South Walnut Elementary School Handbook

Home of the Vikings!

Bangor Public Schools Mission Statement
Providing Educational Excellence as a Pathway to Success
Bangor Public Schools Vision Statement
Challenging and Guiding Each Student to Pursue Their Dreams

Table of Contents

Table of Contents 1
Purpose of the Handbook 2
School Contacts & General Information 2
School Day 2
Bangor Public School District Procedures, Expectations & Policies **3**
Attendance 3
Birthday Treats 3
Bicycles, Skateboards, Scooters, etc. 3
Bullying and Other Aggressive Behavior Towards Students (Policy 5517.01) 4/5
Dress Code 5
Field Trip Guidelines 5
Grievance Procedures For Nondiscrimination (Policy 2260) 6
Immunizations 6
Internet Usage 6
Limited English Proficiency 6
Medications (Prescription and Non-Prescription) 7
Morning Drop Off Procedures 7
Parent Concerns 7
Parent-Teacher Conferences 7
Personal Electronic Devices & Cell Phones (Policy 5136) 7
Personal Items & Materials 7
Positive Behavior Interventions & Supports 8
Responsible Thinking Process 8
Recess Guidelines and Expectations 9
Report Cards 9
Promotion & Retention 9
School Closure 9
Search & Seizure (Policy 5771) 9
Student Injury 10
Student Illness 10
Suspension & Expulsion 11
Testing 11
Tobacco & Drug-Free School Zone (Policy 7434 & 5530) 12
Transportation Privileges & Bus Expectations 12
Volunteers 12
Weapons Free School Zone (Policy 5772) 12
Emergency Drills **13**
Fire Response Plan 13
Tornado Watches & Warnings 13
Appendix A Communicable Disease Information **14**
Appendix B Discipline Policy/Procedures **17**
Parent Signature Sheet (to be returned to teacher) ..... **END**

Purpose of the Handbook

The purpose of the South Walnut Elementary School Student Handbook is to provide you with information that you and your child(ren) will need to know to increase school success. This handbook contains rules, regulations, procedures, and policies which are to be adhered to by all students.

It is required that you review this with your child, then sign and return the parent signature page, to confirm that you have read and understand the contents of the Elementary School Student Handbook. **Together** we can better help each student develop to their fullest potential — academically, physically, socially, and emotionally. If you have any questions or concerns, please call us.

This handbook does not contain every rule or policy of the district. Rules, policies, procedures, and/or activities are subject to change during the school year, with proper notification to the students. The rules, policies, and procedures in this handbook do not supersede federal, state, local laws or ordinances.

No person in the Bangor School District will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity based on ethnicity, religion, gender, disability, or any other legally protected status. Inquiries by students and guardians related to discrimination based on disability should be directed to the Superintendent.

School Contacts & General Information

309 S Walnut
Bangor, MI 49013
(269) 427-6863 Main Line
Principal: Miss Haley Crowton **Assistant Principal:** TBA

School Day

Parents should plan appropriately so that children do not arrive before school is open.

Full Day Schedule 8:00am - 3:05pm (Doors open at 7:30 AM)		**Half-Day Schedule 8:00am - 11:55am (Doors open at 7:30 AM)**	
Kindergarten	Recess 10:40-11:00 Lunch 11:00-11:20	**Kindergarten**	Lunch 10:15-10:40
1st	Lunch 11:25-11:45 Recess 11:45-12:05	**1st**	Lunch 10:50-11:15
2nd	Recess 11:25-11:45 Lunch 11:45-12:05	**2nd**	Lunch 10:50-11:15
3rd	Lunch 12:10-12:30 Recess 12:30-12:50	**3rd**	Lunch 11:25-11:50
4th	Recess 12:10-12:30 Lunch 12:30-12:50	**4th**	Lunch 11:25-11:50

Bangor School District Procedures, Expectations & Policies

Attendance

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning opportunities result from active participation in the classroom and other school activities, which cannot be replaced by individual study. Attendance is important in developing a high-quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time.
Regular attendance is a habit the School wants to help students develop as early as possible and reinforce throughout their school careers.
Under State Law, attendance at school is compulsory until a student reaches the age of sixteen (16) or graduates from High School.

A. If a child is late or absent from school, parents are requested to notify the School office (427-6863) before 9:00 a.m.
B. In the event the school does not hear from the parents, a robocall will be sent to the family at 9:30 a.m. to verify your child's attendance.
C. Examples of excused absences may include but are not limited to
   1. Illness
   2. Death in the family
   3. Family emergency
   4. Doctor and dentist appointments
   5. Authorized school activities
   6. Religious holidays
   7. Legal business

D. Every **4 tardies or early releases** will **equal 1 full-day absence**. If a student arrives after 10:00 AM, it will be counted as a morning (AM) absence; if a student leaves before 1:30 PM, it will be counted as an afternoon (PM) absence. Tardies include arriving between 8:05 AM and 9:59 AM and leaving between 1:30 PM- 3:05 PM.

Early Student Releases

When it is necessary for your child to leave school during the day, please notify the office. For the safety of your child, students will only be released to the parent, guardian, or others designated by the legal guardian. Picture ID will be required. Children will only be released from the office.

Birthday Treats

Please coordinate any birthday treats that are desired to be shared with classmates with your child's teacher. This is completely up to individual families and is not considered an expectation.

Bicycles, Skateboards, Scooters, etc.

Students who ride their bicycles/skateboards/scooters to school must have permission from their guardians. Guardians should discuss safety with their students and the need to follow these safety rules. Please KNOW that the school cannot assume responsibility for loss or damage to equipment brought to school. If you want your child to walk home, please provide the office with a note stating that.

Students should:

- Travel on the side of the road with traffic, not on the sidewalks.
- Walk rather than ride while on school grounds due to pedestrian AND car traffic.
- For security reasons, we recommend that bikes be locked in the front rack.
- ***For safety, we recommend that students wear helmets.***

Bullying and Other Aggressive Behavior Towards Students (Policy 5517.01)

Bangor recognizes the negative impact that bullying and harassment have on student health, welfare, and safety as well as the learning environment. Per policy 5517.01, we provide a safe and nurturing educational environment for students.This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such unacceptable behavior.
Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including anyone associated with the school, is strictly prohibited. This includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions which cause or threaten to cause harm, reasonable fear for personal safety, or personal degradation. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report (in person or writing) the situation to the school administrators.The student may also report concerns to a teacher or counselor responsible for notifying the appropriate administrator or Board official.

"Bullying" is defined as any **repetitive and targeted** written, verbal, or physical acts, including cyberbullying that, without regard to its subject matter or motivation, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

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

Bullying can be physical, verbal, psychological, or a combination. Some examples are:

Physical – hitting, kicking, spitting, pushing, taking and/or damaging personal belongings or extorting money, unwelcome physical contact.
Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to the unwanted, abusive behavior of nonverbal, verbal, written, or physical nature, often based on age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation,

physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

HANDS-OFF POLICY

The hands-off policy is a basic school rule that covers everything from pushing/shoving to hitting, slapping, tripping, poking, tackling or any other physical touching that is unkind, overly aggressive or annoying. Good natured play often turns bad when students put hands on one another.

Dress Code

A. The cooperation of all parents/guardians is requested in determining what is acceptable dress.
B. While fashions change, students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a concern will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Chains attached to clothing are not allowed. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors/gestures which symbolize gang membership or participating in activities which are designed to intimidate another student will be disciplined.
C. Examples of unacceptable dress in the Elementary School may include but are not limited to:
    1. Bare feet.
    2. Bare midriffs, open back, or see-through tops or bottoms.
    3. Spaghetti straps, tank tops, muscle shirts, halter tops, strapless garments, etc. Short skirts and shorts of inappropriate length (determined by the principal or his/her designee). Clothing imprinted with profanity, implied profanity, inappropriate language, advertising of products inappropriate for minors, or derogatory to any individual, group or institution.
    4. Sagging pants/waistlines that expose undergarments or bottoms..
D. Students are not to exchange items of clothing or shoes.
E. Hats, Coats, and Other Items.(See Below)

Personal items such as blankets, pillows, stuffed animals, and ***other personal items*** are not allowed in the classroom at any time unless expressly directed by the teacher for classroom purposes. These items distract students from the educational opportunities being provided to them. **Hats, hoods, and other head coverings (except those for religious purposes) cannot be worn in the school building.**

Field Trip Guidelines

Trips off-campus or grade level activities on campus, whether curriculum related or celebratory in nature, are **privileges** to enhance the total learning experience for students. With such privileges and opportunities come responsibilities for acceptable academic effort and proper behavior. **Privileges will be forfeited if proper academic effort and behavior is not maintained.**

Grievance Procedures For Nondiscrimination (Policy 2260)

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Any person who believes that they have been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with

the District's Civil Rights Coordinator, Dr. Dannielle McGuire 269-427-6800 ext. 1108. The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant.
Complaints will be investigated in accordance with the procedures as described in
Board Policy 2260: http://go.boarddocs.com/mi/bps/Board.nsf/goto?open&id=BBQMDB4EE2CC
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 opportunities.

Immunizations

All students enrolling in the Bangor School District for the first time shall submit either: a statement signed by a physician that they have met immunizations required by the State of Michigan or a Health Department waiver signed by a guardian that the child has not been immunized because of religious conviction or objection to immunization. To assure the health and safety of the students in the Bangor School District, no student will be allowed to continue in attendance if requirements are not met.

Internet Usage

Assigned devices are the property of the school district. No stickers, emblems, or other markings can be placed on those devices. The Bangor School District allows students to work independently on the internet/network with written parental permission. Such work is for educational purposes. Any misuse involving the sending or accessing of non-educationally relevant material may result in the loss of technology privileges and may be subject to further discipline. The complete acceptable protocol is sent home with the opening day packet and must be signed and returned to school.

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 be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programming offered by the District. Parents should contact the **ELL/ESL Department** at **(269) 427-6800 ext. 8221** to inquire about evaluation procedures and programs offered by the District.

Medications (Prescription and Non-Prescription)

The Bangor School District policy for prescribed and non-prescribed medication given at school is strictly enforced. No medicine can be given until the following criteria have been met:

1. ***A consent form with the signature of the physician and guardian*** must be filled out and returned to the school office. Verbal/phone requests from parents for administration of meds that are not clearly set forth in writing by a doctor will not be honored for liability reasons.

2. All medication must be in the original container.

3. An adult must bring medication to the school office. This is where the medication will be kept & distributed unless outlined in a health plan.

Morning Drop-Off Procedures

Students should not be dropped off before the school's designated time of 7:30 a.m in the car drop-off line. Walkers may enter through the front entrance. For the safety of your child please make arrangements for child care or supervision before school hours.

Parent Concerns

Our goal is to resolve all issues positively for all parties concerned. Should you have a concern or problem regarding your child, follow this procedure:

1. Set-up a meeting to speak with your child's teacher
2. If the problem is unresolved, contact your building principal

Parent-Teacher Conferences

are held in the fall/winter, and spring of each year. We hope you will make a special effort to attend a conference with your child's teacher and is of great importance to the student's success. Regular communication with your child's teacher is also encouraged.

24-25 Parent/Teacher Conference Dates: **November 6 & 7, February 12 & 13**

Personal Electronic Devices & Cell Phones (Policy 5136)

To protect the privacy of all students and staff, cell phones and other personal electronic devices cannot be used during the school day. These should be powered off and stored out of sight. This includes school-provided transportation. If a student is found in violation of this expectation, it will result in consequences that include confiscation of the device.

The Bangor School District shall not be responsible for the loss, theft, or destruction of devices brought onto school property.

Personal Items & Materials

The Bangor School District shall not be responsible for the loss, theft, or destruction of personal items. Valuable items such as jewelry, expensive clothing, and electronic equipment should not be brought to school. Toys and games are only allowed after permission from school personnel is given.

Positive Behavior Interventions & Supports

South Walnut Elementary School will utilize positive behavior interventions and supports to construct a school-wide culture that utilizes data to drive action and provides appropriate tiered interventions to support the social and emotional development of our students. Under this model, all students are required to behave in a way where students stay **S**afe, **T**ake pride, **A**ct responsibly, **R**espect everyone **(S.T.A.R.)** They are given positive reinforcement and support for meeting these expectations.

When students have difficulty following the expectations, minor or major office referrals are documented, and consequences may be given. Tiered supports provide additional interventions to some students who do not respond to simple corrective measures. In the case of repeated offenses, students may be placed on a behavior plan that outlines the specific expectations for the student to display and allows for more regular reinforcement throughout the day for the child. Plans may include a parent feedback component, which allows for more regular communication between the school and the parent. Parent meetings/participation will be a regular part of the disciplinary process.

Responsible Thinking Process

Our Discipline Philosophy: to teach/train toward desired character traits. Students have the right to learn and teachers have the right to teach in safety. No one has the right to disrupt, to prevent other students from learning, or to violate the rights of others.

The purpose of the Responsible Thinking Process is to create a safe environment that supports learning and is free from disruptive behavior, where students develop the ability to become self-disciplined.

The Responsible Thinking Program is based on the Perceptual Control Theory and the book, ***Discipline for Home and School*** by Edward E. Ford. Simply stated, the Perceptual Control Theory says: "Human beings act when they are trying to control their perceptions of the world to make it conform to internally set goals" (Ford 1997). In other words, we change our actions only when we see a difference between our present situation and what we want.

What is the Responsible Thinking Program?

The goal of this K-12 program is to help children to think in such a way that their actions demonstrate respect for the rights, safety, and learning of others. In many instances people do things to get what they want, but often pay little attention to whom it hurts or what may happen as a result of their actions. By asking the children a series of questions, they are taught to think responsibly about what they have done and what choices they have made. Through this questioning process, children are not told how to act but instead taught how to think.

The Responsible Thinking Program is not based on rewards and punishment because that places responsibility for the actions on the person with authority instead of the child, where it belongs. Mutual respect is fostered through the questioning process. Children learn, with assistance, how to make a plan to help them deal with future situations. Confidence is built when students make their own choices to obey the rules and, by doing that, experience success.

In addition to the process above, there is the student code of conduct that outlines expected student behaviors and potential consequences for not meeting these expectations. Refer to the appendix for a matrix of behaviors and consequences.

Recess Guidelines and Expectations

A mid-day recess, with the lunch period, is when students have supervised time on the playground:

- Students come prepared for daily weather conditions. If poor weather, supervised games and activities will be provided inside the building.
- ***HANDS OFF POLICY:*** **Please keep your hands to yourself. pushing/shoving/fighting, tackling, and roughhousing is not allowed.**
- Students are not allowed to throw snowballs or other objects.
- Use of playground equipment must be in a safe manner.

- We provide balls and play equipment. Students are not to bring their own as this causes issues of sharing and/or jealousy.

Report Cards

Report cards are completed four (4) times during the school year. Parents are encouraged to contact their child's teacher for any questions or if further information is needed.

Promotion & Retention Policy

It is the fundamental responsibility of school staff, students, and parents/guardians to ensure students are prepared academically for the next level of courses. With this in mind it is our goal to promote students to the next grade level at the end of each school year. However, students who repeatedly fail to meet certain academic standards may be retained and repeat their current grade. Families will be notified well in advance if their student is at risk of being retained. Criteria are as follows, student has failed to demonstrate proficiency in core standards of ELA or MATH for two consecutive marking periods. If a student fails one or both of these areas for the third marking period they will receive communication stating that their student is being considered for retention and that parent participation will be required in determining a final outcome.

School Closure

In the event of a school closure, you will be notified via school messenger, email, or your local TV channel. Please follow the school closure dismissal procedures outlined in that communication.

Search & Seizure (Policy 5771)

Search of a student and their possessions may be conducted at any time the student is under the jurisdiction of the Board of Education where there is a reasonable suspicion that the student violates law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment to store materials. It should be clearly understood that this equipment is the school's property and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. During any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, **solely for educational purposes**. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. **Students should have no expectation that information contained on such systems is confidential or private.**

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right

to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Student Injury

If your child is injured at school, emergency care will be given.

1. Students who are injured should report it to their teacher or other school employee.
2. The parent, guardian or authorized representative will be contacted.
3. 911 will be called if necessary

Student Illness

When your child is ill, please keep them at home. It is important that we keep our student body and staff members healthy.
If a student becomes ill at school, the following steps will be taken:

1. The guardian or an authorized representative will be contacted.
2. In the case of illness, the parent will be asked to pick up the student.
3. Students must be fever free for 24 hours, without medication, before returning to school.

Refer to the appendix for a matrix of communicable diseases and how to manage these illnesses.

Suspension & Expulsion

The authority of school boards to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted under Public Acts in the School Code. Section 380.1311 of the School Code authorizes suspension for the following reasons: (1) Major misbehavior or (2) Persistent disobedience.
Conduct that deliberately interferes with the educational process or violates accepted and ordinary standards of conduct is also prohibited, even though not specifically set forth below. Violating any school rule or performing any act that is disruptive or detrimental to the health, welfare, or education of other individuals or is damaging to school property is not tolerated. The degree of severity of the misconduct will determine whether any offense warrants suspension or expulsion from school.

Examples of unacceptable behavior include but are not limited to:

- Arson (starting fires)
- Assault and Battery (Fighting)
- Threats (Verbal and/or Written)
- Controlled Substance (ex. drugs, copy-cat drugs, drug paraphernalia, marijuana and alcohol)
- Ethnic, gender or sexual intimidation or harassment, profanity and racial slurs
- False Fire Alarms or False Bomb Threats
- Physical Aggression (Fighting)
- Prolonged or Repeated Insubordination
- Theft
- Purposeful Destruction/Vandalism (ex. defacing of school property)
- Tobacco (all types, including chewing tobacco)
- Weapons
- Other Major Inappropriate Acts

Refer to the appendix for a matrix of behaviors and consequences.

Testing

The following are tests that are administered to each student throughout the year
:

K-4 IXL Math & Reading (progress monitoring in fall, winter, spring)

1-4 NWEA Math & Reading (progress monitoring in fall, winter, spring)

3-4 Michigan Student Testing for Education Progress (M-STEP)

Tobacco & Drug-Free School Zone (Policy 7434 & 5530)

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property. This includes individuals on campus before and after school.

For purposes of this policy, "drugs" shall mean: all dangerous controlled substances as so designated and prohibited by Michigan statute; all chemicals which release toxic vapors; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; performance enhancing drugs as determined annually by the Department of Community Health; any other illegal substance so designated and prohibited by law.

The administration shall take appropriate action in cases involving persons who are in violation of this policy.

Transportation Privileges & Bus Expectations

Bus transportation is a **privilege** provided to students in areas designated by the Board of Education. Bus transportation is provided for students' convenience as long as they maintain appropriate student conduct. The same behavior that is expected in the classroom is expected on each bus. Buses are equipped with video cameras to monitor student behavior. If a student misbehaves on a bus and their actions are recorded, the footage will be reviewed by the administration. Since these videos are considered part of a student's record, they can be viewed only in accordance with Federal Law. Students riding the bus may be denied transportation, temporarily or permanently, for behavior, which threatens their own safety or the safety and well-being of others.

The following is a list of rules and expectations which shall be obeyed when riding a bus. Students not following bus rules and expectations may lead to disciplinary action.

1. Be courteous; use no profane language (swearing). No yelling or screaming.
2. Do not eat or drink on the bus.
3. Do not be destructive, keep the bus clean.
4. Cooperate with drivers and follow their directions.
5. Keep hands, feet, and body to yourself during the entire bus ride.
6. Stay seated, keep your head, hands, and feet inside the bus, and help to ensure safety.
7. Cell Phones are not to be used on the bus due to safety and privacy concerns.

The bus driver has the right and the responsibility to assign seats to ensure safety.

If a student must ride a bus other than that assigned, a written note from the guardian must be approved by the transportation office and given to the bus driver.

If the student resides in another school district but attends school in Bangor, it is the obligation of the guardians to provide transportation for the student from the home of the non-resident.

Volunteers

All volunteers must complete an iChat background check. Check with the school office for the proper form. Various opportunities exist for parents to play a role in school activities. These can include volunteer activities, help with homework, participation in field trips, organizing class parties, supporting the PTO events, and other events that will occur throughout the year. It is best to arrange volunteer opportunities ahead of time with your child's teacher or PTO president in order to ensure that your participation can offer the most value to the classroom or school. Please contact the school office for more information about how you can become involved.

Weapons Free School Zone (Policy 5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District according to policy number 5772.

The term "weapon" means any object which, **in the manner in which it is used,** is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

Weapons will not be tolerated in any way and a student will be disciplined, up to and including expulsion. Criminal charges may be filed for this violation with our school resource officer.

Emergency Drills

Each school in the Bangor School District conducts fire, tornado and intruder drills during the school year, as required. Drills are designed to assure the safety of students and staff should emergency situations arise.

Fire Response Plan

Staff are responsible for ensuring that all students exit the building and remain at a safe distance. The central office will communicate a dismissal plan with families via email. No student will be released to a person other than their guardian except by specific request from the guardian. The child *must* be checked out through the office.

Tornado Watches & Warnings

The Bangor School District will remain in session during a tornado watch, a tornado warning or severe weather warning. Building administrators will be notified in the event of potential severe weather and appropriate precautions will be taken.

If, at the regular school closing time, a tornado warning is in effect for the immediate area, the school will not be dismissed until the warning is lifted. Students may be picked up at school by their guardians if they come to the school office to request their dismissal. No student will be released to a person other than their guardian except by specific request from the guardian. The child *must* be checked out through the office. Please do not call the school office, email communication is preferred.

Communicable diseases

Disease/ Illness	Incubation & Contagious Period	Exclusions
Chickenpox (Varicella) Fever, mild respiratory symptoms, body rash of itchy, blister-like lesions, usually concentrated on the face, scalp, trunk	Incubation: Average 14-16 days Contagious: As long as 5 days, but usually 1-2 days before onset of rash and until all lesions have crusted	Exclude contacts until lesions crusted and no new lesions for 24hr
Common Cold & Respiratory Illness Runny or stuffy nose, slight fever, watery eyes	Incubation: Variable, usually 1-3 days Contagious: 24hrs before onset to up to 5 days after onset or variable depending on causative agent	Exclude until 24 hr with no fever and symptoms improving Encourage cough etiquette and good hand hygiene
COVID-19 Fever, sore throat, shortness of breath, difficulty breathing, cough, runny nose, congestion, fatigue, vomiting, diarrhea	Incubation: Average 5 days (Range 2-14 days) Contagious: 2 days prior to symptom onset and potentially after symptom resolution	Exclude until 24 hr with no fever and symptoms have improved and 5 days since onset (positive test if no symptoms) Exclusion criteria based on type of exposure; masking or quarantine may be recommended
Diarrheal Illness (Unspecified) Loose stools, nausea, vomiting, abdominal cramps, fever possible	Incubation: Variable based on causative organism Contagious: Variable based on causative organism	Exclude until diarrhea has ceased for 24 hr or until medically cleared Encourage good hand hygiene
Hand Foot and Mouth Disease (Coxsackievirus or Herpangina) Sudden onset of fever, sore throat, cough, tiny blisters in mouth/throat and on extremities	Incubation: Average 3-5 days Contagious: From 2-3 days before onset and several days after onset; shed in feces for weeks	Exclude with first signs of illness; If secretions from blisters can be contained, no exclusion required Encourage cough etiquette and good hand hygiene
Head lice (Pediculosis) Itching, especially nape of neck and behind ears; scalp can be pink and dry; patches may be rough and flake off	Incubation: 1-2 weeks Contagious: Until lice and viable eggs are destroyed, which generally requires 1-2 shampoo treatments, nit combing, and bedding cleaned	Students with live lice may stay in school until end of day; immediate treatment at home is advised Avoid head-to-head contact during play; do not share personal items; inspect close contacts frequently

Impetigo (Impetigo contagiosa) Lesions/blisters are generally found on the mouth and nostrils and occasionally near eyes	Incubation: Variable, usually 4- 10 days, but can be as short as 1-3 days Contagious: While sores are draining	Cover lesions; can delay treat until day's end; no exclusion if treatment started before next day Encourage good hand hygiene
Influenza or Influenza-like Illness High fever, fatigue, sore throat, cough, aches, runny nose, headache	Incubation: 1-4 days Contagious: 1 day prior to onset of symptoms to 1 week or more after onset	Exclude with first signs of illness and until 24hrs with no fever and cough has subsided Encourage cough etiquette and good hand hygiene
Norovirus (viral gastroenteritis) Nausea, vomiting, diarrhea, abdominal pain for 12-72hrs; possibly low-grade fever, chills, headache	Incubation: Average 24-48hrs Contagious: Usually from onset until 2-3 days after recovery	Exclude until illness has ceased for at least 2 days Encourage good hand hygiene
Pink Eye (conjunctivitis) Bacterial: Often yellow discharge in both eyes Viral: Often one eye with watery discharge and redness Allergic: itchy eyes with watery discharge	Incubation: Variable but often 1-3 days Contagious: During active infection	Exclude only if bacterial conjunctivitis and eye is watering Encourage good hand hygiene
Respiratory Syncytial Virus (RSV) Fever, sore throat, cough, wheezing, runny nose, sneezing, fever;may appear in stages; may cause bronchiolitis, pneumonia Note: cough often lasts as long as 3 weeks.	Incubation: Average 4-6 days Contagious: Usually 3-8 days, beginning 1 day before onset	Exclude until fever free for 24hrs. Encourage cough etiquette and good hand hygiene
Strep Throat Sore throat, fever	Incubation: Average 2-5 days Contagious: Until 12hrs after treatment; (10-21 days without treatment)	Exclude with signs of illness and until 12hrs after antimicrobial therapy (2+ doses) Encourage cough etiquette and good hand hygiene

Parent/Guardian Signature Page

I hereby acknowledge that I have reviewed the information contained within this document with my student(s). I also acknowledge that not all rules, policies, and regulations are contained within this document. Finally, my student(s) agree to abide by the rules, policies, and regulations set forth within this document.

Signature of parent/guardian: _____

Name of student (please print): _____

Office Discipline Referral Definitions & Consequences

Minor Violations:
Minor violations distract from the learning environment but are usually resolved without further incident. These violations are addressed by the staff member that witnesses the violation and typically does not result in removal from class or school. Administrative action will typically not occur with these violations.

Minor Behaviors & Definitions	Potential Consequences
Defiance / Disrespect / Disruption Student engages in brief or low-intensity failure to follow directions, socially rude or dismissive messages to adults or students, talks back or causes an inappropriate disruption.	**Responsible Thinking Process:** guided questions to acknowledge wrongdoing and repair the harm done. **Conference w/ Student:** Private time with student to discuss behavior interventions or solutions. **Conference with Guardian:** Teacher communicates with student's guardian by phone, email, written notes, or in-person about the problem. **Responsible Thinking Sheet:** Used to help students identify negative behavior and how it impacted others. There should also be space to create a plan for making things right and/or their consequences. **Privilege Loss:** Loss of recess, choice time or other privilege (logical consequences). **Corrective Assignment/Restitution:** Completion of a task that compensates for the negative action – also triggers a desire not to revisit the negative behavior (ex. clean-up own mess). **Practice & Reteaching:** Have the student practice the desired behavior at a time that is not preferred. (right away, choice time, recess, etc.)
Inappropriate Language Student engages in low-intensity instances of inappropriate language.	
Physical Contact/ Physical Aggression Student engages in non-serious, but inappropriate physical contact. This includes roughhousing, tackling, and overly aggressive play.	
Technology Violation Student engages in non-serious but inappropriate (as defined by school) use of cell phone, camera, computer or other electronic device.	
Other Student engages in any other minor problem behaviors that do not fall within the above categories.	

Appendix A Cont…

Major Violations:
Major violations are considered serious breaches in the Student Code of Conduct and significantly interfere with the learning and/or negatively impact the safety of the school environment. Therefore, these violations will be addressed by an administrator.

Major Behaviors & Definitions	Examples of Progressive Discipline
Abusive/ Inappropriate Language/ Profanity Student delivers verbal messages that include swearing, name-calling or use of words in an inappropriate way repeatedly causing a major disruption to the learning environment.	Possible results after an investigation by administration and consideration of Restorative Practices are made:. • Loss of privileges • Parent Meeting/ Increased Communication • Alternative work spaces • Referral to Student Assistance Team • Out-of-school Suspension • Referral to School Resource Officer • Engage the Threat Assessment Process • Expulsion Repetitive or multiple offenses will result in progressive discipline leading to suspension and expulsion. *****Staff at South Walnut Elementary School will consider *all* factors when assigning consequences for student misbehavior; however, considering *all* factors does not guarantee consequences will not be assigned. This document adds transparency when consequences are being assigned for student misbehavior for all stakeholders. Staff may consider reasonable alternatives to the consequences above (i.e., restorative meetings, conferences with home, referral to our Student Support Team (SST)) with administrator approval. Before a suspension is assigned, School Staff *must consider* the seven factors outlined and required by the State of Michigan.** **These seven factors are:** **• Student age** **• Disciplinary history**
Defiance / Disrespect / Disruption Student refuses to follow directions or engages in behavior causing a major disruption to the learning environment. Disruption can also include sustained screaming, physical aggression, misuse of materials, and/or sustained out-of-seat behavior.	
Technology Violations Student engages in serious inappropriate (as defined by school) use of cell phone, camera, computer or other electronic device.	
Inappropriate Location/ Out of Bounds Area Student has left their area that has been determined safe or has left school property without permission.	
Property Damage/Vandalism Student participates in an activity that results in destruction or disfigurement of property.	
Bullying The **repeated** and targeted delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name-calling. This includes written, physical, verbal, and psychological abuse which causes or threatens to cause bodily harm, reasonable fear for personal safety or personal degradation.	

Fighting / Physical Aggression Student is involved in mutual participation of an incident involving physical violence or a student engages in actions involving serious physical contact where injury may or may not occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	• **Disability** • **Seriousness of behavior** • **Safety risk** • **Use of Restorative Practices** • **Level of intervention required**
Harassment The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.	
Use and/or Possession of Weapons Student is in possession of weapons readily capable of causing bodily harm.	
Verbal Aggression threats and profanity directed at other students or staff members	
Use/Possession of illicit substances	
Sale/Distribution of illicit substances	
Vaping- nicotine	
Repeated instances of minor violations	