

*Brown City Elementary School*  
*Parent/Student Handbook*

***2018 - 2019***



Sean M. Hagey, Principal

*(810) 346-4700*

*Office Extension 1009*

“Excellence in Education”

## **FORWARD**

On behalf of the Brown City Elementary School we would like to welcome you. We look forward to a cooperative association with you as we work for the benefit of the children in our care. We will do our best to provide a variety of educational experiences for your child to help in his/her development.

This handbook is provided when your child first enters our school to give you some helpful information regarding our school regulations and policies. Please read this booklet carefully and discuss it with your child.

Again, welcome and have a super year!

Sean M. Hagey, Elementary Principal

### **Equal Education Opportunity**

It is the policy of the District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District Superintendent.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation.

## TABLE OF CONTENTS

Mission Statement.....	2
Elementary Administrative & Office Staff.....	2
Employee Directory.....	3
Student Hours.....	4
Attendance Procedures.....	4-5
Directory Information.....	6
Interviews of Students by Public Agencies, Search and Seizure.....	6
Technology and Internet Acceptable Use Policy.....	6
Bus Rules and Regulations.....	7
Bicycles.....	7
Lunch and Breakfast Program.....	7
Lunch Charges.....	8
School Closings.....	8
Recess.....	8
Fire, Lock Down and Tornado Drills.....	8
Preparedness for toxic and Asbestos hazards.....	8
Progress report, Report Cards, Parent Conferences.....	9
Guidance.....	9
Money/Valuables.....	9
Visitors.....	9
Telephone Use.....	9
Scheduling of Students.....	9
Transfer/New Students, Students Moving.....	10
Parent Advisory Committee (PAC).....	10
Accidents, Illnesses and Medicines.....	10
Health Records, Immunizations.....	10
Homebound Instruction.....	10
Volunteers, Sexual Discrimination & Harassment.....	11
Weapon Free School Zone.....	11

Family Education Rights and Privacy Act.....	12
Parent Involvement, Review of Instructional Materials, Grades .....	12
Promotion, Placement and Retention.....	13
Limited English Proficiency .....	13
Field Trips, Lockers, Signs and Posters .....	13
McKinney-Vento Homeless Assistance Act.....	13
Non-school-sponsored Clubs and Activities.....	14
School/Student Insurance.....	14
Immunizations.....	14
Communicable Diseases .....	15
Meningitis .....	15
Individuals with Disabilities .....	16
Dress Code, Electronic Devices, Student Valuables .....	16
Student Attendance at School Events .....	16
Terms and Conditions .....	16
6 <sup>th</sup> Grade Athletics Participation.....	17
6 <sup>th</sup> Grade Athletics Eligibility/Procedure.....	17
Discipline Code .....	18-22
Bullying Policy.....	23-24

**Mission Statement**  
**Brown City Elementary School**

The mission of the Brown City Elementary School is to provide a place where each student will receive individual attention to his/her intellectual, social, emotional and physical needs. A cooperative effort between school, family, and community will build the foundation which will allow children to achieve success in a safe, positive environment throughout their school years and adult lives.

**Elementary Administrative & Office Staff**  
**(810) 346-4700**

Principal – Sean Hagey  
Secretary (ext. 1009) – Sandy Bartle  
Secretary (ext. 1010) – Sue Petitpren  
Counselor (ext. 1015) – Jennifer Lipa  
Title I Director (ext.1014) – Sharron Takacs

\*\*\*\*\*

Superintendent – Neil Kohler  
Business Manager – Sue Lange  
Special Education Director – Michele Blake  
Maintenance Director/ Housekeeping Supervisor – Ron Bennett

\*\*\*\*\*

**Board of Education**

President - Alan Burgess  
Vice-President - Gary Rutkowski  
Secretary – James Seidell  
Treasurer – Jeffrey Liebler  
Trustee – Dave Hanson  
Trustee – Marylou Jacobs  
Trustee – Mark Shadley

**\*Regular Board meetings are generally held on the third Monday of each month at 7:00 PM at the Janet Stimson Education Services Center\***

## Employee Directory

Kelly Smith.....	Preschool Director
Sara Marion.....	Pre-School Teacher
Linda Anderson.....	Pre-School Teacher
Kristen Christopher.....	Kindergarten
Ambor Keesler.....	Kindergarten
Susan Ambu.....	First Grade
Brenda Banks.....	First Grade
Pam Martus.....	Second Grade
Sarah Gordon.....	Second Grade
Megan Troshak.....	Third Grade
Stacey Bradley.....	Third Grade
Erika McClintic.....	Third Grade
Joanne Fuhrman.....	Fourth Grade
Dawn Kalbfleisch.....	Fourth Grade
Beth Damer.....	Fifth Grade
Rick Jones.....	Fifth Grade
Daniel Loutzenhiser.....	Fifth Grade
Jenna Welke.....	Sixth Grade
Tammy Ressler.....	Sixth Grade
Luke Prowse.....	Special Education
Stephanie Helmold.....	Special Education
Deb Kaluk.....	Speech
Sharron Takacs.....	Title One Director/Curriculum/Intervention Specialist
Liz Rayba.....	Music/5th & 6th Grade Band
TJ Schindler.....	Physical Education
Jennifer Lipa.....	Counselor
Carla McPhilimy.....	Social Worker
Ruth Kulman.....	Elementary Library
Shavonne Spudowski.....	Playground Aide
Brandy Trinkle.....	Playground Aide
Sharron Takacs/ Theresa Kohler / Rachel Woodall/ Shavonne Spudowski.....	PIT CREW Officers

## STUDENT HOURS

**Kindergarten - Sixth Grade - 8:00 am - 3:05 pm**

### **School Violence Hotline - 1-800-815-TIPS**

The School Violence Hotline will provide a means for students to anonymously report specific threats of imminent school violence or suspicious or criminal conduct. The toll-free hotline will be operational 24 hours per day, 365 days a year, by the Michigan State Police Operations Center. This hotline was mandated by the Michigan Legislature in Public Act 269 of 2000.

### OK2SAY

OK2Say is another area for students and parents to submit a confidential tip. OK2SAY allows anyone to confidentially report tips on criminal activities or potential harm directed at Michigan students, school employees, or schools. Tips can be submitted 24/7 online, by text, phone, email, or using the OK2SAY app. This is the website link: <https://www.michigan.gov/ok2say/>

## ATTENDANCE PROCEDURES

### **State of Michigan Law**

The State of Michigan General School Law provides in Section 380.1561 that "every parent, guardian or other person in this state having control and charge on any child between the ages of six (6) to the child's sixteenth (16) birthday, shall send that child to school during the entire school year. That child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

### **Absenteeism**

When a student is absent we expect parents to call or send a note in the next day to explain the nature of the absence. **If the absence is due to illness and a doctor has been seen, please send a doctor's note upon student's return.** Parents should realize that asking a child to be excused from school will affect achievement and should not be done unless absolutely necessary. After 10 days of unexcused absences, the principal will make contact with the parents/guardian and/or the child, depending on the circumstances. This will be done by a phone call and/or a letter. If the absenteeism continues, a second letter will be sent. After 12 unexcused absences have occurred, the Sanilac County Attendance Officer shall be contacted.

New for 2018-19 school year, students will only be marked as an excused absence 3 days during each semester for parent call ins. Each subsequent absence will be marked unexcused. This is in accordance with a new truancy initiative.

- After 5 absences, a letter will be sent home.
- After 8 absences, a letter and/or phone call will be sent home.
- After 10 absences, letter and/or parent conference.
- After 12 unexcused absences, the Sanilac Truancy Officer shall be contacted.

### Reporting Procedures

Parents are required to notify the school of the reasons for their child being absent from school. The notification may be done through a phone call to the school (preferably by 8:05 am of the day which they are absent). If no phone is available, then a note stipulating the reasons for the absence should be sent with the child the first day the child returns to school.

### Tardy

Definition of Tardy: Students arriving to school after the official starting time. Every three (3) tardies will equal one absence.

### Half-Day Absences

Students arriving after the beginning of the school day or leaving prior to the end of the day will be marked according to the following table.

Arrival/Departure Time	Absence/Tardy
A student arriving in AM <b>before</b> 9:30 AM	A.M. Tardy
A student arriving in AM <b>after</b> 9:30 AM	A.M. Absence
A student arriving in PM <b>before</b> 1:00 PM	P.M. Tardy
A student arriving in PM <b>after</b> 1:00 PM	P.M. Absence
A student leaving prior to 10:00 AM	A.M. Absence
A student leaving prior to 1:45 PM	P.M. Absence

### Student Release

The school's personnel assume that when children come to school they will remain for the entire length of their school day and that they will be transported home by regular means for them (i.e., bus, walking, parent pick-up, etc.). In emergency situations where it is necessary for your child to leave school during the school day, **he or she will only be excused through the principal's office and will not be allowed to withdraw from school without the written consent of his/her parents.**

1. The parent must sign out the child in the office.
2. **Teachers are instructed not to release any child unless the parent has a student release pass from the office.**
3. Children who are released from school will have the time missed recorded on their permanent records, according to our attendance policy.
4. **Excessive early requested releases will result in a parental conference and/or whatever steps are needed to alleviate the matter.**

**\*Parents picking up children at the regular dismissal time should plan to arrive at the assigned waiting areas no earlier than the posted dismissal time for your child's school.\***



### **Change of Address**

Inform the office if you change your address or telephone number.

### **Child Abuse/Neglect**

Brown City School is ***required by law*** to report all suspected cases of abuse and/or neglect to the Department of Social Services for investigation.

### **Directory Information**

According to the Family Education Rights and Privacy Act, the following information is considered directory information. If a parent and/or student does not want this information released, it is necessary to have a written statement stating specific information that may not be released.

1. Name, address, telephone number
2. Date and place of birth
3. Major Field of study
4. Participation in school activities
5. Dates of school attendance
6. Honors and awards
7. Other similar information, e.g., Alumni Associations, height and weight of athletes, honor roll members, information generally found in yearbooks.

### **Interviews of Students by Police or Other Public Agencies**

The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials may grant law enforcement interviews with a student after consideration of the (1) type of incident; (2) seriousness of the incident; (3) age of maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence. When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview.

### **Search and Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. A student's person and /or personal effects (e.g., purse, book bag, or athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal unauthorized materials. If a properly conducted search yields illegal or contraband materials, law enforcement officials shall be notified immediately upon seizure of dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials

for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

### **Technology and Internet Acceptable Use Policy**

Brown City Community School District has established an electronic network system (BCNet) that provides network connections within the district campus and to the Internet. The district may provide access to the system to employees, board members, students and guests.

### **Bus Rules and Regulations**

**Keith Turner, Transportation Supervisor, 346-4700 ext. 1000.**  
**Lisa VanHorn, Transportation Secretary 346-4700 ext. 1000.**

**Bus riding is a privilege.** You must follow the rules and regulations and treat your bus driver with respect and courtesy. Any student who defies the bus driver in any way will lose his/her bus privileges. Drivers have the responsibility of getting students to and from school safely. They must have your cooperation at all times. Drivers may assign seats as needed. Drivers also may have additional rules to the ones discussed hereafter. Only students entitled to transportation will be permitted to ride buses. If you desire to ride a bus other than your own, you must present a note from your parents, signed by the office personnel of your school, to the bus driver.

#### **Bus Rules**

1. The driver is in full charge of the bus and students.
2. Students must obey the driver.
3. Stand off the roadway while waiting for the bus keep in your seat at all times when the bus is moving.
4. Keep arms and head inside windows.
5. Cross the roadway immediately in front of the bus.
6. Wait for the driver's signal **before** crossing.
7. Students must be silent when the bus stops at railroad crossing.
8. No suckers or glass containers allowed on the bus.

#### **Bus Discipline**

When infractions of the bus rules are committed, a "bus misconduct report" will be filed. Copies will then be sent to the parent, transportation supervisor, bus driver, and a copy retained by the principal.

#### **Bus Notes**

Any student needing to ride a bus for a day, or different bus for a day, must present a note written by parent/guardian to the principal's office before a bus pass is issued.

#### **Bicycles**

All of the rules for walkers apply to those riding bicycles. Parents should discuss with their children the need for safety when riding bicycles.

#### **Lunch and Universal Breakfast Program**

Each child will receive a free breakfast every morning which includes cold or hot choice. Our school provides an excellent hot lunch program. Monthly menus are sent home with all students.

Daily, students may choose between two lunch choices. Current hot lunch prices are \$2.50\* for students. Milk can be purchased for \$0.50\* by students bringing their lunch. Students are encouraged to pay in advance for lunch.

**Lunch charges, except in approved situations are prohibited.** Excessive charges and/or delinquent payment of charges could result in referral to a collection agency and possible reporting to Family Independence Agency for neglect. The school reserves the right to provide alternative meal options. School lunch charges will end on June 1<sup>st</sup>.

***Students who have a negative balance of \$25.00 or more will receive an alternative meal.***

Questions or suggestions regarding our Food Services Program should be directed to:

**Susanne Burton, Food Service Coordinator 346-4700 ext. 1003**

\*prices are subject to change\*

### **School Closings**

In the event of inclement weather or mechanical breakdown, school may be closed or the starting delayed. These same conditions may require early dismissal from school. **School closings, delayed starting times, or early dismissals from school will be announced through our School Messenger automated system** as well as over as many local radio and television stations as possible.

Radio	WPHM 1380 AM	WMIC 660 AM or 97.7 FM	WDEY 1530 AM or 103 FM	WIOG 102.5 FM
Television	Channel 5	Channel 12	Telephone	346-4700

**\*Please make arrangements for your children in case of early dismissals; this will alleviate much confusion if your child knows where they are to go due to an early dismissal.\***

### **Recess**

It is our general policy to provide our students with outdoor recesses each day. **Parents should make certain that their child is dressed appropriately for the weather.** If your child is unable to go outside for recess, you must send a note to his/her teacher. If it is necessary that your child remain inside for recess for an extended period of time, a doctor's note is required. The teacher or building principal has the authority to remove recess privileges.

Students stay in for recesses under the following conditions: rain, temperature below 10°F, strong winds, lightning, or any hazardous condition that may affect the safety of our children.

### **Fire, Lock down, and Tornado Drills**

The school complies with all drill safety laws in accordance with State laws. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe and prompt execution of the specific plan.

### **Preparedness for toxic and Asbestos Hazards**

The school 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.

### **Progress Reports**

A progress report will be sent home at the middle of each marking period to inform parents of their child's progress. If a student is having difficulty at other times during the marking period, every effort will be made to contact the parent or guardian. Parents are encouraged to stay in contact with their child's teacher either through the use of Skyward Parent Access, an assignment notebook, phone calls, e-mails or visits to the school.

### **Report Cards**

Report cards are distributed every nine or ten weeks. The report cards are given to the students to take home. Parents / Teacher conferences are held prior to the first report card being sent home.

### **Parent Conferences**

Parent/Teacher conferences are held during the first marking period progress reports in October. Spring conferences are held prior to the end of the third marking period. The staff welcome all other conferences. Arrangements can be made by calling or stopping in at the school office. Please allow at least one day's notice when making an appointment. The principal may be called upon at any time to assist parents with problems.

### **Elementary Guidance**

The elementary school counseling department consists of two staff members available to students, parents and staff members. Individual and small group counseling sessions and guidance activities in the classroom are conducted by the counselor to assist problems. Teacher and parent consultations are also held in meeting the specific needs of the children.

**Jennifer Lipa, (full-time) counselor, may be contacted at 346-4700 ext. 1015**  
**Carla McPhilimy, Social worker may be contacted at 346-4700 ext. 1065**

### **Sending Money/Valuables to School**

It is not advisable for students to carry extra money to school. Money for fees should be sent in a sealed envelope clearly marked with the pupil's name and address. Please make checks payable to "Brown City Community Schools".

### **Visitors**

Parents are always welcome to visit the school. **All visitors, including parents, need to report to the office.** Our school is monitored at all times for the well-being of our students.

We do not allow non-Brown City students to visit our classrooms for the day. They may come in for lunch and lunch recess, if prior arrangements are made through the principal's office.

### **Telephones**

The office phones are for conducting school business. The phones in the office may be used at the discretion of the office staff. **Personal cell phones are to remain out of sight and use is prohibited during school hours.**

### **Scheduling of Students**

The Principal will assign each student to the appropriate classroom and program. Parental requests may be made in writing and will be considered.

### **Transfer Students**

New students will start school the day *after* their enrollment.

### **Students Moving**

Please notify the school, by phone or note, when you are moving from the area. The office needs to know your new address, school your child will be attending, and date of last day of school.

Transfer will be acknowledged only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due.

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

### **Parent Advisory Committee (PAC) or Parent Involvement Team (PIT Crew)**

Parent advisory committee meetings are generally held monthly on the second Tuesday of the month from 1:00-2:00 PM. The aim of PAC meetings is to give parents an opportunity to ask questions, share ideas, and brainstorm ways to improve our school. For best results, these meetings **must** remain positive in nature with the goal of improving our children's education at the forefront.

### **Accidents, Illnesses and Medicines**

If it is necessary for a child to be sent home because of a serious accident or illness, the office will notify the parent to come and get the child.

If a student must take any oral medicine during school hours, medicine should be turned in to the office with written instructions and permission to administer the medicine from the parent/guardian. The medication will be kept in a locked file office. **Medication is not to be in the possession of students during school hours and will not be dispersed unless supervised by office personnel.** Students with appropriate written permission from the physician and parent may possess and use a *metered dose inhaler* or dry powder inhaler to alleviate asthmatic symptoms. **It is strongly recommended dispensing time be scheduled outside school day.**

### **Health Records**

We urge the parents to notify the school of any major or significant change in health that occurs in the child.

Parents of kindergarten students are to make certain that the health appraisal report is completed and returned to school prior to the child entering school. Michigan law requires that all students, at the time of entering any public school in Michigan, shall submit a record showing the student has completed the necessary immunizations or is in the process of getting a completed record.

### **Homebound Instruction**

The District 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

building administrator regarding procedures for such instruction. Application for such instruction will include a request from a physician licensed to practice in this State certifying the nature and existence of a medical condition and probably duration of the confinement.

### **Volunteers**

Volunteers are very special people at Brown City Elementary School. Your pay is the smile of a child or a teacher who says thank you. Our school can always use parent volunteers. If you would be interested in working in school as a volunteer, contact your child's teacher, the Principal, or the office. Research shows that parents involved in school activities have children who perform better in school.

### **Policies Regarding Sexual Discrimination & Harassment**

Our policies regarding sexual discrimination comply with Federal law (Title 6, 9, and Section 504). All documents are on file in the superintendent's office.

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. Our harassment policy is kept on file in the office.

If a student is a victim of any unwanted sexual actions or comments, or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student, should report such behavior to the office. All reports will be kept confidential and shall be investigated as soon as possible.

### **Weapon Free School Zone Policy**

The Board of Education of Brown City Community Schools, as both an employer and a public school district, is concerned with and interested in, protecting the health, safety, and welfare of students, employees, and visitors. The board recognized that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of Brown City Community Schools (or the superintendent, principal or other district official as may be designated by the Board) shall permanently expel a pupil from attending school in the school district if the pupil possesses a weapon in the weapon free zone. Such expulsions are mandatory, unless the pupil establishes, in clear and convincing manner, at least one of the following:

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

Expulsions mandated under this policy shall be imposed in accordance with the procedures for student discipline as established by the school district and set forth in the student handbook or other appropriate documents.

**\*The entire Weapon Free School Zone Policy is available in the elementary office.\***

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“Eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s educational records.
2. The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent FERPA authorizes disclosure without consent.
4. The right to file a complaint with the United States Department of Education concerning alleged failure to comply with the requirements of FERPA.

### **Parent Involvement in the School Program**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student’s parents/guardians (“parents”). Such a partnership means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes.
- B. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school.
- C. Supporting a consistent and shared approach to child guidance and discipline.
- D. Providing for the proper health, safety and well-being for their child.

### **Review of Instructional Materials and Activities**

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

### **Grades**

Brown City Elementary School 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 assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student or parent is not sure how grades will be determined, the teacher should be consulted.

### **Promotion, Placement, and Retention**

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Attendance: 15 semester absences or 30 full year absences will constitute review
3. Potential for success at the next level
4. Emotional, physical, and/or social maturity

### **Limited English Proficiency**

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

### **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. Students need parental consent to participate in any school-sponsored trip.

### **Lockers**

Each student is assigned a locker for the storage of books and equipment. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition.

The school respects the right of the student's personal belongings, whether they be on the person or in their locker. However, the school has responsibility for the safety and welfare of the entire student body. Should reason be established from a reliable source that potentially dangerous materials may be present, the school reserves the right to search the person and/or their locker, since the locker remains the property of the school. The school retains ownership of all school lockers and retains the right to inspect them at any time.

### **Signs and Posters**

All signs and posters put in the school must be approved by the Principal. Classes, organizations or individuals who put up signs or posters are responsible for their removal after the event is over.

### **McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act (Subtitle B-education for homeless children and youth), re-authorized in January, 2002, ensures educational rights and protections for children and youth experiencing homelessness. Please contact the homeless director in your school for more information.



### **Non-school -sponsored Clubs and Activities**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application (Facility Use form) process is coordinated through the Janet Stimson Educational Services Center, 810-346-4700 ext. 1003.

All groups must comply with School rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

### **School/Student Insurance**

Brown City Community Schools **provides limited medical coverage/insurance** for your child. Parents should carry accident or health insurance that satisfactorily gives coverage for any potential expense.

### **Immunizations**

Since 1978, state law has **required** that each student entering Kindergarten or a new school district in grades 1-12 have a certificate of immunization **at the time of registration or not later than the first day of school**. In addition, *Public Act 89 of 2000* mandates that an immunization assessment be done on each sixth grade student. These law, which amend the *Revised School Code*, the *Public Health Code*, and the *State School Aid Act*, were passed so there would be a means of assuring children are adequately immunized against preventable diseases before they reach adolescence, when some of these diseases become a greater threat to their health.

Before a child can be permitted to enter or attend school, parents or guardians must present documentation that their child has received all required doses of vaccines, or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals.

As of January 1, 2015, Michigan modified the administrative rules that changed how nonmedical waivers for immunization are obtained.

There are also three circumstances in which a required vaccine may be waived or delayed:

1. The child has received at least one dose of required vaccine(s) and the next doses(s) are not yet due. These children are considered to be in a “provisional” status. Schools are required to follow-up with these students to be sure subsequent doses of vaccine are received until they are complete for all required vaccines.
2. A child has a medical contraindication to a vaccine, in which case a Medical Contraindication Form is required to be completed and signed by the child’s medical physician. The form shall state the medical contraindication(s), the vaccine(s) involved, and the time period during which the child is precluded from receiving the vaccine(s).
3. A parent or guardian holds a religious or philosophical (“other”) belief which precludes receipt of a vaccination(s). These are the nonmedical exemptions and require certification at the local health department. All nonmedical waivers can be obtained from the local health department. Parent should contact the local health department to set up an appointment to receive the needed education on the risks of not receiving a vaccine and to obtain a signed waiver. Schools should no longer accept a waiver that has not been certified by staff at a local health department.

A child who fails to meet immunization requirements or does not have a signed waiver on file shall not be admitted to school.

### **Control of Casual-Contact Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Any removal will only be for the contagious period as specified in the school's administrative guidelines and likely with physician input.

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in the question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. If your child has been diagnosed with a communicated disease, please contact the office at 810-346-4700 ext. 1010.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS, HIV, HAV, HBV, HCV, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child is bled at school.

### **Meningococcal Meningitis**

The bacteria that causes this infection is spread by having close personal contact with someone who is sick with the disease or someone who is a "carrier". Some people carry the bacteria in their nose and throat and even though they may never become ill with the infection themselves, they could spread the infection to others. The following behaviors increase the risk of spreading the infection: sharing water bottles, eating utensils, kissing, smoking or being exposed to smoke, activities that may weaken the immune system such as staying out late and having irregular sleep patterns. Also, living in close quarters such as dormitories or being in crowded situations for prolonged periods of time.

To decrease your child's risk of getting this serious infection, a vaccine is available. Menactra is a vaccine that prevents four types of meningococcal disease, including 2 of the 3 most common in the United States. Menactra works well, protecting about 90% of those who get it. This vaccine is recommended for all children at their routine preadolescent visit (11-12 years of age). If your child is 13-18 years old and has never received a dose, he/she is also eligible for the vaccine.

Please call the Sanilac Health Department at 810-648-4098 for more information or go to [www.michigan.gov/mde](http://www.michigan.gov/mde)

### **Individuals with Disabilities**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Principal or Mrs. Michele Blake, Director of Special Education Services.

### **Dress Code**

Student dress affects student's behavior and educational attitudes. In order to have a good learning environment certain standards should be maintained. Students are expected to wear clothing which in the opinion of the administration is appropriate, neat, clean and not distracting to the learning process. All pants must be worn at proper waist height. The "sagging" of pants is not allowed. In no instance may undergarments be visible.

### **Electronic Devices**

Students are not allowed to carry cell phones. I-Pods or other electronic devices are allowed during non-instructional settings only (lunch and recesses). Any variation must be done with teacher approval.

### **Student Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **Student Attendance at School Events**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. In order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The School will provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at the school events, regardless of the location.

### **Brown City Community Schools Terms and Condition**

Notices of accounts that are past due and checks that are returned to Brown City Schools, due to non-sufficient funds may be referred to a collection agency if left delinquent. If referred, the fees assessed to the Brown City Schools by the collection agency will be added to your past due account.

## **6<sup>th</sup> grade / Junior High Sports**

The MHSAA is allowing 6<sup>th</sup> grade participation in Jr High athletics with league discretion. The (GTC) Greater Thumb Conference will not sponsor league team sports, all other athletics will be at the discretion of each local school district.

- **Cross-Country / Wrestling / Track and Field**
  - 6<sup>th</sup>-8<sup>th</sup> Grade with no restrictions
- **Football**
  - No 6<sup>th</sup> Grade participation
  - If numbers fall below 15 athletes a committee of Athletic Director, Head Varsity Football Coach, Principal, and the BOE athletic committee will meet to discuss direction of junior high football program and bring a recommendation to the full Board of Education.
- **Volleyball / Basketball**
  - No 6<sup>th</sup> grade participation, unless there are less than 10 athletes on either the 7<sup>th</sup> or 8<sup>th</sup> grade teams
- **Cheerleading**
  - No 6<sup>th</sup> grade participation in Junior high sideline cheer during boys basketball season
  - No 6<sup>th</sup> grade participation, unless there are less than 10 athletes on either the 7<sup>th</sup> or 8<sup>th</sup> grade teams

### **PROCEDURE**

Any time an athlete is moved up from the 6<sup>th</sup> grade to help fill numbers at the junior high level, the following steps must be followed:

1. A meeting between Parent/Athlete/Varsity Coach/Athletic Director to go over contract/agreement of moving player up. Parent/athlete has the right to decline.
2. Any movement up or down can only be a one grade movement
3. Players moved up from the 6<sup>th</sup> grade are chosen by the varsity coach based on team need. This may not necessarily be the best/most skilled player
4. Once a player is up they must stay up for the remainder of the season unless committee meets to void agreement
5. 6<sup>th</sup> grade academic eligibility will be the same 2-week span as the high school. Students must be passing 5 of the 6 following classes
  - Math // ELA/Reading // English // Social studies // Science // Spelling
  - Cannot be failing Physical Education and/or Band

If an athlete is participating on the 7<sup>th</sup> grade team they will not be part of the 6<sup>th</sup> grade team for the time they are playing on the 7<sup>th</sup> grade team.

In sports with participation minimums athletes may be moved from 8<sup>th</sup> to 7<sup>th</sup> or 7<sup>th</sup> to 8<sup>th</sup> to meet minimum number requirements. This is done with approval of Athlete/Parent/Varsity Coach/Athletic Director.

## Brown City Elementary School Discipline Code

The following discipline code was adopted by Brown City Community Schools in 1992, and reviewed annually.

The purpose of this student discipline code is to improve quality and achievement in school work, and to provide a safe, orderly environment where all students can learn.

Efforts shall be made by the staff to solve disciplinary problems within the school setting whenever possible. The following actions are suggestions for dealing with behavioral problems.

These suggested actions do not preclude the use of other methods or approaches which are reasonable and purposeful. Circumstances will dictate administrative action.

1. **Warning** - A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected.
2. **Student Conference-** A conference involving a student and staff member(s) for the purpose of discussing and solving behavioral problems.
3. **Parent Conference-** A conference involving the parent(s) and staff member(s) for the purpose of discussing and solving behavioral problems. The emphasis is upon enlisting the assistance of the parent(s). The student may also be involved in a parent conference.
4. **Referral to a Resource Agency or Person** - Referral to an in school (counselor, social worker) or out of school agency or person may be made whenever it is felt that such an agency or person may be of assistance in the solution of a behavior problem. A referral should normally be made with the cooperation of the student and/or parent(s).
5. **Behavioral Plan** - The principal may place a student on behavioral probation with an administrator for a specific period of time during which critical examination and evaluation of the student's progress should take place. Behavioral probation will be initiated through the use of a Behavioral Probation Contract. The contract will be an agreement between the student and the administrator concerning the specific changes expected, the terms of the probation, and the length of the probation period. Failure to fulfill the contract, or a further infraction of school rules will result in the imposition of further disciplinary action as set forth in the terms of the contract. The administrator should notify the parent(s) whenever a student is placed on behavioral plan. Parents will be encouraged to discuss and assist in assuring that the intent and terms of the plan are fulfilled.
6. **Detention-** A student in violation of a school rule or policy may be required to spend a specific period of time after school, before school or during an unassigned class period at a specific location assigned by the principal or his/her designee representative. Such detention will be actively supervised by a staff member.
- 7 **Suspension-** The principal will determine whether a student is suspended in

school or out of school. A student in violation of a school rule or policy may be required to spend a specific period of time during the school day at a location assigned by the principal. A student will be out of school suspended for period of time for repeated offenses. The duration of the suspension will be based on the nature of the infraction and in accordance with procedures outlined in the Student Code.

- Before any suspensions/expulsions are determined, building administrators will review all factors according to Section 1310d Disciplinary Factors, MCL 380.1310d.

**Factors in both minor and major offenses will be used to fairly set a child's punishment. Factors will include, and are not limited to: the severity of the offense, student's behavior record, attitude displayed, and cooperation.**

\*\*\*\*\*

**Altercation: Confrontation including physical contact, not constituting a fight**

- 1<sup>st</sup> - Detention
- Repeated offenses: Suspension

**Assault/Harassment: Intimidation or Threatening of anyone on school property by verbal, written, or physical means.**

- 1<sup>st</sup> - Detention to Suspension
- 2<sup>nd</sup> - Suspension

**Arson: Purposely setting fire to school property for the purpose of doing damage or injury.**

- 1<sup>st</sup> - 5 days suspension. Student/parent counseling. Police contacted.

**Bomb Threat**

- Recommendation for expulsion; authorities contacted.

**Bus Infractions**

**Minor Infractions: littering, disrespect, intimidation, loud**

- Written warning to bus suspension.

**Major Infractions: fighting, assaulting, drugs**

- 1<sup>st</sup> - 5 days suspension
- 2<sup>nd</sup> - 2 weeks suspension
- 3<sup>rd</sup> - discussion of permanent removal of bus privileges

**Destruction of school property, vandalism, willful destruction/defacing of school property, or any property of others.**

- Detention to suspension. Pay for repair or replacement.

**Disruptive in Class**

Out of class detention to suspension

**Drugs: Possession, using, or transferring any substance which produces abnormal behavior. Possessing, using or transferring of an alcoholic beverage, narcotics, or drugs which produce abnormal behavior.**

1<sup>st</sup> - 5 days suspension. Parent conference. Counseling. Police contacted.

**Electronics:** Most electronic equipment necessary in school is supplied by the school. Students are only allowed to be on devices during non-instructional times (lunch and recess).

The property will be confiscated and disciplinary action may be taken.

**Extortion: obtaining money or other items of value by use of threats or violence without the consent of both parties.**

1<sup>st</sup> - 3 days suspension. Parent conference.

**Extreme Dress**

1<sup>st</sup> - go home and change

2<sup>nd</sup> - 2 days detention

3<sup>rd</sup> - 2 days suspension. Parent conference.

**False Alarms: issuing by word or act a false or misleading report**

1<sup>st</sup> - 2 days suspension

2<sup>nd</sup> - 3 days suspension

**Fighting**

Suspension

**Forgery**

1<sup>st</sup> - 2 days suspension

**Gambling: all forms of unauthorized gambling, card playing, and dice are prohibited on school property.**

1<sup>st</sup> - 2-5 days suspension. Parent conference.

**Gross Misbehavior: deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship.**

1<sup>st</sup> - 2-5 days suspension. Parent conference.

**Habits or bodily conditions detrimental to the school.**

1<sup>st</sup> - Sent home. Return with parent (nit free).

**Hats: No hats in the building!**

1<sup>st</sup> - teacher/principal keeps hat for day

2<sup>nd</sup> - teacher/principal keeps hat for week/1 day recess detention

3<sup>rd</sup> - parent may pick the hat up. Detention to suspension.

**Indecency: Offending acts against commonly recognized standards of good taste as seen by**

**the building administrator.**

1<sup>st</sup> - detention to suspension

**Insubordination: Failure to respond or carry out a reasonable request by a staff member, or disrespect towards school personnel.**

1<sup>st</sup> - detention to suspension. Parent conference.

**Loitering: A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.**

1<sup>st</sup> - detention to suspension

**Misuse of liquids at school: includes bus and extra-curricular.**

1<sup>st</sup> - two days recess detention

2<sup>nd</sup> - detention to suspension

**Obscenity/Profanity: vulgar acts by pupils in the spoken or written terms, pictures, caricatures in or on school property.**

1<sup>st</sup> - detention to suspension

**Off campus events/make-up work during suspensions**

If a student is suspended he/she is not allowed to attend school activities during the time of suspension or be on school property for any purpose, including extra-curricular activities. Make up work missed in class will be averaged in with an "E."

**Playing in Bathroom: Activities other than what is considered normal bathroom etiquette.**

1<sup>st</sup> - one day recess detention

**Possessing a weapon in weapon free zone**

See policy on page of student handbook.

**Running in the halls**

1<sup>ST</sup> - return to origin and walk

2<sup>nd</sup> - detention

**Skipping (truancy)**

1<sup>st</sup> - one day suspension. Parent contact.

2<sup>nd</sup> - three day suspension. Parent conference upon remittance.

**Smoking or any tobacco use; or an obvious display of cigarette or tobacco on person.**

1<sup>st</sup> - 1-3 days suspension

2<sup>nd</sup> - 3-6 days suspension. Referred to county prosecutors' office.

**Snowballs**

1<sup>st</sup> - one recess detention



2<sup>nd</sup> - one day recess detention

3<sup>rd</sup> - detention to suspension - See *insubordination*

**Stealing: dishonestly acquiring the property of another.**

1<sup>st</sup> - suspension. Pay for/return property. Parent contact.

**Striking or threatening school personnel and or their property, on or off campus, with the intent of doing bodily harm.**

1<sup>st</sup> - 5 days suspension. Parent conference. Recommend counseling

**Tardiness**

3 unexcused tardies = 1 day unexcused absence

**Throwing food in the cafeteria**

1<sup>st</sup> - clean cafeteria for 3 days

2<sup>nd</sup> – suspension. Parent contact.

**Throwing objects**

1<sup>st</sup> - one day recess detention

2<sup>nd</sup> - two days recess detention

3<sup>rd</sup> - two days suspension. Parent contact.

\*All major discipline violations will be referred for Elementary Counseling\*

- **Detention** may include recess, class time, specials, before or after school.
- **Suspension** may include in school or out-of-school.

**The following factors will be considered when making decisions on suspensions:**

1. The student's age
2. Disciplinary history
3. Disability
4. The seriousness of the behavior
5. Whether the behavior poses a security risk
6. Restorative practices
7. Whether a lesser intervention would properly address the behavior

**BULLYING**

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third

parties is strictly prohibited. This 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. This policy applies to all “at school” activities in the District, and any school sponsored event. Bullying can be physical, verbal, psychological, or a combination of all three.

The **Michigan Department of Education** defines Bullying as conduct that meets all of the following criteria:

- Directed at one or more pupils;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress and,
- Based on a pupil's actual or perceived distinguishing characteristic (see below), or is based on an association with another person who has or is perceived to have any of these characteristics.

Bullying, as well as false reporting, may result in suspension and/or expulsion from school. Complete policy is available in the office upon request.

\*To help define the difference between being Mean or Bullying, definitions and descriptions have been attached on the next page. These are meant to help clarify the differences.

### **Cyberbullying**

Cyberbullying is [bullying](#) that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Bullying, as well as false reporting, may result in suspension and/or expulsion from school.

## **\*Rude vs. Mean vs. Bullying: Defining the Differences**

(Adapted from [Signe Whitson](#), Author; Child and adolescent therapist)

Kids need to know how to get along with one another. We know that social skills are one of the leading indicators of future success. Kids need good role models, rules to follow, and kudos for kindness. But they are going to make mistakes. They are going to have mean moments. No parents want to admit that... but c'mon, admit it; you've said mean things too. Please understand, this is not a justification for being mean. There is no excuse for meanness, but there is a difference between a mean comment and ongoing harassment of an individual student. Both need to be dealt with, but perhaps differently.

The main distinction between "rude" and "mean" behavior has to do with intention; while rudeness is often unintentional. Mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, coolness or just about anything else they can find to belittle others. Meanness also sounds like words spoken in anger -- impulsive cruelty that is often regretted in short order. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down.

**Rude = inadvertently saying or doing something that hurts someone else.**

**Mean = purposefully saying or doing something to hurt someone once (or maybe twice).**

Make no mistake; mean behaviors can wound deeply. Adults can make a huge difference in the lives of young people when they hold kids accountable for being mean. Yet, meanness is different from bullying in important ways that should be understood and differentiated when it comes to intervention.

Experts agree that bullying entails [three key elements](#): 1) an intent to harm, 2) a power of imbalance, and 3) repeated acts or threats of aggressive behavior. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse -- even when targets of bullying show or express their hurt or tell the aggressors to stop.

**Bullying = intentionally aggressive behavior, repeated over time, that involves an imbalance of power.** Bullying may be physical, verbal, and relational (threat of taking friendship away) or carried out via technology:

All three issues need to be addressed. However, when we use a term repeatedly as a catch-all for behaviors, the actual issues are not addressed properly. It is important to distinguish between rude, mean, and bullying so that teachers, school administrators, police, youth workers, parents, and kids all know what to pay attention to, how and when to intervene.