

REMOVE AND RETURN THIS PAGE



Student Handbook Verification Receipt

School Year: 2024-2025

Please sign and return this cover page as verification you have received a copy of the Reynolds Elementary School Student Handbook. It is your responsibility as the parent/guardian to review this document with your student in order to be aware of any rules, regulations and procedures of Reynolds Elementary School.

This page only must be removed and returned to the ELE office as soon as possible.

Parent signature:

_Date:

Any questions regarding this information should be directed to the Elementary school office at
(517) 283-2188

L. B. REYNOLDS ELEMENTARY SCHOOL

District Student/Parent Handbook

2024-2025 School Year

Welcome to Reynolds Elementary School. All of the members of the staff and administration are pleased that you have selected our district to meet the educational needs of your child, and they would like to assure you that we will do our best to help make the educational experience of your student(s) highly productive and successful.

Elementary School (283-2188)

Dakota Hard - Principal

Janice Wigent and Briana Couch – Secretaries

Board Office (283-2166)

Martin Dubois – Superintendent of Schools

Linda McDowell – Superintendent Secretary

Pam Bassage – Business Manager

Bus Garage (283-3106)

Lynann Lott – Transportation Director

TABLE OF CONTENTS

Welcome Letter
Regular Meetings of the Board of Education
School Calendar
School Staff
Forward
Mission of the School
Equal Education Opportunity
Parent Involvement Policy
Time Schedule
Student Well-Being
Injury and Illness

Section I – General Information

Enrolling in the School
Scheduling and Assignment
Early Dismissal
Transfer Out of the District
Withdrawal from School
Immunizations
Emergency Medical Authorization
Use of Medications
Control of Casual-Contact Communicable Disease
And Pests
Control of Non-casual-Contact Communicable
Diseases
Individuals with Disabilities
Limited English Proficiency
Student Records
Student Fee, Fines, Supplies
Student Valuables
Review of Instructional Materials and Activities
Meal Service
Fire, Lock-Down and Tornado Drills
Emergency Closings and Delays
Preparedness for Toxic and Asbestos Hazards
Visitors
Use of School Library
Use of School Equipment and Facilities
Technology Information
Lost and Found
Student Sales
Use of Telephones
Advertising Outside Activities

Section II - Academics

Field Trips
Grades
Promotion, Placement, and Retention
Computers, Technology and Networks

Section III – Student Activities

School-Sponsored Clubs and Activities
Non-School Sponsored Clubs and Activities

Section IV – Student Conduct

Attendance
Student Attendance at School Events
Code of Conduct
Student Discipline Code

PBS: Expectations Chart

TABLE OF CONTENTS (cont.)

Discipline
Search and Seizure
Student Rights of Expression
Due Process Rights
Student Concerns, Suggestions, and Grievances

Section V – Transportation
Bus Transportation to School
Bus Conduct

Welcome to Reynolds Elementary

This school year promises to be an exciting time for your child, filled with learning, discovery, and growth.

The anticipation of a new school year is evident in the smiling faces of students, staff, and parents. I, personally, look forward to greeting everyone after the summer break. We here at Reynolds Elementary have worked hard this summer to have everything ready for a productive, learning-filled school year.

New books, new materials, clean classrooms, and fun learning all contribute to the anticipation of great things happening for our Reynolds Family. Our Positive Behavior Support program will be in full-swing from day one, too! Don't forget our school rules:

Be Respectful

Be Responsible

Be Reliable

We value and share your commitment to your child's education. We look forward to working together to help your child achieve and succeed.

Please join me in ushering in this school year with enthusiasm.

Happy Learning!

Dakota Hard
Principal

REGULAR MEETINGS OF THE BOARD OF EDUCATION

Meetings held in the HS Band Room

Reading, MI 49274

Meetings convene at **7:00 P.M.** on the dates listed below:

August 28, 2024	February 26, 2025
September 25, 2024	March 19, 2025
October 23, 2024	April 23, 2025
November 20, 2024	May 23, 2025
December 18, 2024	June 25, 2025
January 29, 2025	July 30, 2025

BOARD OF EDUCATION MEMBERS

2024-2025

President - Justine Galloway

Vice President - Randy Sanders

Secretary - Brian Kerspilo

Treasurer - Ron Grossheim

Trustee - Nicole Pridgeon

Trustee - Becky Pavka

Trustee - Ben Wheeler

Reynolds Elementary

2024-2025 Calendar

Aug	14	Open House 5:00-7:00 PM	12	Kindergarten Registration (Online)	
	12-15	Staff Professional Development	13	Kindergarten Registration (Online)	
	20	First Day of School - 8:25AM Doors Open at 8:15AM	21	½ Day Students/Staff 11:56 AM	
	30	No School Students/Staff	24	Spring Break Starts	
Sept	2	No School Students/Staff/Labor Day	31	School Resumes	
	16	Picture Day	April	9	Kindergarten Visitation
	23	No School Students/Staff/Fair Day	10	Kindergarten Screening	
Oct	17	Picture Retake Day	11	Kindergarten Screening	
	24	Parent Teacher Conferences	11	Science Fair	
	25	½ Day School-Students/Staff 11:56 AM	18	No School	
Nov	27	½ Day Students/Staff 11:56 AM	TBD	Celebration of Learning	
	28	Thanksgiving Break	May	20	Track and Field Day
	29	Thanksgiving Break	21	Track and Field Rain Date	
Dec	4	Christmas Program 7:00 PM @ HS	22	Kindergarten Graduation 10:00 AM	
	5	Christmas Program Snow Date	22	Honor Roll Assembly 1:30 PM	
	19	Students ½ Day 11:56 AM	23	Students/Staff ½ Day 11:56 AM	
	20	Christmas Parties/ ½ Day 11:56 AM	26	No School/Memorial Day	
	23	Christmas Break Begins	29	Students ½ day 11:56 AM	
Jan	6	School Resumes	30	Student's Last Day ½ Day 11:56 AM	
	20	No School Students/ Staff Prof Dev.	30	Teachers Last Day	
Feb	13	Parent Teacher Conferences (Evening)			
	14	½ Day Students/Staff 11:56 AM			
	17	No school Students/Staff			
March	11	Kindergarten Registration (Online)			

ELEMENTARY AND HIGH SCHOOL MARKING PERIOD
(DATES SUBJECT TO CHANGE)

Marking Period	1	2	3	4
Number of Weeks	9	9	10	9
Periods Ends	Oct 18	Dec 20	March 14	May 30
Days/Attendance	41	43/84	48/132	48/180

Reynolds Elementary School Staff

Dakota Hard Principal
Janice Wigent Secretary
Briana Couch Secretary
Britaini Scheenks Time to Grow
Stacey Otterbein Kindergarten
Morgan Calver Kindergarten
Sherree Sonnenberg Kindergarten
Melissa Draheim First Grade
Amanda Gamble First Grade
Trish Anagnostu Second Grade
Pam VanZuilen Second Grade
Heather Hukill Third Grade
Kasee Padget Third Grade
Katie Garcia Fourth Grade
Nick Draheim Fourth Grade
Phillip Trumble Fifth Grade
Carrie Smith Fifth Grade
Denis McCosh Sixth Grade
Becky Sullivan Sixth Grade
Jill Weatherwax Learning Disabilities
Jazmyn Buschmann Learning Disabilities
Heather Monahan Learning Disabilities
Joseph Campbell Physical Education
Charles Sanford Music
Joshua Sholler Band
Brenee Moore- Counselor
Stephanie Brown - Behavioral Interventionist
Carrie Gable Para-Professional, Small group
Lindsey Harding Para-Professional, Small group
Kereny Camacho Para-Professional/Food Service
Danyelle Hassenzahl Para-Professional
Tiffini Toppel Para-Professional
Amber Sanderson Para-Professional
Kayleigh Eaton Para-Professional
Melani Matthews Para-Professional
Emily Bethel Para-Professional
Jillian Marsh Para-Professional
Becky Reed Para-Professional
Kari-Jo Rinard Para-Professional
Danielle Williams Food Service
Patrice Caldwell Student & Family Services
Michelle Dunn Food Service Supervisor
Katherine Padget Cafeteria Services
Jennifer Marsh Cafeteria Services
Jerry Coe Bldg./Grounds Supervisor
Brad Wright Custodian

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

The mission of Reynolds Elementary School is to educate every student for a responsible and self-sufficient future. We are committed to providing a quality education in a loving and caring atmosphere while encouraging parental and community assistance.

EQUAL EDUCATION OPPORTUNITY

NOTICE TO THE PUBLIC REGARDING NON-DISCRIMINATION POLICY

Title IX of the Educational Amendments of 1971 of the United States Congress specifically states:

"No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance...."

It shall be the policy of the Reading Community Schools to fully comply with Title IX under guidelines adopted by The Department of Health, Education and Welfare and approved by the President of the United States and United States Congress. The Board of Education, the administration, and the staff of Reading Community Schools will seek to take whatever rules and policy steps may be necessary to eliminate discrimination on the basis of sex in all educational programs, curricular and extra-curricular activities, and employment practices which come under the regulations of Title IX.

All students will have equal opportunity to participate in and benefit from all academic and extra-curricular activities and services and thus it will be a violation of policy for the district, board, administration, teachers or other staff to discriminate against students on the basis of sex in disciplinary actions, entitlement and provision of services, selection of courses or programs, counseling services, physical education and athletics, treatment on the basis of marital or parental status including pregnancy. Likewise, no assistance, such as administrative or staff cooperation,

faculty sponsorship, and/or use of school facilities on school time, shall be provided to any non-school organization or individual which discriminates on the basis of sex.

In order to facilitate the evaluation of current practices, to investigate complaints, to answer inquiries, and to guide the implementation of compliance efforts, the High School Principal has been appointed the local Title IX Coordinator. All questions, requests for information, or complaints relating to discrimination on the basis of sex in the Reading Community Schools should be directed to Principal, Reynolds Elementary School, 301 221 Strong Avenue, Reading, MI 49274. Phone (517) 283-2142.

Inquiries concerning the non-discrimination policy may also be directed to Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201. The local Title IX Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with the procedure. A copy of Title IX of the Educational Amendments of 1971 and the regulations on which this notice is based may be found in the Title IX Coordinator's office.

TITLE IX - GRIEVANCE PROCEDURE

If any person believes that Reading Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title IX, or is in some way discriminatory on the basis of sex, he/she may bring forward a complaint, which will be referred to as a grievance, to the local Title IX Coordinator at the following address: 301 Chestnut St., Reading, MI 49274. Phone (517) 283-2142.

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Principal who shall in turn investigate the complaint and reply with an answer to the complaint within two business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

Step 1- A written statement of the grievance, signed by the complainant, shall be submitted to the Principal within five days of receipt of answers to the informal complaint. The Principal shall further investigate the matters of the grievance and then reply to the complaint in writing within five business days.

Step 2- If the complainant wishes to appeal the decision of the Principal, he/she may then submit a statement of appeal to the Superintendent. This written appeal must be submitted five days after the receipt of the local coordinator's response. The Superintendent will investigate the matters of the grievance and then reply in writing to the complainant within five business days.

Step 3- If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within fifteen business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten business days of this meeting.

Step 4- If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C., 20201.

Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the school District's Compliance Officer listed below:

Martin Dubois, Superintendent

517-283-2166

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT POLICY

District Parent Involvement Policy should be placed here. See NEOLA Policy 2112 in the Special Update of November 2004. P.A. 107 states that the Board may fulfill the requirement of providing a copy of the plan to all parents/guardians, by placing a copy of the plan in its student handbook or similar publications.

TIME SCHEDULE

Doors Open 8:10 AM- sit on the line
Bell to Class 8:10 AM Breakfast
School Begins 8:30 AM
Walkers Dismissed 3:05 PM
Bussers Dismissed 3:15 PM
Half Day Dismissal 11:50 PM/11:56 PM

AFTERNOON RECESS

6th grade 2:00-2:15 PM
4th grade 1:45- 2:00 PM
5th grade 2:25- 2:40 PM
3rd grade 2:15-2:30 PM
1st grade 1:55-2:10 PM
2nd grade 2:10-2:25 PM
Kdg. 2:25- 2:40 PM

(Times Subject to Change)

LUNCH

3 rd grade 10:55-11:35 AM	1 st grade 11:40-12:20 PM
TTG 10:55-11:35 AM	4 th grade 11:55-12:35 PM
Kdg 11:10-11:50 AM	2 nd grade 12:10-12:50 PM
5 th grade 11:25-12:05 PM	6 th grade 12:25-1:05 PM

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

INJURY AND ILLNESS

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

A student who becomes ill during school should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

SECTION 1 – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),

C. proof of residency,

D. proof of immunizations.

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written or verbal request by the parent or a person whose signature is on file in the School office, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

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

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

I

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunizations or waivers should be directed to the office.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activities off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

We understand that there will be times when your child will need to have medicine administered to him/her while at school. If this is the case, we ask you to follow these guidelines:

1. No medicine (prescription or otherwise) should be sent to the school with students. 2.

Medication should be taken to the school office by the parent/guardian.

3. Proper medical authorization forms by the parent/guardian as well as the family doctor must accompany all prescriptions.
4. All medications should be clearly identified on the outside of the bottle as to the type of medicine, daily dosage, and student name.
5. Office personnel will administer all medicine to the student.
6. No medicine will be administered without the expressed consent of a parent/guardian. 7.

Medicine will not be given the last hour of the school day to prevent overdosing.

Asthma Inhalers and Epipens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only

in accordance with a written medication administration plan developed by the school principal and updated annually.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact

with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non –casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, (Acquired Immune Deficiency Syndrome) ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bed at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact principal at 517-293-2188 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of the District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in

gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the principal at 517-283-2188 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

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

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

See Administrative Guidelines, 8330.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Reading Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Reading Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school specifically to the contrary in accordance with Reading Community School's procedures. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity programs/rosters, such as for wrestling, showing weight and height of team members
- District website posts
- Newspapers
- Military
- Higher Educational Institutions

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information: names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the school district to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school using the "opt-out" form. These forms are available in each school building office. Reading Community Schools has designated the following information as directory information:

- Student's name

- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

STUDENT FEES, FINES, AND SUPPLIES

Reynolds Elementary charges specific fees for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Field trips, special classroom projects, and in some classes, snacks may be purchased. This is determined by individual teachers.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.50 and breakfast free. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that she/he is eligible, contact the main office.

In the event, there is a shortage of funds in a student account, the student may charge and still be provided a regular school meal. This is allowable as long as the student account owes no more than \$15.00.

If the account is more than \$15.00 owed, the student will be provided the option of an alternative meal. When payment is received, the payment will always be applied to the debt first.

FIRE, LOCKDOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a continuous loud buzzing.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and consists of an announcement from the office.

Lock-down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm signal for a school lock-down consists of an announcement from the office.

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening was delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

Radio:

WCSR-AM/FM 1340/92.1 (Hillsdale)

Television:

WILX Channel 10

Parents and students are responsible for knowing about emergency closings and delays. Please do not call the schools or administrators. Information will be passed on to you by the above stations as early as possible. Early school closings will also be announced over the radio and television stations listed above.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two (2) weeks.

Please help your child to return library books on time and in good condition. Lost or damaged books will be expected to be replaced.

ANIMALS ON DISTRICT PROPERTY

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service or therapy animal in accordance with Federal and State law and this policy.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

Reading Community Schools Technology Information

Reading Community Schools integrates technology resources at all grade levels. Please be aware that if you choose not to allow your student to access technology, they will be missing the instructional time and will have difficulty meeting the Michigan Educational Technology Standards (M.E.T.S.).

Students that wish to check out digital equipment (flash drives, cameras, etc.) must have a Digital Equipment Checkout form completed and turned in to the school. Technology forms will be available under the technology link at: www.readingrangers.org/owens-high-school.html

Students will only be allowed to use district technology in a supervised environment. District technology will be limited to educational use related to classroom assignments. To access email and/or the internet at school, students under the age of eighteen (18) must obtain parent/guardian permission by signing and returning the handbook form. Students eighteen (18) and over may sign their own forms.

Use of the internet is a privilege, not a right. The Board's internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in cancellation of this privilege. The Board has implemented technology protection measures which block/filter internet access to visual displays that are obscene, child pornography, or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may consider inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the internet. Students accessing the internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Questions? Email: brian.marquart@readingrangers.org or call 517-283-2142 ext. 1218

LOST AND FOUND

The lost and found area is on the table in the lobby. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

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

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Students may not bring to school a pocket pager, cell phone, or other electronic communication device except for health or other unusual reasons approved in advance by the principal.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

GRADES

Reynolds Elementary School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, she/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use And Safety Policy and the requisite student and parent agreement will be distributed and the beginning of the school year.

SECTION III – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Reynolds Elementary provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in a fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

SECTION IV – STUDENT CONDUCT

ATTENDANCE

Attendance is extremely important to student success in school and in life. There are positive correlations between student attendance and achievement, as well as between student attendance and juvenile delinquency. Parents are responsible for ensuring regular and punctual attendance of their child(ren) per Section 83 of the Michigan School Code, which coincides with the compulsory education requirements found in MCL 380.1561. In order to assist Hillsdale County in meeting attendance requirements, the Hillsdale County Probate Court has established a county wide truancy policy.

Calculation of Absences: The number of absences a student accumulates is based on a school year. Absences incurred by a student at one school follow that student when transferring to a new school.

Unexcused Absences: All absences that are not identified as excused absences will be unexcused absences.

Tardiness: The accumulation of 10 tardies to school will be counted as 1 unexcused absence.

Excused Absences: Parent(s), guardian(s), or legal custodian(s) may excuse their child(ren) from up to 5 days of school attendance for any reason by calling or sending written documentation within 24 hours of the absence. Each additional absence's excuse must be in writing and pertain to one of the following circumstances in order 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 Unexcused Absences: In accordance with State of Michigan law and Hillsdale County's policy regarding truancy, a petition or complaint may be filed with the Hillsdale County Juvenile Court or the Hillsdale County District Court seeking the Court to declare a student truant if the student has accumulated greater than 10 unexcused absences.

Truancy Notifications: The following procedure is followed regarding truancy notifications and court action for truancy violations:

- Upon accumulation of 5 unexcused absences the school will mail a letter to the parent(s), guardian(s), or legal custodian(s)' last known address¹ to make them aware of the situation.
- Upon accumulation of 7 unexcused absences the school will mail a letter to the parent(s), guardian(s), or legal custodian(s)' last known address²¹ to make them aware of the continued issue with school attendance. The parent(s), guardian(s), or legal custodian(s) may request a meeting with the principal and/or truancy officer to discuss attendance and formulate a plan for improvement.

¹ The parent(s), guardian(s), or legal custodian(s) are required to update the school within 5 days of a change of address.

- After 10 unexcused absences the school will mail a letter to the parent(s), guardian(s), or legal custodian(s)' last known address³¹ to make them aware of the continued truancy issues, which will include notification that an attendance report has been submitted to the Hillsdale County Juvenile Court's truancy officer for appropriate proceedings. Once the Hillsdale County Juvenile Court's truancy officer determines that court involvement is required, the matter will be referred to the Hillsdale County Prosecutor if a truant child is in kindergarten through 5th grades to pursue criminal charges against the parent(s), guardian(s), or legal custodian(s), or to either the Hillsdale County Juvenile Court and/or the Hillsdale County Prosecutor if the child is in 6th grade through 12th grades.

Students Tardy

- Student will be marked tardy when they arrive after the start of the day but before 10:00 AM or if they leave before the end of the day after 1:00 PM
- Tardiness: Ten (10) cumulative tardies will result in one (1) unexcused absence as defined in the above attendance policy and will result in the removal from eligibility for exam exemption. • Students coming to school after the day has started must check in at the school office before going to class.

Leaving Early Guidelines

“Leaving early” is defined as taking your child out of school earlier than 3:16 (non bus kids), or 3:26 (bus kids).

Keep in mind that it is important that each child attend a full day of school. However, we understand that emergency situations arise making it necessary to have your child excused during school hours. For the safety and protection of your child, we will use the following procedure:

1. A note must be sent with your child stating the time the child is to be released.
2. The note must clearly stipulate who will be picking up the child.
3. The child will be released from the office, not the classroom. Parents or other individuals should check in at the office when entering the building. Do not interrupt the learning process by going to your child's classroom. We will notify your child's teacher.
4. A sign in/out sheet will be located in the office for an appropriate signature.

For your child's protection, he/she will not be released to anyone other than a parent/guardian unless a signed note is received or the visitor's name is on the emergency card on file. Please understand that we reserve the right to request identification.

“**Excused leaving early**” is defined as taking the student out of school for reasons such as the

following: Doctor or Dental appointments

Student illness

Unavoidable circumstances

“**Unexcused leaving early**” is defined as taking the student out of school for reasons such as the

following: In a hurry

Convenience

Want to beat the buses out of the parking lot, etc.

“Excessive leaving early” is defined as taking the student out of school for any reason (excused or unexcused) more than one time a week.

Leaving school early (unexcused) more than 4 times, or if leaving early becomes “excessive”, then the school officials will follow the same procedures as mentioned in the section on tardiness. In our attempt to teach students respect and responsibility, we, as a staff, are committed to demonstrating respect and responsibility at all times. We plan to implement strategies throughout the year to help students develop self-discipline and welcome your help in doing so. Please feel free to contact us with any ideas, suggestions, or concerns.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student’s teacher(s) to make the necessary arrangements. It may be possible for the student to receive certain assignments to be completed during the trip.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT

A major component of the educational program at Reynolds Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

abide by national, State, and local laws as well as the rules of the school.

respect the civil rights of others;

act courteously to adults and fellow students;

be prompt to school and attentive in class;

work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background.

complete assigned tasks on time and as directed;

help maintain a school environment that is safe, friendly, and productive;

act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

- Students need to be neat and clean.
- Hats, caps and hoods over the head are not to be worn in school unless the school has special "Hat days".
- Sunglasses are to be worn outside only.
- Shorts, skirts, and dresses must be long enough that when standing, they reach the same point on the thigh as the bottom of a student's closed fist when the arm is extended and resting on the thigh.
- If wearing shorts, the shirt should not be longer than the shorts.
- Tank tops should be at least 3 fingers wide at the top strap.
- If pants have holes above the knee, students must wear leggings underneath pants.
- Shirts need to cover midriff, and not be see-through or revealing.
- Shoes need to be worn at all times.
- Tennis shoes are needed for physical education or they may be asked not to participate to prevent injuries.
- Sandals should have a strap to prevent injuries at recess.
- Clothing that has reference to or even implies drug, alcohol, tobacco, sexual themes, blood, violence or weapons is not permissible. The student will be asked to change clothing and may be disciplined in certain cases.

Cold weather

- Students always need to dress for the weather. During winter months, children do go outside unless it is very cold and wet.
- Children should wear a coat, boots, hat, gloves and snow pants.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes non-alcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage.

The amount of consumption is not relevant, except in cases where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in the handbook. If a student refuses to take the test, she/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, she/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any top that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if she/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on.

Intentional injury to another can be a felony and/or a cause for civil action. [] This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely setting a fire

Anything, such as a fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. [] and will subject the student to expulsion.

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed. [] and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

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

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could

result in suspension or expulsion.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into area of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. [] Chronic disobedience can result in expulsion.

19. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the word-of-work. Excessive absences could lead to suspension from school.

21. Unauthorized use of school or private property

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

22. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. Possession of Wireless Communication Devices (WCDs)

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring electronic toys, pagers, cell phones, laser pens, and the like without the permission of the school principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Transportation for bus rules.

28. Disruption of the educational process

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

29. Harassment/Bullying

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and

volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

For your convenience, and to provide a mutual understanding of purpose, harassment is further defined:

Harassment

Any speech or action that creates a hostile, intimidating, or offensive school environment. This includes any use of racial, ethnic, sexual, or other degrading verbal or physical descriptions or acts. Disciplinary action will be taken if a pupil refuses to comply with a request to refrain from further harassing acts.

Sexual Harassment

Any types of behavior with sexual overtones that is unwelcome and makes a student feel uncomfortable. This includes unwelcome sexual advances or any form of improper physical contact or sexual remark. Disciplinary action will be taken if a pupil refuses to comply with a request to refrain from further harassing acts.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annually**, circulated to 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 of the District will be required to review and sign off on this policy and the related complaint procedure.

Bullying

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

This policy applies to all activities in the District, including activities on school property 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.

Bullying – intimidation of others by acts, such as but not limited to:

- A. Threatened or actual physical harm;
- B. Unwelcome physical contact;
- C. Threatening or taunting verbal, written or electronic communications;
- D. Taking or extorting money or property;
- E. Damaging or destroying property;
- F. Blocking or impeding student movement;
- G. Electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) for text messaging, instant messaging, blog websites or online bullying through social networking sites (e.g., my space.com, or facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a

form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes she/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or Superintendent.

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal’s office.

Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

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

DISCIPLINE

At Reynolds, discipline problems are categorized into 2 areas – “minors”, and “majors”. The majority of misbehaviors related to one of these categories will be handled through various school discipline procedures.

Minors:

1. **Taking things that don't belong to you** – “Long-term borrowing” in the classroom. 2.

Disruption – Distracting self/others from the learning process.

3. **Property misuse** – Deliberate/careless minor damage.

4. **Inappropriate language** – Negative/slang/name calling considered inappropriate for in a school setting.

5. **Teasing/Taunting** – Negative/hurtful talk or actions.

6. **Defiance/disrespect/noncompliance**-ignore or refuse normal expectations or directives but able to recover.

7. **Physical contact** – Unwanted touching.

8. **Cheating** – Copying another student's work. Taking credit for another student's work. 9.

Lying – Purposely lying to a staff member.

Some discipline situations however, will automatically result in in-school or out-of-school suspension and/or possible expulsion, as required by law. The amount of time will be determined by the severity of the situation and the number of any previous referrals. Any of these may also result in the involvement of authorities in addition to the school. Examples of these behaviors are listed here:

Majors:

1. **Defiance/disrespect/insubordination/non-compliance** – Blatant refusal to comply with an adult's direction.
2. **Fighting/Physical Violence** – Deliberately hurting someone using one of your body parts or objects.
3. **Weapons** – A gun, a knife with a 2 ½ inch or longer blade, or any item used as a weapon. 4. **Combustibles** – Anything that smokes or explodes.
5. **Chronic excused absences** – determined by court and Sheriff Dept.
6. **Chronic unexcused absences** – Six consecutive or nonconsecutive absences per semester.
7. **Skipping** – Missing part or all of a school day without parental permission or knowledge.
8. **Harassment** – Any speech or action that creates a hostile, intimidating, or offensive school environment. This includes any use of racial, ethnic, sexual, or other degrading verbal or physical descriptions or acts.
9. **Vandalism/property damage** – malicious destruction of property.
10. **Abusive language/profanity** – intentional use of foul language to hurt or degrade another person or call attention to oneself.
11. **Pornography** – Possessing or distributing sexually inappropriate materials.

Teacher Options for Discipline

Although very few students need correction throughout the school day, this is usually the steps teachers follow to deal with problems:

Option 1

***In class time-out:**

In class time-out is a choice that can be made for/by a child, when the teacher requests or directives have been ignored. It can include the following:

1. Time alone in another part of the class
2. Time in the classroom during recess

Option 2

***Out of class time-out:**

Out of class time-out may be implemented either after in class time-out has not changed the behavior or if the offense is severe enough to warrant being sent out of the class immediately. It can include the

following:

1. Time spent in time-out in another teacher's classroom. A plan for better behavior may be written and must be approved by the teacher for re-entry into class.
2. Time spent in the office. A written plan for better behavior is required before being readmitted to class. This plan must be approved by the teacher. The parent will be notified periodically.

Option 3

***In school suspension:**

Severe misbehavior or repeated offenses, after options 1, 2, 3 have been implemented; will result in an all day in-school suspension.

Option 4

***Out of school time-out:**

Out of school time-out may be assigned if a student's choice of behavior in the **responsibility room** is irresponsible or disrespectful, or if behavior demonstrated is either severe or frequent enough to warrant out of school time-out. The parent will be notified to pick up the child immediately.

DUE PROCESS RIGHTS

A. Short Term Suspension (less than 10 days): A student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension.

B. Long Term Suspension or Expulsion (10 days or more):

- a. Hearing date with Superintendent
- b. Notice of the charges prior to hearing
- c. Notice of time, place, and date of hearing
- d. Notice of evidence and witnesses before hearing
- e. Opportunity to present defense/explain facts
- f. Opportunity to present witness (es)
- g. Written decision
- h. Appeal to the board of education if initial decision was made by others

Long Term Suspension (10 days or more)

1. In the event the Principal wishes to make the recommendation for a suspension of 10 days or more, a meeting will be scheduled with the Principal, parents and Superintendent less than 10 days of the beginning of the separation or suspension period.

2. The Principal will make known the rationale for the recommendation for a suspension of 10 days or more to

the parents and the Superintendent.

3. The Superintendent shall affirm or modify the decision of the principal within two school days. 4. The Superintendent's decision may be appealed to the Board of Education within five days of such decision.

5. The Board of Education shall schedule a hearing within ten days and shall notify the parents that said hearing shall be conducted under the following rules and procedures:

a. Written notice shall be given of the time, date and place of the hearing. A brief description of the student's rights, hearing procedure, a list of witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify shall be included with this written notice.

b. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.

c. There may be present at the hearing the Principal, the Board of Education's attorney, and such resource persons as the Board deems essential to the proper adjudication of the case.

d. The Board of Education shall render a written opinion of its determination within two school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

ADMINISTRATIVE DUE PROCESS GUIDELINES

A. A student shall be fully informed of the charges brought against him/her including the rationale for the action, and the conditions of time and termination.

B. The parents shall be notified either by phone, letter or personal contact if the student is to be temporarily separated or suspended from school. Written notation of such contact shall be placed in the student's cumulative file.

C. The Superintendent, or his designee, shall be notified immediately of any separation or **suspension. Short Term Suspension (less than 10 days)**

Parents may request a conference with the Principal. Such requests shall be made within 24 hours of the notice of the separation or suspension. The Principal's decision, in cases of short term suspension shall be final.

Long Term Suspension (10 days or more)

1. In the event the Principal wishes to make the recommendation for a suspension of 10 days or more, a meeting will be scheduled with the Principal, parents and Superintendent less than 10 days after the beginning of the separation or suspension period.

2. The Principal will make known the rationale for the recommendation for a suspension of 10 days or more to the parents and the Superintendent.

3. The Superintendent shall affirm or modify the decision of the principal within two school days. 4. The Superintendent's decision may be appealed to the Board of Education within five days of such decision.

5. The Board of Education shall schedule a hearing within ten days and shall notify the parents that said hearing shall be conducted under the following rules

and procedures:

A. Written notice shall be given of the time, date and place of the hearing. A brief description of the student's rights, hearing procedure, a list of witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify shall be included with this written notice.

B. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.

C. There may be present at the hearing the Principal, the Board of Education's attorney, and such resource persons as the Board deems essential to the proper adjudication of the case.

D. The Board of Education shall render a written opinion of its determination within two school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the

responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

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

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

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, she/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes she/her has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V - TRANSPORTATION

Bus Transportation to School

To insure safety for all students who ride the bus, it is important to understand and follow the bus safety rules.

When parents have questions or problems regarding transportation, they should contact their children's bus driver directly by calling the bus garage at 283-3106. If this doesn't satisfy the situation, they should contact Mr. North at the school, 283-2166.

When parents need to have a message delivered to their child regarding transportation, please contact the school office no later than 2:30 PM.

When a student is to ride a different bus than the one they usually ride, a note should be taken to the office secretary and a bus pass will be written.

During winter months, please note that buses occasionally run late due to poor driving conditions. Students who ride the bus will not be marked tardy if their bus arrives late to school.

The driver and/or transportation supervisor will handle all bus discipline. Numerous infractions will result in the loss of riding privileges.

Bus Conduct

Bus Regulations

1. Be at the appointed stop five (5) minutes before pickup time.
2. Bus drivers will not stop at appointed stop if students are not in sight.
3. Cross the highway after the bus is stopped in the following manner:
 - a. Be sure the bus is stopped
 - b. After leaving the bus, go to the front of the bus in sight of the driver and wait for safe conditions to cross.
 - c. Look both ways before crossing.
 - d. Walk in front of the bus
4. Stand 20 feet off the roadway while waiting for the bus.
5. Always wait for the bus to stop before entering or exiting.
6. Inform the driver when absence is expected and date of return.

Bus Discipline Code of Conduct

Minor Offenses	Major Offenses
-----------------------	-----------------------

- Standing while the bus is in motion
- Throwing objects inside the bus
- Any part of the body out the window
- Littering
- Yelling out the window
- Not at bus stop on time
- Eating/Drinking on bus without permission
- Moving from assigned seat without permission
- Failure to obey the bus driver
- Use of unacceptable language and/or obscene gestures
- Dangerous behavior (careless play, rough-housing etc.)
- Uncooperative with substitute driver
- Harassment/Bullying (severity could make this a Major Offense)
- Fighting (instigating may result in a more severe consequence)
- Tobacco (use or possession)
- Theft (restitution required)
- Vandalism (\$105 per seat restitution required)
- Threatening another person's physical well-being
- Assisting in the planning of a Major Offense
- Unauthorized/Pornographic material
- Extortion
- Use of unacceptable language and/or obscene gestures towards bus driver

Consequences Consequences

- | | |
|---|--|
| <ul style="list-style-type: none"> • Verbal Warning (given by driver) • Written Warning <ul style="list-style-type: none"> o Copy of slip given to student o Copy of slip put in mail o Driver contacts parents • 1st Offense-Off bus 1-day <ul style="list-style-type: none"> o Copy of slip given to student o Copy of slip put in mail o Transportation Supervisor contacts parents • 2nd Offense-Off bus 3-days <ul style="list-style-type: none"> o Copy of slip given to student o Copy of slip put in mail o Transportation Supervisor contacts parents • 3rd Offense-Off bus 5-days <ul style="list-style-type: none"> o Copy of slip given to student o Copy of slip put in mail o Transportation Supervisor contacts parents | <ul style="list-style-type: none"> • 1st Offense <ul style="list-style-type: none"> o Out of School Suspended 3-days o Copy of slip given to student o Copy of slip put in mail o Transportation Supervisor meets with Building Principal o Parents are contacted • 2nd Offense <ul style="list-style-type: none"> o Out of School Suspended 5-days o Copy of slip given to student o Copy of slip put in mail o Transportation Supervisor meets with Building Principal o Parents are contacted |
|---|--|

*After the 2nd offense, the student and parent must meet with driver, Transportation Supervisor and Superintendent in order to return to riding the bus.

*After the 3rd offense, the student and parent must meet with driver,

Transportation Supervisor and Superintendent in order to return to riding the bus.

The Transportation Supervisor and Building Principals have the authority to determine any consequences and use the above as the guideline. More severe violations can result in additional school suspensions up to expulsion. Appeals of the decision of the Transportation Supervisor/Building Principal should be made to the Superintendent.