

ELEMENTARY HANDBOOK

2013-2014

Welcome To The Students:

Welcome to the home of the Bobcats, where spirit, pride and excellence are the bywords of a school in which the community takes pride! Remember to always be proud of who you are and where you are from!

Respect is the key word again this year. Respect yourself, respect those around you, and respect the space of other individuals. In respecting yourself, you take ownership in what you do. Also remember, respect for one's parents is the highest duty of civil life.

We would also like to address the true meaning of bullying. Webster's defines bullying as: one **habitually** cruel to others weaker than himself. Bullying is also unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is **repeated**, or has the potential to be repeated, over time. When other students observe such action, we ask that they get involved and tell those who are doing the bullying that this behavior is not accepted at our school.

This handbook is intended to let you know what we expect from you in the way of classroom expectations and general behavior. Our school has certain requirements of behavior that we all must live by to be successful. Please read this handbook carefully and refer to it when needed. If you have any questions concerning this handbook, you should ask your teacher or me.

Terry Conklin
Superintendent

MISSION STATEMENT

We, the stakeholders, will provide engaging opportunities in a safe environment for all students to achieve academic excellence. We will promote creativity, personal growth and an awareness of self, community, and global responsibility. We will use continuous measurements of self-evaluation to promote improvement.

STUDENT CODE OF CONDUCT

A primary responsibility of the schools of Michigan and their professional staffs shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal process whereby necessary changes are brought about.

The school is a community and rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

The Board of Education, Administration, and Faculty of the Burr Oak Community Schools feel that the parents of Burr Oak students share a major responsibility in the well being of the students of the school. Cooperative supervision of the students by the school faculty and parents is the key factor in satisfactory participation by the students.

HELPING YOUR CHILD

Good teaching originates in the home because the parent is the first teacher of the student. It is the parent's obligation, by teaching and by example, to develop in the students' good habits of behavior, as well as proper attitudes toward the school. To help your student's progress in school, you should:

1. Recognize that the teacher takes the place of the parent while your child is in school.
2. Teach and require of your child respect for law, authority, for the rights of others and for private and public property.
3. Talk with your child about school activities; share with him/her and with the teacher an active interest in report cards and in the progress of the student.
4. Encourage and demand prompt and regular school attendance and comply with attendance rules and procedures.
5. Safeguard the physical and mental health of your child and be responsible for a periodic health examination.
6. Attend individual or group parent conferences. Request such conference if you see a need for one.
7. Attend special school programs, if possible.
8. Arrange for a time and place at home for homework assignments and supervise them.
9. Work with the school in carrying out recommendations made in the best interests of your child.
10. Encourage and guide wholesome friendships, interest and activities.
11. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action taken by the school.

The parent must be aware of school policies, such as, seeing that the child is in school on time; going through the proper channels when the child is absent; and in general, aiding the school in every way possible. School policies are formulated for the purpose of benefiting the child and must be followed if the child is to receive the best possible education.

Parental cooperation is essential. The parent must be honest with both the school and the child. If they honestly feel that a policy is unfair or that the student has been treated unjustly, they should withhold their criticism until they have contacted the school and tried to resolve the problem in discussion with all those involved.

Students also have definite responsibility to the school, to their parents, and to themselves. There are several concepts that young persons should acquire through their relationships with teachers and other authority figures. They must learn to be sensitive to the needs of others, willing to accept responsibility for both social and household duties. Teenagers should be developing mature sensitive ways of dealing with people. With the proper guidance from the school, it is the responsibility of the students and their parents to see that these mature concepts are developed.

LEGISLATED STUDENT SUSPENSION

A teacher is authorized to immediately remove and suspend (for one full day) a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education policy or the school's code of conduct.

Any student suspended pursuant to this policy shall be in accordance with the board of education policy and the schools student code of conduct. All suspensions will be reported to the board of education and those in violation of Section III, page 17, will be reported to the appropriate law enforcement agency.

ACCIDENTS

Accidents to students, no matter how slight, must be reported to the teacher, the recess supervisor, or the office as soon as possible.

Should a student be injured, an effort will be made by the available personnel to contact the parents for information and instructions. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the school shall arrange for the student to be taken to a doctor or to a hospital for treatment. This information will be taken from the student's emergency form that is filled out and signed by the parent, returned to the school and kept on file in the office for such reasons. Please have all information kept up-to-date on the emergency form kept in the office. Call (269) 489-5181 for changes and/or updates. This action on the part of any school personnel does not obligate the personnel or school to assume financial responsibility for the treatment of the student.

ADMISSION REQUIREMENTS

1. Michigan School Readiness:
 - a. Must be four years old by December 1.
 - b. Complete an application to be sent to the Intermediate School District.
 - c. Show proof of immunization record.
 - d. Must show live birth certificate (from County Court House)
 - e. Complete screening interview with Intermediate School District.
2. Begindergarten/Kindergarten entry:
 - a. Must be five years old by December 1.
 - b. Show proof of immunization record.
 - c. Must show live birth certificate (from the County Court House)
 - d. Complete registration materials.
3. Grades 1-12 entry:
 - a. Must provide proof of previous successful school in order to start in stated grade.
 - b. Show proof of immunization record.
 - c. Show live birth certificate (from County Court House).
 - d. Complete registration materials.

ALCOHOL AND OTHER ILLEGAL DRUGS

Any student in possession of, use of, and/or being under the influence of any drug, alcoholic beverage, controlled substance, and any other substance which implies or induces abnormal behavior while on school property or at a school sponsored, school related activity is strictly prohibited.

The manufacture, distribution or intent to distribute, sale, possession, use, or being under the influence of the following substances is prohibited:

1. Alcohol or any ACHOLIC BEVERAGE.
2. ILLICIT DRUGS.
3. Any abusable glue, aerosol or other chemical substance, including but not limited to lighter fluid and reproduction fluid of inhalation.
4. Any PRESCRIPTION or NON-PRESCRIPTION DRUG, MEDICINE, VITAMIN or other chemical including, but not limited to ASPIRIN, other PAIN RELIEVERS, STIMULANTS, DIET PILLS, multiple or other type vitamins, PEP PILLS, NO-DOZE PILLS, COUGH MEDICINES, LAXATIVES, STOMACH OR DIGESTIVE REMEDIES, DEPRESSANTS AND SLEEPING PILLS are not to be taken in accordance with the school district's authorized use of medication procedures.
5. ANABOLIC STEROIDS, HUMAN GROWTH HORMONES or other PERFORMANCE ENHANCING DRUGS.
6. Substances purported to be illegal, abusive or performance-enhancing, i.e., "LOOK-ALIKE" DRUGS.
7. DRUG PARAPHERNALIA.

It is not a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to district policy. This medication **MUST** also be kept in the office. Medication is distributed only by the office staff at the times indicated by the notes written by the parents and accompanied by the medication.

Definitions:

MANUFACTURE: Altering or combining existing substances to create a new substance that causes physical or emotional change.

USE AND/OR UNDER THE INFLUENCE: Any physical condition that indicates a controlled substance has been consumed.

POSSESSION: Physical possession of (including a student's locker or vehicle) or admittance of physical possession.

SALE, DISTRIBUTION or INTENT TO DISTRIBUTE: Any student who shall intend to provide or distribute or offer to sell any controlled substances on school property, at a school related or school sponsored function to any person at any time. (See page 16).

ATTENDANCE, TARDY, and TRUANCY POLICIES

Attendance Policy

I. Statement of Philosophy:

Only through regular class attendance and serious commitment to an academic program can students achieve optimum educational benefits. The responsibility for good school attendance rests primarily with the student and parents or guardians. The school district is committed to providing a quality education; therefore, students must attend school on a regular basis in order to receive the full benefit of the programs that are offered. Moreover, the development of good work habits, such as regular attendance, punctuality, self-discipline and responsibility are an excellent preparation for the world of work.

II. Absences:

- A. A student, who has more than ten (10) days absence from his/her class during a semester, may be considered for grade retention due to inadequate preparation for the next grade.
- B. Exemptions - Absences due to school sponsored activities, vacation, 4-H Fair, or for those absences which there is a written doctor's excuse will not count toward the 10 absences. School sponsored activities, vacation, and 4-H Fair absences must be pre-approved by the teacher/office in order to not count toward the 10-day absences.
- C. Students are expected to be on time for their classes. Coming in late in the morning, after recess, or from another class will result in loss of recess privileges or detention.
- D. Students will be responsible for actively seeking make-up work assignments from their teachers.
- E. Pre-arranged absences: If it is necessary for your child to be absent from school due to vacations, doctor appointments or other emergency situations, this should be pre-arranged with your child's teacher. All work missed is expected to be made up.
- F. Extra-curricular activity:
In order to participate in or attend any extra-curricular activity, the student must be in attendance the entire day of the activity or have pre-arranged absence slip turned in to the office/teacher, and be approved by the administrator prior to being absent.

- III. Tardy Policy:
Being punctual is a sign of maturity and the willingness to accept responsibility for oneself. Since we operate on a definite time schedule, students are expected to be in their classrooms before the beginning bell rings. Students coming in late from the first bell at 8:00 a.m. and up to 60 minutes from the beginning of school will be considered tardy and must check in at the office and obtain a tardy slip before going to class.

Students who come in after 1 hour will be considered absent for the morning.

Violations of the tardy policy will result in the following action:

1. When a student reaches his/her fourth (4th) tardy in a class, per trimester, a "Tardy Report" form will be sent home to the parents informing them of the situation and a reminder of the policy.
2. The fifth (5th) and plus tardies will result in a detention or loss of recess. 4th grade students will receive after school detention. BK-3 students will receive lunch recess detention.
3. The twelfth (12th) tardy and plus tardies will result in one day in PASS.

- IV. Suspensions:
When a student is suspended from school this is considered an unexcused absence. All classroom work is to be made up.

1. Work is to be handed in the day the student returns to school.
2. Days of suspension will count toward the ten (10) day absence policy.

- V. Truancy:
Any time a student misses 20% of the scheduled days school is in session or there is a pattern, including the previous year, the ISD procedure will be followed.

BREAKFAST AND LUNCH PROGRAM

The breakfast program begins at 7:30 a.m. and ends at 7:50 a.m. Breakfast is not served after 7:50 a.m. Breakfast is free for all students. The cost of milk is \$0.50. The cost of lunch is \$2.25. Reduced lunch is \$0.40.

BUILDING CARE AND USE

Each person should take it upon himself to see that there is no paper on the floor of the halls, restrooms or classrooms. Rooms should be left neat and orderly.

Anyone marking on or damaging walls, furniture or equipment will be held responsible for repairing the damage and/or paying for it. In addition the student will receive a penalty ranging from detention to expulsion depending on the severity of damage.

TRANSPORTATION

For students in grades BK-3rd, being transported to and from school on the bus, an adult or older child, 4th grade or older, must be present in order for the student to be dropped off. If no one is present and alternate arrangements have not been made, the student will be brought back to the school building and the parent will be responsible to transport the student back home. If the student has to be brought to school more than once in a two-week period, the Police Department and Protective Services will be notified.

VAN and BUS RULES

The school buses are operated by the Burr Oak School District.

Buses will stop to pick up or discharge pupils only at designated stops as approved by the Supervisor of Transportation or Superintendent. The routing of school buses is planned so that the transportation of its pupils will be adequately met. A map of the district showing each route and all bus stops is in the office of the Superintendent.

All pupils must behave properly as passengers in a school bus.

1. Pupils transported by bus are under the authority and direct responsibility of the bus driver.
2. Continued disorderly conduct or persistent refusal to submit to the authority or the bus driver shall be sufficient reason for a pupil to be denied transportation on a school bus.
3. The driver of any school bus shall be held directly responsible for the conduct of the pupils transported.
4. A school bus shall not be put in motion until all pupils are seated.
5. The use of tobacco or drugs on the school bus shall be prohibited and will be subject to both state and school policies.
6. No intoxicating liquor shall be transported at any time in a school bus.
7. The use of lighters and/or matches on the bus shall be prohibited.
8. No glass bottles are allowed on the bus.
9. No use of spray items of any kind.
10. No animals shall be transported in a school bus without authorized permission.
11. No weapons of any sort shall be transported in a school bus.
12. No pupil shall occupy a position in a school bus that will interfere with the vision of the driver.
13. Fighting among students is strictly forbidden and will result in an automatic two-day suspension from the bus.
14. Profane language is strictly forbidden.
15. All pupils must remain seated while the school bus is in motion.
16. Nothing shall be thrown within the bus or out of the windows.
17. No pupil shall be allowed to get off the bus except at home, or point at which he/she should get off, without special written permission from parents. This note should be signed by the teacher, the principal's office, and then presented to the bus driver.
18. Riding a bus other than the one regularly assigned requires a note from parents, signed by the teacher, signed by the principal's office, then presented to the bus driver.

Violations of the bus rules will be dealt with in the following manner:

- 1st Offense: The student is given a white card with the description of the violation. This card must be signed by the parent before riding the bus again.
- 2nd Offense: The student is not allowed to ride the bus for two days. The parents must sign the card before riding the bus again.

3rd Offense: The student is not allowed to ride the bus until there has been a conference with the driver, the bus supervisor and the parents.

4th Offense: Bus riding privileges are suspended for the rest of the school year.

Fighting and sexually explicit language will be an automatic two-day suspension of bus riding privileges.

BICYCLES

2nd Grade students & up are allowed to ride bicycles to and from school. – Begindergarten, Kindergarten, and 1st grade students are not allowed to ride bicycles to and from school.

Students riding bicycles to school must park them in the bike rack. Students should lock their bikes. The school cannot be liable for lost bicycles. No student is allowed to be around the bike rack until school is dismissed. Anyone caught riding another person's bicycle will be given appropriate discipline.

Skateboards and in-line skates are not allowed on school grounds.

EMERGENCY SCHOOL CLOSING

Occasionally the school has to be closed once the school day has begun. It is therefore necessary that your child know where they are to go under those circumstances. Please make sure your child has that information. It will make everything run smoother for everyone involved.

Please see page 14 for additional closing information.

FIRE and TORNADO DRILLS (These are guidelines and could change with assessment of the procedure.)

Fire: When the fire drill alarm sounds, a student is to leave his books and leave the building according to the established routes and to follow the teacher's direction. He/she is not to go to his locker to get his/her coat. Students should leave in a rapid but orderly manner, do not return to the building until directed to do so by a teacher. The first student outside is to hold the doors open.

Tornado: In the event of a tornado warning or drill, the following procedure will be followed:

1. Keep Quiet
2. No Running
3. Students should get textbook for protection.
4. Once at your assigned station:
 - a. Sit with a book protecting head
 - b. Teacher should take attendance
 - c. Wait for the all clear on intercom

Assigned Areas: (ALSO NOTE MAP ON NEXT PAGE)

All rooms in the Elementary/High School building should evacuate rooms to the hallway according to the established routine. Be sure to stay away from glass, glass display cases and lockers.

During Lunch Time: The cafeteria evacuates to the area South of Room 27 and East of Room 17.

During Lunch Time IF Students Are Outside: Return to above designated areas.

GRADING PROCEDURES & REPORT CARDS

The school is divided into two semesters of approximately 90 instructional days each.

Report cards will be issued the week after the end of each semester. It is expected that each student will take his/her report card home. Please make the office aware of any errors concerning your report card. If a card is lost - a copy can be made and sent home.

The marking periods and intermediate reports (Progress Reports) are designed to inform the student and his/her parents of the work he is doing at various points in the marking period. Each marking period grade will indicate the work and progress accomplished during that particular eighteen weeks of instruction.

If you would like to have a conference with your child's teacher - all teachers have a conference period during the day. Conferences may be arranged in advance during these periods by contacting the teacher or by calling the principal's office. Conferences may be scheduled with teachers and students or parents.

PARENT-TEACHER CONFERENCES

Scheduled Parent-Teacher conferences will be Fall/November and Spring/March. All parents are requested to attend and meet their child's teacher and to discuss his/her progress. It is most helpful to all of us if you can attend the conferences, as your opinion and input are important to us at school. Please make every effort to attend conferences.

DISCIPLINE

Problems of discipline, whether at school or home, are usually related. Poor scholarship, irregular attendance and social adjustments are areas of concern to parents, teachers and the entire community. The ultimate goal of instruction in self-discipline can only be achieved by the cooperation of all.

It is very important that children develop an understanding of their behavior and the demands that the interests and welfare of the total group place upon that behavior. Skill in teaching discipline to our youth depends on the ability to distinguish the causes of poor behavior and work with the child according to his individual problems and needs.

It is the responsibility of the home and the school to help the child learn to evaluate and plan his own actions. Good habits of self-discipline are first established in the home before the child enters school. The school is expected to maintain and further develop the habit of self-discipline. Children must be instructed in the benefits of kindness, fairness and cooperation, as well as learning the privileges of responsibilities of proper use and respect for public and private property.

DISCIPLINE PROCEDURES

I. MINOR VIOLATIONS

- A. Loitering
- B. Littering
- C. Discriminatory Language or Actions
- D. Disorderly Conduct
- E. Disrespect
- F. Interference with the Educational Process (All Inclusive)
- G. Public Display of Affection

NOTE: The number of offenses refers to actions on any one or any combination of the listed actions.

STEP: GRADES B/K through 4th

- 1st Offense: Teacher reprimand/Verbal Warning
- 2nd Offense: Given a Yellow Classroom Ticket - 5 minutes off recess
- 3rd Offense: Given a Red Classroom Ticket - Teacher calls home, 10 minutes off recess
- 4th Offense: Given Blue Classroom Ticket - sent to principal - call home
- 5th Offense: Detention
- 6th Offense: Detention or a possibility of PASS

II. MAJOR VIOLATIONS

- A. Sexually Explicit Language/Indecency/Obscenity/Profanity
- B. Failure to Serve Assigned Discipline (Detention/ISS/OSS)
- C. Fighting
- D. Fireworks/Explosives, etc.
- E. False Reporting/Academic Cheating/Plagiarism
- F. Forgery
- G. Gambling
- H. Insubordination/Trespassing/Refusal to Identify Self
- I. Tobacco (Use, possession, distribution, sale)
- J. Skipping
- K. Threatening and Intimidation Acts
- L. Inciting others to violence

NOTE: The number of offenses refers to actions on anyone or a number of actions listed above.

- STEPS:
- 1st Offense: One day PASS/Notification to Parent/Guardian
Note: In case of tobacco - student must be reported to the police if found in violation of the school/civil laws.
 - 2nd Offense: 1-10 Days Out of School Suspension
Notification of incident to parent/guardian.
Parent conference
 - 3rd Offense: 1-10 Days Out of School Suspension
Notification to parent/guardian.
Parent/guardian may have to spend day with student.
Student contract required.
Possible recommendation for Expulsion.
 - 4th Offense: Recommendation for expulsion.
Placed on indefinite out of school suspension.
Parent conference required.
All documentation submitted to the Superintendent to be presented to the Board for final decision on schooling.

III. SERIOUS VIOLATIONS

- A. Alcohol/Controlled Substances
- B. Arson
- C. Assault/Battery/Striking or Threatening School Personnel
- D. False Alarms/Bomb Threats
- E. Physical/Verbal Attack on any Staff Member/Unlawful Intimidation
- F. Sexual Assault/Harassment
- G. Shakedown/Extortion/Blackmail/Coercion
- H. Robbery/Burglary/Larceny
- I. Vandalism of School/Staff/Student Properties
- J. Dangerous Weapons/Firearms
- K. Malicious Mischief
- L. Possession or Use of Potentially Dangerous Objects

- M. Unlawful Interference with School Authorities
- N. Unlawful Intimidation of School Authorities

NOTE: The number of offenses refers to actions on any one or any combination of actions listed.

STEPS:	1 st Offense:	1-10 Days Out of School Suspension Notification to Parent/Guardian Parent/Guardian Conference before student may re-enter school. Student Contract may be required. Student on Probation: Must report to School Counselor - weekly progress report. Possible recommendation for expulsion.
	2 nd Offense:	1-10 Days Out of School Suspension Above - same Parent/Guardian must spend day with student in school.
	3 rd Offense:	Immediate Recommendation to the Board for Expulsion. Immediate Out of School Suspension. Parent Conference. All documents submitted to Superintendent to be presented to the Board for final decision on students schooling.

The preceding code is a guideline for the Burr Oak Administration to follow in maintaining discipline in the school, at school and at school sponsored activities. Students and parents are reminded, however, that the code is a guideline and that school personnel are responsible for preventing gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process. Unusual situations that occur during the school year will be handled promptly by school officials with consequences that are warranted by the behavior.

Approved - March 28, 1994

Student Responsibilities

If the school is to perform the function, which the majority of our society expects of it, and in an atmosphere, which is acceptable, the school has the right to expect that the student will assume certain responsibilities.

The Student is expected to:

1. Attend school regularly, to arrive on time to school and class and to devote his main energies to learning.
2. Understand and observe the rules of the school.
3. Recognize that there are channels through which rules or conditions can be questioned or studied and that he/she has an obligation to use these channels.
4. Display proper conduct to and from school and on school grounds and school buses.
5. Refrain from defacing, damaging or destroying school property or property of school personnel.
6. Be diligent in study.
 - a. Complete all assigned work within given time.
 - b. Exhibit good citizenship.
 - c. Do that caliber of work consistent with the student's individual ability and grade level.
7. Respect the inherent human dignity and worth of every other individual.
8. Be informed of and adhere to reasonable responsibilities of their own rules and regulations established by board of education and implemented by school administrators and teachers for the welfare and safety of students.

9. Be punctual and present in the regular school program to the best of one's ability.
10. Refrain from libel, slanderous remarks and obscenity in verbal and written expression, and observe fair rules in conversation and responsible journalism.
11. Help maintain and improve the school environments; preserve school property and exercise the utmost care while using school facilities.
12. Behave in an appropriate manner while in attendance at all school functions held on or off school grounds.
13. Continue or become actively involved in one's education understanding of people and preparation for adult life.

Penalties

Failure to accept these responsibilities will subject the student to one or more of the following disciplinary procedures:

1. Detention after school (see "DETENTION PERIOD").
2. PASS
3. Suspension from school (See "TEMPORARY SEPARATION AND SUSPENSION")

All of the above procedures will be accompanied by parent contact by telephone, letter, or both, by the teacher, the principal, or both.

DETENTION PERIOD

Students may be assigned detention for infractions of school policies. Detentions are assigned by the Principal.

Detentions are held after school for 50 minutes. They are held on Tuesday and Thursday of each week. Students not serving their detentions may be given a day of PASS - the following day that their detention was missed.

Students will be expected to serve their missed detention the next day that the detention is assigned. Notification of the detention will be mailed to the parents.

While serving detention students must sit in the seat assigned to them. The detention period will run from 3:12 p.m. until 4:02 p.m.

Detention Rules

1. Detention will start 5 minutes after the bell rings (bell 3:07 – detention begins 3:12) and lasts for 50 minutes. Detention will be over at 4:02.
2. IF you arrive late for detention, you will be given an extra detention.
3. During the detention period you will be given an assigned seat and are to sit quietly until you are dismissed.
4. There will be no talking or moving around during the detention period.
5. Parents are responsible for student transportation after detention.
6. Students, who fail to show or leave detention before it is over, will make up the detention the next Tuesday or Thursday. The student may be assigned one (1) day of PASS the next day after missing detention.

POSITIVE ALTERNATIVE STUDENT SUSPENSION (P.A.S.S.)

Positive Alternative Student Suspension occurs when a student's behavior warrants removal from classes for a period of time, but suspensions or expulsions from school is not recommended. It is an alternative to suspension or expulsion and is an effort by the administration and faculty to help the student. It gives the student another chance. All students placed in P.A.S.S. should meet the following criteria before they return to class:

1. Should complete all assignments prescribed by his/her teachers.
2. Makes a commitment to correct the inappropriate behavior.
3. Is admitted back to class by the Principal/Director of Discipline. A contract that is signed by student, parents, and the Principal/Director of Guidance may be required under certain circumstances.

P.A.S.S. (Positive Alternative Student Suspension) Rules:

1. Students must report to P.A.S.S. by 8:05 a.m. - dismissed at 3:07 p.m. to return to their classroom
2. Student must bring to P.A.S.S. all books, notebooks, and other materials needed for assignments. Daily assignments must be completed on time.
3. Students must stay in designated area and not leave unless permission is given. Rest room privileges will be granted.
4. P.A.S.S. is study time. Visiting and other disturbing behavior or non-attentiveness is prohibited. Students must apply themselves to the assignments.
5. Students will eat lunch in suspension area.
6. No pop is allowed.
7. Upon second offense students will not be allowed to participate in or attend any extra-curricular activities during the period of in-school suspension.
8. A session of P.A.S.S. consists of one full day. If a student has a legitimate reason for leaving P.A.S.S. early, the time will be made up the next day. Students who do not successfully complete a session will be suspended from school 1-5 days.

Failure to comply with these rules of P.A.S.S. will result in suspension from school with no opportunity to make up work. Students who violate P.A.S.S. for the second time are subject to suspension from school for an indeterminate amount of time.

SUSPENSION

When a student is suspended from school this is considered an unexcused absence. All classroom work is to be made up.

1. Credit will be earned during the suspension for work completed and turned in.
2. Work is to be handed in the day the student returns to school.

Temporary Suspension or Expulsion

On the basis of the present status of present school law, the principal or assistant principal is delegated the authority to temporarily separate or suspend a student from school. Suspension of more than ten (10) days is discouraged. In such actions the following precepts shall be adhered to:

1. A student shall be fully informed of the charges brought against him, including the rationale for the action, and the conditions of time and termination.
2. The parents shall be immediately notified by phone when possible, if the student is to be temporarily separated or suspended from school. Written notification of such contact shall be made in the student's accumulative file.
3. Verbal notification shall be followed by written communication to the parent/guardian stating the charges, reasons and conditions of the separation or suspension. A copy of the letter shall be placed in the student's accumulative file.
4. The Superintendent shall be notified immediately of any separation or suspension.

5. Parents shall be notified in writing of appeal procedures that shall include (during all appeal procedures - the student will not participate extra-curricular activities).
 - a. Parents may request a conference with the Principal. Such requests shall be made within the period of separation or suspension. The Principal shall affirm or modify the terms of the date of the conference.
 - b. Within two (2) school days from the principal's decision the parent may appeal such a decision to the superintendent. The superintendent shall affirm or modify the decision of the principal within one (1) school day from hearing the appeal. All appeals for PASS and detentions will stop at the Superintendent.
 - c. The superintendent's decision may be appealed to the Board of Education within two (2) school days of each decision.
 - d. The Board of Education shall schedule a hearing within 24 hours or until a quorum can be formed and shall notify the parents that said hearing shall be conducted under the following rules and procedures:
 - i. Written notice shall be given of the time, date, and place of the hearing.
 - ii. The student or parent may be represented by an attorney or other advisor of their choosing.
 - iii. Witnesses may be presented at the hearing and the student or his representative may question witness testifying against the student.
 - iv. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
 - v. There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
 - vi. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
 - vii. If parent/guardian fails to appear at the appeals hearing, judgment will stand.
6. Students who are suspended may not participate in or attend extra-curricular activities for the duration of their suspension.

EXPULSION

Recommendation for the expulsion of a student from school shall be made to the Board of Education by the Superintendent. Such action is generally taken upon the recommendation of the principal or assistant principal, and shall be communicated to the Superintendent in writing, signed by the Principal and accompanied by the student's accumulative file. Except in cases stemming from extreme overt behavior it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:

1. The student shall be under suspension pending the expulsion recommendation of the superintendent to the Board of Education and pending the Board's decision.
2. The superintendent's recommendation to the Board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
3. The Board of Education shall set the date, time and place of the hearing and place of the hearing and shall transmit written notice of same to the parent/guardian at least five (5) school days before the date of the hearing.
4. The hearing procedure shall follow that set forth under section 5d of the preceding article, "Suspension", of this handbook. Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student under an extended suspension or expulsion may continue his/her education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

HOMEWORK GUIDELINES

Some form of homework will be assigned each day. Fridays will be left for make-up work.

Homework is an essential part of your education, and needs to be given careful attention. Make sure you get all of your work done and when it is given and before it is due to be handed in. If you get behind with your homework you will find it very difficult to catch up. Try to establish the following procedure:

1. Do your homework at the same time every night.
2. Have a special place to do your homework. Find a place that is quiet, well lighted, and where you will not be disturbed.
3. Turn the radio and T.V. off. These things are definitely disturbing and will not allow you to do your best work.

PARENTS

All students have homework to do. If your son/daughter never seems to have any to do, please check with his/her teacher to determine why. Many children get poor grades because they just do not do any work outside of class.

INCLEMENT WEATHER - SCHOOL CLOSING

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should listen to the following radio and television stations for school closings:

<u>Radio -</u>		<u>Television -</u>
WBET - Sturgis	FM 99.3	WWMT - Channel 3
WLKM - Three Rivers	FM 95.9	WOTV – Channel 8
WNWN – Coldwater	FM 98.5	
WWMT - Kalamazoo	FM 93.5	
WTHD - Sturgis/LaGrange/Kendallville	FM 105.5	

PLEASE do not call the school for closings!!

RECESS

Students will be allowed outside for recess on the determination of the Principal.

Note: In winter it is important to keep the elementary children dressed appropriately. Our policy for recess is that if the temperature is above 10 degrees Fahrenheit, recess will be outside unless the wind chill is excessive. Please be sure your child is dressed properly for the weather.

What students must wear when;

- Below 60 degrees – Jacket or Long Sleeves
- Below 50 degrees – Coat and Long Pants
- Below 32 degrees – Gloves & Hats & go outside
- Below 10 degrees – Indoor Recess

*All temperatures will be monitored from the News 3 as taken at the Kirsch Municipal Airport in Sturgis.

Recess Rules:

1. Obey the recess Supervisor(s).

Penalty:

The student will be isolated from rest of students for at least the rest of that recess. If the student argues with the supervisor(s) that student may receive a detention.

2. Fighting or rough housing, tackling, "karate" kicking or wrestling (play or real) will not be tolerated.
Penalty:
 Detention or suspension
3. Proper language is expected at all times.
Penalty:
 Profanity will result in a detention; sexually explicit language will result in a day in PASS.
4. Food, candy, gum, beverages, etc. are not permitted on the playground.
Penalty:
 The student will clean up the school grounds.
5. Throwing snowballs is an automatic detention.
6. Students are to line up in an orderly fashion as soon as the whistle is blown. (This means being in line, facing forward, no pushing, taking cuts, hitting, kicking or bouncing balls while in line).
Penalty:
 Individuals will spend the next recess in the Principal's office.

LIBRARY

All books except reference books may be checked out.

1. Books for students in grades BK-1st are checked out for one week.
2. Books for students in grades 2nd-4th are checked out for two weeks.
3. Students in grades BK-1st may borrow one book per library visit. The book must be returned before borrowing another book the next day.
4. Students in grades 2nd-3rd may borrow two books per library visit. Students may have two books checked out at a time.
5. Students in grade 4 may borrow three books per library visit. Students may have three books checked out at a time.
6. All books are to be stamped by the Librarian or student assistant.
7. Students are responsible for all books checked out to them.

Renewals -

1. All books must be returned to the library to be renewed.
2. Students losing books will be charged the full replacement price of the book for it's re-cataloging.
3. Students damaging books will be charged for damage dependent on kind of damage (if it can be mended, erased, etc.). Books damaged beyond repair will be charged the full replacement price of the book and re-cataloging.
4. No excuse will be accepted for not returning a book on time. (Parents, sisters, brothers, and friends may see that a book is returned when due.
5. Students will be given a written reminder and a verbal reminder every morning for a week. PASS will result in unpaid fines or book fees.

Library Conduct

1. No loud talking will be allowed.
2. No food (including such items as gum and candy) will be allowed to be brought in or eaten in the library.
3. Students will not shelve books while browsing except with the aid of a shelf marker.

TEXTBOOK REPLACEMENT

Students who damage or lose textbooks must pay a replacement fee (the price of the book).

LOST AND FOUND

Most things are lost because of carelessness. Few things are lost because of deliberate stealing. You can safeguard your property best by being sure that everything is properly identified with your name and by not leaving money and other valuables in the rest room, on a desk, or in an unlocked locker.

If you lose something, report your loss at once to your teacher and to the office.

The office has a lost and found department; please check often if you are missing an item. At the end of each semester, lost and found items are displayed for one week. At the end of the week, unclaimed items are donated to a charitable organization.

MEDICATION

All medication should be brought in the original container and must be checked in at the office. Parents must write a note giving directions that include dosage and time the medication is to be given at school! Without a written note, the medication cannot be administered. Please include a spoon or instrument to give your child medication.

LUNCH PROGRAM

K-4 will have a 40-minute lunch period daily, which will include going outside for recess. Students may eat a hot school lunch or bring their own. Milk may be purchased.

Children have the opportunity to participate in the breakfast and lunch program or to bring their own.

PARTIES DURING CLASSTIME

Elementary Christmas parties may be during the last period of the last day preceding Christmas Vacation. Such parties are optional with the individual teacher.

Parties during other times of the year must be approved by the Principal. Generally, they are discouraged.

Birthday treats may be brought in and enjoyed during the last 15 minutes of the day.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is considered inappropriate behavior and will not be tolerated. Holding hands is acceptable.

CAMERAS

Cameras are not allowed in school without prior approval. First offense: Camera will be confiscated and film may be viewed. Camera may be picked up at end of school day. Second offense: Camera will be confiscated, film viewed, and parent must pick up camera.

CELL PHONES/RADIO/TAPE/CD PLAYERS/VIDEO GAMES/REMOTE CONTROLS/GAME BOYS

Cell Phones/Radio and/or tape/CD players/Video Games/Game Boys/Remote Control items are not to be brought to school. These items are expensive and there is a concern about theft and/or breakage.

SCHOOL VISITATION

All visitors must report to the office, sign in and receive a badge before moving throughout the school. All must sign out when leaving.

Visitors include not only parents or student siblings - but any other non-school personnel, including friends, spouses, children, pets, etc. of Burr Oak School staff.

Pets are not to be brought to the school without approval from the Principal.

STUDENT DRESS

Any mode of dress that is conspicuous and brings undue attention is improper.

If in doubt, do not wear it. The dress guidelines are listed below so that every student may know what apparel is acceptable for school.

1. The hair should be neat and clean, appropriate to the male and female image and at the acceptable styles of today's society.
2. Clothing should be appropriate, neat, clean, inoffensive, and decent (some examples of inappropriate dress are: halter tops, muscle shirts, bare midriffs, tee-shirts with slogans will be acceptable as long as they do not make reference to cigarettes, alcohol, drugs or promiscuity. Baseball style caps for boys and girls may be worn to and from school, but not in the building).
 - a. Shorts - MUST be at least fingertip length with a hem. Biker/spandex shorts may not be worn alone.
 - b. Skirts and/or dresses MUST be at least fingertip length.
 - c. Clothing with holes is not permitted.
 - d. Jackets, coats, hats & other headwear are not to be worn in school.
3. Footwear must be worn at all times.
4. Dress and personal cleanliness are subject to such health and safety standards as are dictated by the school curriculum and governmental laws.
5. Sponsors, coaches or directors of extra-curricular activities will, as in the past, establish appropriate requirements for participation.
6. Hats and sunglasses are not to be worn in the school building during class hours (they may be worn outside during recess and lunch breaks).
7. Clothing, jewelry or emblems that are evidence of membership in or affiliation with, gang is prohibited.
8. No pajamas or pajama look-alikes.

STUDENT GUESTS

Our program is intended for Burr Oak students, therefore, the bringing of student guests is not allowed

TELEPHONE

The office phone is emergency use only.

Classroom phones for school personnel.

No cell phones.

TEXTBOOKS AND MATERIALS

Textbooks and supplies are furnished free of charge by the Board of Education. Textbooks will be issued by the teacher when you report to class. Care of textbooks and equipment is the responsibility of each student. If books or equipment are misused, students will be charged for damages. Textbooks will be collected and examined at the end of the school year, or whenever a student transfers classes.

There should be no writing or marking in any textbooks, other than your name in ink on the inside cover sheet. Remember, textbooks are school property; please use and respect them properly. Working materials, equipment and furniture that the students of Burr Oak Community Schools use are the property of the Burr Oak Community School District. Students will be held responsible and charged for labor and cost of replacement.

Abuse/Violation of Computer Privilege and Acceptable Use Policy

By definition the accessing of inappropriate material on the internet/computer by inadvertent means without reporting the incident to a teacher, administrator or staff member will qualify as INDECENCY/OBSCENITY/PROFANITY as defined by the Student Handbook. Such incidences will be handled in accordance to the guidelines of the Student Handbook.

By definition the accessing of inappropriate material on the Internet/computer in a willful and malicious manner will qualify as INDECENCY/OBSCENITY/PROFANITY as defined in the Student Handbook. Such incidences will be handled in accordance to the guidelines of the Student Handbook.

4/30/1998
T. Greene
Technology Coordinator

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