

2024-25



Pathfinder Elementary  
Student- Parent Handbook

109 West 44<sup>th</sup> Street  
Fremont, Michigan 49412  
[www.fremont.net](http://www.fremont.net)  
T: (231)-924-7230

## Personnel

Shelley Peets, Pathfinder Principal – (231) 924-7230 – [speets@fremont.net](mailto:speets@fremont.net)

Cassie Franks, Principal's Secretary – (231) 924-7230 – [cfranks@fremont.net](mailto:cfranks@fremont.net)

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Chris Howell – Transportation Director (231) 924- 4390 – [chowell@fremont.net](mailto:chowell@fremont.net)

Bill Strong – Director of Nutrition Services (231) 924-8160 – [wstrong@fremont.net](mailto:wstrong@fremont.net)

## Vision Statement

Our vision is a nurturing community of lifelong learners who positively impact our world.

## Mission Statement

Fremont Public Schools will foster a supportive, student-centered, learning-focused community where all may thrive.

## Core Values

We believe:

- All students have a capacity to learn.
- Learning is lifelong and is the cooperative responsibility of students, staff, parents and community.
- In evidence- based research and best practices.
- Students learn best in a caring, engaging, and safe environment.
- In empowering students to set high expectations for academic and lifelong success.
- Education should address the needs of the whole child.

## Strategic Plan Goals

- Fremont Public Schools will offer engaging and challenging learning opportunities that motivate and support students to become lifelong learners.
- Fremont Public Schools will provide a safe, caring, and engaging environment for all.
- Fremont Public Schools will enhance community engagement with intentional, consistent communication.
- Fremont Public Schools will attract, develop, and retain high-quality staff members who inspire lifelong learning.
- Fremont Public Schools will be a fiscally responsible district that considers short- and long-term goals with a forward-thinking mindset.

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Fremont Public Schools  
109 W. 44<sup>th</sup>  
Fremont, MI 49412  
Phone: (231) 924-7230  
Fax: (231) 924-7231

Sept. 2024

Dear Parents and Students,

Welcome to the 2024-2025 school year!

Our staff is looking forward to a positive, exciting year with your child and you. We are excited to partner with you to ensure that our students grow academically, socially, emotionally, and physically. In order to ensure the most successful year possible, we commit to nurturing all students while instilling a sense of responsibility and respect for each other and the world around them.

Parents are a child's first teacher, and we ask that you guide and support your child's learning by making sure that they:

- get adequate sleep each night.
- read daily to develop a love for reading and practice literacy skills
- talk with you about their school experiences
- attend school daily and arrive on time, ready to learn
- know that you expect them to work hard and behave well in school

We are excited to work with you this year and hopefully have you visit school often, take part in activities, and communicate with your child's teacher regularly. Our entire school will be using Class Dojo this year, and we are hopeful that this method of communication will work well for families and teachers. Please contact your child's teacher or me if you have any questions or concerns this year. It is my sincere wish that we work together to create a positive learning experience for our students.

It is a privilege to work with your child and you this year. We are thankful that you are part of our school family!

Sincerely,

Shelley Peets  
Principal  
Pathfinder Elementary School

## **Pathfinder Elementary School Schedule**

### ***Full Day Schedule***

7:35 Supervision Begins  
7:52 1<sup>st</sup> Bell—Students enter classrooms  
7:55 2<sup>nd</sup> Bell—Instruction Begins  
2:55 Dismissal

### ***Half Day Schedule***

Arrival stays the same with dismissal at 11:05 a.m.  
Breakfast is served on half days; no lunch is served.

**PLEASE NOTE:** Because we have no personnel assigned to ensure the safety of children before 7:35 AM, we cannot welcome children into the building or on the grounds until that time. *Please do not send or drop off* your child before 7:35 AM.

### **Emergency Contacts**

The school needs a working number to call in case your child becomes ill or injured at school. Please make necessary plans for you or someone to be available during school hours in case an emergency develops. **Make sure an up-to-date emergency form is on file at school.**

### **Attendance**

Schools are responsible for teaching your child, but we cannot do our job if your child is absent. A child who misses a day of school also misses a day of learning that cannot be replaced.

You can help your child by:

- making school a top priority
- building a habit of daily attendance
- arriving to school on time

**When a child is absent, please call the office at 231-924-7230 or email Mrs. Bradley – [sbradley@fremont.net](mailto:sbradley@fremont.net) to report your absence before 9:30 AM.**

If you plan an absence in advance, let the school know as soon as plans are final.

If you have a doctor's appointment during the school day, please ask for a note from the doctor's office to submit it to the Pathfinder office.

Excessive tardiness and/or absences will be referred to law enforcement and/or a truancy officer.

### **School Begins at 7:55a.m. and dismisses at 2:55p.m.**

Please keep in mind that while we appreciate your notes and phone calls to notify the office of your child's absence or late arrival, unless there is a **signed note** from a health care provider or another **verifiable reason** for your child's time away from school, it may be unexcused. So, please remember to get a note before leaving the office of any appointment.

In an effort to relieve the confusion at the end of the day, any changes that need to be made for your child after school need to be reported to the office **no later than 2:20 pm** in the afternoon. **No changes will be made after 2:20 pm.** Every effort will be made in an emergency after 2:20 pm to get the message to your child, but no guarantees can be made.

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 8:25 a.m. and remains for the remainder of the morning - Recorded as TARDY (not absent) for the morning.
- Arrives after 8:25 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 tardiness 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: After 2 unexcused absences, parents will receive a phone call regarding child’s absences.

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 will 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.

### **Court Orders:**

Please make the office aware, *in writing*, of any custody orders that affect your child. We cannot restrict a parent from picking up their child unless we have a written court order on record.

### **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.

## **Illness:**

State regulations indicate superintendents, principals, the school nurse, and teachers shall **exclude** from school any child suspected of having a communicable disease. Cooperate with your school and local health department. Prevent exposure that may occur in the school, on the bus, or on school grounds by keeping your child home if he/she shows signs of illness.

School policy and state law require that a child stay home if he or she has:

- Difficulty breathing
- Fever of 100.0 degrees or higher
- Vomiting and/or diarrhea
- Cough that cannot be controlled
- Sneezing often
- Runny nose, when combined with any other symptoms

## **Peanut/Tree Nut Allergies:**

**FPS School Board Policy:** "A peanut/tree nut-free classroom will be offered at each grade level (elementary) to create a safe environment for students with **known** food allergies. In addition, a peanut/tree nut-free lunch table shall be provided for food allergy students in each building during each lunch period."

If your child has such an allergy, please contact the school office to share that information.

## **Head Lice:**

If you find that your child or a family member have head lice, please contact us as soon as possible at (231) 924-7230. If you have further questions about how to check for lice or treat it, please call the Health Department at (231) 689-7300.

Head lice are an annoyance and are spread very easily. Please periodically check your child's head carefully and, if eggs, nits, or live bugs are found, treat your child and any other affected family members before your child returns to school. **Also Treat:**

- bedding, clothes, hair items, stuffed animals, bath towels, furniture, etc.

It is critical that you not only kill the lice with a lice-killing shampoo, but also remove ALL the eggs (nits). Although treatment kits provide a nit comb, they are not always 100% effective. Nits & eggs are literally glued to the hair and can be difficult to remove. If eggs remain in the hair, re-infestation may occur. Continue to check heads every day for 2-3 weeks. Regular checking is the best prevention.



## **Medication:**

Whenever 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:**

- Medication must be brought to school by a parent/guardian.
- Medication must be in the original container with the label attached.
- Parent/guardian needs to sign the medication consent form;
- A physician signature is required on the medication form for any medication requiring a prescription.
- All medications will only be given according to label directions.
- Over the counter medication must have a dose for the child's age on the bottle or it will not be given.

**\*\*Self-carried medications, inhalers, Epi-pens, or insulin** must have physician approval and agreement of parent/guardian, using the form provided by the school nurse. All other medications will be kept in the office. The student must keep a copy of this with them at all times.

## **Health Screenings:**

The Newaygo County Health Department assists Fremont students by conducting vision and hearing screenings at school. The purpose is to aid in the early detection of any problems that may affect student learning. The health department will contact parents if there is a need for follow up. Results of the screenings are posted on the individual health cards at school. Vision involves grades K and 1, and hearing involves grades K and 2. Parents and staff may request additional screenings. In addition, the Mobile Dentist visits our school twice per year to do cleaning, x-rays, sealants, and restorative services to students at school.

## **Immunization Records and Birth Certificates:**

Before a student can enter Fremont Public Schools a record of up-to-date and complete immunizations or an immunization waiver must be on file along with a copy of the child's birth certificate.

## **Board of Education:**

The Fremont Board of Education meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month. **\*\*Please check the school website at [www.fremont.net](http://www.fremont.net) for locations of the Board Meetings.** Any changes to meeting dates will also be posted at the Administration Building.

### **Cafeteria Information:**

Breakfast will be served as students enter the building.

Lunch will be served in the cafeteria each day. Four to seven classes at a time will be eating.

Our food service staff will provide free breakfast and lunch to all families this year.

If you child has a food allergy that needs to be addressed, please contact our Food Services Director, Bill Strong, at [bstrong@fremont.net](mailto:bstrong@fremont.net), or 231-924-8160.

### **Emergency School Closings:**

The following guidelines explain the steps taken in deciding:

1. In questionable weather...at 5:00 a.m. the Director of Transportation travels the district's more difficult roads.
2. In consultation with the Director of Transportation, the Superintendent reaches a decision by 6:00 a.m. to hold classes, schedule a delay, or cancel classes.
3. If there is a delay or cancellation of classes, WOTV-Ch.8, WZZM-Ch.13 and WWMT-Ch.3 will carry the announcement on television. WOOD (1300AM), 105.7FM, and WMUS (107FM) radio stations are contacted to make the announcements as well. **Parents may call the SCHOOL INFORMATION LINE at 924-7317** to inquire about delays or school closings.  
**PLEASE DO NOT CALL THE SCHOOL.**
4. By 6:30 a.m. the busses are leaving the garage to pick up students.
5. Once children are in school, the district will rarely close the buildings.
6. The school district will generally not cancel school based on weather "predictions".
7. With a delay or school closing, Skylert will send instant communication via phone, text message and e-mail to registered users. Parents can sign up for Skylert through Skyward. Please sign up for skylert here: <https://www.fremont.net/skyward-skylert/>

### **PLEASE NOTE:**

If parents believe conditions are not safe for their children, they may keep them home or pick them up from school if conditions deteriorate while school is in session.

### ***Positive Behavior Expectations:***

Our goal at Pathfinder is to help students learn appropriate behavior in many different situations and to be responsible for their own behavior. We work very hard with our students, helping them develop the necessary tools, such as self-control, a positive self-concept, and decision-making skills that will eventually lead to self-discipline. We utilize the *Pack Rules and Positive Behavior Supports* to help students make positive behavior choices. The entire staff works together as a team to create a consistent, orderly and safe environment that provides each student the opportunity to learn.

## **Pack Rules**

**P—Pride**—doing my personal best at all times.

**A—Attitude**—behaving in a positive way.

**C—Citizenship**—doing what is right; making choices that are safe.

**K—Kindness**—treating others the way I want to be treated.

When misbehavior occurs, it is often the result of the student not knowing the correct behavior for a specific situation or not having self-control to monitor their own behavior.

Our job at the K-2 level is to help teach the correct behaviors and help students gain the self-control that they need to exhibit the correct behavior.

Pathfinder students are regularly recognized for their positive behaviors. Teachers spend a great deal of time at the beginning of the year and after school breaks, teaching the expectations for behaviors in each area of our school. Students' positive behaviors are encouraged through the use of "Packer Picks." Kindergarten students have treasure boxes in their classrooms. First and Second grade students spend their packer picks at the Pack Store. On Fridays during announcements, students and classes are recognized for their positive behaviors. In addition, one student per class is recognized as the "Packer of the Week." This group of students get their picture taken with Ms. Ferris. They also get a certificate and pencil from the office.

When students struggle with their behavior, staff members work with the student to determine why they are engaging in a behavior. Staff members may take several proactive steps to help a child with their behavior:

- redirect them
- ask students to go to the "calming corner" to calm down and think about their behavior
- take a break
- establish a behavior plan (when exhibiting the same struggles with behaviors for an extended period of time)

- make a parent contact

When a child makes poor choices with their behavior, staff may:

- talk with the child and come up with a plan to “fix” what they did wrong (e.g., apologize to the person they hurt)
- call parents
- have the child lose privileges
- have the child do an activity that will make up for what they did wrong (e.g. throwing food in the cafeteria leads to a child cleaning up the floor)

### Office Discipline Referrals:

Students may be referred to the office or our Behavior Interventionist for discipline in certain cases:

#### Major Offences:

- fighting/physical aggression
- inappropriate display of affection
- vandalism/arson
- weapon
- repeated minor offenses

#### Minor Offences:

- defiance/noncompliance
- disruption
- inappropriate language
- physical contact/aggression
- property misuse

#### PLEASE NOTE:

- The state of Michigan requires that we report certain severe behaviors on their website.
- Any confirmed case of bullying will be investigated and reported to the state. **The definition of bullying is as follows:** Mean or hurtful behavior that keeps happening. It is unfair and one-sided. It is aggressive behavior that is usually repeated over time, occurs in a relationship where there is an imbalance of power, and intends to harm or has a negative impact on the bullied student.
- When a student presents a danger to themselves or others, staff will contact the office immediately and parents will be called.
- Administration has the right to suspend a student immediately if the major offense was malicious in nature and caused harm to others.

Parents may be asked to come in for a conference, or Child Study meeting, to discuss the child’s struggles with behavior. It is our hope that by encouraging home and school to work together, we can help the student make better choices and avoid further consequences. It will be

important that your child sees that his/her parents and the school are in agreement agree on what behavior changes need to be made.

**DUE PROCESS:** Students have the right to due process in the case of disciplinary action. If the disciplinary action starts with a staff member in the building, the appeal process would start with the Building Principal. If the difficulty is not satisfactorily resolved at this level, the next level of appeal is the Superintendent of Schools. If the superintendent cannot satisfactorily resolve the problem, the final appeal is with the Board of Education.

***Behavior Intervention Model***



**NO**  
Classroom Interventions\*

- Calming Corner
- Motor Break
- Behavior Interventionist Support
- Conscious Discipline
- Disengaging Stress Techniques: (STAR, Balloon, Drain, Pretzel)
- Sensory Trail
- Break Room
- Individualized Behavior Plan
- Conference with Teacher
- Time Out
- Parent Communication

**YES**  
Office Referral\*

- Conference with Principal/ Behavior Interventionist
- Loss of Choice
- Parent Contact
- Restitution
- Out-of-School Suspension

*\*Interventions are listed in no particular order*

***\*Levels of Staff Intervention:***

1. Teacher Strategies Used
2. Peer Strategies Used
3. Seek support through PBIS Pod Leader
4. Behavior Interventionist Support
5. Administrative Support

**Minor Offenses**

- Disrespect/Defiance/Non-Compliance
- Disruption
- Inappropriate Language
- Physical Contact/Physical Aggression
- Property Misuse
- Other

**Major Offenses**

- Vandalism/Arson
- Bullying
- Physical Aggression/Fighting
- Inappropriate Display of Affection
- Other

Students are expected to *leave at home* the following items:

- Any audio/video recording devices
- Cell phones
- Hand held games
- Trading cards
- Trading cards
- Remote control toys
- Toy guns
- Hard balls

Items that could be considered dangerous or inappropriate for children of this age are strictly forbidden. Such items include, but are not limited to, knives, matches, fireworks, guns, drugs, laser pointers, etc. School Board of Education Policies Physical and Verbal Assaults, Sexual Harassment of students, Weapons Free School Zone and Gangs, clearly forbid any student or staff member, the possession of anything which can be used or perceived to be a weapon, or involvement with gang activity detrimental to the school setting. **IN ADDITION**, the verbal or physical “bullying” of another will be considered harassment within our school Behavior Code of Conduct. **Please see pages 22-29 in this handbook for the complete student code of conduct.**

We expect proper school dress; improper dress includes:

- Short shorts
- Spaghetti straps
- Halter tops/ bare midriffs
- Hats, hoods, sunglasses are not to be worn inside
- High heels
- Clothing advertising alcohol/tobacco
- Apparel with inappropriate language/negative images

Appropriate dress should be dictated by the weather. When it is cold, children need to have:

- Boots
- Coats
- Hats
- Mittens

## **Assessments**

Student progress at the K-2 level will be monitored using a multitude of assessment strategies. Assessment strategies are selected which meet the curriculum outcomes approved by the Board of Education for each subject matter and State of Michigan Common Core Standards. Parents are encouraged to contact their child's teachers if they have any concerns about their child's progress.

## **Early Intervention**

Our goal is for every student to obtain the curricular standards identified for the K, 1<sup>st</sup> and 2<sup>nd</sup> grade levels. We will keep you fully informed of your student's progress. We realize that each student enters our program with different needs and life experiences on which to base their future learning. Students who need more practice or support to achieve their goals will be given help through:

- extra teacher support in the classroom
- Title I help
- Referral to our special education services

## **Retention**

Every child has the right to master the standards for each grade level. If, for whatever reason a child has been unable to adequately master the standards of a particular grade, the child has the right to repeat that grade in order to master the standards. The decision to retain will be made only after careful consideration and input from parents and school personnel. Retention will only be recommended when it is believed to be in the best interest of the total child. No child will be retained more than one time in grades K-5.

## ***3<sup>rd</sup> Grade Reading Law- A Parent Guide to Public Act 306***

The 3<sup>rd</sup> Grade Reading Law impacts **ALL** students in grades K-3<sup>rd</sup> grade, even though the title implies the law is meant for 3<sup>rd</sup> grade only. The law requires extra instruction for students K-3<sup>rd</sup> Grade who are not reading at grade level. It also requires a support plan to help students make growth toward expected reading levels at each grade.

## **You can count on US to:**

- Provide quality instruction
- Provide intervention programs and assess progress
- Regularly communicate with you about your child's progress
- Provide literacy activities and learning opportunities at Family Night
- Provide a Read at Home Plan with materials for your child to read
- Answer any questions you may have about your child's progress as a reader

## **We'll count on YOU to:**

- Ask questions about your child's literacy development so you understand instruction
- Contact your child's classroom teacher or reading interventionist as soon as a concern arises
- Bring your child to school on-time every day so they do not miss any instruction
- Attend Parent-Teacher Conferences
- Help your child complete the At-Home Reading Plan every day
- Encourage your child to take part in summer reading opportunities

## Parent Involvement:

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.

## Conferences/Report Cards

Parent/Teacher conferences are extremely important and we strongly encourage your attendance and input. ***Our goal is 100% parent attendance.***

Report cards are another means to communicate student progress. We encourage parents to help their children with strengths and challenges, so that together we can provide ALL our children a valuable and worthwhile education. Report cards go home at the end of first and second semesters in early February and June.

## Field Trips

Field trips are planned to enrich and provide a “hands on” approach to our school curriculum. You will receive one general permission slip to cover all field trips for the year. Students who DO NOT have parent permission may be denied the opportunity to go on the field trip.

Field trips can also be an opportunity for parents to join their children for this enriching experience. If you desire to attend a field trip with your child, please plan with your child’s teacher prior to the day of the trip. A few guidelines when on a field trip:

- Please leave all other children at home.
- Please follow school guidelines regarding tobacco use by not vaping or smoking while on the trip.
- You may only take pictures of your own child when on the trip.

Per Board Policy 7009, parents must also have a background check prior to attending any field trip or volunteering in the building. **NOTE:** A background check takes approximately one week to be completed, and they are valid for three months. Make sure to have proper paperwork completed and turned in to the office as soon as possible if you plan to go with your child on any school related trip. Thank you!



## Volunteering

Volunteers are an integral part of our school staff. Please email our Parent Organization: [fremontpto@gmail.com](mailto:fremontpto@gmail.com) or reach out your child's teacher to volunteer. We would love to have you! Background checks are required for all volunteers and must be completed every three months. Forms are available in the school office or via email. Please submit your request to Mrs. Franks at [cfranks@fremont.net](mailto:cfranks@fremont.net), or stop in the office to get the form.

## PTO – Parent Teacher Organization

We are looking forward to a new school year with an active parent group at the elementary level. You will receive dates, times and places of upcoming meetings at different times throughout the year. We encourage you to watch for these notices and become involved. Please call the office (924-7230) for more information, email the PTO at [fremontpto@gmail.com](mailto:fremontpto@gmail.com), or check out the Fremont PTO Facebook page.

## Visitors

We welcome visitors to our school! To ensure your visit is a happy and productive one, please see the following guidelines:

- Visitors must park in the lot directly in front of the school; the driveway in front of Pathfinder should remain clear at all times.
- For student safety, you **MUST** stop and register at the office. Visitors choosing not to register will be asked to leave school grounds.
- When planning a classroom visit, or wanting a conference with a teacher, please call ahead to make arrangements for the best time to arrive.
- For safety and health reasons, pets accompanying their owners to the school must remain in the person's vehicle. 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.

## Lost and Found

Lost articles are placed on our Lost & Found cart near the main entrance. Please check this periodically. Items left on the bus are sent to the school, if they are labeled. There is also a lost and found at the bus garage. **PLEASE LABEL EVERYTHING!**

## Media Center

We welcome all students to the Media Center. Children are taught to check out and return their own materials. Overdue notices will be sent home with students, who may lose privileges until arrangements are made.

Students are responsible for the items they borrow and must return them or pay for any that are lost or badly damaged. Our goal is to encourage students to enjoy reading and researching. We want them to experience the joy of learning.

## **Bicycles**

A bike rack is available at the front of the school if a child rides their bike to school. If a child DOES ride a bike to school, he/she must walk the bike while on school property for safety reasons.

## **Birthdays**

Birthdays may be celebrated in the classroom with small treats for each student. Please contact the teacher prior to the event for a convenient time. NOTE: Many students have food allergies to peanuts and other foods. As you consider a treat for the celebration, please plan accordingly. Store-bought food items with ingredient labels and non-food treats are encouraged over home-made treats.

## **Recess**

All students will have appropriate recess breaks during the day. Recesses are normally taken outside with adult supervision unless the weather keeps us inside. If a child is well enough to be in school, we expect him/her to go outside for recess.

## **Important Notices**

All-important notices will be emailed to parents' email address of file in skyward. Please watch carefully for these notices and read them at once. Communication with parents is extremely important. A monthly grade level newsletter will go home with students containing information and upcoming dates. Non-custodial parents may request that information be sent to them through the mail. Please contact the office with your request and address. In addition, Pathfinder announcements are sent weekly via email. These are updates on school-wide happenings, including our essentials classes. **Please empty backpacks daily and look for important information.**

## Technology

### FREMONT PUBLIC SCHOOLS TECHNOLOGY RIGHTS & RESPONSIBILITIES

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 & Responsibilities and sign the Rights & Responsibility Declaration Form prior to accessing/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 for the facilitation of education: E-Mail, ICQ, FTP, Telnet, Gopher, ListServs 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 unauthorized 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 in the above document. Disciplinary action for computer offenses may include, but not limited to, the following steps:

**First Offense** – The student will lose all computer privileges for two weeks and parental 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, be suspended for three to five days, and be responsible for a meeting with parental contact and school administration. 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, be suspended for ten days, and be responsible for a meeting with parental contact and school administration. 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.**

## Transportation

### Policy Regarding the Drop off Regulations for Students K-2<sup>nd</sup> grade:

A parent, guardian, or older sibling (3<sup>rd</sup> grade or above) must be visible at the bus stop in order for K-2<sup>nd</sup> grade students to be dropped off. If no one is visible, the students will remain on the bus and be brought back to the Bus Garage for parent pick up.

Every effort will be made by the Bus Garage to contact someone to pick up the students.

**Please keep all available phone numbers updated with the Bus Garage, every year.** A record is kept of any students needing to be brought back to the Bus Garage for parent pick up. If a pattern develops where a student is repeatedly brought back to the Bus Garage, further action will be taken with the appropriate agency. If you have further questions about this policy, please contact the Bus Garage at 924-4390.

### Other Regulations:

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
- responds to the directions and requests of the bus driver

Fremont Public Schools shall be responsible for transportation from the assigned bus stop of the child to school and returning the child to his/her assigned bus stop. Each child will be assigned to use a specific bus and bus stop and shall not be permitted to use any other without the permission of the Transportation Director.

Once students are on the bus, they will remain on the bus until they reach their appointed destination.

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

The requested change must not result in the overcrowding of any bus; alterations of 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 result in 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 Transportation Director.

The Fremont Public Schools Transportation Policy governs both the transportation services and behavioral expectations of students. The complete policy may be reviewed at the Administration Building or at any of the schools. The following rules and regulations are from the adopted Board of Education Policy.

**STUDENT CONDUCT ON SCHOOL BUSES:** (Michigan Department of Education Regulations)

**PUPIL'S RESPONSIBILITIES**

1. It shall be considered a privilege to be enjoyed by a pupil only as long as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations, and promptly responds to the directions and request 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. To be courteous and obedient to your bus driver; 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 time shown on the schedule in the bus. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils. Please be at the bus stop 5 minutes before the scheduled time.

**PERSONAL SAFETY**

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. When crossing, go to front of bus within 10' 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.
- e. Keep hands and head inside the bus at all times.
- f. Inform driver when absence is expected from school.
- g. Report to the driver at once any damage to the bus that is observed.
- h. Help keep bus clean, sanitary, and orderly.

## **PARENT'S RESPONSIBILITIES**

In addition to ensuring their child complies with bus and school rules, parents are responsible for the following:

1. Ensure that their child arrives at the bus stop 5 minutes before the scheduled time of pick up.
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. The school recognizes a secondary responsibility to assist and cooperate with a parent in these matters.

## **Directory Information**

Directory Information may be published by Fremont Public Schools in school yearbooks, school newsletters, or other materials released to public resources. Fremont Public Schools has identified the following as Directory Information:

- Student name, address and grade level

**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, by completing the school information form.** Questions?? Please call the FPS Administrative Office at (231) 924-2350.

## **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. 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.

### **4. 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.

### **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. 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.

## **13. 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.

*Penalty.* Administrative intervention to permanent expulsion.

#### **14. 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.

*Penalty.* Administrative intervention to permanent expulsion.

#### **15. 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.

#### **16. 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.

#### **17. 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.

#### **18. 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, paintball 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.

#### **19. 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.

#### **20. 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 nonprescription 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.

#### **21. 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.

## **22. 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.

## **23. 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 14 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.