this help is free and is available through your public schools. A team of educational specialists will evaluate the child to determine the type and degree of disability and the best kind of program placement. The evaluation often includes medical specialists. Pre Primary Special Education services are available for Mentally Impaired, Emotionally Impaired, Physically and Otherwise Health Impaired, Hearing Impaired, Visually Impaired, Speech and Language Impaired, and Specific Learning Disabled. If you have, or know of, a child who may benefit from these services please contact the special education department at 616-678-4219.

Reasonable accommodation for those disabilities, including adaptive aids and devices, can be provided upon request to allow students, parents, and others to attend and/or participate in school programs and school sponsored events. Requests for accommodation should be made in advance by calling the building-level Principal at least 48 hours in advance. All grievances filed in relation to this policy shall contact the following individuals as outlined below. Any person that believes that he/she has been discriminated against has the right to file a complaint. A formal complaint may be made in writing to the District’s Compliance Officer. The complaint will be investigated and a written response will be provided within 10 days. Under no circumstances will the District threaten or retaliate against anyone who raises/files complaint.

FAPE (Free Appropriate Public Education)

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities that receive federal funds. Section 504 provides that: “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . .” The U.S. Department of Education (ED) enforces Section 504 in programs and activities that receive funds from the department of education. Recipients of these funds include public school districts, institutions of higher education, and other state and local education agencies. ED has published a regulation implementing Section 504 (34 C.F.R. Part 104) and maintains an Office for Civil Rights (OCR), with 12 enforcement offices and a headquarters office in Washington, D.C., to enforce Section 504 and other civil rights laws that pertain to recipients of funds.

SECTION 504 ACCOMMODATIONS

Section 504 is the section of the Federal Rehabilitation Act of 1973 that applies to persons with disabilities. It is a civil rights act that protects the civil and constitutional rights of persons with disabilities. Section 504 prohibits organizations that receive federal funds from discriminating against otherwise qualified individuals solely on the basis of handicap. Section 504 is enforced by the U. S. Department of Education Office for Civil Rights (OCR).

A person is considered “handicapped” if he/she:

1. has a physical or mental impairment which substantially limits one or more major activities;
2. has a record of such an impairment; or

3. is regarded as having such an impairment.

Major life activities include such things as walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

In addition to school age children who are eligible for special education services, this may include, for example, some persons with communicable diseases, temporary handicapping conditions, Attention Deficit Disorder (ADD), behavior disorders, chronic asthma, severe allergies, physical handicaps, and diabetes.

A student who, because of a disability, needs or is believed to need special accommodations or related service(s) in order to receive a free appropriate public education (FAPE) may be referred by a teacher, other certified school employee, parent/guardian, or community agency to the KIDS Team for identification and evaluation of the student's individual education needs. Factors indicating a need for referral include:

- Frequent failures.
- Frequent disciplinary referrals.
- Medical problems.
- Past referrals to special education (where the student did not qualify).
- Students for whom informal accommodations have not worked.

If the student is determined to be eligible for Section 504 accommodations, the KIDS Team will develop a written Individual Accommodation Plan (IAP) describing the student's disability, necessary accommodations and adaptations, and any special aids or related services needed. The plan will specify how services will be provided and by whom.

School districts must provide civil rights safeguards for parents of disabled children. If you would like further information, contact your building administrator for a copy of Kent City Community School district's Section 504 Policies and Procedures.

DISCIPLINARY AMENDMENT

Section 504 of the Rehabilitation Act of 1973 requires that an eligible student's placement cannot be changed as a result of disciplinary action unless the KIDS Team first conducts a manifestation determination to assess whether or not the student's disability was not related to his/her behavior or an inappropriate placement. Further information is available in KCCS Section 504 Policies and Procedures.

DETERMINATION OF SPECIFIC LEARNING DISABILITY

Each local educational agency and public school academy in Michigan is required to publicly post the process used to the existence of a Specific Learning Disability (SLD). Consistent with this requirement, Kent City Elementary School provides literacy and math interventions for students in grades K-3. These scientific and researched based interventions are part of the Response to Intervention (RTI) process.

For determination of a SLD, a Pattern of Strengths and Weaknesses (PSW) process is used for students in kindergarten through 12th grade for the skill areas of Basic Reading, Oral Expression, Listening Comprehension, Written Expression, Reading Comprehension, Reading Fluency, Math Calculation, and Math Problem Solving.

It is noted that regardless of the process used, all schools must follow all of the regulatory requirements in the IDEA, the MARSE, and Michigan laws, policies, and procedures for special education.

What is a SLD?

A Specific Learning Disability is "a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in the imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia that adversely affects a student's educational performance. A SLD does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; mental retardation; emotional disturbance; or of environmental, cultural, or economic disadvantage." (34 CFR §300.8(c)(10)).

What is the Response to Scientific, Research-Based Intervention Process?

Response to Scientific, Research-Based Intervention is a process to determine if a student has a SLD. This process involves the collection of data to determine the following:

- The student does not achieve adequately for the student's age or to meet State approved grade level standards in one or more of the areas identified at 34 CFR §300.309(a)(1)(i) when provided with learning experiences and instruction appropriate for the student's age or State approved grade level standards.
- The student does not make sufficient progress to meet age or State-approved grade-level standards in one or more of the areas identified at 34 CFR §300.309(a)(1)(i) when using a process based on the student's response to scientific, research-based intervention.

What is a PSW Process?

Pattern of Strengths and Weaknesses is a process that is used to determine if a student has a SLD. This process involves the collection of data to determine the following:

- The student does not achieve adequately for the student's age or to meet State approved grade level standards in one or more of the areas identified at 34 CFR §300.309(a)(1)(i) when provided with learning experiences and instruction appropriate for the student's age or State approved grade level standards.
- The student exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, State-approved grade-level standards, or intellectual development, that is determined by the Multi-disciplinary Evaluation Team (MET) to be relevant to the identification of a SLD, using appropriate assessments, consistent with the IDEA Evaluation Procedures and Additional Requirements for Evaluations and Reevaluations.

Source: Michigan Department of Education Office of Special Education and Early Intervention Services (2010). *Michigan criteria for determining the existence of a specific learning disability. Lansing, MI.*

The Kent City Public School District provides Early On and Special Education Services to residents of Kent City, Michigan. Special Education Services are for students from birth to 26 years who have been identified, evaluated and found eligible for programs and/or services under the Michigan Administrative Rules for Special Education. Michigan Administrative Rules for Special Education defines eligibility for special education services within 13 categories of disability. All elementary, intermediate, and secondary schools in Kent City determine the existence of a Specific Learning Disability using a Pattern of Strengths and Weaknesses.

TITLE IX

The District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. A full copy of the Districts Title IX policy is available at [this link](#).

EQUAL ACCESS FOR NONDISTRICT-SPONSORED STUDENT CLUBS, AND ACTIVITIES

The Board of Education will not permit the use of school facilities by non district-sponsored, student clubs and activities and District-sponsored, extra-curricular clubs and activities during instructional hours. During non instructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission to meet on school premises shall be made to the Principal, who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary;
- C. no agent or employee of the District will promote, lead, or participate in the meeting;
- D. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
- E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

A student initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's gender, religion, race, color, national origin, ancestry, age, disability, height, weight, marital status, social and/or economic status, and/or any other legally protected characteristic. In addition, there shall be no discrimination on the basis of the religious, political, philosophical, or other content of the speech at the meeting.

The Board will not permit the organization of a fraternity, sorority, or secret society. A student initiated meeting may be attended by no more than one (1) outside resource person(s). The Superintendent may exclude nonstudents from directing, controlling, or attending any such meetings of students.

A professional staff member may be assigned to attend a student initiated meeting in a custodial capacity but shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

EDUCATION OF HOMELESS STUDENTS

Kent City Community Schools adhere to the rules and regulations of the McKinney-Vento Homeless Assistance Act (Subtitle B – Education of Homeless Children and Youth reauthorized in January 2002) ensuring educational rights and protections for children and youth experiencing homelessness. At Kent City Community Schools, students who are homeless have access to the same programs as students who are housed. Homeless children will have access to educational services for which they qualify, including special education, gifted education, the free and reduced-price lunch program, before and after-school activities, and Title I services. Kent City Community Schools has designated an appropriate staff person as a liaison* for students in homeless situations. The liaison must ensure that homeless children and youth have full and equal-opportunity to succeed in the school and that they receive educational services for which they are eligible. Kent City Community Schools will:

- immediately enroll homeless children and youth regardless of whether school or immunization records and proof of residency are available at the time of enrollment,
- provide school choice so students can stay in their school of origin, if feasible,
- post the educational rights of homeless children and youth in each school building, and
- provide transportation for the homeless student to ensure access to school.

The term “homeless children and youth” –

(A) means individuals who lack a fixed, regular, and adequate nighttime residence; and

(B) Includes –

(i) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals, or are awaiting foster care placement;

(ii) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

(iii) Children and youths who are living in cars, parks, public spaces abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

TRUANCY LAW AND PARENT NOTIFICATION PROCEDURE

Regular attendance at school is vitally important to each student as it directly affects his/her progress academically and his/her development of attitudes and habits for later life. Studies of student progress in school show a high correlation between attendance and success or absence and failure. Employers and institutions of higher education request attendance records as part of student application data and weigh such records heavily in their decisions. *Beginning in 1999 State Law requires attendance to be included on the final student transcript.*

Michigan School Code; Section 1561 reads:

“Except as otherwise provided in this section, for a child who turned age 11 **before** December 1, 2009 or who entered grade 6 before 2009, the child's parent, guardian, or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child's sixteenth birthday. Except as otherwise provided in this section, for a child who turns age 11 **on or after** December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.”

The Board of Education as an agency of the State is required to enforce regular attendance of students. Regular attendance is considered part of the responsibility expected by the school of the students and families. It is the policy of the school and the State of Michigan to notify the parent and work with the family to eliminate such behavior.

380.1586 Nonattendance at school; notice; investigation; discussion of irregular attendance, failing work, or behavior problems with parent.

(1) The attendance officer shall investigate each case of nonattendance at school when notified by a teacher, superintendent, intermediate superintendent, or other person of a violation of this part. If the child complained of is not exempt from public school attendance under the conditions listed in section 1561, the attendance officer shall proceed immediately in the manner provided in this part.

(2) If a child is repeatedly absent from school without valid excuse, or is failing in schoolwork or gives evidence of behavior problems, and attempts to confer with the parent or other person in parental relationship to the child fail, the superintendent of schools, or the intermediate superintendent in a district which does not employ a superintendent, may request the attendance officer to notify the parent or other person in parental relationship by registered mail to come to the school or to a place designated at a time specified to discuss the child's irregularity in attendance, failing work, or behavior problems with the proper school authorities.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or students parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Please note that parents are not required by PPRA to be notified about the collections, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students.

Kent City Community Schools has adopted a policy to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. If you would like to opt out of having your child participate (or yourself if you are 18 years or older), please submit a written request to the Superintendent by the end of September of the current school year.

APPENDIX D – ACCEPTABLE USE POLICY

Kent City Community Schools Acceptable Use Policy

Introduction

Kent City Community Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Kent City Community Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Kent City Community Schools makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert the district Technology Director immediately of any concerns for safety or security.

Technologies Covered

Kent City Community Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Kent City Community Schools will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

Web Access

Kent City Community Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow district protocol to alert the district Technology Director or submit the site for review. Kent City Community Schools Acceptable Use Policy 2017-18

Email

Kent City Community Schools may provide users with email accounts for the purpose of school- related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Kent City Community Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Kent City Community Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the district Technology Director immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from the district Technology Director. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus. Kent City Community Schools Acceptable Use Policy 2017-18

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from staff or the district Technology Director.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained. Kent City Community Schools Acceptable Use Policy 2017-18

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.

- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school’s safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Kent City Community Schools will not be responsible for damage or harm to persons, files, data, or hardware.

While Kent City Community Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Kent City Community Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

I have read and understood this Acceptable Use Policy and agree to abide by it:

 (Student Printed Name)

 (Student Signature)

 (Date)

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

 (Parent Printed Name)

 (Parent Signature)

 (Date)

APPENDIX E -- CONCUSSION AWARENESS

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

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:

- 1. 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.
- 2. 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 health 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.
- 3. 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 change

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.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

**CONCUSSION AWARENESS
EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM**

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by Kent City Community Schools.

Participant Name Printed

Participant Name Signature

Date

Parent or Guardian Name Printed

Parent or Guardian Name Signature

Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.

APPENDIX F -- BULLYING/INCIDENT REPORT FORM

Date of Incident:	Location of Incident:
Name:	

Description of Incident (Please Print Clearly):

Signature: _____ **Date:** _____ **Time:** _____

APPENDIX G – SAMPLE TITLE I FAMILY-SCHOOL COMPACT

(NOT TO BE COMPLETED IN THE HANDBOOK. TO BE COMPLETED
AT PARENT/TEACHER CONFERENCES)



Kent City Schools Family-School Compact

Parent Guardian Commitment:

I want my child to reach his/her full academic potential.

Therefore, I will commit to do all of the following:

- Ensure that my child attends school each day when in good health.
- Send my child to school on time and ready to learn.
- Review homework assignments and offer assistance when needed.
- Show an interest in my child's education. For example, by attending school functions, supporting school activities, volunteering and making every effort to attend parent-teacher conferences.
- Contact the teacher or administrator with concerns when they arise and/or request their support.
- Other: _____

Parent Signature: _____ Date: _____

Student Commitment:

I want to reach my full academic potential.

Therefore, I will commit to do all of the following:

- Arrive at school ready to learn and do my best.
- Be safe, respectful, responsible and honest at all times.
- Ask for help if I don't understand or have questions about my work and/or expectations.
- Other: _____

Student Signature: _____ Date: _____

Teacher Commitment:

I want my students to reach their full academic potential.

Therefore, I will commit to do all of the following:

- Set high expectations for myself and students that support the state and district content standards and benchmarks using best teaching practices.
- Teach effective strategies to promote life-long learning.
- Provide a safe, nurturing, learning environment as well as establish a warm atmosphere for parents/guardians.
- Differentiate lessons to meet the needs of all learners.
- Report student progress by meeting with parents at parent teacher conferences and other times as requested as well as completing an individualized report card 4 times each year.

Teacher Signature: _____ Date: _____