

# Haslett Public Schools

## Elementary Handbook

### Murphy Elementary School

#### MISSION STATEMENT

*Murphy Elementary Staff will provide opportunities to meet the current academic, social and emotional needs of its students by implementing best practices for teaching and learning.*



1875 Lake Lansing Road  
Haslett, MI 48840  
517-339-8253

Principal: Diane Lindbert

### Wilkshire Early Childhood Center

#### MISSION STATEMENT

*Wilkshire Staff believe children are unique individuals who grow and learn at their own pace; we will help each of them become the very best they can be. We will nurture the natural curiosity and joy for learning that young children possess. We will provide a warm environment, rich in opportunities for all to grow through instruction, which emphasizes social interaction, active participation, and exploration experiences. In a spirit of cooperation with parents and community, we will build a solid foundation for the future learning of all our children.*



5750 Academic Way  
Haslett, MI 48840  
517-339-8208

Principal: Gail Hicks

### Ralya Elementary School

#### MISSION STATEMENT

#### IMPROVING TOMORROW BY LEARNING TODAY

*Ralya Elementary Staff expect students to master district and state standards, develop social skills and demonstrate positive relationships. We commit to a comprehensive system of support with interventions to ensure social growth and academic success.*

**Be Safe, Be Kind, Be Responsible**



5645 School Street  
Haslett, MI 48840  
517-339-8202

Principal: Judy Tegreeny

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## **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 as of **July 1, 2016**. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2017 the language in the most current policy or administrative guideline prevails.

## **EQUAL EDUCATION OPPORTUNITY**

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

Any person who believes that s/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:

Mrs. Sherren Jones  
Associate Superintendent  
517-339-8242

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**

The Board of Education recognizes and values parents and families as children's first teachers and decision makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the students' parents and family. Such a partnership between the home and school, and greater involvement of parents in the education of their children, generally results in higher academic achievement, improvement of student behavior, and reduced absenteeism. The Board of Education is committed to developing relationships of families, effective communication, volunteer opportunities, learning at home, involving families in decision making and advocacy, and collaborating with the community.

## **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. An injury report will be completed by school staff.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will contact the parent or guardian and 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 Associate 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 the state of Michigan, 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. See Homebound application on the district website.

## **SECTION I - 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 as Schools of Choice or Tuition student. The district's Schools of Choice window opens in May of each school year.

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.

### **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/EMERGENCY RELEASE**

No student will be allowed to leave school prior to dismissal time without a written request signed by a parent, guardian, 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. In an emergency situation, the school may request permission, verbally or electronically to release the student to a parent appointed designee. That designee must be prepared to show a driver's license to government issued photo identification.

### **CLOSING OF SCHOOL**

In case of severe weather or emergencies, school closing information will be broadcast on the following: Haslett Public School Sky-Alert system, 1320-AM, 1240-AM, 97.5-FM, 99-FM, 1010-AM, 101.7-FM, 94.9-FM, TV-6, TV-10 and most other local radio stations. In the event of any emergency or any event during school, which interferes with the normal conduct of school affairs, school will be dismissed only upon action of the superintendent.

## **WITHDRAWAL FROM SCHOOL/TRANSFER OUT OF THE DISTRICT**

Parents are requested to notify the principal about plans to transfer their child to another school. Parents are required to sign a release in order for school records to be remitted to the receiving school. No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

## **SURVEILLANCE CAMERAS**

Haslett Public Schools reserves the right to monitor school owned buildings, parking lots, buses, and property with surveillance cameras. The purpose of surveillance cameras is to assist administration and to enhance school safety, security, and help protect individuals and their personal property.

## **BUS PASSES**

In order to ride a bus other than their assigned bus, or get off at a stop other than their own, students **MUST** bring in a note signed and dated by a parent/guardian, which designates where the student is to go. The office will then issue a bus pass to the student. These passes should be obtained **BEFORE** school or breaks during the day.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized signed waiver from the Michigan Department of Health in order to enroll in Haslett Public Schools.

## **MEDICATION POLICY**

All medication, prescribed or over-the-counter, will be kept in its original container in the main office. All medications must be accompanied by a **completed medical authorization form** and turned in to the main office. No medication will be dispensed without a **completed medical authorization form**.

## **AMBULANCE COST**

Haslett Elementary Schools reserves the right to request an ambulance for injury or emergency. If an ambulance is necessary during the school day or while a student is attending a school-sponsored event, it will be the responsibility of the family to assume the costs involved. The school will make attempts to contact the parent or guardian if an ambulance is dispatched to the school or event.

## **DISTRIBUTION OF OUTSIDE LITERATURE**

Any literature to be distributed or posters to be displayed must have prior approval of the Superintendent office.

## **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 NONCASUAL-CONTACT COMMUNICABLE DISEASES**

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

Noncasual-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.

Noncasual-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.

## **INDIVIDUALS WITH DISABILITIES**

The American's 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 Haslett Public Schools Department of Special Education at (517) 339-8205 to inquire about evaluation procedures and programs.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information. Student information may be released only with prior approval according to policy set by the Haslett Board of Education.

On request, we will release a student's name, class or grade, extracurricular activities, achievements, awards or honors, height or weight (if member of an athletic team), photograph, previous school(s) attended, and health records, unless a parent or guardian specifies otherwise. At the start of each school year, a card is sent to parents asking their wishes regarding the use of this directory information. Parents have the following three options:

- **Limited Access**: This information will be provided for educational purposes that are approved by the administration.
- **Total Access**: This information will be provided to whomever asks.
- **Total Denial**: This information **will not** be provided to anyone.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal at least 24 hours prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **FOOD SERVICES**

Haslett Schools will provide breakfast and lunch to students. Rates will vary each year and will be posted on the district website. Money may be added to lunch accounts through the Meal Magic Program, located online through the parent link. Free and reduced lunch will be available to those who qualify through an application process.

## **EVACUATION DRILLS FIRE, LOCK DOWN 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.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Security/lockdown 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.

All emergency procedures will be discussed by classroom teachers. Drills will be held regularly during the school year. Students are to follow the directions of their teachers and cooperate in an orderly manner.

If we are in the midst of a severe thunderstorm and there are tornado warnings out at the time of our school dismissal, we will hold the students until the thunderstorm has passed, or we feel that it is safe to transport them home. Our schools have adequate safe spots to house our students during tornado warnings.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents via their family access information. The school closing will also appear on the district website. Parents and students are responsible for knowing about emergency closings and delays.

## **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**

Safety is of the utmost importance. In an effort to provide a secure learning environment, all visitors must register in the main office. If visitors are intending to move through the building they must sign in and have a guest tag clearly displayed.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

We take pride in the appearance of our equipment and facilities. Students and/or their parents/guardians are responsible for the loss, damage or destruction of school property, including books and materials loaned for student use. If property damage was of a malicious nature, other disciplinary action may be taken.

## **SALE OF MATERIALS ON SCHOOL PROPERTY**

No materials are to be sold on school property without the approval of the principal. Selling items is usually limited to school-sponsored groups or activities.

## **LOST AND FOUND**

Students are responsible for the whereabouts of their own and school-owned possessions or materials. While we will work to try to help them recover such items, it will be their responsibility to locate them. There will be an area for lost and found articles available. If a student loses or misplaces an item they should first check the lost and found area, retrace steps to locate it, and then report the situation to the main office.

## **USE OF TELEPHONES/CELL PHONES**

The main office of the school has a phone available for student use. Students will be allowed to use this phone for emergencies and illnesses. Students should have the permission of their teacher if they are using this phone during class time. Students should not use their cell phones during the school day to contact parents.

Cell phones should be turned off when entering the school. If a visitor needs to take a phone call please come to the office or go outside the building.

Student use of cell phones is not appropriate during school hours. Cell phones need to be kept in the school office or the children's school bag. Student cell phones that ring or are seen during school hours will be confiscated and housed in the school office until a parent picks it up.

## **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. Students will be expected to follow (at a minimum) regular school rules and dress code on all school-sponsored trips. Supervision is provided by teachers and parents. Some field trips may require fees to be paid by families.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this 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 extra-curricular program offered by the District.

## SECTION III - STUDENT CONDUCT

### ATTENDANCE

#### School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

[ ] Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Attendance at school is directly related to student success. As mandated by the State of Michigan it is the responsibility of the student and his or her parent/guardian that the student attends school daily. The procedures outlined below will help follow State law. **All students are expected to be at school in their assigned classes on time. Students must check in at the office prior to leaving or when returning to school.**

If your child is going to be absent, please call the school or email the morning of the absence and give the following information:

1. Student's name and grade level
2. Reason for absence

#### Attendance Procedures

**Excused Absence** - An absence resulting from an illness or emergency. The school should be notified between 7:30 and 8:30 a.m. If you have not called by mid-morning, the school will attempt to contact a parent/guardian. Medical documentation should be provided for each absence, when available.

**Late To School** - Punctuality is an important habit for our students to develop. Being on time is a good start toward success in school as well as in later life work situations. Students who are late at the start of the day should report immediately to the office to sign-in and receive a pass to class.

## CODE OF CONDUCT

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

### TOYS, ELECTRONICS, AND POSSESSIONS

The school strongly discourages students from bringing toys and personal items to school. The exception to this request would be for the child's "sharing time". When personal items are brought to school by a child, the school will not be responsible or liable when items are lost, stolen, traded, damaged, or broken.

### DRESS CODE

Personal appearance of students is expected to be neat, clean modest and appropriate for school. Students should appear in clothing appropriate and suitable for their age group and weather conditions. Some examples of clothing **not appropriate** to be worn to school are:

Short shorts	Spaghetti strap tops
Short skirts	Tube tops
Boxer shorts	Halter tops
Pajamas/pajama pants	Open Mesh shirts
Cut off t-shirts	Bare midriff blouses or shirts
Flip flops	

### CLARIFICATIONS:

1. Tube tops, halter-tops, tank tops, spaghetti strap tops, or any top that exposes the stomach or back are not appropriate. All tops must cover at least two inches of the shoulder.
2. Pants, shorts, or skirts must be worn at normal height on the hips.
3. Clothing with suggestive or obscene print or pictures will not be permitted, including alcohol, drug, or tobacco messages.
4. Short shorts and skirts that are not as long as the student's fingerprints when arms are extended at the side are not allowed.

Shirts and pants, shorts, and skirts must be a length that covers the mid-section **AT ALL TIMES**. If a student raises their arms and exposes their mid-section the shirt is too short. If a student is sitting or bending over and their underwear is clearly visible the pants, skirt, or shorts are too low. All shirts, blouses, sweaters, and dresses must cover 2 inches of the shoulder.

Shoes or sandals are required to be worn at all times for safety and health reasons. "Flip flops" are considered sandals. Hats, visors, and headbands, bandanas may not be worn in school during the day.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

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 a "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.

## **DISCIPLINE PHILOSOPHY**

**Philosophy** - It is the philosophy of Haslett Schools that all students, parents, and school staff work together to create a school environment that promotes academic excellence while providing a physically and emotionally safe school. All students have a responsibility to behave in a manner that allows teachers to teach and other students to learn. Each individual deserves to be treated fairly and courteously.

## **STUDENT BEHAVIOR**

Each student has the responsibility to behave within the following guidelines:

- a. Respect the rights of other people in school, both students and adults
- b. Respect the property of others and the school
- c. Maintain the best possible level of academic achievement
- d. Use kind remarks and do not swear
- e. Dress and appear in a modest manner that meets standards of health, cleanliness, and appropriateness
- f. Become actively involved in his/her own education, understanding of other people and preparation for adulthood.
- g. Walk, not run; maintain a reasonable tone of voice
- h. Take care not to disturb classes
- i. Keep all areas of the school clean and free of litter
- j. Refrain from marking on walls, lockers, furniture, and other people
- k. Obey any request from any school employee

## **EMERGENCY SECLUSION AND/OR RESTRAINT**

The Michigan Department of Education standards for the emergency use of seclusion and restraint allow for this intervention in a situation where a student's behavior poses an imminent risk to the safety of an individual student or the safety of others.

Emergency seclusion is a "last resort safety intervention" that provides an opportunity for the student to regain self control. The student is confined in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student by a trusted adult.

Specific rooms have been created in our schools where emergency seclusion can be provided in a setting that meets the requirements of Michigan Department of Education standards. There are specific protocols outlined for managing a student in such situations.

Prior to the use of this emergency intervention, a behavior plan is developed in partnership with the parent or guardian. Parents/guardians are fully informed of the condition under which these interventions will be used.

## **ANTI-HARASSMENT POLICY SEXUAL HARASSMENT**

School Board Policy # 7018 prohibits sexual harassment by school employees, board members and students. Sexual harassment is defined as unwelcome actions of a sexual nature that interfere with a student's educational opportunities, or create a hostile or intimidating educational environment.

## **ETHNIC HARASSMENT**

Ethnic harassment is defined as actions that intimidate individual(s) or groups based on race, age, disability, religion, or national origin.

## **OTHER FORMS OF HARASSMENT**

Other forms of harassment, physical or verbal, that have a negative impact on an individual's educational performance, or create an intimidating or unsafe educational environment, may result in disciplinary action, including suspension from school. This includes all forms of threatening or bullying types of behaviors.

## **VIOLATION OF HARASSMENT POLICIES**

Violation of this policy may result in one, or a combination of, the following:

1. Warnings
2. Parent Notification
3. Meeting with parent / guardian
4. Suspension
5. Expulsion from school
6. Police involvement

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR**

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

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

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

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

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

The following behaviors may subject the student to disciplinary action, including suspension and/or expulsion from school: use of drugs, use of breath-test instruments, use of tobacco, student disorder/demonstration, possession of a weapon, use of an object as a weapon, knowledge of dangerous weapons or threats of violence, purposely setting a fire, physically assaulting a staff member/student/person associated with the district, verbally threatening a staff member/student/person associated with the district, extortion, gambling, falsification of school work/identification/forgery, false alarms/false reports/bomb threats, explosives, trespassing, theft, disobedience, damaging property, persistent absence or tardiness, unauthorized use of school or private property, refusing to accept discipline, aiding or abetting school rules, displays affection, violation of individual school/classroom rules, violation of bus rules, disruption of the educational process, physical or emotional harassment, sexual harassment, hazing.

## **WEAPONS**

Laws in the State of Michigan specially prohibit knives and guns on the public school property. The penalty for having those may be immediate expulsion and prosecution. We would recommend that students check with school officials to determine if an object they intend to bring to school, either for a class or other school activity, might be considered a weapon.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

## **SEARCH AND SEIZURE**

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items 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, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A 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.

## **TRESPASSING**

For the safety and security of our school district, students shall not be on the campus of any Haslett school, except the one to which the student is assigned, without the knowledge and consent of the officials of the visited school.

## **SECTION IV - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students who live farther than 1 mile from school. The transportation schedule and routes are available by contacting the Transportation Coordinator at (517) 339-2078.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal with permission from a parent or guardian.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.