

*2023 - 2024
Daisy Brook
Elementary*



*STUDENT
HANDBOOK*

DAISY BROOK ELEMENTARY SCHOOL

“We like to learn and it shows!”

MISSION STATEMENT

The Fremont Public Schools will provide a student centered, learning focused environment for all students so they may become world ready.

WELCOME TO DAISY BROOK ELEMENTARY SCHOOL!

It is with great enthusiasm that I welcome you to the 2023-2024 school year!

Our staff is looking forward to a productive partnership with you to ensure our children can achieve their highest potential. In order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child’s education. As partners, we share the responsibility for our children’s success and want you to know that we will do our very best to carry out our responsibilities.

We ask that you guide and support your child’s learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day’s learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school

A copy of our school handbook is available on our website. If you would like a hard copy please contact the office and we will ensure that you receive one. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child’s teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

Our caring staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to working alongside you this year!

Sincerely,

Fran Clemence
Principal
Daisy Brook School

Directory

Daisy Brook School.....924-4380
Fran Clemence, Principal, 924-4380
 Office Hours: 7:30 a.m. - 4:00 p.m.
Richard Girgenti, Assistant Principal 924-4380
 Office Hours: 7:30 a.m. - 4:00 p.m.
Administration Office 924-2350
 Mr. Brad Reyburn, Superintendent
Bus Garage 924-4390
 Mr. Chris Howell, Director of Transportation
Food Service 924-8160
 Mr. John Rosenberg Food Service Director

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DAILY SCHEDULE

7:35 AM	Buses drop off students – students enter building and go to a supervised location
7:52 AM	Students enter classrooms
7:55 AM	Classes begin
10:20-10:35 AM	3 rd grade recess
11:00 AM-12:55 PM	3 rd , 4 th , 5 th grade Lunch/Recess periods
1:30-1:45 PM	5 th grade recess
2:25-2:40 PM	4 th grade recess
2:55 PM	dismissal

Any changes in this daily schedule over the course of the school year will be communicated to parent(s)/ guardian(s) through a newsletter or email sent through Skyward.

SCHOOL ARRIVAL TIME / MORNING ENTRY TO BUILDING

Prior to the front doors of the school being unlocked supervision of students is the responsibility of individual parents. Students will be admitted into the building at the start of the school day and will go to a supervised location:

Bus arrival (front of building): Main Entrance

Drop off (Darling Street): Recess Doors and then into the Gymnasium or cafeteria for breakfast

Students who normally walk, ride bikes or are driven to school are discouraged from arriving prior to 7:55 a.m., unless they will be eating breakfast at school, in which case their arrival should not be before 7:35 a.m.

All students must report to either the cafeteria for breakfast or the gymnasium. There will be NO students permitted to walk the halls to go to their locker or classroom. Students must select the cafeteria or gymnasium when entering the building.

During the winter months, please make sure your child leaves for school in the morning dressed properly for the weather and temperature conditions that come with Michigan winters. The following temperature ranges will be used in determining whether students will be inside or outside before school:

10° F and above: Students who choose to be outside must remain outside until the morning entry bell rings.

Below 10° F: All students must enter the building and assemble in the gym following the arrival of the first bus and as subsequent buses arrive. Students who are driven to school by parents and those who walk must enter at the time of their arrival, or after 7:35.

RECESS / LUNCH PERIODS

There are scheduled recess and lunch periods during the school day.

Students are expected to go outside during recess times or remain in their classroom with their teacher's permission or at their teacher's request. During inclement weather, or when temperatures are too cold or too hot for safely playing outdoors, students are expected to participate in appropriate activities within their classroom. Because recess and noon-hour is a "break" in the normal student day, it is an important time for not only being

with friends and applying social/human development skills; but also a time for students to "burn-up" some of the excess energy that has accumulated and increase circulation to the brain and other parts of the body. Students are therefore encouraged to go outside every day during their recess times.

During the winter months, the following outside temperature, with wind chill factor taken into account, will determine whether children will be permitted outside:

- | | |
|-----------------|-----------------------------|
| 10° F and above | - Outside the entire recess |
| 0° - 9° | - Outside for 15 minutes |
| Below 0° | - Inside the entire recess |

If your child is not to go outside for recess, we will honor a parent(s)/guardian(s)'s request for a maximum of two days when there is a valid reason. Requests beyond two days will require a physician's statement.

SCHOOL DISMISSAL

The end of the school day is a busy time as we have many students going in many different directions. We also recognize the convenience of picking your child up from school rather than having him/her walk or ride the bus home. Any changes in the normal daily routine for your child going home need to be made in advance by making sure your child is aware of the change, notifying the classroom teacher, either by phone or by email, or notifying the office. We will be happy to get a message to your child **as long as you notify the school prior to 2:15**, because telephones and emails may not be answered after 2:15. However, we would appreciate you not requesting your child's dismissal prior to the regularly scheduled dismissal time. Thank you for your cooperation with these procedures, and, thereby, avoiding the disruption of classrooms at the end of the school day.

After-school supervisory arrangements for your child that follow a regular pattern, but vary from day to day, need to be registered in writing to the office. Students will not be allowed to use the telephone at the end of the day to make arrangements for after school events and/or other activities.

EARLY DISMISSAL FROM SCHOOL

Students are not released to anyone other than a parent(s)/guardian(s) unless a request is directly received and/or confirmed from a parent(s)/guardian(s) for another individual to pick-up their child.

Parent(s)/guardian(s), or another individual confirmed and designated by the parent(s)/guardian(s), are to report to the school office to have their child excused prior to the normal dismissal time. Procedures for releasing the child will then be coordinated through the office.

STUDENT BEHAVIOR

Classroom Expectations

Teachers will establish and post specific rules and behavior expectations for their classrooms, as well as procedures for addressing them. These are made very clear to students at the beginning of the school year along with a written copy made available to parent(s)/guardian(s).

In line with Daisy Brook's building-wide discipline procedures, and if possible, teachers will report behavior concerns or behavior patterns through a personal parent(s)/guardian(s) contact prior to a formal referral being made to the building principal or behavioral interventionist.

PBIS

At Daisy Brook Elementary we implement a Positive Behavioral Interventions and Supports (PBIS) approach to student behavior. The foundation of this approach is to highlight and encourage positive behavior. We have identified specific expectations for students to demonstrate in our school’s common areas and intentionally teach our students these expectations. The focus of PBIS is on prevention of misbehavior, rather than solely on punishment. Our PBIS expectations are identified in the matrix below:

<i>Expectations</i>	Assemblies	Bathrooms	Bus	Cafeteria	Computer Lab	Hallways/ Lockers	Library	Office	Recess	Classroom
Pride <i>Do my personal best at all times</i>	<ul style="list-style-type: none"> Participate Use best behavior Listen Follow directions 	<ul style="list-style-type: none"> Return quickly and quietly to class Follow directions 	<ul style="list-style-type: none"> Be friendly and polite Follow directions 	<ul style="list-style-type: none"> Eat your own food Inside voices Follow directions Take what you order 	<ul style="list-style-type: none"> Participate Follow directions Keep your area neat 	<ul style="list-style-type: none"> Follow directions 	<ul style="list-style-type: none"> Choose a just right book Follow directions 	<ul style="list-style-type: none"> Be friendly and polite Follow directions Be patient 	<ul style="list-style-type: none"> Follow directions Return quickly and quietly to class 	<ul style="list-style-type: none"> Enter and exit quietly Be respectful and polite Follow directions Do your best
Attitude <i>Behave in a positive way</i>	<ul style="list-style-type: none"> Raise your hand Listen and do 	<ul style="list-style-type: none"> Respect others privacy 	<ul style="list-style-type: none"> Use kind words Help others 	<ul style="list-style-type: none"> Wait your turn Use kind words Help others Be respectful 	<ul style="list-style-type: none"> Wait your turn Raise hand for help 	<ul style="list-style-type: none"> Smile and wave 	<ul style="list-style-type: none"> Use a quiet voice Enter and exit quietly 	<ul style="list-style-type: none"> Enter and Exit quietly Quiet voices 	<ul style="list-style-type: none"> Use kind words and actions Enter and exit quickly 	<ul style="list-style-type: none"> Wait your turn Help others
Citizenship <i>Do what is right and make choices that are safe</i>	<ul style="list-style-type: none"> Enter and exit quietly Listen quietly Sit in the upright position 	<ul style="list-style-type: none"> Practice safe behaviors Go, flush, wash hands and leave 	<ul style="list-style-type: none"> Walk to and from bus Get on and off slowly Report unsafe behavior Backpack ready Back on back and seat on seat 	<ul style="list-style-type: none"> Walk Stay seated Clean up after your self Raise hand for help 	<ul style="list-style-type: none"> Walk Chairs flat on floor Care for computer equipment Honor technology agreement Keep food, drink, & gum out of media center 	<ul style="list-style-type: none"> Walk quietly Hands off the walls Walk on the right Stay in line 	<ul style="list-style-type: none"> Hands and feet to self Return books on time Treat books with care Keep food, drink & gum out of the library 	<ul style="list-style-type: none"> Hands and feet to self Follow directions Written permission 	<ul style="list-style-type: none"> Hands and feet to self Line up quietly Stay in boundaries Use equipment the right way Play fair Take turns Dress appropriately 	<ul style="list-style-type: none"> Walk Chairs flat on floor Quiet voices Hands and feet to self
Kindness <i>Treat others the way I want to be treated</i>	<ul style="list-style-type: none"> Hands and feet to self Let others enjoy the assembly 	<ul style="list-style-type: none"> Wait your turn Quiet voice 	<ul style="list-style-type: none"> Be polite Hands and feet to self Listen to the driver 	<ul style="list-style-type: none"> Wait your turn Keep hands and feet to self 	<ul style="list-style-type: none"> Quiet voice Hands and feet to self Log off 	<ul style="list-style-type: none"> Hands and feet to self Voices off 	<ul style="list-style-type: none"> Respect others so they may read Wait your turn Politely ask for help 	<ul style="list-style-type: none"> Say please and thank you 	<ul style="list-style-type: none"> Take care of trash Be respectful 	<ul style="list-style-type: none"> Use kind words Help Others

Throughout the school day, our staff are alert to students that consistently demonstrate these expectations and may recognize their behavior by awarding the student a “PACKER BUCK”. Staff will verbally affirm the student’s behavior and then the students can use these PACKER BUCKS to purchase items from our PBIS store or they can enter them into bi-weekly raffles.

STUDENT CODE OF CONDUCT

Introduction

The School District must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to student who engage in misconduct and behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District’s lawful authority.

Student Dress and Appearance

The style and manner in which a student dresses while he/she attends school and school-related functions is largely the responsibility of the student and his/her parent. The School District, however, maintains the right to impose reasonable restrictions on dress, where the style of dress or grooming is reasonably considered disruptive or the style of dress or grooming is reasonably considered detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom he/she attends school.

Search and Seizure

From time to time, school property, such as lockers, desks, and technology devices, is assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The School District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student. The privacy rights of students shall be respected regarding any items found during a search that are not illegal or otherwise against School District policy or these administrative procedures.

The School District makes parking available to students who are licensed drivers. This privilege is conditioned on the student's consent, in advance, to the search of their vehicles by School District personnel at any time, for any reason, with or without notice to the student.

School District personnel may, to the full extent permitted by law, search and seize students and their personal effects. Illegal items and items inappropriate in the educational environment may be confiscated by School District personnel and, when appropriate, delivered to police authorities or parents.

Student Bullying and Cyberbullying

The Board of Education has adopted a policy on bullying and cyberbullying, Policy 2006. The Policy is intended to protect students from bullying, including cyberbullying, regardless of the subject matter or motivation for the behavior.

Complaint Procedure In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes that he/she has been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or his/her designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based on the protected classifications of race, color, sex, national origin, or disability, the incident(s) are instead investigated by the School District's designated Coordinator pursuant to Board of Education Policy 8008.

Step 1: Formal Investigation. The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce his/her response to writing and to produce any documents or other things supporting his/her response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused

student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses.

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

Step 2: Decision

Complaint Found Valid. If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent;
- The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent, or his/her designee, will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent, or his/her designee, will determine whether relief to the complainant is feasible and available.

Complaint Found Not Valid. If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District Policy has occurred or can be substantiated), the following actions will be taken:

The parent of both the complainant and the accused will be notified of the results of the investigation; • The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;

- The results of the investigation will be reported to the Superintendent; and
- Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three years.

Annual Report. The Superintendent will prepare an annual written report to the Board, including all verified incidents of bullying or cyberbullying and the resulting consequences that were imposed.

Introduction to Disciplinary Actions and Prohibited Acts

Introduction This Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

Range of Discipline

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited

acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

Definitions of Discipline

Administrative Intervention Disciplinary action which does not result in a student being suspended from school and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

Snap Suspension Exclusion of a student from a class, subject, or activity by a teacher for one full school day if the student engages in conduct which unquestionably interferes with the education of him/herself or other students, or a teacher has good reason to believe a student has engaged in conduct which poses a clear and present danger to him/herself or other students.

Suspension Exclusion of a student from school for 60 school days or fewer or exclusion of a student from school which exclusion will terminate upon the fulfillment of a specific set of conditions.

Expulsion Exclusion of the student from the School District for 60 school days or more or permanent exclusion.

Prohibited Acts

1. Failure to Cooperate

Description. A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or

building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

Penalty. Administrative intervention to permanent expulsion.

2. False Allegations

Description. A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

Penalty. Administrative intervention to permanent expulsion.

3. Failure to Comply with Directions of School Personnel

Description. A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

Penalty. Administrative intervention to permanent expulsion.

3. Scholastic Dishonesty

Description. A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

Penalty. Administrative intervention to permanent expulsion.

4. Copyrighted Material

Description. A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

Penalty. Administrative intervention to permanent expulsion.

5. Improper Communications

Description. A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

Penalty. Administrative intervention to permanent expulsion.

6. Indecency

Description. A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

Penalty. Administrative intervention to permanent expulsion.

7. Disruption of School

Description. A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction. While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption,

is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

Penalty. Administrative intervention to permanent expulsion.

8. Discriminatory Harassment

Description. A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

Penalty. Administrative intervention to permanent expulsion.

9. Violations of Building's Rules and Regulations

Description. A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

Penalty. Administrative intervention to permanent expulsion.

10. Bullying and Hazing

Description: Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 2006. A corresponding administrative regulation 2006-AR has been developed to implement the policy. "Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

Penalty. Administrative intervention to permanent expulsion.

11. Dress

Description. A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.

Penalty. Administrative intervention to expulsion.

12. Smoking/Tobacco

Description. A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

Penalty. Administrative intervention to permanent expulsion.

13. False Alarms

Description. A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

Penalty. Administrative intervention to permanent expulsion.

14. Electronic Communication Devices and Laser Pointers

Description. Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration. Students may not use or possess active electronic communication devices without staff permission. Personal electronic devices must remain in student lockers, on silent or off, and may not be utilized without staff permission during the school day. The first infraction of this policy will result in the device being confiscated from the student and returned at the end of the school day. Any subsequent infractions of this policy will result in confiscation of the device and the device will need to be picked up by a parent/guardian.

Penalty. Administrative intervention to permanent expulsion.

15. Damage of Property or Theft/Possession

Description. A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person. Resulting damage to property will be billed to the student/family.

Penalty. Administrative intervention to permanent expulsion.

16. Arson

Description. A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.

Penalty. Administrative intervention to expulsion.

17. Fireworks, Explosives, and Chemical Substances

Description. A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

Penalty. Administrative intervention to permanent expulsion.

18. Alcohol, Marijuana, and Chemical Substances

Description. A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

Penalty. Administrative intervention to permanent expulsion.

19. Alcohol, Marijuana, and Chemical Substances

Description. A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

Penalty. Administrative intervention to permanent expulsion.

20. Look-A-Like Weapons

Description. A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

Penalty. Administrative intervention to permanent expulsion.

21. Weapons and Dangerous Instruments

Description. A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, blackjack, baton, martial arts device, paint ball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

Penalty. Administrative intervention to permanent expulsion.

22. Personal Protection Devices

Description. A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

Penalty. Administrative intervention to permanent expulsion.

23. Drugs, Narcotic Drugs, and Counterfeit Substances

Description. A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption. A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, cough medicines, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.

Penalty. Administrative intervention to permanent expulsion.

24. Fighting, Assault, and Battery on Another Person

Description. A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting).

Penalty. Administrative intervention to permanent expulsion.

25. Violation of Acceptable Use Policy Description.

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

Penalty. Administrative intervention to permanent expulsion.

26. Dangerous Weapons Description.

A student shall not possess a dangerous weapon in a weapon free school zone.

Penalty. Administrative intervention to permanent expulsion.

Due Process - Procedures for Discipline

Introduction

These procedures govern the suspension, expulsion, or permanent expulsion of a student from the School District's regular educational program.

If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

Short-Term Suspension (i.e., 10 School Days or Fewer) As a general rule, prior to any out-of-school suspension, the building administrator will:

- Inform the student of the misconduct or behavior for which discipline is being considered and, if the student denies the misconduct or behavior, an explanation of the evidence the administrator possesses;
- Provide the student an opportunity to explain his/her version of the facts; and
- Consider each of seven individual factors

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth above.

If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed

ten (10) school days.

The principal, or his/her designee, shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension. A Student Suspension Notice or its equivalent is to be completed, with copies going to the parent and the student's file. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

Long-Term Suspension (i.e., 11 School Days or More), Expulsion (60 School Days or More), and Permanent Expulsion

Step 1. If the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parent shall be notified in writing of:

- The charges against the student;
- The recommended disciplinary action;
- The fact that a hearing will be held before the Superintendent or his/her designee; and
- The time, place, location, and procedures to be followed at the hearing. The written notice will also document the building administrator's consideration of the individual factors and consideration of restorative practices.

If the building administrator decides the student's presence in school would present a danger to the student, other students, school personnel, or the educational process, the student will be suspended pending the decision of the Superintendent. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent. If the student is suspended pending a decision of the Superintendent or designee, the hearing will commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent, then the Superintendent or designee will schedule the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges. The timelines for commencement of the hearing may be enlarged upon the request of the administrator, student, or parent.

Step 2. A hearing before the Superintendent, or his/her designee, will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the consideration of the individual factors, the consideration of restorative practices, and the appropriate disciplinary measures to be imposed. The student and/or his/her parent may notify the School District that they waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty will ordinarily be imposed, provided, however, that if the recommended penalty is expulsion or permanent expulsion, the Superintendent will nevertheless make the final decision. The Superintendent or his/her designee, may amend the principal's charges upon motion of the building administrator, student, or parent, or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the Superintendent, or his/her designee, may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

Step 3. The Superintendent's decision shall be given orally to the student and parent not later than five (5) school days after the close of the hearing. A written decision shall be mailed at that same time. These timelines, however, may be enlarged by the Superintendent, or his/her designee, due to extenuating circumstances.

Step 4. A decision by the Superintendent to permanently expel a student may be appealed to the Board of Education by filing a written notice with the Superintendent within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the parent.

An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent will share the results of the hearing at his/her level and make a recommendation to the Board of Education. The student, parent or a legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of the Superintendent, the parent, or the student and will render a written decision on the appeal within fifteen (15) school days.

Inconsistency with Law, Board Policy, or Administrative Regulation

This Student Code of Conduct is intended to be consistent with Michigan law the Policies of the Board of Education and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

STUDENT SAFETY / BUILDING SECURITY

At Daisy Brook, many efforts and precautions are taken to provide a safe and caring learning environment for all students and staff. All supervisory personnel have two-way radios in their possession before, during and after school. This permits immediate contact with the school office and outside agencies in the event of an emergency. During the school day, all entrances except for the main front entry are locked. All parent(s)/guardian(s), as well as other volunteers and visitors, must report to the office immediately upon entering the building and register their presence. All visitors **must** wear an identification tag to move about on school grounds. **Visitors choosing not to register will be asked to leave school grounds.** Visitors who desire to meet with a staff member or visit anywhere on school grounds **must have** a pre-arranged appointment. Guests who arrive without an appointment may find the staff member unavailable. Visitors must remain in the office area until the staff member can meet with them. For further information on school visits, please see Policy 9400 in the FPS Policy manual.

Due to liability restrictions, students not enrolled in Fremont Public Schools may not visit classrooms unless prior permission is granted by the principal and s/he is accompanied by an adult.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT / DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parent(s)/guardian(s) certain rights with respect to their child's educational records. These include rights to review, copy, and request amendments to their child's educational records; the right to prohibit the release of directory information concerning their child (refer to Directory Information that follows); and the right to file a complaint for alleged failures by Fremont Public Schools to comply with the requirements of FERPA.

The Fremont Public Schools Request for Student Information Policy specifically outlines the procedures required for a parent(s)/guardian(s) exercising these rights. This complete policy may be reviewed at the Administration Building or at any of the schools.

DIRECTORY INFORMATION

Directory Information may be published by Fremont Public Schools in school yearbooks, school information sheets, school newsletters, school bulletins, school athletic programs or other materials released to public sources. Fremont Public Schools has identified the following as Directory Information:

Student name and address and grade level.

Directory information may be kept by various means - including, but not limited to, written or printed documents, audio or video tape, computer database, digital means, microfilm and microfiche.

This information will, as a general rule, be released by the school district without prior consent from the parent(s)/guardian(s). The purpose of this notice is to inform parent(s)/guardian(s) in the school district of that information which is considered Directory Information and to provide the parent(s)/guardian(s) the opportunity to object to the release of that information. If a parent(s)/guardian(s) objects to the inclusion of specific information, Fremont Public Schools will honor the objection and will not release the information without written consent of the parent(s)/guardian(s).

If you wish to request that specific information about your student be withheld, please contact the principal of your student's school **in writing annually** within two (2) weeks of the beginning of school (or within two (2) weeks of initial enrollment, if your student is enrolled after the beginning of school). The principal's office will, in turn, notify the district's administrative offices.

If you have any questions, please call the Daisy Brook office (924-4380) or Mr. Brad Reyburn, Superintendent for Fremont Public Schools (924-2350).

ABSENCES / TARDIES

On time and regular school attendance is extremely important to your child's education. For elementary aged children, much of this responsibility must lie with the parent(s)/guardian(s) to assure that a child's absences are justified.

When a child is absent, we request that absence be documented by a phone call to the school prior to the end of the school day explaining the nature of the absence. This is a precaution to make sure we can account for all our students during each school day.

If it is known in advance that a child will be absent from school, please let the school know ahead of time so we can help your child prepare for his/her absence. 924-4380 will connect you directly to the Office telephone. Or you may email Mrs. Dana LaMadline, our Office Secretary, at dlamadline@fremont.net

Likewise, we expect our students to be to school on time. Students are to report to their classrooms by the starting time for the instructional day. If your child arrives to school **after** the scheduled starting time, he/she **must** report directly to the office for a tardy slip.

In an effort to more fairly and consistently determine when a child is present and/or when a child is absent on days when he/she is only present for a portion of the morning and/or afternoon, the following guidelines are used:

- Arrives before 8:30 a.m. and remains for the remainder of the morning - Recorded as **TARDY** (not absent) for the morning.
- Arrives after 8:30 a.m. - Recorded as **ABSENT** for the morning.

Afternoon:

- Present at the start of the afternoon, but leaves before 2:30 p.m. - Recorded as **ABSENT** for the afternoon; leaving after 2:30 pm will be recorded as an "early release"
- Excessive absences, noticeable attendance/absent patterns, frequent unexcused absences and/or tardies will result in a contact with parent(s)/guardian(s) and/or a referral to the Newaygo County Police School Liaison Office.

Truancy

STEP 1: Parents will receive an automated call if their child is absent and no notification has been made to the office.

STEP 2: After 4 unexcused absences, parents will receive a letter regarding child's absences. The school may

request a parent meeting with the School Resource officer or NCRESA Behavioral Consultant to develop a plan to improve attendance.

STEP 3: After 8 unexcused absences, parents will receive a letter regarding child's absences, requesting a meeting with the School Resource Officer. This may result in a referral to the NCRESA Behavioral Consultant

STEP 4: After 10 documented absences a student may be considered truant and the School Resource Officer will be notified that the parent(s)/guardian(s) may be guilty of a misdemeanor as described by the *Revised School Code* is [MCL 380.1571- 380.1599]. The School Resource Officer will hand deliver the final letter to the parent/guardian to be signed by both parties.

Truant students *may* become ineligible for receiving educational/behavioral supports; may be retained in their current grade level; and their families may become ineligible to receive financial assistance.

TEXTBOOKS / WORKBOOKS / CHROMEBOOKS / LIBRARY MATERIAL / CALCULATORS / OTHER SCHOOL PROPERTY

Textbooks and some consumable workbooks are issued to students at the beginning of the year and during the year as required. We do not collect a book fee or deposit for these materials.

Students are expected to treat all textual material with care. Unnecessary wear, damage or loss of a school issued textbook may result in a charge to parent(s)/guardian(s). Loss of a consumable workbook or damage beyond the point of the workbook being usable may also result in a charge to parent(s)/guardian(s). The principal will notify the parent(s)/guardian(s) in writing of the charge being assessed for damaged materials and/or the replacement cost of lost materials or materials damaged to the point of no longer being usable.

Scientific calculators are used in conjunction with our mathematics curriculum. We encourage each student to purchase his/her own scientific calculator. We recommend the Texas Instruments TI-15, as this is the calculator recommended to be used with the math curriculum

Students will have access to computer devices in their classrooms, especially Chromebook computers. Students are expected to treat all electronic devices with care as well as be positive digital citizens when using these devices as outlined in our **Technology Rights and Responsibilities** section on page 21.

Other non-consumable school property like scissors, rulers, etc., will be issued to students when and if needed. Students issued these types of materials are also responsible for its return. The principal or classroom teacher will notify the parent(s)/guardian(s) of any charges for damaged and/or lost material of this type.

If materials/books that were lost or damaged and paid for are later found, reimbursement will be made if the materials/books are returned in usable condition.

HEALTH RELATED INFORMATION

Special Medical Needs

Please send updated information on any new or existing medical conditions (allergies, etc.) that your child may be experiencing. Health plans will be developed as necessary and a doctor's note may be required. Information will be shared with appropriate personnel such as your child's classroom teacher(s), physical education teacher,

office and playground aides, and bus driver. This information will help everyone work with your child to minimize unnecessary restrictions and possible absenteeism.

Emergency Information

Please keep the school posted of all current phone numbers (home, cell, and work). If you do not have a phone, it is **very important** that you give us the phone number of someone who could reach you in case of an accident or if your child becomes ill at school. **Please provide more than one phone number. This is very important in case of an emergency.** If a telephone number is changed or disconnected, please update your information at school. Providing an email address that enables you to be contacted quickly in case of an emergency would also be appreciated.

Food Allergies

Some students are allergic to foods as well as ingredients in processed foods. The Daisy Brook staff is aware of the dangers these children face and take seriously their roles in prevention and response to food related emergencies. Training occurs twice each school year and includes medication dispensing, anaphylaxis awareness, use of Epi-pens, and emergency response procedures. Children with severe food allergies are identified and known among staff members and their general health is observed daily. The physical school environment is monitored to reduce health risks. Support staff and the principal carry 2-way radios for rapid communication throughout the school day. Parents are encouraged to provide non-food items to celebrate birthdays and other special events. Food items are not allowed in any large group areas such as the gym, hallways, or playground. There is a special table set aside in the cafeteria for students with nut allergies to dine with friends under the direct supervision of staff. When the need arises a grade specific classroom is designated for nut allergy children and mandatory procedures are implemented throughout the school year. Processes and procedures are reviewed and updated often.

Allergy/Asthma medication

If your child needs to carry an inhaler/Epipen at school, the policy must be followed as the law dictates. There will be no exceptions. Students with an inhaler/Epipen who have not met the criteria will have their inhaler/Epipen confiscated and parents will be notified. Parents are encouraged to keep an extra inhaler/Epipen at school in the office or health room in case of an emergency. If you have any questions, please contact your building principal or the school nurse.

A student may possess and self-administer an inhaler/Epipen for the prevention and/or relief of asthma/allergy symptoms if the following conditions are met:

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

The school district or a school district employee is not liable for damages if an employee prohibits the use of an inhaler/Epipen by a student if it is the employee's "reasonable belief" formed after a reasonable and ordinary inquiry that the above conditions have not been met.

Other Medications

If possible, parents are advised to give medications at home and on a schedule rather than during school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed. School policy states that any medication that needs to be taken at school must be brought to school, by a parent/guardian, in its original container with the appropriate label intact and the parent's signature on a medication consent form, where it will be dispensed by a person trained to do so. The physician must also sign the medication consent form if the medication requires a prescription. **The school will not have Tylenol, Advil or aspirin to dispense for any reason.** Medication permission slips are available from the front office.

Head Lice

Head lice infestation is a continuing problem among school age children in Michigan. Head lice do not carry disease nor does their presence mean your child is dirty. However, they are an annoyance and are spread easily. Please periodically check your child's head carefully and, if any head lice are found, treat your child and any other infested family members before your child returns to school. Remember too, that anything near the child's head (bedding, clothes, hair items, stuffed animals, furniture, etc.) must also be treated immediately. It is critical that you not only kill the lice with a lice-killing shampoo but also remove all the eggs (nits). Although treatment shampoos provide a nit comb, they are not always 100% effective. Nits are literally glued to the hair and can be difficult to remove.

If you have any questions on how to check for head lice, treatments, or environment controls, please feel free to call the office at 924-4380, or contact the District Health Dept. at 689-7300.

Immunizations

Any student new to the school system, according to state law, must show proof of immunizations and be current by today's standards or parents may file a State of Michigan immunization waiver to remain in school. Records are reviewed on admission and parents are notified of updates needed. Any questions can be directed to the school nurse.

When to Keep Children Home

State regulations indicate that superintendents, principals, school nurses, and teachers shall exclude from school any child suspected of having a communicable disease. Your child needs to be kept home when ill to avoid the spread of illness. In order to prevent the spread of illness among students, there is a 24 hour waiting period after a fever or a vomiting experience is discovered; whether that is discovered at home or at school. Headaches, runny nose, difficulty breathing, sore throat, coughing, a rise in body temperature, vomiting, a skin eruption or an unusual flush or paleness should lead you to suspect illness in your child. **Children must be vomit free and have normal temperatures for 24 hours before returning to school.**

Cooperating with School Board, Health Department, and school procedures will prevent exposure that may occur in the school, on the bus, or on the school grounds by keeping your child at home if he/she shows signs of illness. Check with your doctor for diagnosis, treatment, and the proper time for returning to school. Please send a note when your child returns explaining the reason for the absence.

HOMEWORK DUE TO ILLNESS

If you request schoolwork on days when your child is absent, please call by 8:30 a.m. so the teacher has time to prepare your child's assignments. These assignments may be picked-up between 3:30 - 4:00 p.m. that day unless

other arrangements are agreed to between you and the teacher. Requests received after 12:00 p.m. may have to wait until the following day to be picked-up, unless arrangements are worked out between you and the classroom teacher. Kindly support the teacher's efforts by picking-up the requested assignments and having the work completed and returned when your child returns to school.

If possible, please indicate how long you anticipate your child will be absent, rather than calling each day for new assignments. This is helpful in the teacher's planning.

BICYCLES / SKATEBOARDS / ROLLER SKATES / ROLLER BLADES

Students are permitted to ride bicycles to school. We encourage parent(s)/guardian(s) to discuss bicycle safety with their child/children on a regular basis. Bicycles are to be parked in the bicycle racks as soon as students arrive at school and are not to be ridden around the playground or building. For security reasons, we recommend the use of bicycle locks. If a student abuses either safety rules or school rules pertaining to bicycle riding, he/she may lose the privilege of riding a bike to school.

Skateboards, heellies (shoes with wheels in the heels), and roller skates/roller blades are not permitted at school.

SCHOOL VISITS / CONFERENCES / PERSONAL STUDENT CONTACT

We encourage you to visit Daisy Brook during the school day. We are proud of the educational programs and opportunities offered to students during the school day. It is appreciated, however, that when you are planning a classroom visit or need a conference with a teacher, that you notify the appropriate staff person ahead of time to avoid scheduling conflicts.

FPS School Board Policy 9410 adopts the following regulations for parent(s)/guardian(s) visitations:

1. All parent(s)/guardian(s) visitations are subject to the approval of the school Principal, who is charged by the Board with the responsibility of guaranteeing the learning environment and privacy of students.
2. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request in writing (or by telephone or email) to the Principal no later than 2 days prior to the date of the visit. The Principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.
3. The Principal or designated representative shall accompany the parent(s)/ guardian(s) on the visit if the principal feels it necessary or/if the parent(s)/guardian(s) so desire(s).
4. Visitors are required to check in at the school office prior to the start of the class that they wish to observe, and to follow individual school procedures for visitor sign-in, badges, passes, escorts, etc. To maintain the integrity of the learning environment observational visits are limited to 15-20 minutes.

EMERGENCY PROCEDURES

Procedures for responding to various emergency situations are established to insure the safety and well-being of all students, staff, and others present within the building.

Additionally, the following information is shared:

- Fire, Tornado, Evacuation, and Lock-Down drills are conducted periodically throughout the school year.
- Students are expected to follow the established procedures.

Tornado Watch:

- A Tornado Watch issued by the National Weather Bureau means that a tornado may develop. No tornado exists, but weather conditions favor tornado development. During a tornado watch, a parent(s)/guardian(s) may use their judgment as to whether to send their child to school or to pick their child up from school. We request that you do not call our office during a Tornado Watch, as telephone lines need to remain open for emergency communications.

SCHOOL CLOSINGS / EARLY DISMISSAL / DELAYED STARTING TIME / BUS DELAYS

From time to time, the normal daily school schedule may be interrupted for a variety of reasons, i.e. fog, power failure, mechanical failure, snow, etc. The decision to alter the normal daily schedule is always a difficult one to make and is made by the Superintendent after consulting with the Director of Transportation. The most important factor that is considered is the safety of students and employees.

An automated call will be sent out from our administrative office if school is closed. Additionally, school closing information is typically shared on the district Facebook page. You may also listen to one of the following stations:

TELEVISION

WZZM - Channel 13 WOOD - Channel 8 WWMT - Channel 3

WWTW - Channel 9/10

RADIO

WOOD 105.7 FM or 1300 AM

WMUS 107 FM

WLAV 96.9 FM

WGRD 97.9 FM

Please do not call the school to inquire about school closings, delayed starts or early dismissal. We have a limited number of phone lines and they may be needed for emergency calls. Please tune in to one of the television or radio stations listed above.

DELAYED STARTS

For a two-hour delay, school will begin two hours after the normal starting time {**9:55** rather than 7:55}.

Students who normally ride a bus to school need to be at their regular pick-up location either one hour or two hours later than their normal pick-up time, depending on whether the school delay is announced as a one-hour or two-hour delay.

ELEMENTARY PARENT GROUP & SCHOOL VOLUNTEERS

Fremont Public School's elementary schools are fortunate to have an active parent and community volunteer organization. This organization supports Daisy Brook and the other schools through a number of annually sponsored fund raising activities along with other projects and activities that benefit children. Because many of these projects require volunteer support, the Elementary Parent Teacher Organization (PTO) graciously serve as coordinators.

The PTO meets monthly to address various topics and activities. Any interested parent(s)/guardian(s) or community volunteers are encouraged to attend these monthly meetings. Meeting dates and times are issued to parent(s)/guardian(s) at the beginning of the school year, and are included in the regularly published Daisy Brook newsletter.

If you are interested in being involved in this organization or in the capacity of a volunteer, please contact the PTO by email at elpto@fremont.net, on Facebook, or by calling the Daisy Brook office. We will be more than happy to pass along a message so one of the members can contact you.

Technology Rights and Responsibilities

Use of technology at Fremont Public Schools is a privilege extended to students and staff in order to enhance learning and exchange information. With access, however, comes responsibility. Each new and/or incoming student (which includes all 3rd graders) and their Parent(s)/guardian(s) will be issued a copy of Fremont Public Schools Technology Rights and Responsibilities. The student and their parent(s)/guardian(s) will then need to sign a user's responsibility form prior to accessing and using technology.

Fremont Public Schools Technology Rights and Responsibilities is as follows: Users working within the guidelines of these Technology Rights and Responsibilities will receive the maximum benefits of the Fremont Public Schools Technologies. Each user of the Fremont Public Schools Technologies shall read the following Rights and Responsibilities, sign the Rights and Responsibility Declaration Form prior to accessing and using the technologies.

Your Technology Rights and Responsibilities:

- You have the right to use all authorized technology in the facilitation of education.
- You have the right to access the Internet and other outside resources in the facilitation of education.
- You have the right to use the following in the facilitation of education: E-Mail, ICZ, FTP, Telnet, Gopher, ListSrvs, and NewsGroups.
- You are responsible for your Account and any activity performed under your Account.
- You are responsible for keeping the network free from viruses or illegal programs.
- You are responsible for ensuring that no technology is disconnected, relocated or abused in any way.
- You are responsible for keeping all food and drink away from technology equipment.
- You are responsible for adhering to the rules of various labs relating to the equipment found within.
- You are responsible for printing conservation, printing and using only what is necessary.
- You are responsible for notifying the Technology Department if there are technology problems.
- You are responsible for preventing all sexually offensive material, inappropriate text files, or files dangerous to the integrity of the school technologies from entering the school.
- You are responsible for keeping inappropriate printed images from being printed on any printer.
- You are responsible for adhering to the copyright policy and procedure in the use of technology and in the transmission or copying of text or files on the Internet or from other sources.
- You are responsible for reporting the illegal use of district technology for private business, for product advertisement, political lobbying, or for making any unauthorized financial commitments or gains.
- You are responsible for reporting the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate authorized computer systems.

Disciplinary Action Plan:

Users violating any of these Rights and Responsibilities will face disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused. All School Administrators reserve the right to administer disciplinary action in a discretionary manner.

All students will be disciplined for violating the privileges outlined above. Disciplinary action for computer offenses may include, but not be limited to, the following steps:

- First Offense - The student will lose all computer privileges for two weeks and a parent(s)/guardian(s) contact will be made. This violation will be recorded in the student's electronic file.
- Second Offense - The student will lose all computer privileges for six weeks, may be suspended, and be responsible for attending a conference with his/her parent(s)/guardian(s) and a school administrator. This

violation will be recorded in the student's electronic file.

- Third Offense - The student will lose computer privileges for the remainder of the school year, may face suspension, and be responsible for attending a conference with his/her parent(s)/guardian(s) and a school administrator. This violation will be recorded in the student's electronic file.

Any violation which affects the integrity of the network will result in permanent removal from the network for the remainder of the school year and may result in the filing of criminal charges.

Winter Dress

During the winter months students are scheduled to go outside for recess unless temperatures or other conditions prohibit outside play. Students need to be dressed properly for our Michigan winters. While some students may arrive at school without appropriate winter clothing they will still be directed to play outside. It is the responsibility of parents to ensure their student dresses appropriate for the weather.

Shoe boots are practical and warm winter footwear. However, we do not recommend any type of shoe boot being worn inside during the school day, and we do not allow students to be in stocking feet. For general health and safety reasons, please have regular dress or tennis shoes carried daily with your child or have a pair left in their room or locker at school.

Money at School

With the exception of money the school store, we do not recommend that students have money at school. If it is necessary to send money with your child, we recommend placing it in a sealed envelope with your child's name, teacher's name and its purpose stated. Checks are encouraged over cash whenever possible. It is obviously very difficult to confirm ownership of lost or stolen money.

BREAKFAST & LUNCH INFORMATION

Breakfast and/or lunch are available daily through our Food Service Department. Our Food Service Department uses an electronic cash register management system, which operates on a **PREPAYMENT "DEBIT"** system. Parent(s)/guardian(s) are requested to pay for a week, month, or semester at a time, if possible, as daily deposits add clerical time and expense to all involved. Minimum payments of \$100.00 per child will result in an additional 6% of the payment amount being credited to your child's account. Checks are preferred over cash because the money cannot be used for other purchases and the check serves as your receipt. Parents who want to pay online with a credit card or who want to check student balances may do so by setting up and using an account at **sendmoneytoschool.com**. Parents will need their child's ID number to set up an account; this information is available by calling Food Service at 924-8160.

Parent(s)/guardian(s) are requested to keep track of their child's account balances or to call the Food Service cashier at Daisy Brook for their child's current account balance, as detailed account histories are available through the system.

Breakfast will be available on scheduled half-days and when the start of school is delayed due to fog, icy or snowy roads, or other extenuating circumstances.

All students will report to the cafeteria to eat lunch unless other arrangements have been made in advance. If a student is observed not eating a school-prepared lunch or a lunch brought from home, parent(s)/guardian(s) will be contacted.

Monthly breakfast and lunch menus are available on the Fremont Public Schools website under Nutrition Services along with other information pertaining to our Nutrition Services program.

Prices

Daily breakfast and lunch, including milk and juice – No charge for all students and they must take a full meal.

Free / Reduced Meal Application Procedures

If you feel you may qualify for free or reduced meals, application forms may be requested through the Daisy Brook office and are also available on line thru the FPS website. On line application is the best way to apply for free or reduced priced meals and is much quicker than the paper process. Completed forms are to be returned to the office. The Food Service Director will review all completed applications and send notification to parent(s)/guardian(s) informing them on whether their application has been approved or denied for reduced meals.

Those students who were eligible for free or reduced meals last year will begin receiving meals pending reapplication and approval for the current year. **REAPPLICATION IS REQUIRED EACH YEAR, AND MUST BE COMPLETED WITHIN THE FIRST TWO WEEKS OF SCHOOL.** If an application is denied, it will then be the responsibility of the parent(s)/guardian(s) to begin sending their child to school with a packed meal or money for a school meal.

All kindergarten students must fill out a new application before the start of the school year. Rollover from any other program as well as those that have siblings that qualified in the previous school year cannot rollover or be added to a previous application.

Parent(s)/guardian(s) enrolling a child in Fremont Schools for the first time have an opportunity to apply at the time of their child's enrollment. Because the application review process may take as long as two weeks, a child will begin receiving meals pending a final decision by the Food Service Director. If approved, a child will continue to receive meals. If an application is denied, it will then be the responsibility of the parent(s)/guardian(s) to begin sending their child to school with a packed meal or money for a school meal. The Food Service Director will send notification on whether the application has been approved or denied.

NOTE: Completed applications that are approved also result in additional state funds for our school district that are specifically designated for student instruction. We, therefore, encourage parent(s)/guardian(s) to apply if they feel they may qualify. Qualifying does not mean that your child needs to take a free or reduced meal. As a parent(s)/guardian(s), you may still choose to have your child bring a packed meal from home or pay for a school meal.

LOST AND FOUND

A lost and found area is located in the hallway by the cafeteria. Clothing and other articles found are placed there. Students should report lost articles as soon as possible after first checking the lost and found. At the end of the school year, unclaimed articles are donated to a local charity. The bus garage also has a large lost and found of clothing and articles left on the buses.

PETS / ANIMALS AT SCHOOL

For others' safety and health reasons, pets accompanying their owners to the school must remain in their vehicles. To visit a classroom with your pet, all animals must be leashed or caged, and prior permission of both the classroom teacher and building principal must be received before the visit. Arrangements must be made for a parent(s)/guardian(s) or other adult to transport the pet or animal to and from school. The animal or pet is to be taken home immediately after being shown unless prior arrangements have been made between the teacher and the parent(s)/guardian(s).

LIBRARY USE / PROCEDURES

We welcome all students to our library. Use of the library, which has a wide variety of materials, is expected and encouraged. Each student will have the opportunity to visit at least once a week with their class to borrow and return materials. In addition, students may use the library, with teacher permission, as often as needed for research and study. Our goal is to encourage students to enjoy reading and doing research. We want them to experience the joy of learning.

FIELD / LEARNING TRIPS

Field/Learning trips by a class or grade level may be planned during the school year as either an enrichment activity or as an application related to a specific unit of study.

At the beginning of each school year parent(s)/guardian(s) are required to complete a "Field/Learning Trip Acknowledgment/Release Form". This form will be kept on file for the remainder of that school year.

Either the teacher or the principal will communicate specific information on each field/learning trip to parent(s)/guardian(s). An acknowledgment of your receiving this information must be returned before a student can participate in field/learning trips requiring transportation, unless it is a total school activity requiring students to be bused to another school within the district.

Some trips may necessitate a minimum charge to students for admission, meals, etc. All costs and other relevant trip information will be included in the parent(s)/guardian(s) information letter.

Field/Learning trips provide a unique and meaningful educational experience and are viewed as a special privilege for student participation, as well as an extension of the classroom. Because field/learning trips are away from the school setting and may involve an extension of the school day, appropriate student behavior is expected of all students attending. After all, students not only represent Daisy Brook but also represent our community.

Pre-school aged children and/or infants, children not enrolled in FPS schools, or not assigned to the classes participating in the fieldtrips, may not accompany a parent(s)/guardian(s) on field/learning trips – especially those requiring the use of school transportation and/or requiring parent(s)/guardian(s) chaperons, in accordance with school policy and the law.

BUS TRANSPORTATION

Transportation of eligible children to and from school is a privilege to be enjoyed only as long as the child accepts responsibility for his/her conduct, carefully follows all rules and regulations, displays respect at all times for the bus driver and responds to the directions and requests of the bus driver.

Fremont Public Schools shall be responsible for transporting children from their assigned bus stop to school in the morning and returning them to their assigned bus stop after school. Each child will be assigned to use a specific bus and a specific bus stop location. A child will not be permitted to use any other bus or stop without permission of the Director of Transportation.

The Director of Transportation may grant permission for a pupil to ride a different bus or use a different stop, only if on a permanent basis. Such permission may be granted only upon receipt of a written request of a parent(s)/guardian(s) to the Director of Transportation.

The requested change must not result in the overcrowding of any bus; alterations of any regular bus route, bus stop or time schedule; or in any other way interfere with the regular operation of the transportation system.

The purpose for which special permission is requested shall be:

1. To relieve a temporary situation that would otherwise work a severe hardship on a pupil in getting to and

from school.

2. For such other emergency or unusual reason as shall be approved by the Director of Transportation.

On days when your child will not be riding the bus home, it is important that prior arrangements are made by notifying the classroom teacher and making sure your child is aware of them. Once your child has boarded a bus at Daisy Brook, he/she is to remain on the bus until his/her regularly assigned destination is reached.

Appropriate behavior on the school bus is expected of all students riding a bus for the general safety of everyone riding a bus. Because the school bus is considered an extension of the school building and instructional school day, behaviors of a more serious nature occurring on the bus may also be addressed at the building level in line with the building procedures established for the behavior being reported. These building level procedures would be in addition to discipline procedures administered by the Director of Transportation, which are covered in the section of this handbook entitled "Bus Discipline Policy / Procedures".

The Fremont Public Schools Transportation Policy governs both the transportation services and behavioral expectations of students while riding a bus. The complete policy may be reviewed at the Administration Building or at any of the schools. The rules and regulations that follow are from the adopted Board of Education's Transportation Policy.

Driver's Responsibilities

A bus driver's primary responsibility is to operate a bus in a safe manner. Routine student discipline problems on a bus are to be handled by the driver so as to be able to carry out his/her primary responsibility. Each driver shall advise students of the rules and regulations assign seats and will practice generally accepted means of maintaining and developing constructive pupil-school relationships.

Drivers are required to complete a Bus Discipline Notice when a warning has been issued or to notify the Director of Transportation when a second, third or serious offense has been committed.

Student's Responsibilities

1. It shall be considered a privilege to be enjoyed by a student only as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations, and promptly responds to the directions and request(s) of the bus driver
2. It shall not be considered a personal "taxi service" i.e. many school bus riders will find it necessary to walk some distance to the designated bus stop.
3. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
4. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.
5. Be courteous and obedient to your bus drivers; they are responsible for your safety and need your help.
6. To warn the driver of an approaching danger if there is reason to believe the driver is not aware of the danger.
7. To be in the place designated both morning and evening ready to board the bus at the designated location. The driver is responsible for the maintenance of their schedule and cannot wait for tardy pupils.

Parent(s)' / Guardian(s)' Responsibilities

In addition to ensuring their child complies with bus and school rules, parent(s)/guardian(s) are responsible for the following:

1. Ensure that their child arrives at the bus stop on time.
2. Ensure that their child is on the correct side of the road as the bus arrives.
3. The safety and conduct of their child while going to or from a bus stop and while waiting at a stop is the

responsibility of the parent(s)/guardian(s). The school recognizes a secondary responsibility to assist and cooperate with a parent(s)/guardian(s) in these matters.

4. While it is the intent of the school to transport students to and from school, this intent may be waived on those occasions when serious misconduct on a bus causes the driver to return with the students to the bus garage. In those instances, parent(s)/guardian(s) will be contacted and may be required to come to the bus garage to pick up their child.
5. When incidents of serious misconduct occur on a bus, parent(s)/guardian(s) may be required to discuss the problem with school officials prior to their child being allowed to continue riding on a bus.
6. Ensure that their child is transported to and from school during periods when the child is suspended from riding on a bus.
7. Sign and return a Bus Discipline Notice. Failure to return the notice may lead to suspension of their child from riding on a bus until the notice is returned.

The following procedures have been established in order to provide for the safe and orderly transportation of **Michigan School Readiness Program Children (MSRP), Pre-Kindergarten through 2nd Grade Students, and Special Education Students** because they may have a difficult time communicating information or making appropriate personal safety decisions.

Parent(s)' /Guardian(s)' Responsibilities:

1. Will have the student ready at least five minutes before the arrival time of the bus
2. Will escort the student to the bus and assist with boarding as required
3. Will be at the student's assigned stop to meet your child or acknowledge to the bus driver that someone is home.

Parent(s) / Guardian(s) Not At Home When Buses Deliver Children

If there is no indication that a parent(s)/guardian(s) is home, the child will remain on the bus and the bus driver will:

. In the case of Kindergartners through 2nd Graders (unless accompanied on the bus by a sibling in 3rd grade or above), the child will be taken to the After School Adventures Program at Pathfinder Elementary School, 109 W. 44th Street (924-7275). If, on more than two (2) occasions, a child must be taken to the After School Adventures Program, the Fremont Police Department will be notified. Parent(s)/guardian(s) will be responsible for picking up the child and paying childcare fees.

4. Will escort the student off the bus if assistance is required
5. Will notify the transportation office and school office promptly of any address or phone number changes.

To Ensure Their Personal Safety Students Will:

1. Stay off the traveled roadway at all times while waiting for a bus.
2. Wait until the bus has come to a stop before attempting to get on or off.
3. Leave the bus only at the consent of the driver.
4. Enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency.
5. Cross the traveled highway, if necessary, after leaving the bus in the following manner:
 - a. Make certain the bus is stationary
 - b. On alighting, go to front of bus within 10 feet or sight of the driver and wait for the proper signal for crossing.

- c. Upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway in front of the bus.
- d. Walk (not run) in front of the bus when crossing the highway.
- 6. Keep hands and head inside the bus at all times.
- 7. Inform driver when absence is expected from school.
- 8. Report to the driver at once any damage to the bus that is observed.
- 9. Help keep the bus clean, sanitary and orderly.
- 10. In addition:
 - a. Glass containers are not permitted on the bus.
 - b. Animals, pets, snakes, etc. are not to be taken on the bus.
 - c. Large items that obstruct the aisle or the driver's vision are not permitted on the bus.
- 11. Questions regarding items not listed above, but which may be questionable, should have prior approval from the Director of Transportation before being taken on the bus.

BUS DISCIPLINE POLICY / PROCEDURES

Major and Minor Offenses

The following major and minor offenses will require disciplinary action. Disciplinary action will depend on the circumstances and severity of the offense. In some cases a minor offense could be determined to be a major offense depending upon the circumstances and vice versa. The following examples are not all encompassing.

Minor

Consuming food or drink	Disrespect towards others
Abusive language towards others	Pushing
Standing while bus is moving	Spitting
Yelling in or out of bus	

Major

Fighting	Destruction of school or personal property
Abusive language toward an adult	Possession of any type of weapon
Improper use of emergency door	Throwing any object in the bus or out of the window
Use or possession of controlled substance	Lighting matches

Corrective Discipline Procedures

Students in violation of a Minor Offense shall:

1. Receive an oral warning for the first offense. The driver will address the student on the matter; then contact the parent(s)/guardian(s) by telephone (letters will be used when there is no telephone). "Telephone Contact Cards" will be used for the purpose of documenting the call. This card must be on file before a " Misconduct Report" can be issued.
2. If second violation should occur for a minor offense, a "Bus Misconduct Report" will be filed. This "Misconduct Report" will result in an oral warning from the Director of Transportation. Copies of this report will be sent to the building principal and the parent(s)/guardian(s) of the student along with a phone call or letter.
3. If a third violation should occur for a minor offense, a second "Misconduct Report" will be issued resulting in an automatic three-day suspension from bus riding privileges, which includes transportation to all extra-curricular activities.

4. If a fourth violation should occur for a minor offense, a third "Misconduct Report" will be issued resulting in suspension from riding the bus for five (5) full days. A satisfactory parent(s)/guardian(s) conference must be held before the student will be allowed back on the bus.
5. Upon recommendation from the Director of Transportation to the Superintendent of Schools, a student will receive a permanent suspension of bus riding privileges for the balance of the school year for a fifth violation of a minor offense.

Students in violation of a **Major Offense** shall:

1. Receive a suspension from riding a bus for up to five (5) days from the Director of Transportation for a first offense.
2. Receive a suspension from riding a bus for up to ten (10) days from the Director of Transportation for a second offense.
3. Receive a suspension from riding a bus for up to one semester from the Superintendent for a third offense.
4. Be referred to the Board of Education for corrective discipline for four or more offenses, which could include up to suspension from riding a bus for the balance of the school year or one (1) calendar year.

Expressing Concerns / Complaints

The chain of command when residents of a school district choose to file a complaint is as follows:

1. Director of Transportation
2. Superintendent of Schools
3. Policy Committee of the Board of Education
4. Board of Education
5. State Department of Education

USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY

Fremont Public Schools Board of Education formally adopted Board Policy entitled "Use of Tobacco Products on School Property" in September, 1993. This policy endorsed and adopted Senate Bill #459 entitled the "Tobacco-Free Schools Law" that went into effect on September 1, 1993, and amended the Michigan Penal Code to read: "A person shall not use a tobacco product on school property". This law applies to all buildings, grounds and property owned, leased or controlled by a public school system.

The facts of this law are as follows:

- Tobacco use is banned from all FPS buildings and grounds, anywhere, at all times.
- All school property, including vehicles, is covered by this law.
- This law amends the penal code; therefore, the local law enforcement agencies are responsible for enforcement.
- There is a \$50 fine for disobeying this law.

It is our belief that tobacco-free schools provide a healthier, safer learning environment for children.

Please note that Fremont Public Schools does not allow the use or possession of tobacco products by students. Please refer to the "Student Behavior/Discipline" section of this handbook for an explanation on how an incident involving student use or possession of tobacco products is handled.