BEAVERTON ELEMENTARY SCHOOL

PARENT-STUDENT

HANDBOOK

2025-26

BEAVERTON ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK
2025-2026

Adopted by the Board of Education on August 11, 2025
Discipline Code adopted by the Board on January 9, 2023

440 S. Ross St. PO Box 529
Beaverton, Michigan 48612
Phone 989.246.3020
Fax 989.246.3740
www.beavertonschools.net

PARENTS: Please sign the forms located on pages 16-21 of the handbook and return them to your child's teacher.

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NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was adopted in August of 2024. If you have questions or would like more information about a specific issue or document, contact your school administrator, or access the document on the District's website: beavertonschools.net by clicking on Schools, Beaverton Elementary, Explore, Documents, Students Handbook, and finding the specific policy or administrative guideline in the Table of Contents for that section.

Dear Parents and Students,

Welcome to Beaverton Elementary School. All the members of the staff and I are pleased to have you as a student. It is our desire to work collaboratively with you throughout the school year to help make your experience as positive and successful as possible. Parents please take some time to read and discuss the rules and procedures of our school with your child. We appreciate your help in this matter.

If at any time you would like to meet with me personally, please email me at shartwell@beavertonschools.net or call the office at 989-246-3020.

Sincerely,

Shawna Hartwell

Shawna Hartwell
Principal and K-12 Special Education Coordinator

MISSION STATEMENT

Beaverton Schools, in partnership with the community, will ensure an environment in which all students will achieve skills necessary for lifelong learning and responsible citizenship.

ELEMENTARY BUILDING LEADERSHIP AND SUPPORT STAFF

Principal- Shawna Hartwell
Literacy Coach- Melissa Woods
Nurse- Jada Carland
McKinney Vento Liaison/Elementary Success Coordinator - Kara Pahl
Secretary- Mary Snyder
Math Coach- Andrea Sawyer
Guidance Counselor- Brooke Werth

EQUAL EDUCATION OPPORTUNITY

It is the policy of this 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's Compliance Officer listed below:

Superintendent
468 S Ross St, PO Box 529
Beaverton MI 48612
989.246.3000

Complaints will be investigated in accordance with the procedures as described in Board Policy 5202 and 3118 . Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

SCHOOL HOURS

The school doors will open to students at 7:45am. Classes start promptly at 7:55am. Any child who arrives after 7:55 is considered to be tardy. If they arrive after 8:10 they will be considered a half day absent. School ends at 3:02pm. If a child leaves before the end of the school day a child will also be considered a half day absent. No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose name is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. If a child is signed out from school during school hours they need to leave campus. If a child has missed more than a half of day of school they will not be allowed to attend a school sponsored after school activity.

Please send a note to school with your child if he/she is to stay after school to wait for a parent, attend practice, walking to a friend's, etc. We realize that sometimes there is a change in plans and you must get a message to your child during the school day. Calls made early in the day allow time for the teacher to retrieve the written message. Afternoon calls are generally given as briefly as possible over the phone to the teacher.

ATTENDANCE POLICIES AND PROCEDURES

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent/guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's school work. Each student is expected to be in school every day except when illness, injury or some providential condition beyond the student's control prevents attendance.

If your child has been absent for any reason, you must provide the office a written note from the parent/guardian within 24 hours of returning to school, stating the reason for the absence, or call the **attendance hotline at 989.246.3020, ext. 9.** All students will be responsible for completing the work they missed due to the absence.

EXCUSED ABSENCES: Excused absences are for legitimate reasons, and the absences do not become excessive. Sufficient reasons shall include, but are not be limited to:

- The student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness)
- Severe weather
- Medical appointments for the student
- Death or serious illness of the student's family member
- Attendance at a funeral, wedding or graduation
- Appearance at court or for other legal matters
- Observance of religious holidays of the student's own faith
- College planning visits
- Personal or family vacations (Family vacation is limited to five excused absences, and the building principal should be notified prior to the vacation)

EXCESSIVE ABSENTEEISM AND TRUANCY: Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner, because the value of class activities is missed forever. When at all possible, please avoid scheduling dentist or doctor appointments during school hours. When a student is absent 10 percent of the school year, the building principal or designee will provide written

notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process. These letters are to inform the parents/guardians not only of the policy but also to offer assistance. Some letters may require a meeting to be scheduled with the building's truancy team. If the parent/guardian is not willing to work with the school and the attendance does not improve, the parent or guardian may be referred to the Prosecuting Attorney's office. A home visit may also be conducted by a school administrator and the SRO if absences are a problem. Students who are not in their classroom when the bell rings are tardy. Any student arriving late to school is to report to the office before proceeding to class. Any child arriving after 8:10 a.m. will be considered to be a half-day absent. Chronic tardiness may be considered truancy.

FAMILY/DISTRICT COMMUNICATION GUIDELINES

Sometimes, people disagree. When you take more than a thousand students, teachers, administrators and staff and put them in the same place for nine months, familiarity will, at times, make for misunderstandings, disagreements and a need for conflict resolution. These guidelines are designed to help address these concerns while respecting the needs and proper channels of resolution for all involved.

If a parent or guardian has a concern with a student's interactions in school, there are expectations for all sides of the issue. For teachers, administrators and staff, the expectation is that they will listen - to the family's concerns, to the student's needs and to all parties involved - in a sincere effort to resolve the issue to everyone's satisfaction. For parents and guardians, the expectation is they first wait (if possible) for emotions to cool, and then address the concern with school officials in the sequence detailed below. If handled with mutual respect and the overriding interest in what's best for all students, the overwhelming majority of these types of conflicts are resolved in the early phases of these conversations with teachers, coaches and bus drivers; it's also vital for staff to address these in a timely fashion and, if appropriate, in writing. If an understanding can't be reached at those levels, escalation to the next tier is appropriate and encouraged.

At Beaverton Schools, we all want the same thing - to provide a safe and enriching learning environment for all kids. Observing these protocols will assist immeasurably in that endeavor, and we appreciate your willingness to respect this process.

On Matters Involving Instruction & Curriculum

1 Classroom Teacher → 2 Principal → 3 Superintendent → 4 Board of Education

On Matters Involving Transportation

1 Bus Driver → 2 Transportation Director → 3 Superintendent → 4 Board of Education

On Matters Involving Student Discipline

1 Classroom Teacher → 2 Behavior Interventionist → 3 Principal/ Assistant Principal → 4 Superintendent → 5 Board of Education

ENROLLMENT AND WITHDRAWAL

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

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

A. birth certificate or similar document
B. proof of immunizations
C. proof of residency
D. court papers allocating parental rights and responsibilities or custody

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 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.

The principal will assign each student to the appropriate classroom and program based on Policy 5411. Any questions or concerns about the assignment should be discussed with the principal.

Parents must notify the principal about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents/Guardians are encouraged to contact the building secretary for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

PARENT INVOLVEMENT PLAN

Beaverton Elementary School staff shares the philosophy outlined in the District Parent Involvement Policy (5401) and believe that the success of all students is most effectively achieved by a partnership between the school and home. Consequently, Beaverton Elementary School staff recognizes the importance of involving parents in a collaborative, coordinated, and integrated manner in all aspects of their child's education. Staff and parents will work together for the common goal of student achievement. Staff will be educated on ways to involve parents in the educational process and parents will be provided educational opportunities to assist them in engaging in the educational process as partners.

Beaverton Elementary School staff will offer all parents the opportunity to attend parent involvement activities throughout the school year. Activities will be based around academic areas and needs, and take into consideration ideas, suggestions and feedback from parents to be used in the planning, review, evaluation, and improvement of parent involvement offerings. Information and/or training will be provided to parents to help them support their child's learning outside of school. Efforts will be made to accommodate the schedule of parents and to respectfully recognize differences due to culture, language, socio-economic status or religion. Staff will communicate information in a timely manner about parent involvement activities, educational expectations/proficiency levels, assessments, student progress, curriculum, and other school information in a language and manner understandable to most parents. Report cards will be issued four times during the school year. Students are given the responsibility of seeing that the report cards reach their home.

Parents will also be invited to be a part of the School Improvement Team in order to be part of the decision-making process at the school regarding school improvement planning, implementation and evaluation. Additionally, parents may also participate in PTO, the Annual Title I Parent Meeting and other groups, as well as participate as volunteers in school

functions and events, when possible.

In order to emphasize the cooperative role of home and school, a Home-School Compact will be reviewed and distributed each year. Parents and staff will be involved in the review process of the Compact. The Compact will outline the expectations of staff, parents and students for creating an educational partnership aimed at student success. The Home-School Compact will be reviewed at Parent Teacher Conferences. Parent Teacher Conferences will be offered in October with efforts made to accommodate the varied schedules of parents. Parents may also request additional conference time with school staff.

Beaverton Elementary School recognizes that the term “parent” refers to any adult who is the primary care-taker of a child. Therefore, the Parent Involvement Policy may be applicable to guardians, foster parents, grandparents, step-parents, or even older siblings, when applicable.

Beaverton Elementary School is always looking for volunteers! There are an assortment of volunteer opportunities throughout the school year, as well as numerous ways to get involved at school. We value input from parents and invite you to be part of our School Improvement Team, PTO, or other committees.

SCHOOL VISITORS AND VOLUNTEERS

All visitors (this includes parents/guardians) **MUST REPORT TO THE OFFICE TO SIGN IN.** Please enter the building by using the main entrance. No visitor will be permitted to go directly to a classroom. The purpose of this is to eliminate unnecessary interruptions during lessons and to provide safety for the children. Volunteers are welcomed and valuable to our school. **All Volunteers spending time in the classroom or on field trips, will need to have an approved ICHAT. Forms may be picked up at the school office.**

STUDENT RECORDS

The School District maintains many student records, including both directory information and confidential information. Other than directory information, access to all other student records is protected by the Family Educational Rights and Privacy Act (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents/guardians. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

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

Parents/guardians have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent/guardian must request the amendment of a student record in writing and if the request is denied, the parent/guardian will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the parent/guardian, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parent or guardian

- Mental or psychological problems of the student or his/her family
- Sexual behavior or attitudes
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the student or his/her parents or guardians

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT EXPRESSION: The District will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment. Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before school officials may regulate student speech or impose discipline if they can reasonably forecast a substantial and material disruption or interference with school operations. Students may be disciplined for speech or expressive conduct that: is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption; is obscene, sexually explicit, indecent, or lewd; promotes the use of or advertises illegal substances; incites violence; contains "fighting words" or constitutes a true threat of violence; constitutes hate speech or symbols, including, but not limited to, swastikas or Confederate flags; involves a student walkout; urges a violation of law, Board Policy, or rule; or is not constitutionally protected. Administrators will evaluate student speech on a case-by-case basis, including the location, context, and nexus to the school, before imposing discipline.

DRESS CODE: Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of students or others; violates any statute or Policy 5101; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action. Examples of such clothing include, but are not limited to:

- "See-through" clothing
- Clothing which exposes the midriff
- Garments that provoke or distract students or school employees
- Sunglasses, hats, coats, and other outside clothing
- Clothing, patches, or buttons displaying profanity, vulgarity, or obscene suggestions or which promote the use of cigarettes, alcohol or illegal drugs
- Hats or any head coverings
- Pants worn below waist level or shorts that are shorter than the student's fingertips
- Wallet chains or chains of any kind will not be allowed at school
- Pajamas or slippers

For safety and health reasons, students are required to wear shoes or soled footwear. Specific clothing may be required for certain classes, such as physical education.

Most students have outdoor recess daily, weather permitting. **It is important that they come to school dressed for outdoor activities everyday** as indoor supervision is not available for children on days when most of the children can be out. Outdoor recesses are not given on days when the weather or playground is unfit. Shoes must be worn at all times during recess. If a student must absolutely stay indoors during recess because of illness, a doctor's note must be provided explaining why.

CELL PHONE USE: Students are not to use the telephone/cell phone unless they have permission from the office. The teacher will provide the student with a note for the office, if they are asking a student to call home. Students are asked to leave their electronics silent and are required to put their cell phone, earbuds/headphones and other personal devices in their lockers or at home. Headphones and ear buds should not be visible during class time, unless instructed by the teacher.

PERSONAL ITEMS: 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 USE OF TECHNOLOGY: Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges. Students have no expectation of privacy in or right to continued use of District technology resources.

STUDENTS WITH DISABILITIES: Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education through an individualized education program. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities. IDEA-eligible students are protected from discrimination under Section 504 of the Rehabilitation Act, as outlined in Policy 5603.

LOCKERS:Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use. Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, as defined in Policy 5206, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing.

STUDENT CODE OF CONDUCT AND DISCIPLINE

The Board is committed to providing students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, the District may discipline students who engage in misconduct, up to and including suspension or expulsion from school. The District will take steps to effectively discipline students in a manner that minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

Student discipline policy 5206 applies to student conduct that occurs: on district property, at school sponsored or related events, on the bus, while traveling to and from school and at the bus stop, and at any other time or place if the conduct has a nexus to the school, substantially disrupts the school environment, or as permitted by law.

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights.

If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in Policy 5206A.

The entire staff of the Beaverton Elementary School has the goal of making school a place in which children will feel safe, secure, and happy and in addition, have the maximum opportunity to learn.

In an effort to accomplish this goal, we have developed a school-wide behavior plan. The plan lists the rules that we expect the students to obey. The plan also states that students who choose to break the rules will receive negative consequences (punishments), and students who follow the rules will receive positive consequences (rewards). Part of the plan follows.

Our general school rules are:

1. Follow directions the first time given.
2. Walk quietly throughout and around the buildings.
3. Help keep school neat and orderly.
4. Respect others belongings.
5. Attend school regularly and be on time.

Our playground rules are:

1. Respect and obey playground supervisors.
2. Use authorized playground equipment safely and properly.
3. Do nothing that hurts others or yourself.
4. Line up promptly and quietly.
5. Playground activity should not include pushing, grabbing, and any rough activity.

Consequences:

1. Teachers will send home their classroom rules that include consequences.
2. Generally, students are given a warning the first time a rule is broken.
3. Parents are contacted if breaking rules becomes chronic.
4. Students may be sent to the principal if the problem is severe.

RESTORATIVE PRACTICES: Before suspending or expelling a student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's objective of minimizing out-of school suspensions and expulsions. Likewise, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

All victim-offender conferences must be conducted consistent with state and federal law and Policies. No student who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

DISCIPLINE: The term "suspend" or "suspension" means a disciplinary removal from school for less than 60 school days. The term "expel" or "expulsion" means a disciplinary removal from school for 60 or more school days. Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of more than 10 school days or an expulsion is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion, administrators or the Board must consider the Mandatory 7 Factors, which include:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior.

Any time the Board finds that a suspension of more than 10 school days or expulsion is warranted, the Board must base the rationale on the Mandatory 7 Factors and explain the rationale in writing. Before exercising this authority, the Board must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

MANDATORY SUSPENSION OR EXPULSION: Building principals and other administrators must refer all incidents that may result in a mandatory suspension or expulsion to the Superintendent or designee for transmission to the Board. As explained below, the Board recognizes that in some circumstances it may choose not to suspend or expel a student. Nothing in this section may be construed as limiting the Board's discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion.
Incidents that may result in a mandatory suspension or expulsion include but are not limited to:

1. Possession of a dangerous weapon: "Dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.
2. Arson
3. Criminal Sexual Conduct
4. Physical Assault: "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
5. Alcohol, drugs, or mind-altering substances
6. Bomb threat or similar threat

In light of past events in the United States and the atmosphere of heightened security, it is an important responsibility and duty of all students and staff to report any knowledge of criminal behavior or threat of such activities to authorities. This may be done by contacting a building administrator or counselor in one of three ways:

- **Personally**
- **In writing**
- **By telephone**

All efforts will be made to keep the informer's identity secure if the information is legitimate.

Incidents that may result in suspension include but are not limited to:

1. Tampering with a fire alarm or other security device
2. Stealing
3. Forgery
4. Fighting
5. Gang activities
6. Hazing
7. Profanity or obscenity towards staff members or students
8. Threats
9. Technology abuse
10. Bullying: **All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.**

***If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly

report the incident to the building principal or designee. All bullying complaints will be promptly investigated. If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim and perpetrator's parent/guardian in writing.

INTERVIEWS OF STUDENTS BY PUBLIC AGENCIES AND LAW ENFORCEMENT: The school district endeavors to cooperate with law enforcement agencies as well as other outside agencies. Students may be interviewed in school by law enforcement officials as well as other outside agencies. 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. If the student is a minor, and the parent was not present during the interview, the parent/guardian will be notified by the principal or his/her designee that an interview has taken place.

SECLUSION AND RESTRAINT:The Board adopts MDE's Policy for the Emergency Use of Seclusion and Restraint, as approved and amended by the Michigan State Board of Education and MDE. Consistent with MDE policy, the Board directs all District personnel to use positive behavior interventions and supports to enhance the academic and social behavior outcomes of all students. In accordance with state law and MDE policy, the use of emergency seclusion and emergency physical restraint is a last resort intervention that may be used only when a student's behavior poses an imminent risk to the safety of the student or others and an immediate intervention is required. Any use of emergency seclusion or emergency physical restraint must be consistent with state law, MDE policy, and MDE guidelines.

INJURY AND ILLNESS

Parents/guardians are expected to report student absences due to illness or injury to the building principal or designee. Students and parents/guardians should communicate with school staff to minimize the impact of illness or injury-related absences on the student's educational progress. Students who will be absent for an extended period of time may be eligible for homebound or hospitalized services in accordance with Policy 5416.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent/guardian or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent/guardian or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law. Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school. The District must report the occurrence or suspected occurrence of any disease, condition, or infection identified in the Michigan Department of Health and Human Services Communicable Disease Rules to the local health department within 24 hours.

Parents/Guardians are required in the fall of each year to fill out a general information form, which contains specific information to follow in case of illness, accident, or other emergency. All potential serious injuries or illness will be referred immediately to the school nurse or qualified school personnel, who may administer first aid if needed. School personnel will attempt to contact parents or designated adults when such situations arise. Please keep your information current with the office.

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. The problem of contracting head lice can be a problem in any school setting. When lice are found on a child immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school designated

personnel finds no live lice on the child, the child may reenter school. Parents should remove nits daily and treat if live lice are observed.

A person with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, protect the person's health and privacy rights, and protect the health and safety of others. The Michigan Department of Health and Human Services maintains a list of reportable diseases and infections, including those capable of being transmitted to a person. The District will work cooperatively with the local health department to identify, report, and contain diseases and infections in accordance with applicable laws and local health department policies and guidance.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building administration.

HOMEBOUND INSTRUCTION

The District will provide an enrolled student with instruction in the student's home, hospital, or licensed treatment facility if both of the following requirements are met:

A. The student's parent/guardian submits a homebound/hospitalized instruction form which includes verification by a legally authorized healthcare provider of a medical condition that requires the student to be hospitalized or confined to the home during regular school hours for a period longer than 5 consecutive school days. A student who is able to attend school for part of the day is not eligible for homebound instruction; and
B. The student is physically able to participate in instruction while hospitalized or confined to the home.

Homebound instruction is not intended to replicate the classroom experience. For most students, the District will provide a minimum of 2 45-minute sessions per week with a certificated teacher. For students with disabilities under the Individuals with Disabilities Education Act (IDEA), the District will provide a minimum of 2 non consecutive hours per week with a certificated teacher. Homebound instruction may be supplemented with a variety of in-person and distance learning services, as determined appropriate by the Superintendent or relevant educational team.

For students with disabilities under IDEA, the District will consider whether the student's homebound instruction constitutes a change in placement and whether an IEP Team meeting should be convened.
The District will provide homebound and hospitalized instruction consistent with state law and MDE guidance.

MEDICATION FOR STUDENTS

When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent/guardian must annually submit a written request and consent form as required by the District, and a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration.
- A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
- All medications must be in the original container.

Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health. District employees may only administer medication to a student according to the written instructions from a healthcare professional.

The District will administer medication to students as necessary on school sponsored field trips or school-related activities. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log.

Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.

A parent/guardian will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the parent/guardian notice to retrieve the medication. If the parent/guardian does not promptly retrieve the medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.

FOOD SERVICES

Make sure to complete the Education Benefits Form and return it to your child's teacher. The Education Benefits Form collects information needed to ensure the school receives state and federal funding for education programs. Without this information, Beaverton Schools could lose important funding for education programs that our students need.

Each student will be provided breakfast daily in their classrooms. Lunch is 15-20 minutes long and is served in the cafeteria. If students need extra time they will be allowed to remain in the cafeteria to finish eating. Lunch is free to all students. However, if the student does not take a full hot lunch there is a charge for milk. Breakfast and lunch menus can be located on the district website.

REQUIRED DRILLS AND EMERGENCY PLANS

The school district will schedule, notify, conduct, report, and post all fire, tornado, and other emergency drills as required by law. The school district will also develop, adopt, and provide a cardiac emergency response plan as required by law.

SCHOOL CLOSINGS DUE TO WEATHER OR OTHER EMERGENCIES

A telephone call will be made to parents/guardians in the event school is closed for inclement weather or other emergencies. Occasionally an emergency makes it necessary for us to close school and send the children home early. Please make sure telephone numbers are up to date in the student database as this is updated every night to ensure that you will receive your call. You can also watch local news stations or listen to the local radio stations to get updates.

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 extracurricular program. No student may participate in any school-sponsored trip without parental consent. Field trips are a privilege and could be taken away for safety reasons or if a student is not compliant with school rules.

EXTRA CURRICULAR ACTIVITIES

Beaverton Elementary offers a variety of extra curricular activities. Participants must follow each individual program's requirements and guidelines.

PEER TO PEER

Beaverton Elementary offers a Peer to Peer program. If your child is selected to participate in the program he/she will support the other student at lunch, recess or in the classroom. They will encourage and model positive social interactions and be a FRIEND. All participation would take place during the school day. There is a permission slip to participate.

TRANSPORTATION INFORMATION AND DISCIPLINE POLICY

The following are safety rules. Please review them with your child/children:

1. Be out waiting for the bus early, allowing a 5-7 minute leeway. The bus is not required to stop, wait, or honk the horn for late students.
2. Wait approximately 10 feet from the roadway in a safe spot where the drive can see you.
3. If crossing the roadway is necessary, WAIT for the signal from the bus driver or instruction over the bus PA. CROSS IN FRONT OF THE BUS 10-15 FEET OUT WHERE THE DRIVER CAN SEE YOU, KEEPING ALERT TO TRAFFIC AT ALL TIMES.
4. Enter the bus in an orderly manner. Go directly to your assigned seat and remain there until your destination is reached. Remain seated until the door is opened.
5. Sit erect in your assigned seat keeping arms, feet, legs, and school related items out of the aisle. 6. Keep voices in a soft tone.
6. Expect to sit three to a seat and only ride on the bus in which you are assigned, unless other arrangements have been made with the transportation department. The buses are scheduled to transport the maximum capacity per Public Act 187.
7. Classroom conduct standards are expected at all times.
8. Students are expected to go directly from their building to the bus area and get on their assigned bus promptly. No loitering in the bus area.
9. Skateboards, music devices, handheld games, and things of this nature are not allowed on the bus.

“BASIC” misconduct or acceptable conduct/safety violations that result in loss of bus service:

1. Failure to follow driver’s instruction.
2. Activities that take driver’s attention off the roadway.
3. Rudeness, swearing, and obscene language or gestures.
4. Pushing, shoving, and hands on others.
5. Fighting-verbal or physical.
6. Horseplay, loud talking or yelling.
7. Spitting, eating, drinking on the bus.
8. Gross misconduct.

Alcohol, drugs, smoking, use of tobacco products, or weapons, will be treated per the school district’s policy.

We use PROGRESSIVE discipline and consequences for those who choose to disregard the rules.

Drivers may use several techniques to control minor or mischievous offenses-such as horseplay, excessive noise, or agitating other children. Assigning a seat in front of the bus or writing bus rules multiple times are examples. In the event a “Warning Slip” is issued, it must be signed by the parent/guardian and returned to the driver before the student is allowed to ride the bus.

MINOR OFFENSES

Warning: Bus Conduct Report issued by bus driver

2nd Offense: Bus Conduct Report with (1) day suspension off the bus issued by the driver

3rd Offense: Bus Conduct Report with (3) days suspension issued by the transportation supervisor

4th Offense: Bus Conduct Report with a minimum (3) day suspension with possible removal from the bus issued by the building principal

All above suspensions will start the day after the conduct report is given to the student. All suspensions will require a call to the parents by: #2 the driver, #3 the supervisor and #4 the principal.

MAJOR OFFENSES

Any incident, which creates a potential health or safety problem or violates the severe clause will result in an immediate suspension from riding the bus and may result in suspension from school. The Building Principal will contact the parent/guardian. Examples of severe clause violations are, but not limited to, fighting, use of matches or lighters, vandalism or destruction of property and violation of safety procedures.

STUDENT NAME: (print)_____ Grade: _____

TECHNOLOGY USE GUIDELINES
STUDENT USER AGREEMENT & PARENT PERMISSION FORM

As a user of the School computer network, I agree to comply with the rules of the student handbook and to use the network in a constructive manner.

STUDENT SIGNATURE:_____
DATE:_____

Parent Section:

INTERNET PERMISSION FORM

As a parent or guardian of a student at Beaverton Elementary School, I have read the information about the appropriate use of computers at the school. I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

_____My child may use the Internet while at school according to the rules outlines

_____I would prefer that my child not use the Internet while at school.

Parent Signature:_____

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT/PARENT HANDBOOK AND CODE OF STUDENT CONDUCT

I have read and discussed the Student/Parent Handbook and Code of Student Conduct with my child.

_____ Date:_____ Parent/Guardian Signature

_____Date:_____ Student Signature

INSTRUCTIONS TO PARENTS/GUARDIANS: Please sign, detach, and return this page to your child's homeroom teacher after reading the Student/Parent Handbook and Code of Student Conduct, discussing it with your child, and obtaining your child's signature.

PUBLICATION OF STUDENT WORK/PICTURES PERMISSION FORM

I understand that from time to time the school may wish to publish examples of student projects, photographs of students (re: Student of the Month) and other work in school printed materials (such as Yearbook), and/or on classroom or the district's website.

_____My child's work and photographs of my child can be published.
_____I would prefer that my child's work and picture not be published.

STUDENT'S NAME_____

PARENT'S NAME (print)_____

PARENT SIGNATURE:_____

DATE:_____

Limitation of Liability
Beaverton Schools makes no guarantee that the functions or the services provided by or through BRS-Net will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Students must follow all rules of the Beaverton Schools Board of Education as prescribed in the school board policy.
