

LAKE LINDEN – HUBBELL

ELEMENTARY

STUDENT / PARENT

HANDBOOK

2021 – 2022

Our Mission:
Working together to ensure that all students
achieve their maximum potential and contribute to society.

LAKE LINDEN-HUBBELL PUBLIC SCHOOL DISTRICT

Statement of Assurance of Compliance with Federal Law

The Lake Linden-Hubbell Public School District, an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. It is the policy of the Lake Linden-Hubbell Public School District that no person, on the basis of race, sex, color, religion or ancestry, age, marital status or handicap, shall be discriminated against in employment, educational program and activities or admissions.

No district employee or student, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

A grievance procedure for responding to claims of discrimination based upon sex by an employee or student of the district has been developed and is available in the superintendent's office.

Questions or concerns regarding Statement of Assurance of Compliance with Federal Law should be directed to the Superintendent, Brad Codere, of the Lake Linden-Hubbell Public Schools, 601 Calumet Street, Lake Linden, MI 49945. (906) 296-6211

LAKE LINDEN-HUBBELL ELEMENTARY PARENT-TEACHER GUIDE

INTRODUCTION

Lake Linden-Hubbell Elementary is firmly committed to student growth and academic achievement. The elementary years are the foundational years in which students begin to develop their personalities, grow academically and learn to function effectively so they can contribute to our society.

We hope that, while our students learn the required academics; they will also learn to be considerate of others' rights, and to develop a positive attitude, that will help them become successful in middle school, high school and finally as adults within our communities.

Rules and regulations are a part of the learning process, which enables the efficient functioning of our school; as well as the development of our young people. The rules and regulations found in this booklet are to help us achieve these two ends. Every effort will be made to fairly enforce these regulations.

This student/parent handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year, and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep this handbook available for frequent reference.

Let's work together and make the Lake Linden-Hubbell Elementary School a model of excellence. If you have any questions that are not addressed in this handbook, please feel free to call Mr. Brad Codere, Superintendent/Principal (K-12) or Mr. Jack Johnson, Elementary Coordinator.

Our Mission: Working together to ensure that all students achieve their maximum potential and contribute to society.

Adopted by the Board of Education on August 9, 2021

**Lake Linden – Hubbell Elementary Staff
2021-2022 School Year**

Brad Codere	-	Superintendent/Principal (K-12)
Jack Johnson	-	Elementary Coordinator
Colleen Lajimodiere	-	Elementary Building Secretary
Tina Dupuis	-	Young 5's
Melanie Nieuwenhuis	-	Kindergarten
Ellen Jarvis	-	Kindergarten
Nicole Baril	-	Grade 1
Kathy Kumpula	-	Grade 1
Bridget Jarvi	-	Grade 2
Beth Crouch	-	Grade 3
Linda LaHaie	-	Grade 3 & 4
Michelle Axford	-	Grade 4
Laura Rowe	-	Grade 5
Jack Johnson	-	Elementary Coordinator
Leon Sutherland	-	Guidance Counselor (K-12)
Cathy Witz	-	LD Teacher
Kristine Daavettila	-	Title I
Jack Johnson	-	Physical Education (K-5)
Cheryl DeLong	-	Band - Grade 5
Cheryl DeLong	-	Elementary Music
Heather French	-	Elementary Art
Rose Beveridge	-	Paraprofessional
Alli Goldsworthy	-	Paraprofessional
Jessica Mills	-	Paraprofessional
Carrie Molloy	-	Paraprofessional
Jennifer Schmitt	-	Paraprofessional
Sarah Thom	-	Paraprofessional

Board of Education

Mrs. Patricia Burton	-	President
Mr. Jeffrey Dennis	-	Vice President
Mrs. Lori Ambuehl	-	Secretary
Mrs. Jennifer Beaudette	-	Treasurer
Mrs. Courtney Holzberger	-	Trustee
Mr. Rob Johnson	-	Trustee
Mrs. Stacey Sedar	-	Trustee

Administration

Brad Codere – Superintendent/Principal K-12
Jack Johnson – Elementary Coordinator

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that she or he has been discriminated against on the basis of her or his race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Administrative Office at 296-6211.

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

SCHOOL DAY

School (Elementary) Hours – 8:15 a.m. – 3:04 p.m.

Supervision on the playground begins at 7:40 a.m. Before school students are to gather on the playground until the bell rings. The regular school day begins at 8:15 A.M. for grades Kindergarten through 5th and dismissal will be at 3:04 P.M. **Children that live in town should not be at school until 8:00 A.M.; unless, arrangements have been made with the teacher or they are participating in the breakfast program. Breakfast is served starting at 7:30 a.m.** Students will be allowed in early because of poor weather conditions. Noon hour runs:

Young 5's / Kindergarten:	11:05 – 11:50	Grade 3:	11:20 – 12:00
Grade 1:	11:10 – 11:50	Grade 4:	11:25 – 12:15
Grade 2:	11:15 – 12:00	Grade 5:	11:30 – 12:15

Afternoon Recess

Young 5's/Kindergarten/Grade 1 and 2:	1:10 – 1:40 p.m.
Grades: 3,4 and 5	1:45 – 2:15 p.m.

Late Start / Early Dismissal

In the event of a late start or early dismissal due to inclement weather, or other conditions, the local radio stations will be advised as well as TV6 and their website:

uppermichiganssource.com. Parents and students also have the opportunity to sign up for emergency information texts on your cell. Parents and students are responsible for knowing about emergency closings and delays. ****On late start days the busses will run 2 hours late. (i.e., a 7:15 a.m. pick up time would now be at 9:15 a.m.)**

The **late start** policy because of teacher meetings or weather conditions will be as follows:

Grades 6-12 Start	-	10:00 A.M.
Grades K-5 Start	-	10:15 A.M.
Dismissal Kdg - 5	-	3:04 P.M.
Dismissal 6-12	-	3:20 P.M.

If there should be an early dismissal for any reason (weather conditions, etc.) your child/children should know where to go and what to do without using the office phone.

Instructional Hours

The State of Michigan School Aid Act requires that all of our students for the 2021-22 school year meet the following requirements. The school district must provide a minimum of 1,098 hours of classroom instruction. Lake Linden-Hubbell Elementary currently provides 180 days of instruction and 1,116 hours in the classroom. These state requirements place an additional emphasis on the importance of school attendance and being on time.

Powerschool Grade Book/Report Card

Parents of all students in the Lake Linden – Hubbell Schools have the opportunity to sign up for Powerschool. This feature allows you to check on your food service account, attendance for K-12 students and grades for students in grades 3-12. Call the Elementary Office at 296-6221 for more information. Once you have your login and password go to the Lake Linden – Hubbell School District web site at www.lakelinden.k12.mi.us and click on the Powerschool icon.

EMERGENCY AND WORK PHONE NUMBERS

It is extremely important that all parents keep their child's emergency card up to date. Please inform the Elementary Office immediately of any changes in home phone numbers, cell phone numbers, work phone numbers, emergency contacts and their phone numbers and home address(s). Up to date information allows the school to contact parents immediately in case of an emergency or illness.

All parents are requested to complete the Lake Linden – Hubbell Parent / Guardian Emergency Information Form at the time of registration and at the beginning of each school year. As your information changes please notify the Elementary Office so that we may keep our records current.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. When enrolling, parents must provide copies of the following:

- A. Birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students that do not reside in the Lake Linden – Hubbell District can enroll under the District's Schools of Choice open enrollment policy.

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a phone call by the parent or the parent coming into the office to request the release. No student will be released to a person other than a custodial parent(s) without permission by the custodial parent(s) or guardians.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

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

COAT FACILITIES / LOCKERS / LOST & FOUND

Students in Grades K- 1 will have a coat room in their classrooms.

All students in grades 2 thru 5 will be assigned individual lockers in the hall in which to keep clothing and school supplies. Students are responsible for keeping their locker clean. Food should not be left in lockers overnight and lockers should be free of graffiti. Students will be required to remove any writing, pictures or marks on or in the assigned locker. Lockers will be inspected and the condition recorded prior to student usage each year. A student who has an assigned locker that is in such a condition as to require custodial maintenance at the conclusion of the school year will be levied a minimum fine of \$8.00 for restoration costs.

All lockers and other storage areas provided for student use remain the property of the Lake Linden – Hubbell School District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to school guidelines. A student locker or storage area has, by statute, no expectation of privacy. **No student shall lock**, or otherwise impede access to any locker. Locks will be removed and destroyed. Teachers supervise student use of their lockers outside of regular instructional time.

The principal may search student lockers and storage areas and the contents contained therein at any time for justifiable reasons. Additionally, the principal may, at any time, request assistance of the Lake Linden Village Police having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

Lost and found articles can be found in the Elementary Office and the Lost & Found at the south entrance to the building. Students, as well as parents, are welcome to look for lost items at their convenience. All Lost & Found items not claimed will be removed at the end of each month.

ACADEMICS / EXTRA-CURRICULAR ACTIVITIES

New Regulations Required Of Michigan Schools

School districts in Michigan began operating under the Revised School Code July 1, 1996. Public Acts 25 of 1990 and 335 of 1993 added several sections to the school code, which are popularly referred to as school improvement requirements. These include core curriculum, accreditation, school improvement plans, annual education reports, student portfolios, state-endorsed diplomas, and site-based decision making. Changes in these requirements resulting from the 1995 amendments to the school code are addressed in this handbook.

Student Assessment

- A. The M-Step is given by orders of the State to all students in grades 3-5. All of these students will be tested in math and language arts. In addition, fourth grade students are tested in writing, fifth grade students are tested in science.
- B. National achievement tests may be given to students in grades kindergarten thru fifth. Reading and math will be emphasized with these tests.
- C. Special testing is available to the school through the Copper Country Intermediate School District (CCISD) for students who may be eligible for special education services. Parental consent is required in order for this testing to take place.
- D. DIBELS testing is used to continuously monitor student progress in reading in grades K-5 throughout the school year.
- E. Classroom tests, quizzes and alternative forms of assessments will be used to gauge student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Early Childhood Programs and Opportunities For Children Aged 0-5

The Lake Linden-Hubbell Schools have entered a new era of cooperation with the Copper Country ISD, B-H-K Child Development Board, and the Western U.P. District Health Department.

Preschool

Lake Linden-Hubbell Elementary is working in cooperation with the B-H-K Child Development Board to offer preschool classes. B-H-K offers preschool for 4 year olds at Lake Linden-Hubbell Elementary School. B-H-K makes the selection of students for the program. Full-day classes run 4 days per week during the school year starting in late September. Snacks, meals and transportation will be provided. All children are encouraged to participate and will receive the highest quality education in preparation for Kindergarten.

Special Education Programs For Students With Disabilities

The American's With Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability.

Lake Linden-Hubbell Elementary is responsive to the educational needs of all children, including children with disabilities. Students experiencing academic difficulties may be referred to the CCISD staff for a thorough evaluation. The data from the evaluations is used to determine if a specific disability exists. If a disability exists, an Individualized Education Plan (IEP) is developed. The child may go to the Resource Room for specific instruction in subjects directly affected by the disability. Children with disabilities continue to participate in the full range of school programs. Parents are actively involved at every step of the Special Education process.

Speech therapy is available if listed in an individual student's IEP.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Leon Sutherland in the Counselor's Office at 906-296-6211 to inquire about evaluation procedures and programs offered by the District.

Elementary Guidance Counselor/Academic Advisor

The emphasis of the comprehensive elementary guidance program is to increase student self-esteem and to develop student behavior that will bring about academic success for all students. The elementary counselor acts as a support person in all student academic efforts by working with individual students, small groups of students, classes, and with parents. Leon Sutherland, Guidance Counselor, can be reached at 296-6221 or email leon@lakelinden.k12.mi.us

Title I

The Title I program is designed to coordinate with and support the regular education program. Students in grades K-5 that have difficulty mastering the basic curriculum at each grade level receive supplemental help through the Title I program. The extra help can be work with aides in the classroom, tutors and after school homework help. Title I students receive extra help as they work to meet the State and Lake Linden-Hubbell Schools challenging academic performance standards.

Elementary Academic Core Curriculum

Reading (Language Arts)	Social Studies
Writing (Language Arts)	Technology
Spelling (Language Arts)	Physical Education
Math	Arts
Science	

The K-5 School Curriculum follows the State of Michigan Frameworks, Benchmarks and Grade Level Content Expectations as well as Common Core Standards. All traditional seated classes are eligible as virtual courses.

Special Programs, Activities and Classes

Our school system offers a number of special programs as a part of the curriculum and as extra-curricular activities.

- A. Preschool – A full year of sessions for Pre-Kindergarten children. This program is run by BHK at Lake Linden – Hubbell Elementary.
- B. Track and Field Day - Grades 1-5.
- C. Vocal Music - Grades K-5. (Two times a week.)
- D. Art - Grades K-5 (each grade will have 1 semester of Art).
- E. Band - Grade 5.
- F. Computer Lab - Grades K-5.
- G. Boys and Girls basketball. (Grade 5).
- H. Physical Education. (Grades K=5 two times a week)
- I. Science Fair / Social Studies Fair / History Day (Grades K-5 alternating years)
- J. Great Explorations After School Classes.

Physical Education / Gym Classes

To keep the floor of the facility in excellent condition, we are asking that you make sure that your child has a pair of tennis shoes used only for gym class. These shoes do not need to be brand new, but do need to be clean and not used for outdoor play. Fifth grade students will be using the locker room facilities for physical education classes. Students will be assigned a locker with a lock. ***An \$8.00 deposit is required to secure the lock. The lock deposit is refundable when the lock is turned in.***

Computer Technology / Networks / Network And Internet Access

All students have access to the district's computers for educational purposes. Students have Network and Internet access with teacher approval and supervision. Please refer to the back of this handbook for the complete Lake Linden-Hubbell Network And Internet Access Rules For Students.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra curricular program. No student may participate in any school-sponsored trip without parental consent. Parents can give permission for all field trips on the registration forms.

Assembly Programs

The Lake Linden – Hubbell Elementary PTO will pay the assembly program fee of \$5.00 for grades K-5 students for the 2021 - 2022 school year. Assembly programs will be scheduled to enrich and extend the curriculum. Programs will take place at school or at other sites within the community.

Report Cards

At the end of each nine-week session a report card is sent to the parents. At the halfway point of each marking period progress reports are sent home for Grades 3, 4, 5, and 6. Feel free to contact any teacher at any time during the school year regarding your child's progress. Parents of students in grades 3-6 are encouraged to frequently log on to the Power School grade book at the district website (www.lakelinden.k12.mi.us) for an up to date look at their child's grades.

Grading System

A. Kindergarten – 2nd Grade

A system of numbers is used in place of the regular A, B, C, D, and E grade designation. It is felt by the teachers of these grades that the number system is less of a threat to the child; plus, they can be more objective in their grading with this system. Below is an explanation of the grading system for Grades 1 & 2:

4	--	Exemplary
3	--	Proficient
2	--	Developing
1	--	Emerging

B. 3rd – 5th Grade - A system of the regular letter grade designation is in use. Below is an explanation of this grading system.

<u>Letter Grade</u>	<u>Percent Range +/-</u>	<u>Definition</u>
A	94 – 100%	Excellent
A-	90 – 93%	
B+	87 – 89%	
B	84 – 86%	Good
B-	80 – 83%	
C+	77 – 79%	
C	74 – 76%	Average
C-	70 – 73%	
D+	67 – 69%	
D	64 – 66%	Below Average
D-	60 – 63%	
E	59 and below	Failure

K-2 Progress Reports

K-2 teachers will continue to send home individual progress folders to parents on a daily and weekly basis. The folders include daily assignments that will give details on what your child has been learning, the individual progress in this learning and how you as a parent can support this learning. All parents are also encouraged to contact their child's teacher at any time to ask questions and to discuss their child's progress. Parents and teachers working together will lead to academic success for all children.

Review of Instructional Materials and Activities

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

Student Records

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes: Student's name, major field of study, activities involved in, athletic teams, date of graduation, awards received, honor roll and scholarships.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

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

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student in his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Promotion Procedures

In order for a student to be promoted from one grade level to another, it is necessary that a student be proficient in the basic fundamentals of his/her grade level. If satisfactory progress is being made the child will be promoted.

Please feel free at **any time** to contact the teacher if you have any questions regarding your child's progress.

Retention Policy

- A. Eligibility.

A student will be considered for retention when reading and/or math skills are 1 to 2 years below grade level. Also to be considered will be the student's age, maturity, and present grade level. Every effort will be made to restrict retention to Grades K, 1, 2, and 3.

- B. Educational Placement.

The policy of the district is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social and emotional development.

The best interest of the student will be the guiding philosophy for determining acceleration, promotion or retention. In arriving at a decision for either the promotion or retention of a student, the teacher will consider the viewpoints of the student study committee, principal and parents.

C. Notice To Parents.

1. Before effectuating a retention the classroom teacher shall notify the parents personally, in conference or by certified mail, concerning the retention in a timely manner.
2. Notification shall:
 - a. Describe the proposed action.
 - b. Inform the parents of their right to contest the action.

ATTENDANCE / EMPLOYABILITY SKILLS

Attendance Philosophy

Absence and tardiness seriously interferes with the work of the student and of the school. Regular and punctual attendance is a main ingredient in developing student responsibility, self-discipline, and employability. Every effort should be made to schedule doctor and dentist appointments outside of the school day. **Trips should be planned during vacations and breaks.** During the school day, no student is to leave the school or school grounds without permission of the principal, secretary, or student's teacher.

Excused Absences / Illness

Absences may be excused either by a telephone call from the parent on the day of the absence, or if no telephone, by a note to the teacher on the day the student returns to school. Please call the Elementary Office **at 296-6221** for Grades K-5 on the morning your child is absent. Every absence, whether for a portion of the day or longer, must be covered by an authorization from home (verbal, telephone, or written excuse signed by the parent or guardian). Unexcused absences can be considered truancy. **REMEMBER: Lake Linden – Hubbell School Attendance Line: 296-6221. At the prompt, press: 3 for Elementary. Press 2 for the Attendance Line and be prepared to leave the following information: Your name, Student's name, Date of Absence, Reason for Absence and Phone Number.**

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) at least 3 to 7 days in advance with prior notification. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Tardiness

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. Students are expected to be at school, in

class and ready to learn at 8:15 AM. A student who is not in his/her assigned location by the start of the school day or any class throughout the school day shall be considered tardy.

A tardy can be *excused* or *unexcused*. Students with an on-going medical condition can have an excused tardy if a statement from the student's physician explaining the condition is on file in the office. Students tardy because of an appointment with a doctor or dentist can have the tardy excused by bringing a note from the doctor or dentist to the office. A tardy may be considered excused by an authorization from home (verbal, telephone, or written excuse signed by the parent or guardian). All **excused** tardies will be recorded as a tardy, **but are not subject to any disciplinary action**.

Truancy

The Michigan School Code, 180.1561 Compulsory School Attendance Law requires children under the age of 16 to attend school. **A child who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 5 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday.** Chronic tardiness can be considered truancy. Those who habitually violate this rule will be referred to the CCISD Truancy Officer.

Illness and Injury At School

A student who becomes ill during the school day should request permission to go to the office. **An appropriate adult in the office will determine whether or not the student should remain in school or go home. The teacher or the secretary in the Principal's Office will then call home.** A child will not be sent home unless contact with the parent has been made. If at all possible the parent should then come and pick up their child. Students are to be picked up in the Elementary Office. No student is to leave school during the day without permission of the principal, the secretary or the student's teacher.

All injuries must be reported to a teacher, teacher aide, or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will contact the parents and follow the school's medical emergency procedures.

Homebound Instruction

The District shall arrange for individual instruction for students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the principal regarding procedures for such instruction. The District will provide homebound instruction only for those confinements expected to last at least (5) days. A physician licensed to practice in Michigan must certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program.

STUDENT CODE OF CONDUCT

Rights And Responsibilities

School initiated discipline codes are based largely on the concept of disruption to the educational process. Students and their parents must know that they are in part responsible for assuring the educational rights of other students. **The right to an education in a non-**

disruptive surrounding must be assured. Each student, then, becomes responsible to a certain extent, for the education of his/her classmates. To the extent that these responsibilities are fulfilled, rights become more assured. To the extent responsibilities are not carried out, one's rights become jeopardized. Responsibilities, then, become the foundation upon which individual rights become meaningful and effective.

The following list, while not all-inclusive, outlines the most important rights and responsibilities we must keep in mind. All students have:

THE RIGHT TO:

- A. Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
- B. Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participate in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis.
- C. Practice freedom of speech, freedom of expression of ideas, and freedom of the press so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
- D. Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
- E. Participate in patriotic exercises or refrain from participating.
- F. Be secure in their person, papers, and effects against unreasonable searches.
- G. Determine their own dress, except where such dress is unsafe or unclean or is so inappropriate as to interfere with the learning and teaching process.
- H. Learn in a drug-free, smoke-free, and violence-free environment.

THE RESPONSIBILITY TO:

- A. Arrive at school on time and prepared to learn.
- B. Attend classes daily and participate in the educational program.
- C. Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff, and to respect the dignity and worth of other individuals.
- D. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- E. Develop tolerance of the viewpoint and opinions of others. Recognize the right of other individuals to form different points of view, and to dissent in an orderly manner.

- F. Respect the rights of classmates who do wish to participate.
- G. Respect the rights, property, and privacy of other students and school personnel; carry only those materials which are acceptable under the law and which are not hazardous to any person or property; and to accept the consequences for the articles stored in their lockers.
- H. Observe the basic standards of cleanliness, modesty, and good grooming, and to wear clothing that contributes to their own health and safety as well as that of others.
- I. Students are expected to follow the directions of teachers and aides.
- J. Students are expected to talk to an adult at school when they are experiencing problems at school so the problem can be immediately addressed. This is especially important if there is any teasing and harassment involved.

RULES, REGULATIONS AND STUDENT CONDUCT

Student Conduct

It is important that our elementary students learn the proper conduct that is expected of them. Improper conduct on the part of an individual can detract in one way or another from another student's opportunity and right to learn in school. These essential rules, procedures and guidelines allow students to function properly in the school environment so as to better accomplish their educational goals and the goals of the school.

Rewards For Good Behavior

1. Praise from staff.
2. Notes to take home.
3. RISE reward tickets.
4. Special privileges.

Disruption of the Educational Process – Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Students Who Violate Rule/Progressive Disciplinary Action

1. A child may be denied recess.
2. A meeting with the principal.
3. A call home by the teacher or principal.
4. A conference with the parents and child.
5. Detention after school.
6. In school suspension.
7. Out of School suspension.
8. Expulsion

Expulsion

The Lake Linden-Hubbell School Board reserves to itself the authority to expel students. Each student subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis.

Due Process Rights

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

To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines:

A. **Students subject to short-term suspension:**

A student will be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension.

B. **Students subject to long-term suspension and expulsion:**

A student and his/her parent or guardian will be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and his/her parent or guardian will also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

Terms applying to Student Discipline:

Aiding or abetting violation of school rules: If a student assists another student in violating any school rule, s/he will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Cell Phones and electronic Communication Devices: Cell phones should be turned in to the classroom teacher at the start of the day. Students may have them back at the end of the school day. The unauthorized use of audio or video recording capacity of any cell phone and other ECD/ESD is prohibited.

Camera Cell Phones/cell phones and Electronic Equipment: Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, portable TV's, electronic toys, pagers, laser pens, and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action. Taking or transmitting images or messages during testing is also prohibited. If a student is found transmitting images or messages during testing, s/he will fail the exam and face disciplinary action. The unauthorized use of audio or video capacity of any cell phone, electronic communication device or storage device is prohibited.

Explosives: Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Extortion: Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

False alarms, false reports, and bomb threats: A false emergency alarm, report or bomb threat endangers the safety personnel who are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Falsification of school work, identification, forgery: Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. Cheating encompasses a variety of dishonest behaviors, which all merit an academic and disciplinary action. All instances of cheating will result in a zero given on the assignment, test, quiz, project, or measurement tool.

Fires: Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to suspension or expulsion and possible criminal charges.

Hazing: The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Physically assaulting a staff member/student/person associated with the District: Physical assault at school against a student, employee, volunteer, or contractor that may or may not cause injury may result in charges being filed and subject the student to suspension or expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”.

Possession of a firearm, arson, and criminal sexual conduct: In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Profanity: Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

Student Harassment

Harassing behavior or harassment because of race, color, national origin, religion, sex, handicap, height, weight, or age of students by other students or staff is unlawful under both Michigan and federal law and is contrary to the commitment of the Lake Linden – Hubbell Public Schools to provide a stable learning environment. The Lake Linden – Hubbell Schools will not tolerate any harassment of students. It is the practice of the Lake Linden – Hubbell Schools that all contact among students, teachers and other employees of the school district is in keeping with respect for the individual, is of a nature that does not make a person feel uncomfortable, and is conducive to creating a stable learning environment.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This includes, but is not limited to, activities such as stalking, bullying, name-calling, taunting, hazing, demeaning and other disruptive behaviors. All Lake Linden – Hubbell students and staff are expected to conduct themselves with respect for the dignity of others. Reports of harassment will be investigated and anyone found to be in violation would be subject to disciplinary action. Any student who believes he or she has been or is the victim of harassment should immediately report the situation to the teacher, Elementary Coordinator or Principal or may report it directly to the Superintendent.

Theft: when a student is caught stealing, s/he will be disciplined and may be reported to law enforcement officials.

Trespassing: Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not

trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Unauthorized use of school or private property: Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

Verbally threatening a staff member/student/person associated with the District: Verbal assault against a student, employee, volunteer, or a contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Violation of this rule could result in suspension or expulsion.

Violation of individual school/classroom rules: Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Weapon possession: A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, box cutters, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives.

Use of an object as a weapon: Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to suspension or expulsion.

Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student that cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

1. Bullying –The Lake Linden – Hubbell Board of Education has adopted the following Bullying Policy...

5517.01 BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

Notification

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

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

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

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the district reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Elementary Coordinator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at the person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However under certain circumstances the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report, without corroborating evidence.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The

investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after report or complaint is made.

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

“Bullying” is defined as any gesture or written, verbal, graphic, or physical acts **including cyberbullying (i.e. Any electronic communication, including, but not limited to electronically transmitted acts, such as** internet, telephone or cell phone, personal digital

assistant (PDA), OR wireless hand held device) that, without regard to its subject matter or motivation animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

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

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

“Staff” includes all school employees and Board members.

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

Use Of The Telephone

The school telephones are for school business only. Students are to use them only with the permission of the school staff and never for social calls.

Use of Telephone/Cell Phone (Elementary School)

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Cell Phones: If a student brings a cell phone or other electronic communication device (ECD) to school, they must turn it in to their homeroom teacher at the beginning of the day. The student can receive their phone back at the end of the school day. A student may possess a cellular telephone or other electronic communication on school property at after- school activities and functions.

Also, during after school activities when directed by an administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight.

The use of the cell phones and other ECDs in the locker rooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD.

The student who possesses a cellular phone ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

Hallway Rules

1. Walk quietly through the halls.
2. Follow directions of adult supervisors.
3. Use the stairways in a proper manner.
4. Move from place to place without loitering.
5. Act in a manner that does not hurt others.
6. Respect school property and the property of others.
7. Heeley's (shoes with wheels) are not to be worn at any time at school.

Cafeteria Rules

1. Coats and jackets may be hung on racks in the hallway. Do not throw them on the floor! Place any toys on top of or underneath the racks. Do not take toys in the lunchroom.
2. Stand quietly in line and keep your hands to yourself.
3. Take your milk.
4. Take the tray that is on the top.
5. Make sure you take a fork or spoon.
6. Remember to take a napkin.
7. Pick a spot to eat with friends at a table and stay there until your lunch is finished.
8. Talk quietly to the students sitting at your table. Do not shout or use a loud voice.
9. Walk in the lunchroom at all times.

10. Clean up any spills or food at your table. Ask an adult to help with big spills.
11. If you have a problem during lunch walk up to an adult. Explain your problem and they will help you.
12. When you have finished lunch take your tray up to the window. Dump any food scraps into the garbage cans. Carefully place the silverware in the proper container. Place your tray on the pile.
13. Walk from the lunchroom and go out for recess.
14. Do not take food from the lunchroom.
15. Follow the directions of adults at all times.

Playground Rules

1. Follow the directions of the adults. Talking back, rudeness and disrespectfulness will not be tolerated.
2. Be sure to get permission from the duty teacher before leaving the playground for any reason. There are consequences for students that choose not to follow the playground rules. Stay within designated play areas.
3. If the playground is muddy, please stay on the blacktop. Be sure to wipe your shoes off before entering the building. Use trashcans for garbage.
4. Respect the rights of others to use their own space. Avoid pulling and tugging at clothes, fighting, wrestling, shoving, and chasing games that may cause injury to others. No "chicken fighting" ever. No teasing and harassments of others.
5. Remember that words can also hurt. No teasing and harassment of others. Name calling and cursing are inappropriate behaviors and will not be tolerated at school.
6. Avoid the fence area. Limit throwing and kicking of balls to appropriate game activity. Rocks, dirt, etc. should remain on the ground. Rocks are not to be taken into the classroom.
7. Games are open to all students desiring to play.
8. Eat food and candy before leaving the cafeteria. No suckers ever at recess.
9. Refrain from riding "piggy-back" on the backs of other students.
10. Electronics must be left at home.
11. Use the restroom before going outside. Return to the building only in an emergency, with the permission of the duty teacher.
12. Don't jump off any climbing equipment. Please climb down correctly. Watch carefully as you run and play.
13. When the bell rings, stop play immediately, go to your line and stand in line quietly.
14. Swings: Sit on swings, hands on chains. No jumping out of swings, twisting or swinging sideways.
15. Slides: Go down one at a time in a sitting position, feet forward. No fancy tricks on slides.
16. During the winter months boots must be worn on the playground. No one is to ever throw snowballs. Students are to stay off the hills next to the stairs. No sliding on the ice or the blacktop.
17. Students are to stay off the piles of snow by the fence.

Recess Policy

Two recesses are scheduled daily for students in Grades Young 5's thru 5. **All** students are expected to go outside and be dressed appropriately for the weather. Recess lets students take a break and come back refreshed and ready to learn. All students are expected to take part in all recesses.

Student Valuables

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

Classroom Rules

Each classroom teacher will send home a list of rules to be followed in his/her classroom. Included will be rewards and consequences. We believe strongly that all students have the right to learn, and teachers have the right to teach.

Teacher Initiated Class, Subject and Activity Suspension

A teacher is authorized to immediately remove and suspend a student from class, subject, or activity when:

*The student's behavior is so unruly, disruptive, or abusive, or the student's behavior interferes with the ability of other students to learn.

*The student engages in conduct prohibited by law, Board of Education Policy, or the School's Student Code of Conduct.

Student behavior that is a violation of the law or is disruptive shall include but is not limited to the following conduct:

- (1) Throwing objects that can cause bodily injury or property damage;
- (2) Fighting;
- (3) Directing profanity;
- (4) Violating safety rules as communicated in student handbooks or classroom rules;
- (5) Failing to comply with directives given by the teacher;
- (6) Expressing racial or ethnic slurs toward the teacher or another student;
- (7) Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence;
- (8) Possessing a laser pointer and/or other electronic devices/toys;
- (9) Violating district dress code standards;
- (10) Destroying/defacing school property;
- (11) Violating computer use policies, rules, or agreements.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from, (optional...or participate in after school extracurricular activities until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension). The student shall not be returned to the teacher's classroom **that day** without mutual agreement of the teacher and principal. The student shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school's Student Code of Conduct.

Any student suspended from the same class, subject, or activity for ten cumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements by Board Policy for suspensions of ten days or more.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of 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 in which to store materials. It should be clearly understood that this equipment is the property of the school 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. In the course of 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 any 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.

Bus Regulations

Safety in moving vehicles demands a set of rules for riding a bus. The following guidelines are designed for student safety as well as for making the trip to school, or extra curricular activities, a little more enjoyable. Observing these guidelines shows a genuine concern for the safety and comfort of others. Students failing to follow bus regulations may be suspended from riding the bus.

- A. The driver is in complete charge. Obey him/her promptly and with respect.**
- B. Be on time! The bus cannot wait for those who are tardy at the stops.
- C. Stand back as the bus approaches the loading area.
- D. Students will board the bus in an orderly manner after the driver has opened the doors.
- E. Students will immediately sit in a seat upon entering the bus.

- F. Avoid talking to the driver except when absolutely necessary.
- G. Use of tobacco and/or tobacco products including vaporizers (vapes, vaping) is absolutely prohibited.
- H. Always keep your hands and head inside of the bus.
- I. Remain seated at all times when the bus is in motion and refrain from shouting.
- J. Tampering with the emergency door or any other part of the bus is prohibited.
- K. Report any marking or damage to the bus to the driver.
- L. Refrain from throwing waste paper and trash on the floor.
- M. Help the younger boys and girls by providing them examples of good conduct both in actions and language.
- N. Stand up to get off the bus only after it has come to a full stop. Always pass at least (10) feet in front of the bus if you must cross the road and then only upon the "all clear" signal from the driver.
- O. Drivers are instructed to stop the bus and deal with behavior problems and to report them to school authorities.
- P. Students must ride the bus to which they are assigned.
- Q. Drivers have the authority to assign seats.
- R. Bus Passes - If a student plans to get off or on the bus at a different location or ride a different bus they are expected to bring a written notice from home to the office to be validated. The student will give the bus pass to the bus driver when they board the bus. Bus passes can also be issued with authorization from the parent by phone under certain circumstances. Students will not be allowed to ride a different bus or change the location of the drop off or pick up without a bus pass.

Policy On Bus Pick Up / Drop Off

Parents wishing to have their children picked up or dropped off at a location that is different from the normal location, on a regular basis, will be able to make a request for a location change within the limits of our existing bus routes. Buses will not deviate from their planned routes for special pickup and/or drop off requests. Requests must be made in advance with the Director of Transportation.

Possession of a Weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon **may** subject a student to expulsion and possible permanent exclusion. It will make 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.

State law **may** require that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. any cutting instrument consisting of a sharp blade **over three (3) inches long** fastened to a handle.
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm.

Use Of An Object As A Weapon

Any object that is used to threaten, harm **or harass** another may be considered a weapon. **This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on.** Intentional injury to another can be a felony and/or a cause for Civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons Or Threats Of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Use of Tobacco

Smoking and other tobacco (including vapes or vape devices) are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, vapes, or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to paper used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia, electronic cigarettes, vape pens, vaporizers or tobacco products on one's person is also prohibited by this policy. The no smoking area extends 600 feet in all compass directions from school buildings and property. Smoking within this zone will result in a three (3) day suspension for the first offense.

Policy On Substance Abuse

Recognizing that abuse of various substances by students has become a serious problem in schools of this nation, the Lake Linden-Hubbell Board of Education believes that, in the interest of maintaining a sound educational climate, every effort should be made to prevent problems related to such abuse from occurring in school or at school related activities. The Board further recognizes that student problems related to substance abuse are both

behavioral and medical in nature and as such may require the referral of students involved to persons professionally trained to deal with such problems.

The possession or use of behavior-altering substances (including alcoholic beverages and drugs) by students during school hours or in connection with school sponsored activities, or the effects of such substances taken at other times but carrying over to school hours, or in connection with school sponsored activities, is strictly forbidden. Violators will be subject to consequences ranging from therapy, loss of privileges, suspension and/or expulsion.

Policy On Violence And Harassment

Every student has the right to learn in an environment free of violence and harassment. Therefore, any form of student violence, and harassment will not be tolerated. Students involved in this kind of behavior will be subject to suspension and possible expulsion.

Policy On The Destruction Of Public And Personal Property

Proper respect for the school environment and the personal property of others is essential in maintaining a positive learning environment. The defacing and destruction of school or personal property will not be tolerated. Students involved in this kind of behavior will be responsible for damages that occur and subject to suspension and possible expulsion.

Policy On Illegal Activities

Any illegal activity such as theft, gambling, forgery or extortion at school will not be tolerated. Students involved in these illegal activities will be subject to suspension and possible expulsion.

DISCIPLINE - SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

School-wide Positive Behavior Support is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students. All students will be expected to follow the outcomes of our school wide positive behavior expectations. Lakes Students will: RISE as one! (Responsibility, Integrity, Safety, Empathy)

RISE Behavior Expectation Matrix

Lakes Rise as one!

	Hallway/Stairs	Bathroom	Recess/ Playground	Lunch Room	Bus	Office
Responsibility	Follow rules and directions for adults Keep our school neat and clean Hold onto your belongings	Go, flush, wash, leave One pump of soap Clean up after yourself	Follow rules and directions of adults Dress for the weather Hold onto belongings as you exit and enter the building	Follow rules and directions of adults Stay seated Hold onto your belongings Be on time	Follow rules and directions of adults Stay seated Hold onto your belongings Be on time	Follow rules and directions of adults Be respectful (don't argue)
Integrity	Go only where you are supposed to go LOOK-Do not touch	Use designated time Return to class promptly No food allowed	Go only where you are supposed to go Return equipment Be a good sport	Finish your meal Wait to be dismissed	Clean up after yourself Respect the bus, driver, and other riders	Ask permission to go Return promptly to class
Safety	Walk on the right side Stay together in a single file line One step at a time Personal space-keep hands and feet to yourself	Wait patiently Report unsafe behavior or conditions Open and close doors properly	Line up-single file facing forward when the bell rings Report unsafe behavior or conditions Safe Play with friends and equipment	Walk-in, out and to your tables Single file lunch line Hands and feet to yourself Stay seated	Wait patiently Line up single file One step at a time Walk as you exit, enter and find your seat Hands and feet to yourself Report problems to the driver	Wait Patiently
Empathy	Kind words Help others (open doors, pick up) Whisper voices	Respect others privacy Whisper voices	Take turns Welcome all Be fair	Good manners Kind words Whisper voices	Use appropriate language Kind words Whisper voices	Good manners Whisper voices

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

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

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

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

Student Grooming

Our attitudes and behavior patterns are affected by what we wear. Therefore our school desires to encourage students to be groomed neatly and appropriately. Student grooming is primarily a parental responsibility, so let your child be a credit to you and his/her school. With this in mind, listed below are a few basic rules to keep in mind:

- 1. Shoes are to be worn at all times.
- 2. During the winter months, boots are to be worn to and from school and at recess.
- 3. Students can wear shorts to school when it is extremely warm, on picnic day, and on track meet day. If shorts are improper in length or style they must be changed.
- 4. Hats, shirts and jackets with crude, suggestive, profane or offensive messages written on them are not to be worn at school.
- 5. Hats, shirts and jackets promoting alcohol and tobacco products are not to worn at school.
- 6. Students are not to wear hats or hoods in the school building.

Use of School Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom. To use any other school equipment or facility a student must receive permission of the teacher and/or the principal. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

Bicycles

Students may ride bicycles to school. Parents are urged to use caution when granting permission to ride bicycles to school. All bicycles must be kept in the bicycle racks and locked. The school is not responsible for thefts or damage.

Possession Of Electronic Equipment

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring in equipment/music devices etc. unless they have attained prior permission from their classroom teacher, elementary coordinator or principal. If they possess a phone, it should be given to their classroom teacher for the day. If this policy is violated, the item will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

Skateboards, Scooters, Roller Blades and Heeley's

Students are not to use skateboards, scooters, and roller blades on the playground. In addition, the Lake Linden – Hubbell Schools prohibits use of skateboards, scooters and roller blades on school property. Heeley's (shoes with wheels) are not to be worn at any time at school.

Fidget Spinners and other Fidget Devices

Fidget Spinners and other fidget devices should not be out during class time unless the student has provided a signed medical slip from a doctor or as prescribed in an IEP.

Elementary School Operational Hours

School operational hours are defined specifically as 7:30 AM to 7:00 PM. School operational hours are defined as whenever the doors are open providing access to the public. All school rules apply when students are attending school functions or are on school property during school operational hours.

SCHOOL SAFETY

Fire Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers. Fire drills are held with the safety of all in mind. The building must be emptied quickly and in an orderly manner. Student responsibilities include:

1. To proceed in silent and orderly fashion when walking from the building.
2. To use the hand rails when going down the stairs.
3. To proceed down the stairs in two lines.
4. To move out of the building and away from the doors quickly and orderly.

Tornado Drills

At the sound of the tornado warning signal or announcement students shall line the interior hallways as quickly as possible away from glass and sit with their backs to the interior wall, knees drawn tightly to their chests, face positioned between their knees, and their hands over their necks. Students in wheelchairs are to remain in their chairs with the back of the chair against the interior wall. Second Floor student classrooms are to report to the weight room on

the ground floor. Students shall remain quiet to wait for instructions. Two drills will take place during the year.

Lock Downs

The district has specific guidelines for lock downs that will be followed by staff and students. Three lock down drills will take place each year in accordance to state regulations.

Evacuation

The district has specific guidelines for the complete evacuation of the school buildings. Staff and students will follow these guidelines if the buildings need to be evacuated.

PARENT INVOLVEMENT (See attached NEOLA Policy 2112)

Communications

1. Each teacher will have newsletters and periodic notes pertaining to his/her class.
2. **“Create*Communicate*Celebrate”** is the elementary coordinator’s newsletter. This is also available on the Lake Linden – Hubbell Schools website (www.lakelinden.k12.mi.us)
3. **“News and Views”** is the Lake Linden – Hubbell Schools quarterly newsletter. This is also available on the Lake Linden – Hubbell Schools website (www.lakelinden.k12.mi.us)
4. According to need, notes are sent home pertaining to various school and community matters and activities. **Notes are sent home with every child in the family (Grades K-6). The primary communication link between the school and parents are the written notes taken home by the students. It is extremely important that parents are constantly watching for notes brought home by their children.**
5. Parents will have online access to Power School for grades and attendance information.
6. The Lake Linden-Hubbell PTO is very active supporting the education of all the students at Lake Linden-Hubbell Elementary, improving the playground and helping to sponsor school assemblies, are just some of the ways the PTO promotes and enriches the educational process. They have made our school a better place to learn. We owe them many thanks. Parents are encouraged to share their concerns and ideas with this organization.

Meal Service

The school participates in the National School Lunch Program and makes breakfasts and lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school’s cafeteria. No student is allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced Price Meal program are distributed to all students. If a parent does not receive one or believes that the family status has now changed and their student(s) are now eligible, contact the Elementary School Office at 296-6221.

USE OF MEDICATIONS

Prescribed Medication Or Treatment

Lake Linden-Hubbell Elementary urges parents, to the extent possible, to schedule medication or treatment of a student outside of school hours. The administration of prescribed medication or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the student is disabled and requires medication to benefit from the educational program.

Before any prescribed medication or treatment may be administered to a student during school hours, the school must receive the signed and completed Authorization For Prescribed Medication Or Treatment Form.

All medications to be administered during school hours must be registered with the principal's office. Only medication in its original container, labeled with the date, the physician's name, the student's name and exact dosage will be administered. Medication that is brought to the office will be properly secured. Authorized staff will administer the medication as prescribed. A log for each prescribed medication shall be maintained.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication. Parents, or students authorized in writing by their physician, may administer medication and treatment.

Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of the school year.

Non-Prescribed Medication (Tylenol/pain relief medication) Or Treatment

The school office will not administer pain relief medication unless it is provided by the parents.

If you should decide you would like to have this available to your student(s), please provide the medication to the office and we will apply the family name on the container and administer as we have done in the past. We will continue to administer first aid as needed.

Before any non-prescribed medication or treatment may be administered, signed written consent of the parent must be received by the school. The signed written consent must explain the proper dispensing of the medication to the child. Only medication in its original container with the exact dosage stated will be administered.

Asthma Inhalers

Students may use a metered dose inhaler or a dry powder inhaler for relief of asthma symptoms, while at school, on school sponsored transportation or at any school-sponsored activity if the following conditions are met:

1. There is written approval from the student's physician or health care provider and the student's parent/guardian to possess and use the inhaler; and
2. The principal has received a copy of the written approvals from the physician and the parent/guardian.

Epi-pens

Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

ILLNESS AND ACCIDENTS AT SCHOOL

Illness At School

A student who becomes ill during the day should request permission to go to the Elementary Office. An appropriate adult will administer care and determine whether or not the student should remain in school, go home, or if professional medical assistance is needed. If needed, the staff will summon professional medical assistance by calling 911. Parents will be notified by telephone as soon as possible.

School staff will follow district guidelines to ensure prompt attention to the child and proper communication with the parents. Individual student medical plans are completed for students with diabetes and severe allergies. The individual plans are followed for these students. The staff will follow the district guidelines for the treatment of students with asthma.

Accidents At School

All injuries must be reported to a teacher, teacher aide, or the office. If minor, the student will be treated and may return to class. First aid will be administered for minor injuries such as: abrasions, minor cuts, scratches, minor sprains and minor strain. If the injury is more serious and indicates that professional medical care is required the parents will be contacted immediately. If the injury requires immediate professional medical attention 911 will be called and the first responders and EMS will be dispatched to the school. Then the parents will be notified by telephone immediately.

Records are kept on all injuries requiring medical attention on school property, in school buildings, on the bus or at school-sponsored activities. A Student Accident Form is completed and kept on file in the office. Procedures are in place to ensure the prompt attention to the child and proper communication with the parents.

HEALTH

Individual Student Medical Plans

All students with diabetes, severe allergies and asthma must have an individual medical plan. Parents will meet with staff to complete the school medical plans. All district personnel will use the individual medical plans. Parents must alert the school to all changes in their child's medical status and condition.

Immunization Requirements

Vaccine-preventable diseases are still with us. In many cases, they cause disability and death. Immunizations are one of our most cost-effective measures to protect children from harmful disease. A high proportion of children must be immunized to prevent outbreaks of disease in school settings and other places where children work and play together.

Since 1978, state law has required that each student entering kindergarten or a new school district in grades 1-12 have a certificate of immunization **at the time of registration or not later than the first day of school.**

Before a child can be permitted to enter or attend school, parents or guardians must present documentation that their child has received all required doses of vaccines or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent dose at the appropriate time intervals. A child who is not compliant with the vaccination requirements should not be admitted to school.

It is extremely important that parents help us with these health considerations as violations can have significant harmful consequences for the student, the student body at large and the financial health of the district. The Michigan Department of Education has built into its audit procedures a financial penalty process requiring that state moneys be withheld for students not in compliance with the immunization requirements of the State of Michigan. Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements.

Please notify the school if you have concerns or questions on this matter. Call the Elementary Office at 296-6221 for more information and assistance.

Health Department Services

During the course of the school year the health department provides services and screening for hearing and vision.

Preparedness For Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

Control of Casual – Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health and safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Noncasual - Contact Communicable Diseases

In the case of noncasual – contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.