

**CAMDEN-
FRONTIER**

**ELEMENTARY
HANDBOOK**

2018-19

K-6



CAMDEN-FRONTIER SCHOOL BOARD
OF EDUCATION

AMERICAN VALUES FOR
AMERICAN SCHOOL
(Adopted 6-18-96)

1. *I accept responsibility for all my actions.*
2. *I will respect the dignity and property of my fellow students and teachers and will never seek to do them harm.*
3. *I will keep all the promises I make, fulfilling the trust that other people place in me.*
4. *I will complete projects and courses of study which I have begun.*
5. *I will strive for excellence in all my work and will respect achievement in my fellow students.*
6. *I will discipline myself to listen, learn, and study, recognizing that long-run achievement is more important to my happiness than short-run pleasure.*
7. *I will not use any substance which will destroy my health and undermine my dignity.*
8. *I will respect the authority of my parents and teachers, because that authority is necessary for the welfare of my family, school and community.*
9. *I will train myself to be useful to others.*
10. *I will work together with others to improve my school, community and world.*

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OUR VISION:

All Camden-Frontier students will be responsible for achieving academic, social, and workplace competencies and for becoming lifelong learners.

OUR MISSION:

The Camden-Frontier School Community will provide all students with a foundation of educational opportunities which enable them to succeed in our changing society.

OUR BELIEFS:

We Believe:

- In the intrinsic value of every human being
- That all human beings are responsible for their choices
- That all people have the capacity and responsibility to learn
- That education should create lifelong learners
- That education adds value to life
- That all people must be able to collaboratively function in a global society
- That learning is an active process of doing, collaborating, reflecting and connecting
- That school must be a caring, safe and respectful environment
- That the educational community's responsibility is to facilitate the process of inquiry...
 - The instructor is the facilitator of learning
 - The building-level administrator is a leader of instructors
 - District level administrators and the Board of Education are coalition builders with district stakeholders and are stewards of the public trust and resources - all with a common focus on children and their achievement.

THE MISSION OF THE CAMDEN-FRONTIER ELEMENTARY SCHOOL

The Camden-Frontier Elementary School will provide a solid foundation of academic and social skills for all students.

This handbook has been written for students and their parents. Hopefully it will contain the information which you will need throughout the year.

Questions are best directed to the immediate source of the concern as promptly as possible. If further assistance is necessary, the appropriate lines of communication will be followed. The administration, faculty and staff of Camden-Frontier School pledge to work together to educate our children.

Scott Riley
Elementary Principal
Director

Ben Slusher
Asst. Principal/Athletic

A. REGISTRATION INFORMATION

1. **Student Enrollment Card** - Every parent is requested to complete the student enrollment card which is sent home at the beginning of the school year. The school must have the information for emergencies and enrollment forms. Please return completed forms promptly. Parents are responsible for updating this information as changes occur.
2. **Rural Bible Mission** - With written permission, students in grades 1 - 5 may attend a release time class in the New Hope Church once a month. *Specific dates and times will be announced as soon as the information becomes available.* Dates may be rescheduled as needed.
3. **Class Placement** - With assistance from the classroom teacher, the following are the factors considered when determining the heterogeneous groups of children in each classroom for the following year;
 - a.) Children who should be separated. b.)
A balance between boys and girls.
 - c.) A balance among levels of academic achievement.
 - d.) Special needs of individual students.
4. **School Supplies and Textbooks** - Adequate amounts of paper, pencils, rulers, scissors, and paste are furnished by the school. Children may, however, bring their own supplies if they wish. Pencils and tablets are available for sale in the machine by the office. Textbooks are furnished free in accordance with Michigan law. Students who lose or damage their books must make an appropriate payment. Students enrolling in the district in Grades 1-6 are required to pay a \$10.00 book deposit which is refundable if the family requests it within 10 days of moving from our district.
5. **School Hours**- School begins at 7:50 a.m. Buses will unload elementary students at 7:45 A.m. Breakfast will be provided in the classroom to all students. School will be dismissed at 2:50 p.m.

**Elementary students are not allowed to stay after school unless they have adult supervision and a specific note/phone call from a parent stating who will be in charge of your child and for what reason. If you have not contacted us on the day this is to take place, your child will be sent home as usual.

6. **PICKING UP AND DROPPING OFF STUDENTS** - ****Cars are not permitted to drop off or pick-up students in the parking circle from 7:30- 8:00 a.m. and between 2:25- 3:10 p.m. Parents who are picking up or dropping off their children must, for the safety of your children, use the Parent Parking Lot.** This is located at the west end of the school by the red portable building. It is designed in such a way that children need not cross the parking lot in between buses to get to their parent's vehicle.
7. **CHANGES IN DAILY TRANSPORTATION** - If a change in daily transportation routine is needed please send a note to school with your child. For changes that come up during the school day, please call the office after 9:00 AM but before 2:00 PM to insure that the child has enough time to be notified of the change (or given a bus pass).
8. **ATTENDANCE POLICY**
Attendance is extremely important to student success. There is a positive correlation between student attendance and achievement. Parents are responsible for ensuring regular and punctual attendance of students per Section 83 of the Michigan School Code. In order to assist Hillsdale County in meeting attendance requirements, the Hillsdale County Court has established a county-wide truancy policy.

Excused absences: Parents may excuse their child(ren) from up to eight (8) days of school attendance by calling or sending written documentation within 24 hours of the absence. Additional absences must be documented as followed to be excused:

1. Illness/medical reason
2. Medical appointments
3. Observance of a religious holiday
4. Death in the family
5. Emergencies beyond the control of the family
6. Mandated court appearances
7. Extraordinary educational opportunities pre-approved by the district administrators
8. Parent or guardian's military service
9. Homelessness

Consequences of Excessive Absences:

Unexcused absences: In accordance with the State law and Hillsdale County policy regarding truancy, a petition may be filed with the Hillsdale County Juvenile Court seeking the Court to declare a student truant if the student has accumulated in excess of six (6) unexcused absences. Absences which are not excused will be considered "unexcused" and subject to the following procedures as will any student who is chronically absent.

- Upon accumulation of three (3) unexcused absences the parent(s) or guardian(s) will be contacted to make them aware of the situation and set up a meeting for consideration of an attendance plan with the family.
- After five (5) unexcused absences the parent(s) or guardian(s) will be contacted to make them aware of the continued issue with school attendance and a meeting with the truancy officer will be set up to discuss the plan for improvement of attendance.
- After seven (7) unexcused absences the parent(s) or guardian(s) will be contacted to make them aware of the continued issue and notify them the truancy officer will report the case to the Probate Court for appropriate proceedings.

Chronic Absences: Chronic Absenteeism is missing 10% or more of scheduled school time regardless of unexcused, excused or disciplinary reasons.

Chronic Truancy Policy: School attendance is of the utmost importance. A parent may excuse a student's absence in accordance with school policy; however, if a student has accumulated ten (10) or more absences, whether or not those absences have been marked "excused," the school office will send to the parent(s) or guardian(s) of the student a letter which states that if there are any future absences, that within 24 hours, the parent(s) or guardian(s) must provide the school office with a written and signed statement from the student's treating physician which specifically excuses the student for that day and the reason for the student missing school (i.e., the medical condition requiring the student to stay home from school). If this written documentation is not provided within 24 hours, the absence will be considered unexcused.

Tardiness: Three (3) tardies will result in one unexcused absence as defined in the above attendance policy.

Excused tardiness is defined as the late arrival of the student due to:

- Late bus
- Doctor or dental appointment (w/physician excuse)
- Student illness (w/physician excuse)
- Unavoidable delays (as approved by Administration)

Unexcused tardiness is defined as the arrival of the student in the classroom after 7:55 because of:

- Oversleeping
- Getting a late start to school
- Missing the bus
- Truancy
- Dawdling in the hall, cafeteria

Students are expected to be present at school until dismissal at 2:50 p.m. Classroom instruction is not to be interrupted early unless there is an emergency situation. Parents and guardians picking up children are expected to wait in the lobby outside of the office to meet students at dismissal.

Elementary and High School Marking Period

Marking Period	1	2	3	4
Number of Weeks	8	9	11	10
Period Ends	Oct. 19	Dec. 21	March 22	June 3
Days/Attendance	39	43	55	43

9. **Trip Permit Policy** - A student who wishes to miss school to take part in a planned family vacation must complete an absence permit issued by the office, at least one week before the trip.

10. **Accidents, Illness and Medicines -**

- a) Students involved in minor accidents - small cuts/scratches - will be cared for by school personnel.
- b) If it is necessary for a child to be sent home because of a serious accident or illness, the office will notify the parent to come and get the child.
- c) **IMPORTANT: To insure prompt and efficient action in emergency situations, it is absolutely essential that up-to-date Emergency Cards be on file in the school office. Please call if any address, phone number, or emergency contact changes occur.**
- d) If the parents cannot be reached, other persons listed on the emergency card will be notified. If they cannot be contacted, one or two procedures will be followed:
 - (1) The child will be made as comfortable as possible until arrangements can be made for the child to be taken home.
 - (2) Transportation to the hospital will be arranged for children with injuries that require immediate professional medical attention.
- e) Prescription and non-prescription medication can only be administered by school personnel when it is sent in the original container, has specific dosage information, and written permission has been given by the parents or guardian. A form is available at the office and needs to be completed each year.

11. **No Nit Policy** - In accordance with the Hillsdale County Health Department, students infested with head lice or the nits of head lice are excluded from school. The elementary students are routinely checked. Once identified, that family is contacted and a pre- scribed treatment must be followed. The Health Department is available for assistance. Students are rechecked before returning to classes. Head lice are not dangerous. They are a "contagious nuisance."

* Child must be brought back to school before school begins and checked by school personnel before being permitted to go back to class.

12. **School Closing** - In the event it becomes necessary to close school, the following stations will be notified as near to 6:00 a.m. as possible:

Television Stations

WLNS - TV 6
WILX - TV 10 WTVG
- TV 13

Radio Stations

WCSR - 92.1 FM

All emergency closing will be announced as early as possible

13. Cafeteria Service -

- a) Nutritious hot lunches are provided by the kitchen staff. Cost: Kdg. through grade 6 = \$2.25 a day. Milk is 50¢. Money envelopes need to be placed in the mailbox on the wall in the hall before 9:30 AM. If a student has an empty account, a sandwich, fruit and milk will be provided.
- b) **Breakfast is free of charge for all students K-12. We encourage all students to participate in the program.**
- c) Menus will be sent home on a monthly basis.
- d) Damaged cards will be replaced at a cost of \$1.00.
- e) Free and Reduced Lunch Applications are available at both elementary and high school offices. **All families are encouraged to fill out the forms regardless of need.**

14. CAMDEN-FRONTIER WELLNESS POLICY- The Camden-Frontier School District is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement. A copy of the full Camden-Frontier School District Local Wellness Policy is available in both the district and school offices. Individuals wishing to obtain or review copies of this plan should contact the school district.

15. Immunizations - Michigan Department of Community Health Immunization

<i>Required Childhood Immunizations for Michigan School Settings Entry Requirements for All Public & Non-Public Schools</i>		
Diphtheria, Tetanus,	4 years thru 6 years 4 doses (one dose must be on or after 4 years) Pertussis	7 years thru 18 years 4 doses of D and T OR 3 doses Td if #1 given On or after 7 years of age within last 10 years
H. influenza type B	None	None
Polio	3 doses (one dose must be on or after 4 years)	3 doses
Measles, Mumps, Rubella	2 doses on or after 12 months	2 doses on or after 12 months
Hepatitis B	3 doses	3 doses
Varicella (Chicken Pox)	1 dose if given on or after 12 months of age and prior to 13th birthday OR 2 doses if initiated on or after 13th birthday OR current lab immunity OR reliable history of disease	

Requirements.

B. INSTRUCTIONAL INFORMATION

1. The Camden-Frontier School values the whole child as a student and attempts to educate him/her to his/her full potential. Academic goals and evaluations are established according to grade level and capability. Teachers may evaluate student achievement according to daily work, tests, participation, and individual goals.

2. Parent-Teacher Conference - Parent-Teacher conferences are held in the fall and the spring to discuss your child's progress in school. Parents are encouraged to contact your child's teacher at any time to schedule a conference if there is a need, or if a problem should arise.

3. Report Cards - Report cards are sent home every nine weeks. Parents are requested to discuss the report card with their child. If you have any questions regarding your student's grades or progress, we encourage you to schedule a meeting with your child's teacher(s).

4. Elementary Promotion and Retention Policy - The implementation of the Light's Retention Scale will be used to consider promotion, placement or retention along with classroom data provided by classroom teachers.

5. Homework - Students can expect a certain amount of homework each week. Homework is assigned to provide an opportunity for practice of taught skills. Also, unfinished class work is expected to be completed at home. Parents are urged to see that their child has an adequate place and time to finish homework, and to return it to school.

6. Some Ways Parents Can Help -

- a.) Limiting television watching for your children. Have them watch programs that teach them and watch with your children.
- b.) Being as patient as possible. c.) Reading books with children.
- d.) Taking educational family trips (museums, zoo, etc.) e.) Praising children's efforts.
- f.) Establishing a set time and a quiet place at home for studying and homework. g.) Letting children know you are interested in their education and that you believe in its importance for them.

7. Physical Education Participation - If your child is unable to participate in P. E. a note must be received on the day of that occasion. A parent note is excusable for up to 3 days of non-participation. For longer periods of time a doctor's note must be received. Excused students may be expected to complete a fitness related assignment as deemed appropriate by the teacher. Students are expected to wear appropriate dress, including shoes, for safety. It would be helpful if students had a pair of gym shoes they can wear exclusively indoors to protect the gym floor.

8. Participation in High School Events - Elementary students do not participate in middle school/high school events that disrupt the normal schedule of their day. (i.e. dress-ups and Homecoming).

9. Field Trips -

- a.) Field trips are organized activities planned as an extension of classroom study.
- b.) Field trip permission slips are to be signed and returned to school in order for students to go on a field trip.
- c.) An up-to-date enrollment card must be in the school office in order for your child to go on any field trip.
- d.) Parents may be asked to pay for the child's admission fee. This is to cover costs only. e.) Preschool-age children or siblings may not be included on class field trips.

10. General Mills "Box Top\$ for Education" - Box tops are also collected for cash redemption each year. Box Tops are to be turned into the classroom teacher.

C. STUDENT BEHAVIOR

It is the aim of the Board of Education and the instructional staff to promote through its policies and regulations the highest possible standard of conduct and an atmosphere for good instruction. It is earnestly desired to have high standards and conduct and social achievement. Development of good habits in citizenship and conduct as individuals requires a consistent, calm atmosphere which will promote the individual and group learning process.

During the course of the year, the Camden-Frontier Staff will be working with the children in developing positive attitudes and appropriate behavior.

The students will be expected to:

- Observe the various safety rules.
- Show proper respect and courtesy to all students, staff personnel, and parent volunteers.
- Obey and follow the directions of the adults in charge.
- Refrain from fighting, hurting other children, and using profane language.
- Respect and appropriately use the school property and equipment.
- Cooperatively work with the staff in keeping the school clean and safe.

It is the intent of all the school personnel to teach and model the behavior, which is expected from the students. Opportunities are given for practice and understandings of the appropriate choices students have for their behavior.

Procedures: When respect and responsibility have been consistently neglected, the following procedures will be used. If a plan doesn't eliminate inappropriate behavior, the next step will be implemented.

1. Discipline Referral - When a referral is written by a school employee regarding a particular incident, the student will be seen by the principal or school counselor. The student will identify the problem, the cause of the problem, and the steps the student will take to solve the problem. The parent will be sent the original form with the teacher, the principal, and the referring person also receiving a copy.

2. Child Study Team - If persistent referrals occur, the parents will be notified. A meeting will be held with the involved teachers, parents, child, and the principal. An action plan may be written to address the entire set of issues. Possible consequences are also presented which may include loss of privileges such as recess, suspension from school, and/or detention. A behavioral contract may be considered part of this stage. Copies of the action plan are distributed to the teachers, the principal, the parent, and the referring person.

3. Due Process - Due process is to be followed in all cases which consider suspension and expulsion.

- a) The student and the parent(s) are informed of the problem(s) in writing as it/they occur.
- b) The student/parent may appeal directly to the superintendent. If dissatisfied, parents may appeal to a committee apprised of three board members.
- c) If an appeal is pending, the student may be allowed to remain in school through the board level at the discretion of the principal.
- d) Separation of the student from the school may be necessary to insure the safety and welfare of all concerned.

D. OUTSIDE THE CLASSROOM RULES

1). Recess -

a.) Recess period is a traditional and integral part of the total curriculum. Recesses are organized to insure that each child has an opportunity to relax and enjoy play activities in a safe and appropriate environment. During inclement weather (rain or a temperature of less than 15 degrees wind chill), children may remain indoors. All students are expected to be dressed appropriately for outside activities and weather conditions. A child may remain indoors up to three days when a note is sent requesting such or the child is returning from an illness and is accompanied by a doctor's statement.

b.) Adult supervision is provided. The playground aides are responsible to supervise all activities and students. Children are to be respectful and respond appropriately.

c.) Denial - Elementary students may be required to remain in the classroom to complete assignments, to improve basic skills to an acceptable level or for disciplinary reasons. Each student will, however, receive a minimum of one non-academic period per day.

d.) Rules - Playground rules are reviewed with students each year. The rules are established to protect the safety of each student and to promote the fair use of the equipment.

1. Walk on the sidewalk area to and from the building.
2. Stone throwing, spitting, wrestling, snowball throwing and fighting are prohibited.
3. No toys, skateboards or other equipment are to be brought from home for use during recess.

2). BEHAVIOR IN THE HALLS

We will maintain responsible, considerate and safe behavior.

- a) Always walk.
- b) Use soft voices.
- c) Keep the flow of traffic to the right of the halls.
- d) Walk in single lines when in large groups.
- e) Keep the hallways free of litter.

3). Lunchroom Rules -

- a) Walk to and from the lunchroom
- b.) Remain seated, unless permission to get up is given. c.) Use good manners and be respectful.
- d.) Clean up your own area. All cartons, papers, and lunch trays will be removed from the tables and disposed of in the proper containers.

4). General Rules

- a.) Unless approved by the Superintendent, there may be no selling of any type of goods or services by elementary students.
- b.) As per School Board policy, NO GUM CHEWING is allowed on school property during the school day. The discipline code will be followed for this behavior.
- c.) All students will be subject to any regulations made by the Board of Education and/or the administration which may be adopted in the future of which may or may not appear in this handbook.
- d.) K-6 students are not allowed to use cell phones from 7:50-2:50.
- e.) Fidget spinners are not permitted at any time during school hours.

5). Dress Code

- a.) Appropriate clothing should be worn to school. There should be no skin showing between tops and bottoms. To be considered appropriate, shorts/skirts must extend to at least the level of the individual's fingertips when the arms are held at the sides normally. Clothing must be in good repair with no cuts, rips or modifications.
- b.) Appropriate clothing should be worn to school.
 1. Out of respect, caps should be removed upon entering the building.
 2. In hot weather, students may wear shorts not shorter than their fingertips when arms are extended on their thighs.
 3. Halter tops and bare midriff tops are prohibited. No skin should be showing.
 4. Leggings are prohibited for grades 4-6.
 5. Clothing with objectionable printed material is prohibited.
 6. If a student's attire is a distraction to himself or others and may interfere with normal school functioning, parents will be called to bring proper clothing.
 7. Parents are encouraged to label all clothing. A lost and found area is located in the elementary entry. Unclaimed clothing will be donated to Salvation Army or other charitable organization at the end of each semester.

6). Bus Rules

Riding the bus is a privilege.

- a.) The following rules apply to all who ride the school bus.
 1. Students are to be ready and on time when arriving at the bus stop.
 2. Students are to stand off the road while waiting for the bus; do not move forward until the bus has come to a stop with lights flashing.
 3. Students are to cross the road 10 feet in front of the bus, in full view of the bus driver, and not behind.
 4. If a student is not riding the bus, the driver or bus supervisor should be notified in advance, especially if the stop is on a turnaround or the parent should wave the driver on. Please call 368-5891 to speak to the driver and/or bus supervisor. After 4:00, please call 368-5991.
 5. Students are to take the first available seats, unless seats have been assigned by the driver. Students are to use the rotation rule. If seats have been assigned, students are not to change seats without permission from the driver.
 6. Students are to remain seated, with head, arms, etc., inside the bus.

7. Students are to refrain from loud talking and noise making while on the bus.
8. Gum, food and beverages are not to be consumed while on the bus.
9. Students are responsible for their own possessions (books, band instruments, etc.). Personal music devices with headphones are allowed for personal use. The district assumes no responsibility for lost or damaged items.
10. The throwing of items while on the bus is prohibited.
11. Animals are not permitted on the bus.
12. Students wishing to ride a bus other than their own must have a written note or a phone call from their parent or guardian, so that a bus pass can be issued from the office.
13. Students may be dropped off at a babysitter providing the babysitter lives on a regular bus route.
14. All rules of the school which relate to student behavior also apply to students while they are being transported on the school bus.

b.) Violations of any rules may result in one or more of the following:

1. 1st Offense: Discussion of the problem with the student by the driver. **Verbal warning will be given.**
2. 2nd Offense: Discussion of the problem with the student by the driver and Administration. The offense will be documented and the parents and/or guardians will be notified. **Students may be suspended from the bus for a period of one day.**
3. 3rd Offense and beyond: Discussion of the problem with the student by the driver and Administration. The offense will be documented and the parents and/or guardians will be notified. **Students may be suspended from the bus for an extended period of time up to the remainder of the school year.**

Other possible disciplinary actions to be taken include: (a) assigning seats; (b) bus cleaning; (c) payment for damage; (d) detention after school. **A student who is suspended from the bus is still required to attend school.** Any student suspended from riding the bus will not be allowed to ride any bus during the suspension period.

A copy of all written warnings will be sent to parents. **The school does retain the right to immediately suspend the bus riding privileges of any student depending on the nature of the offense.**

E. SCHOOL VISITORS

- Parents are encouraged and extended a standing invitation to visit Camden-Frontier School.
- If you would like to meet with your child's teacher, please send a note or call the office to schedule an appointment. The teacher will return your call in a timely manner.
- For safety reasons, the perimeter doors are locked from the outside during the school day. Please enter the building through the front triple doors at the circle drive. For the safety of our children, all parents, visitors and volunteers must report to the elementary office and sign in where they will be given a Visitor's badge and will be buzzed in to the hall.
- Badges must be worn in a visible location.
- Please make visiting arrangements with your child's teacher at least 24 hours in advance.
- After school, please wait in the lobby by the office or outside the school doors at the west end for student release.
- Anyone volunteering on a regular basis needs to complete a form for a background check. Forms can be picked up at the elementary office.

F. DRUG PREVENTION

For the purposes of this policy, "drugs" shall mean"

- A. all dangerous controlled substances as so designated and prohibited by Michigan statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

- E. "look-alikes";
- F. performance-enhancing drugs as determined annually by the Department of Community Health;
- G. any other illegal substance so designated and prohibited by law.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1,000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

Furthermore, the Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who knowingly sells, delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

G. WEAPON FREE SCHOOL ZONE

The Board of Education prohibits students from possessing, storing, making or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, fire-arms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

H. SEARCH & SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and wellbeing of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when

the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person & Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health and safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

I. 5517 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during and activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify

the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment may include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the

- work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
 - G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
 - H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
 - I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extracurricular activities. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are still known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks and on the School District's website.

The Superintendent shall establish administrative guidelines describing both a formal and an informal process of making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This policy and the administrative guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific timelines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The decision of the Superintendent shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Michigan Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserve the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or a third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. 29

U.S.C. 621 et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act 29

C.F.R. Part 1635

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. The

Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L. 27.2101, et. seq. Policies on

Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

National School Boards Association Inquiry and Analysis – May 2008

J. 5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

Notification

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

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

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

Implementation

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

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

Procedure

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above.

Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

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

Non-Retaliation/False Reports

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

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

Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotion wellbeing. Such behavior includes, for example: bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/showing.

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand-held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

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

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

“Staff” includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516;

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education Model

Anti-Bullying Policy, Michigan State Board of Education

K. HOW WE WORK TOGETHER

The best things about Camden-Frontier School are the people; the students, the parent volunteers, and its staff. It is important to treat others with respect. Respect can mean a lot of things. Here are a few pointers:

- Remember to say, "Hello."
- Extend a helping hand.
- Include others in conversations or games.
- Use the magic words: "Please", "Thank You", and "Excuse Me".
- Address others appropriately.
- Be considerate. Materials and equipment should be cared for and put back in good condition for others to use.
- Be fair in treating others in a way you would like to be treated.

Notification of Rights under FERPA Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the

parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to a consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks.

A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a School district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

L. HOMELESS LIAISON

One of the requirements of the McKinney-Vento Homeless Assistance Act, part of the No Child Left Behind Act of 2001, is for the state educational agency to develop and distribute a process for quick resolution of disputes concerning placement of homeless students. The purpose of McKinney-Vento is to ensure that students who are homeless may continue their education with as little disruption as possible.

According to the McKinney-Vento Homeless Education Assistance Act, if your family lives in any of the following situations, your preschool-aged and school-aged children have certain rights or protections:

- Lives in a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer, camper, or other inadequate accommodations
- Doubled up with friends or relatives because you cannot afford housing

When you move, you should do the following:

- Contact the school district's local liaison for homeless education for help in enrolling your child in a new school or arranging for your child to continue in his or her former school.
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in a school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and school programs.

Camden-Frontier Homeless Liaison — Carmen Hughes (517) 368-5258

ELEMENTARY STAFF

Superintendent/K-12 Principal.....	Scott Riley
Assistant Principal/Athletic Director.....	Ben Slusher
Counselor/Homeless Liaison	Carmen Hughes Secretary
.....	Vicki Westfall
Paraprofessionals.....	Cindy Dodson
.....	Tracy Shaw
.....	Jen Cook
.....	Michelle Reynolds
.....	Kelly Salyer
.....	Lindsay Easterday
.....	Lindsay Cooney
Kindergarten Teacher.....	Samantha Levy
Kindergarten Teacher.....	Dawn Follis
First Grade Teacher.....	Angie Lehman
First Grade Teacher.....	Tish Anagnostu
Second Grade Teacher.....	Cynthia Moore
Second Grade Teacher.....	Heather Hukill
Third Grade Teacher.....	Kimberly Alley
Third Grade Teacher.....	Miranda Shaffer
Fourth Grade Teacher.....	Dave Follis
Fifth Grade Teacher	Jo Slusher
Fifth/Sixth Grade Teacher	Cheryl Voisin
Sixth Grade Teacher	Theresa Wilson
Phys. Ed. Teacher.....	Scott Goodpaster
Resource Teacher.....	Autumn Cousino
Media Center Specialist	Liz Churchwell
Art Teacher	Lacey Ringman
Music Teacher	Kristen Watters
Bus Supervisor.....	Paul Truax
Bus Drivers.....	Tuesday Brown
.....	Jake Lashaway
.....	Mike Trausch
.....	Juanita Tonkel
.....	Rodney Forrister
.....	Bonnie Miller
.....	Deb Varino
Head Cook.....	Tabitha Engle
Cafeteria Staff	Amanda Cuff
.....	Donna Shaneour
.....	Angie Teneyck
Custodial Supervisor.....	Mark Reynolds
Custodians	Shad Miller
.....	Roger Kirkingburg
.....	Julie Keathley

SCHOOL BOARD MEMBERS

President.....	Scott Nicholls
Vice President.....	Matt Shiery
Secretary.....	Barbara Balbo
Treasurer	Nathan VanAken
Trustee.....	Gary Morrison
Trustee.....	Mike Vondran

