

**Bertha Neal Elementary
Robert Kerr Elementary
Durand Area Schools**

2018-2019



A Great Place to Be!

**Student
Handbook**

Bertha Neal Mission Statement

Every child. Every family. Every teacher. Every day.

Bertha Neal Vision Statement

Nurturing children. Empowering families.

Robert Kerr Elementary Mission Statement

The mission of the Robert Kerr Elementary School Family is to educate the whole child by working to meet their physical, emotional, social, and academic needs, in an atmosphere of mutual respect.

Robert Kerr Vision Statement

Durand Area Schools is a model district where students want to be.

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REMEMBER TO SIGN AND RETURN THE NECESSARY FORMS.

Bertha Neal School Staff

2018/2019

Mrs. Hattie Rainer, Principal
Mrs. Ashley Carlson, Secretary

Teaching Staff

Ms. Sandy Puro	ECSEP Preschool
Mrs. Jeni Oja	Preschool
Mrs. Michelle Bowers	Preschool
Mrs. Christy Pratt	Preschool
Mrs. Michele Lorenz	Kindergarten
Mrs. Sarah Strachan	Kindergarten
Ms. Kristie Barta	Kindergarten
Ms. Morgan Thomas	Kindergarten
Mrs. Nicole Church	First Grade
Mrs. Shannon Odette	First Grade
Mrs. Samantha White	First Grade
Mrs. Tori Winiarski	First Grade
Ms. Jody Neumeyer	Stars (Title I)
Mrs. Amanda Johnson	Technology Education
Mr. Justin White	STEAM
Mr. Joe Johnson	Physical Education
Mr. Alex Gardner	Music Education

Paraprofessionals & Assistants

Mrs. Sue Rogers – Title I (Kindergarten)
Mrs. Shelly Vandendries – Title I (Kindergarten)
Mrs. Christine Pollok – Title I
Mrs. Melody Holler – Paraprofessional
Mrs. Stacie Smith – GSRP Preschool
Mrs. Chelsay Shepard – GSRP Preschool
Mrs. Miranda Baker – GSRP Preschool
Mrs. Maria Kesson – GSRP Preschool
Mrs. Marlene Sherwood – 3 Yr. Old & GSRP Preschool
Mrs. Kelly Huff – ECSEP Paraprofessional
Mrs. Shannon Fryer – ECSEP Paraprofessional

On Track Behavior Coach

Mrs. Tonya Conrad

Literacy Coach

Mrs. Cathy Mitchell

Building Aide

Mrs. Tracy Ozarowski

Lunchroom Staff

Mrs. Mandy Petke, Head Cook
Mrs. Nancy Barber, Cook's Helper
Ms. Sheila Blackledge, Cash Manager

Bertha Neal School Hours: 8:25am – 3:15pm
Half Days: 8:25am – 12:00pm

Robert Kerr School Staff

2018/2019

Mrs. Amy Holek, Principal
Mrs. Dawn White, Secretary

Teaching Staff

Mrs. Courtney Baker	Second Grade
Mrs. Kristin Delaney	Second Grade
Mrs. Tina Franks	Second Grade
Mrs. Nancy Scott	Second Grade
Mrs. Ashley Brooks	Third Grade
Mrs. Gretchen Highfield	Third Grade
Mrs. Sheryl Pieknik	Third Grade
Mrs. Debbie Schaefer	Third Grade
Mrs. Amanda Inman	Fourth Grade
Mrs. Cindy Newman	Fourth Grade
Mrs. Heather Page	Fourth Grade
Mrs. Tonya Pavey	Fourth Grade
Mrs. Susan Wright	Resource Room
Mrs. Kathleen Boike-Foster	STARS (Title 1)
Ms. Melanie Latson	STARS (Title 1)
Mrs. Cathy Mitchell	STARS (Title 1)
Mr. Alex Gardner	Music Education
Mrs. Amanda Johnson	Technology Education
Mr. Joe Johnson	Physical Education
Mr. Justin White	STEAM

Paraprofessionals

Mrs. Christine Pollok
Mrs. Haley Bellamy
Ms. Megan Richmond
Mrs. Jessica Coil

Building Aide

Mrs. Michelle Koons

On Track Behavior Coach

Mr. Mike Papanek

Lunchroom Staff

Mrs. Sandra Wambold, Cash Manager/Lunchroom Aide
Mrs. Janelle Gooch, Head Cook

Robert Kerr School Hours: 8:35am – 3:25pm
Half Days: 8:35am – 12:10pm

Arrival



Walkers are asked to arrive at school no earlier than 8:05am. Early arrivals present safety and supervision problems. Parents, please help us in protecting your children by making certain they do not leave home too early to walk to school or to the bus stop. Do not drop your children off at school before 8:05am.

Children who walk are to use the sidewalk and enter the school on the sidewalk that leads to the main front entrance. Bicycles are to be walked on school property and parked in the bike rack in the front of the building. Children purchasing breakfast must arrive at least 10 minutes before the start of the school day.

- Bertha Neal: All other students enter through the gymnasium entrance and line up according to class; students are dismissed by class at 8:20am.

Tardy/Early Pick-Up

Students who arrive after school starts or leave before school ends, will be marked tardy. Attendance letters for students who miss 5 or more days (including tardies) per Marking Period will be sent a letter from the principal. After 10 days, a referral will be made to the Shiawassee Truancy Officer, according to the Michigan Attendance Law.



End of Day Release

We ask parents/guardians to wait in the school gym behind the classroom designated cones for their child to come; they will be escorted by their teacher. Always be sure that school personnel can see you picking up your child. IF A STAFF MEMBER IS NOT FAMILIAR WITH WHO THE STUDENT IS BEING RELEASED TO, IDENTIFICATION WILL BE REQUIRED. PLEASE CARRY IT WITH YOU!

Changes for pick-up arrangements must be made to the office prior to 2:30pm.

If there is a change in take home procedures for the day please notify the office and your child's teacher prior to 2:30pm. Bus changes must be made through the Transportation Department at 288-5060. This will allow us adequate time to make the proper notifications. We understand if an emergency arises, but on a normal day this can reduce anxiety and miscommunication to the necessary staff members. A note is also suitable as notification for your child's change in transportation for the day.

***Please note – We MUST have adult notification when there is a change in transportation. We will NOT take the word of the student.**

All students must have and wear a "transportation tag" on their backpack daily, regardless of type of transportation. Please do not make changes on it yourself. All changes must be made through the Transportation Department and/or the school office.

Absences



Please report any student absence to our office by calling BN: 288-2016 or RK: 288-2805 before 10:00am on the day of the absence. All absences need to be explained with a note or phone call from the parent. Daily attendance for all students who are enrolled at Bertha Neal/Robert Kerr is required in accordance with STATE LAW and policies set forth by our Board of Education. If your child accumulates 5 absences and/or tardies per Marking Period, you will receive a letter informing you of our concern and possible consequences.

Absent Work

If you anticipate an absence, we would like to make work available to you in advance. We have found that since changes in lesson plans occur daily, it is better to give out make-up work after the class has been given the assignment. The dynamic classrooms of today are flexible to meet the learning demands of the students in the class, therefore, a lesson plan can change based on the needs of the students. There is no way to predict these changes. Vacationing students should receive work after they return in order to avoid doing work that was “in the plan” but never ended up assigned to the class. Please plan to pick up any assignments requested after 3:40pm in order to give the teacher time to prepare the materials/assignments.

Illness



Attendance is very important to us; however, we are also very concerned about the spread of illness. We serve many children and when germs are brought into the classroom, they spread quickly. Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child’s ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact. No child will be permitted to attend if acutely ill and/or has a fever, severe cough, diarrhea, rash, or live head lice.

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child’s pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, the child will be located where new individuals will not be exposed until s/he is picked up from school.

Some diseases will require your child to be excluded from school until a release is written by a doctor. If your child is displaying any of the following symptoms, he or she should not attend:

- Fever (temperature of 100° or higher or even less when the child feels ill) – until temperature returns to normal without the administration of fever reducers (medication)
- Earache – until seen by a doctor
- Rash – until the cause is determined and it is not contagious
- Sore throat – until throat loses redness
- Watery or red eyes – until eyes clear
- Any draining sore – until draining stops
- Upset stomach the night before or prior to arrival time
- Chest cough – until cough stops
- Diarrhea or vomiting within the last 24 hours
- Nasal discharge or discharge from eyes or ears (yellow or green)

Parents should exercise every precaution and keep their child home should other unusual symptoms occur. If a child is sick throughout the night, please keep him or her home to rest. Thank you for your cooperation in keeping our children healthy.

If your child contracts a communicable disease, please notify us as soon as possible. Parents of other children will be alerted to exposure to the disease. Your privacy is assured.

If a child becomes ill during class, the parents will be contacted with the request to take their child home. If you cannot be reached, we will call the person you have given us to notify in case of an emergency.

Disease/Illness Symptoms	When a Child May Return
Fever 100 degrees or above	Fever free for 24 hours without fever reducing medicine
Vomiting	24 hours symptom free
Diarrhea (giardia, salmonella, shingella, viral)	When stools are formed and symptom free for 24 hours
Nasal discharge (yellow or green mucous)	Discharge is not thick yellow or green and/or if the child has been on antibiotic for 24 hours
Chicken Pox	After all skin lesions have dried
Mumps	After swelling is gone (About 9 days)
Strep Throat	After 24 hours of antibiotic treatment
Measles or German Measles	Not earlier than 4 days after onset of rash
Pink eye or Conjunctivitis (Bacterial, viral or allergic)	When eyes are mucous free or on medication for 24 hours
Hepatitis A	With physician's clearance
Impetigo	With physician's clearance, after medication for 24 hours and infected parts covered
Ringworm or Pin worms	After 24 hours of physician prescribed treatment and ringworm infected area should be covered
Scabies	After 24 hour of physician prescribed treatment
Unidentified Rash	With physician's clearance (need to provide note from physician)
Meningitis	With physician's clearance
Influenza	With physician's clearance or fever free without fever reducing medication for 24 hours
Roseola	After rash clears
Hand, foot and Mouth	When lesions heal and drooling ceases
Croup	After free of viral infection and child is no longer having difficulty breathing

Medication



School employees may not give students any kind of medication without the **written permission** of the parent(s) **and** physician indicating the dosage and the dates/times to be given. Please use the form at the back of this handbook for this purpose or stop by the office to get a copy of the form. Student medication is stored/locked in the office. Students may not have any medication on them during the school day; this includes aspirin, or Tylenol, cough drops, etc. Over the counter drugs must be in the original container with written directions and dosage to be given. Prescription drugs must also be in the original container with the student's name and dosage. Medication cannot be sent to school with a student. A parent or adult must bring the medication into the office. Our office cannot be responsible for calling home for medication. Please keep an accurate record at home of when it is time for medicines to be replenished. All medication not picked up at the end of the school year will be discarded.

Emergency Forms

Emergency cards are necessary to give the best care for your children. Be sure the school has your current phone number. School records are updated by these forms.

Emergency School Closing

In the event there is a school closing caused by heavy snow, flooding, power outage, or a tornado, the following radio and television stations are notified:

Television:	Radio:
TV-12 *	102.5 FM
TV-6	96.1 FM
TV-10	97.5 FM
TV-25	106.1 FM
TV-5	99.1 FM

*Channel 12 is first notified



Other stations may pick up the information and broadcast it; however, these stations are directly contacted by the school.

The district also uses an instant alert system that will send an automated or recorded message to your preferred phone number (home # unless otherwise noted). School closings and delays are posted on our District website and Facebook page.

Emergency Transportation Changes

If your child needs to ride home with a friend or if there needs to be a change in his/her ride home, you must contact transportation at 288-5060 for permission and then contact the school to notify the secretary. This should be done only in emergency situations—not for social reasons. It is at the discretion of the Transportation Director to refuse any change in a daily bus run.

Notes for Changes of Routine

Children need a note if there is a change in any routine, such as: being picked up at school or riding home with a person other than the child's parent. We do **not** take the word of the student. Children picked up before the end of the school day must be obtained through the office. The office will notify the adult supervisor of the child that they are being picked up. **The end of the day is a very busy time so we ask that if you have a message for your child, please call before 3:00pm.** This allows us to be sure that your child receives the message before the dismissal for the day.

Music Education, Physical Education, STEAM, and Technology

All students will have each "Special" one day a week for an hour.

Music Education – Concert information will be shared by the music teacher.



Physical Education – We require that students have tennis shoes and dress appropriately for physical activities. These recommendations are made for their comfort and safety. When students do not dress appropriately, a sneaker reminder will be sent home (requiring a parent signature) and then needs to be returned to the school.

STEAM (Science, Technology, Engineering, Art, Mathematics) – This enrichment class allows the students to work on challenges or activities that focus on problem solving skills.

Technology – Students will be exposed to technology in the classroom daily, however, technology class will be taught at least once a week. Students will learn about basic keyboarding skills, computer research skills, Word processing, Excel, PowerPoint presentations, and other related technological skills.

Computers are available to the children in the classroom and in the computer lab.

We believe that the specialists who instruct your children in these programs contribute a great deal to your child's education. Children are expected to be responsible for assignments in these classes, just as in their other subjects.

Title I (STARS)



Title I services are available and provided to identified students, as needed. Students are identified through Benchmark testing and progress monitoring that is done by the classroom teacher. Students who receive these services are notified by letter and/or conference. Services are provided as an intervention or bridge to help students close the gap on missing/developing skills. The Title I teacher will review the Title I learning compact during orientation and Parent/Teacher conferences.

Lockers

Children that are assigned lockers are expected to keep them neat. This means that old lunch sacks or wastepaper should not accumulate. Students are to hang up their coats and hats and close their locker to create a neat and orderly atmosphere in the hallway. Locks should NOT be put on the lockers. Many students will have to share lockers.



Field Trip Permission

During the school year, teachers may plan activities related to their instructional program, which require leaving the school grounds. Some of these "field trips" may be simple walks to study the changes in nature, to study the composition of the community, or to visit the library. In every case, the children will be accompanied by a teacher and properly supervised. Unless otherwise stated, all students are expected to ride District transportation to and from any designated trip. Parent volunteers may need to be limited due to field trip occupancy. Teachers will then implement a lottery drawing for all field trips if necessary.

Field trips are a time for learning and discovery. Siblings often distract and draw away from student experience. Please make arrangements for siblings outside of the field trip.

Students are required to ride the bus to field trips; this is for attendance and organizational needs. We reserve the right to deny alternate arrangements for transportation.

The form in the back of this booklet, signed by you, allows your child to participate in these activities which necessitate leaving the school grounds. Unless the trip is a walking trip around the school vicinity or traveling within the school district, you will be notified of any trips, with full details, by a note from the teacher.

Volunteers Needed - Interested parents help to create successful students!

Making school more interesting to children and helping them to get the most out of school is one of our goals. Parents, Grandparents, or others interested in working as a volunteer at Bertha Neal/Robert Kerr Elementary

are asked to contact the school for more information regarding areas where help is needed. **All volunteers must fill out a “Volunteer Background Check” Form. These are available in the school office. These must be filled out at school and a district witness signature is required.** These must be filled out and turned in to the office in order to attend any field trips.

Recess



All children are expected to go outside as part of their lunch time unless they have a **Doctor’s note** that directs us to keep them inside. Please discuss this and advise your children to wear appropriate clothing and footwear for the weather as it turns colder. Please do not send a note asking to have your child stay inside unless it is accompanied by a Doctor’s note.

Proper Clothing



Thermostats are kept at a comfortable level, however, the temperature may seem cool to children who are only dressed in a T-shirt or light clothing. Please discuss this with your child and be sure that they dress comfortably for various temperatures. During the colder months, they will need additional jackets, boots, gloves, etc.

We want to be sure our students are safe and do not distract from the learning atmosphere of the classroom. Below you will find our school dress code. We may call home for a change if your child’s clothing does not meet this code.

- Skirt/dress length – at fingertips with arms extended down
- Shorts – at fingertips with arms extended down
- Shirts – Cover the shoulders, no large armholes, and no bare midriffs
- Pants – All pants should fit appropriately to cover under garments
- Shoes – **No flip-flops**, tennis shoes (required for PE and without high heels), no HIGH HEELS AT ALL
- Make-Up – Not for any elementary child, please
- Hats/head scarves are not worn by boys or girls during school hours, except for recess outdoors.
- No pajamas worn at school (unless school sponsored event)
- Anything printed on clothing must not be offensive in any way. The building principal/staff has the right to decide what is offensive, but some examples are: words/slogans that advertise illegal substances, words/slogans that are racially or religiously offensive, violence themes, vulgar or sexual innuendo, etc.

Toys



Absolutely NO toys should be brought to school unless there is a specific “Show and Tell” in the classroom. Toys cause hurt feelings, sadness at the possible loss or theft or breakage, and disrupt the general learning environment. No investigation will be done in regards to stolen toy property. Examples of toys include: fidget spinners, gaming devices, and Pokemon cards. Cell phones are not allowed out of backpacks.

Parties and Party Money

Some teachers will ask for party money. This money may be paid directly to the teacher and is used for special parties for Halloween, Christmas, and Valentine’s Day. Guidelines for parties are sent home in advance of the party and have been developed by a committee of parents and teachers. Due to classroom space, siblings should not attend parties or field trips.

*Party days and times will be communicated through newsletters.

Birthday Treats, Snacks, and Celebrations



At times, parents and children will wish to share a birthday snack with classmates. **If arranged with the teacher in advance**, this can be planned into the daily routine. However, balloons, clowns and other items or activities that can become disruptive to the educational environment are prohibited.

To promote school health and decrease childhood obesity, parents/guardians may **not** bring birthday treats that are unhealthy, such as (but not limited to): cupcakes, cookies, candies, brownies, cake, chips, etc. We encourage students to bring other healthy snack alternatives. A list will be sent home with your child that indicates several alternatives for your student's birthday celebration.

Classes often have a snack at some point throughout the day. Please check with your child's teacher for a schedule. We are asking that students make healthy choices with their parents for snacks. Snacks are meant to be a source of energy for students during the academic day. Sugary snacks do not help and often hinder with the educational process. Each teacher will provide a list of ideas for snacks. We stress that cookies, chips, candy and some fruit snacks are not healthy choices.

Holiday Party Guidelines

Due to limited available space, teachers may limit the number of parent volunteers and ask parents to alternate volunteering to help with this. Siblings should be kept at home.

Halloween

- No spray hair coloring may be brought to school.
- Students will bring costumes to school and dress prior to the party.
- Costumes must be able to be put on in 10 minutes; make-up and hair coloring should not be applied.
- Costumes must not represent violent characters and/or violent acts.
- No weapons should be carried nor items representing weapons.
- These guidelines apply to students **and** adults.

These guidelines are not to diminish the amount of fun, but to make the party a fun event for all students, parents and staff that choose to participate. Students who do not follow the guidelines may not be able to attend the class party.

The time before/after a party is an academic day and must be treated as such. We appreciate the cooperation of all parents in helping to provide a safe and wholesome experience for the children during holidays and at all other times.

Bertha Neal/Robert Kerr Elementary School – Learning Compact

We know that you feel your child's learning is important. As a staff, we hope to provide each child with the strategies to be a lifelong learner. In that effort, it takes a partnership between the school, home, and community. We all share the responsibility of helping students develop academic, creative, emotional, physical, and social skills. We aim to broaden each child's experience at Bertha Neal/Robert Kerr Elementary by working as a team with parents to provide instructional support. Teachers will share this compact with parents during your Parent/Teacher Conference.

ATOD Notification

The use and possession of alcohol, tobacco, and other drugs is wrong and harmful. Durand Area Schools Board Policy strictly prohibits the use and/or possession of these substances.

Pesticide Control Act Notification

You have the right to be informed of any and all pesticides that may be applied at this school. If you wish to be notified, please contact the school office at any time.

Building Security and Safety

All Durand Area School buildings are equipped with entry buzzer systems during school hours. You will be required to identify yourself prior to entry. All visitors must then proceed to the office to sign-in. Please remember to have identification on you; students will not be released without identification being checked.

We understand that your child's teacher may be able to identify you, but in the event there is a guest teacher, you will be required to show identification to them. Any individual not listed on your child's emergency card will not be released without parental permission, via note or phone contact. Please remain in the gymnasium for child pick-up at the end of the day; this keeps confusion at minimum and safety at maximum.

Transportation Rules

1. Bus transportation is an extension of the school building and the student code of conduct is in effect.
2. If a student is suspended from school, the transportation department must be informed.
3. Verbal warnings of a violation of these regulations must be followed by the student.
4. To insure maximum attention to the road, students must avoid talking to the driver except when absolutely necessary.
5. Normal conversation is permitted and expected; however, to insure greater safety, shouting, fighting and pushing is prohibited.
6. Changing seats without driver's permission is prohibited.
7. Smoking, spitting, and using profane language by anyone are absolutely prohibited at all times.
8. Throwing waste paper and rubbish on the floor of the bus is prohibited.
9. Eating and drinking on the bus is prohibited on daily runs.
10. Passengers must keep hands and arms inside the bus.
11. Passengers must not attempt to leave the bus while it is in motion.
12. Passengers must not open emergency door or escape hatches or tamper with any other part of the bus equipment unless an emergency situation exists.
13. When crossing the road after leaving the bus, students must cross in front of the bus only on the signal from the driver after making sure that no other vehicles are approaching. Ten feet is the recommended safe distance for crossing in front of the bus.
14. Talking is prohibited while the bus is stopped or crossing a railroad crossing.
15. Passengers are expected to be on time at their designated bus stops.
16. Passengers are to stay off the roadway at all times while waiting or departing from the bus until the bus has left the area.
17. Book bags/back packs should be appropriate size with no wheels and no long or extended zipper pulls.
18. Skateboards and scooters will not be transported on school buses.
19. No glass bottles or jars are permitted on school buses.
20. No balloons permitted on school buses.
21. No large school projects are permitted on the buses, a parent must bring them to and from school for the student.
22. High school/Middle school students are not allowed to ride the elementary buses.
23. Due process procedures are in effect.

Bussing Disciplinary Process

Notice # 1: Notification must be signed by parent and returned to the pick-up driver. Possible 1-3 day suspension of bus privileges.

Notice # 2: Notification must be signed by a parent, Parent Conference with Transportation Supervisor in person or by phone, possible 1-5 day suspension of bus privileges.

Notice # 3: Notification must be signed by parent, Parent Conference with Transportation Supervisor and driver in person or by phone, possible 1 day to indefinite suspension of bus privileges.

Please note:

* Suspension of bus privileges may take place during any step of the disciplinary process depending on the severity of the incident.

* Bus suspension also includes all field trips as well as sporting events for the duration of the suspension.

* Any student damaging a school bus seat by writing on it, poking holes in it, or tearing it will be charged \$40 per seat damaged.

School Board Policies

We are including some of the age appropriate district policies. If you are interested in any School Board Policy, please visit our district website under the Board of Education tab to view them.

[5136 - CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES](#)

A student may possess a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school provided that the cell phone or other ECD/ESD remains off.

The unauthorized use of cellular phones and ECD/ESD to communicate or access information during classes or testing is prohibited.

Except as authorized under this policy, use of a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school will be subject to disciplinary action.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECD/ESD shall be turned off and stored away out of sight. The use of cell phones and other ECD/ESD in locker rooms or restrooms is prohibited.

The use of audio or video recording capacity of any cell phone and other ECD/ESD is prohibited in locker rooms.

Possession of a cellular telephone or other ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD/ESD.

The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECD/ESD brought onto its

5514 - STUDENT USE OF BICYCLES

The Board of Education regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students, a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others. The Board will permit the use of bicycles by students in accordance with the rules of the District.

5513 - CARE OF DISTRICT PROPERTY

Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law except that students over eighteen (18) years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District equipment, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings.

The Superintendent may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature.

In no case shall such referral to juvenile authorities be made without prior notification to the student's parent.

The Superintendent shall develop administrative guidelines to implement this policy.

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-

approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

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

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

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

Implementation

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

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

Procedure

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

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

Non-Retaliation/False Reports

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

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

Prevention/Training

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

Definitions

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

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

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

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

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

- D. causing substantial disruption in, or substantial interference with the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as: harassment, see Policy [5517](#); and/or hazing, see Policy [5516](#).

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 or 2011)
Policies on Bully, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

Adopted 12/13/04
Revised 11/12/07
Revised 4/16/12

Student Acceptable Use Guidelines

The purpose of this document is to establish parameters for access to and use of all district technology by students. District technology includes, but is not limited to: computers and accompanying peripherals, projectors, interactive whiteboards, software, the network, the Internet, television, surveillance technology, and digital cameras.

The use of district technology is intended for educational purposes only, as defined by Durand Area Schools.

The use of technology is a privilege and not a right. Those abusing the privilege may lose it regardless of the

impact that such a decision would have on one's grade.

Students should have no expectation of privacy or confidentiality in any files sent, received, or stored on district media. The school system may review the subject, content, and appropriateness of any and all electronic data stored or transmitted over its network.

The recreational use of technological equipment by students is strictly prohibited. Recreational use includes but is not limited to such things as playing games and listening to music.

Students are prohibited from entering chat rooms and using email or instant messaging services unless they have received permission from their teacher to do so and such use promotes the educational goals of Durand Area Schools.

Students will not access, create, or pass along material that is unlawful, indecent, obscene, pornographic, abusive, or otherwise objectionable.

Students are responsible for the correct use and care of the technological equipment they are assigned to use. Students are not to use technological equipment that they have not been properly trained on.

Prior to use, students must inspect the equipment they work on and immediately report any damage or vandalism to the equipment or furniture to their teacher or adult supervisor. Failure to comply with this rule may result in being held responsible for damage not inflicted by the student him or herself.

If when working on technological equipment, something breaks or fails to work properly, the student must report the problem to his or her teacher immediately.

There is absolutely no eating or drinking (even water) around technological equipment.

Students may only log onto computers under their login name, and they must log off of the machine when they are done using it. Students may not use another student's login to log onto a computer. The only exception to this rule is when a staff member logs the student on under a generic user account.

Students may not share their computer passwords with anybody. They must follow reasonable safeguards in creating passwords and safeguarding them. Students will be held responsible for any wrongdoing committed under their login.

Students will not explore, access, alter, or tamper with system, security, network, or program files. Such activity is considered "hacking" by Durand Area Schools.

Students are not to download, install, or copy programs or system files onto the computer or delete system or program files from the network or computers.

Students may only use the network to access their "home" or specifically assigned shared directories. Any attempt to access other directories, files or folders will be considered "hacking" by Durand Area Schools.

Although Durand Area Schools' Internet connection is filtered, there is no guarantee that users will not encounter objectionable material while working on the Internet. If this happens, users are to immediately turn off their monitor and report the incident to a teacher, administrator, or other responsible adult.

Users may not use Durand Area Schools' technology for personal or private business, for product advertisement or political lobbying, or for making any financial commitments on the Internet.

Users are prohibited from the malicious use of technology. Students may not use technology to disrupt the use of

technology by others, to harass, to discriminate against, to defame, or otherwise embarrass others.

Students violating the acceptable use policy will face disciplinary action up to and including: retraining, detention, referral to the principal, suspension, loss of computer or other technological equipment) privileges, removal from technology classrooms, reimbursement to Durand Area Schools for costs incurred as a result of vandalism or negligence, or referral to the appropriate law enforcement authorities

Students may also fail technology courses they are enrolled in as a result of losing computer privileges. There should be no expectation that a technology teacher will create alternative lessons or assessments for students who have had their technology privileges pulled.

Durand Area Schools does not warrant the functions of district technology. The district does not warrant the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted. The district will not be liable for any direct or indirect, incidental, or consequential damages including lost data, information, or time sustained or incurred in connection with the use, operation, or inability to use the system.

Bertha Neal Elementary School Robert Kerr Elementary School Student Handbook Acknowledgement

PLEASE SIGN AND RETURN THIS PAGE

Please sign and return this page for each child attending Bertha Neal and/or Robert Kerr Elementary School(s).

* I have read the Bertha Neal Student Handbook available online at www.durand.k12.mi.us

- Go to: Schools → Bertha Neal Elementary - OR -
- Go to: Schools → Robert Kerr Elementary
- If you are unable to access the Handbook online, you may request a paper copy from the office.

* I have reviewed the policies and procedures contained in this handbook.

* My signature below is my affirmation that I am aware of its contents.

* I have contacted the school and received clarification regarding any section, policy, or procedure described within that was not clear to me.

* My signature below signifies my permission for my child to attend school sponsored field trips.

Parent/Guardian Signature

Parent/Guardian Signature

Parent/Guardian Name (please print)

Parent/Guardian Name (please print)

Student Name (please print)

Grade

Date

Authorization for Each Prescribed/Non Prescribed Medication or Treatment

To the Parent:

The following information is necessary for any student to use prescribed medications in school. All spaces must be complete.

Name of Student	Address	City
School	Grade	

A. I am requesting permission for my child, named above, to: (check one or both)

_____ use or receive the following prescribed medications
****medications must be in the original prescription container****

Medication: _____

Dosage: _____

_____ self-administer such medication(s) in the presence of an authorized staff member

_____ receive prescribed treatment

- B. I will assume responsibility for the safe delivery of the medication to school. Parent should bring medication to school. All medicine will be kept in the school office.
- C. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment.
- D. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

Michigan law requires a physician’s written order and parent/guardian authorization for administration of medication.

Signature of Parent	Date
Home Telephone	Work Telephone
Physician’s Signature	Date
Physician’s Address	Physician’s Phone

Bertha Neal Elementary and Robert Kerr Elementary

Pre-Arranged Absence Request

It is essential that your child(ren) be in school each and every day that they are physically able to be. Absences, due to illness, will be excused with a parent note or phone call.

The school recognizes that family educational or vacation opportunities do occur outside of the school vacation calendar. It is requested that extended leaves be limited to opportunities that **absolutely cannot** be arranged during the scheduled non-school days in the school calendar.

It is required that "excused" pre-arranged absences for family vacations or extended leaves be requested through Mrs. Rainer/Mrs. Holek.

My Child(ren) _____

Will be absent from school on the following date(s): _____

Due to the following reason:

_____ Family Vacation (this includes hunting and fishing)

_____ Funeral

I am mindful that my child's success is directly related to establishing and maintaining good school attendance.

Parent Signature and Date: _____

Principal's Signature and Date: _____

Cc: Teacher

Student CA 60