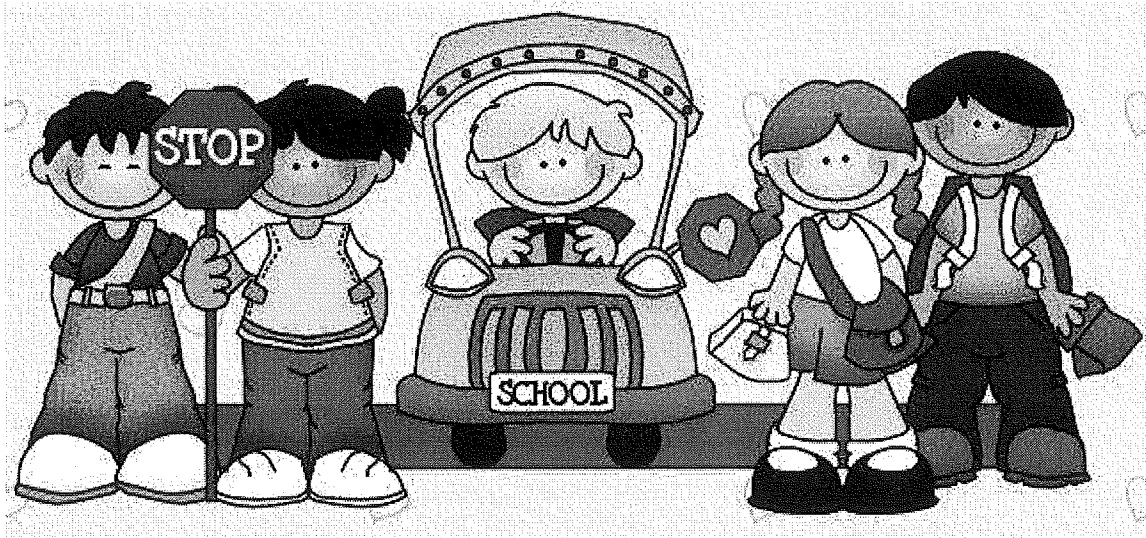




Hopkins Public Schools Elementary Student Handbook

Important Numbers

Hopkins Elementary (269) 793-7286

Sycamore Elementary (616) 681-9189

Superintendent (269) 793-7261

Transportation (269) 793-7121

Mr. John Krajewski, Principal
Hopkins Elementary

Ms. Amy Mielke, Principal
Sycamore Elementary

2023 – 2024

Table of Contents

District Directory

Procedures

- Schedule
- Emergency Closings
- Severe Weather

Academic Information

- Attendance
- Curriculum
- Homework – Late assignments
- Report Cards
- Conferences
- Retention – Promotion
- Special Services

Personal Health and Safety

- Communicable Diseases
- Emergency Information
- Head Lice
- Medication
- Hearing/Vision Screening

Behavior Expectations

- General Rules
- Lunchroom Behavior
- Playground and Recess
- Drug Free Schools
- Weapon Free School Zone

Miscellaneous

- Bus Notes
- Closed Campus
- Computer Use
- Dress
- Field Trips
- Handicapped Access
- HOPE
- Hot Lunch
- Library
- Lost and Found
- Newsletter
- Parties
- Sales by Students
- Schools of Choice
- Shoes and Boots
- Student Pictures
- Search and Seizure
- Security and Video Surveillance
- Telephone Use
- Textbooks and Supplies
- Vandalism
- Visitors
- Wellness

Appendix A – Bullying & Other Aggressive Behavior Toward Students

Appendix B – Student Records

Appendix C – Student Privacy and Parental Access to Information

Additional Attachments

- Bus Rules
- Sycamore Elementary Positive Behavior Expectations
- Office Referral Form
- Immunization Requirements (Board Policy)
- Student Insurance (District Information)

The Elementary Student Handbook

Dear Parents of Hopkins' Students,

This booklet is made available to you on behalf of the Hopkins Public School Board of Education, School Administration, and Faculty. We believe one of the best tools we have to help your child be successful in his school is cooperation between school and home. This handbook is designed to lay the foundation for that relationship. The policies and procedures found here is the implementation of decisions by our Board of Education. We ask that you review the contents of this handbook and keep it in a safe place. If there are ever any questions, we will be glad to hear from you. You will find the phone numbers for each building and our administrative offices on the next page.

We are committed to building upon the foundation you have provided for your child and working together to give your child the skills and strategies they will need to be contributing citizens of our world. Please feel free to visit our buildings at any time. For the safety of all of our children, we ask that all visitors check in at the front office before going to classrooms. We trust you will find your child(ren) guided by sincere, professional people who share a common pride in their community, schools, and children.

Sincerely,
The Elementary Faculty and Administration

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 Title IX/Compliance Officer listed below:

*Andrew Mains
Athletic Director
269-793-7616
333 Clark Street
Hopkins, MI 49328
andrmains@hpsvikings.org*

*Katie Jager
Director of Finance & Operations
269-793-7261
400 Clark Street
Hopkins, MI 49328
katiage@hpsvikings.org*

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.

The Board of Education complies with all federal and state laws prohibiting discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities, including employment opportunities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

*Scott VanBonn, Superintendent of Schools
Hopkins Public Schools
400 Clark Street
Hopkins, MI 49328*

269-793-7261

Applications may be obtained from Hopkins Public Schools, 400 Clark Street, Hopkins, MI 49328 or call (269) 793-7261

District Directory

Administration Office_____269-793-7261

400 Clark Street
Hopkins Michigan 49328
Scott VanBonn, Superintendent

Hopkins High School_____269-793-7616

333 Clark Street
Hopkins Michigan 49328
Ken Szczepanski, Principal

Hopkins Middle School_____269-793-7407

215 Clark St.
Hopkins, Michigan 49328
Scott Stockwell, Principal

Hopkins Elementary School_____269-793-7286

400 Clark Street
Hopkins Michigan 49328
John Krajewski, Principal

Sycamore Elementary School_____616-681-9189

2163 142nd Avenue
Dorr Michigan 49323
Amy Mielke, Principal

Other Numbers Which May Be Helpful:

Allegan County Health Department	269-673-5411
Allegan County Intermediate School District	269-673-2161
Allegan County Sheriff, Youth Services Division	269-673-0521
Hopkins Public Schools Transportation	269-793-7121

Mission Statement of the Hopkins Public Schools

Inspiring and empowering students to develop character and skills to pursue future successes.

Vision Statement of the Hopkins Public Schools

Cultivating excellence together.

Belief Statements

We believe:

- HPS will provide a safe school environment for our students, staff and the community.
- Education is a shared responsibility and we value strong community partnerships.
- Critical thinking, problem solving, creativity and a strong work ethic are needed to be successful.
- Resilience, hard work and self-motivation are essential for success.
- Learners will be supported to reach and expand their potential.
- Respect, empathy and open-mindedness are essential for a healthy community.
- Accountability by all and for all builds a strong community.

Important Procedures and Processes

DAILY SCHEDULE

The daily schedule varies with the grade level of the students. Special classes such as music, physical education, and art are scheduled within these times. Other activities will be held after regular school hours. Those students who participate in afterschool programs will be required to bring a note, signed by their parent or guardian, giving them permission to stay after school or an email to the secretary.

1. **Elementary classes (Y5-5): The school day begins at 7:45 AM and dismisses at 2:55 PM.**
2. Children enter the building as they arrive. All students must use Door #2 to the building.
3. Children who are dropped off should **not** arrive before 7:25 AM.
5. Students in grades Y5-5 have a 15-minute recess and a recess during the noon lunch period.
6. All children will be expected to go outside for recess EVERY day, dressed appropriately for the weather.

EXCEPTIONS:

Inclement weather: Students will not go outside when it is raining or wind chill below 0 degrees Fahrenheit.

EMERGENCY CLOSING OF SCHOOL

When severe weather or other emergencies make it necessary to suspend school, local TV stations and most radio stations will report the fact. We also use a school messenger system that contacts families by phone message.

Please refrain from calling the school offices or the bus garage. It is important that we keep our phone lines open for information from the County Road Commission and Law Enforcement Officials.

TORNADO -SEVERE WEATHER POLICY

The Board of Education has established a Tornado-Severe Weather Policy. The safety of all of our children is our first consideration in developing severe weather procedures.

*Tornado Warnings:

Upon receiving official notification of a tornado **warning** (a tornado has been sighted) in Allegan County, all Hopkins and Sycamore elementary students will quietly take shelter. All students will be supervised by a teacher and remain until an "ALL CLEAR" has been issued.

Students in each building will be taught the safest procedure to follow in case of a tornado warning. Every possible precaution will be taken to insure the greatest safety for each individual. Specific emergency plans are on file in the principal's office.

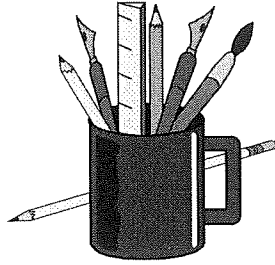
***Tornado Watch:**

Students will remain at school during a tornado watch until their regular dismissal time. All school activities will be canceled any time school is closed due to severe weather conditions. If an activity cannot be rescheduled and the safety of students will not be jeopardized, the administration may schedule evening activities.

***Mid-day Closings:**

In the event school must be closed after students are at school, the principal reserves the right to allow students to go home with parents only. This is for the protection of all students in a crisis situation. Mid-day closings will be broadcast over the same television and radio stations as morning closures and a School Messenger will be sent out. Mid-day closings occur at the discretion of the superintendent in crisis situations such as building blackouts or unexpected inclement weather.

Please be sure your child understands what to do in the event you are not at home and they are dismissed from school.



ACADEMIC INFORMATION

ATTENDANCE

It is the belief of the Hopkins Public Schools that regular attendance is necessary for a student's academic and social progress. To ensure success in a child's school years, it is important to establish good attendance patterns at an early age. It is the responsibility of parents to require regular attendance of their children.

When it is necessary for a student to miss school, the parents should notify the school as soon as possible. A phone call or email should be made to the school office **before 9:00 AM** on the day of the absence. Students are expected to make up any work missed during absences.

A student shall be considered tardy if he or she arrives within one (1) hour of the beginning of class time for either the morning or afternoon. If the student arrives after more than one hour, the student shall be marked absent for 1/2 day. If a student leaves and returns the same day (for a doctor's appointment, etc.) and is absent for more than one hour he/she will be marked absent for 1/2 day.

A student may be declared excessively absent if any one of the following occurs:

1. The student is absent three or more consecutive days without notice from parents.
2. The student is absent 10% of the school days in one trimester. (6 days per trimester, 18 days per school year.)
3. The student's attendance pattern seriously hinders his or her progress in school.

In cases of excessive absences, the following steps will be taken:

1. Parents will receive a phone call or note about the situation.
2. If the absences continue, parents may be required to come into school for a conference with the teacher, principal, and student.
3. Truant officer may be notified.

In the event that a child is picked up from school, we ask the parent or authorized adult responsible for the child to please come into the building and sign out the child.

ELEMENTARY SCHOOL CURRICULUM

The Elementary Curriculum is under continuous evaluation by the Board of Education, the administration, teachers and parents. Curriculum and programming are developed through cooperative efforts and are Board approved before implementation in the classroom. If you have questions regarding any part of the Elementary Curriculum, contact your building principal.

HOMEWORK

Homework is defined as a lesson to be studied or school work to be done outside the classroom. Students may expect to be asked to complete an increasing amount of homework as they progress through the elementary grades.

Some helpful hints in doing homework are:

1. Set a "Study Time" and always study at that time.
2. Always work in the same place.
3. Have a table, chair, or desk to work on.
4. Have a well-lighted area.
5. Work away from the TV or radio.

A general guideline is to limit homework time to 5-10 minutes per grade level. In other words a first grader should be expected to spend 5-10 minutes at a time on homework and a sixth grader may have 30-60 minutes of homework in an evening.

If it is taking your child longer than this to complete their homework on a regular basis, you may wish to contact his or her teacher.

LATE ASSIGNMENTS

Procedures for handling late assignments are developed by each classroom teacher in accordance with Board policy. These procedures may vary by grade level. Please see your child's teacher for specific information.

REPORT CARDS/PROGRESS REPORTS

Frequent communication between parents and teachers is often the fastest way to resolve problems with student progress. To this end, several standard means of communicating student achievement have been developed.

1. Report cards: Elementary students in grades K-5 receive report cards at the end of each 12 week trimester. Parents are asked to review their child's report card carefully, and to contact the school immediately if they have questions.

2. Progress Reports: Students who are not working up to their ability may receive a progress report near the halfway point of each trimester. These are sent to the parents as written notification of a problem, and are often accompanied by a request for a parent/teacher conference. Our goal is to address any problems before it is time to complete the trimester report card. Individual parents and teachers may also develop other forms of regular communication designed to support student achievement.

PARENT/TEACHER CONFERENCES

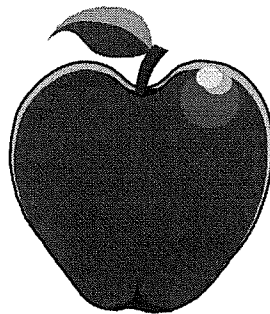
A parent/teacher conference can be requested at any time parents or teachers want to discuss a child's achievement or progress. Formal Parent/Teacher Conferences are scheduled twice during the school year: Fall and Spring. It is the goal of each building team to have 100% participation in these structured conferences.

RETENTION/PROMOTION

Retention is defined as the placing of a student in the same "grade level" as the previous year. The decision to retain a student should be made only after careful thought, observation, and consideration. Input should come from parents, teachers, principals, and support services personnel. Factors to be considered are: academic achievement, emotional, social and physical maturity, behavioral patterns and chronological age. The final determining factor shall be, "Where is the best placement for this child?" All such referrals will be discussed with the child's parents before the teacher makes the recommendation.

SPECIAL SERVICES

The Hopkins Public Schools provide many services for students with special needs. For information about any of these services, please contact either elementary principal.



PERSONAL HEALTH AND SAFETY

Hopkins Public Schools does not employ a nurse. It is often the responsibility of office personnel (primarily a secretary) to determine if a child should go home. Please understand that we often err on the side of caution and may send a child home who appears to have conditions such as pink eye, head lice, etc. We may also send a child home that falls asleep for an extended period of time. We do our best to only contact parents if necessary, however we do occasionally misdiagnose. Your understanding is appreciated in these cases.

COMMUNICABLE DISEASES

Parents are requested to call the school office to report any communicable diseases such as measles, mumps, chicken pox, strep throat, etc. Students who have any of these illnesses should stay out of school until their doctor has approved their return and they are clear of active lesions. This is not to be before 7 days from the appearance of the FIRST CROP OF LESIONS. The health department also recommends that children with a COMMON COLD remain out of school. Many contagious diseases begin with cold symptoms. This is the most infectious state of any illness, especially Whooping Cough.

A student should be fever free for 24 hours before returning to school (without the help of medication).

EMERGENCY INFORMATION

In the event of a serious accident to your child at school, you will be notified immediately by telephone. If we are unable to contact you, we will notify someone that you have listed as an emergency contact. Emergency information sheets are handed out on the first day of school and need to be promptly returned so our records will be up to date in the event of an emergency.

If a student should become ill, a school representative will call and request someone pick up your child. If a contact cannot be made at the home or work place, the emergency numbers on the child's emergency card will be contacted. In the event no one can be reached, the student may lie down and be sent home at the end of the day. A child may be sent home from school if he/she has any of the following:

- a temperature of 100.4 or over.
- discharging nose and/or eyes
- cough, sore throat
- ear ache or headache
- skin eruptions or rashes
- head lice, scabies, impetigo, or pink eye or other communicable disease.

If a child has been seriously ill, parents may make a written request for the child to remain indoors for up to three consecutive days. If a longer period of time is necessary, a written statement must be submitted from a physician.

HEAD LICE PROCEDURES

Occasionally, children may get lice. Together we can prevent a serious increase in the occurrence of lice. We do not enforce a totally "nit free" policy, however if your child does have head lice, it is important to continuously check and remove nits after treatment. A child with excessive nits may be sent home, regardless of whether there are live lice present.

If a child is found to have head lice, their parents will be contacted and they will be sent home with instructions for treatment. Students may return to school 24 hours following initial treatment. The student will again be checked upon return to school. Assurance from a doctor or parent that treatment with an approved remedy has been properly carried out may be requested.

Students will be examined eight to ten days following initial treatment. Those with indications of live lice will be sent home for a second treatment. However, no one should use a head lice remedy more than once in a six-to-seven day period, or more than twice in the course of a single head lice episode, without consulting a physician.

Here are some things that can be done to minimize the risk of your child getting lice.

1. Tell your child not to share combs, brushes, hats, coats, or clothing with other children.
2. Watch to see if your child scratches their head repeatedly or complains about itching. It is also possible to not have any symptoms.
3. Please make a careful search. A hand magnifying glass will help. The lice are about 1/8th inch long and the color varies from light to dark tan. You will seldom see these, but you can see the nits (eggs) which are not much bigger than a grain of sand, are smooth and grayish-white in color and may be at the nape of the neck. Lice can spread rapidly and eggs may hatch in 3 to 21 days. Frequently the scalp and neck are bitten.
4. If you find nits, don't panic! Treatment is easy and thorough if you follow all the directions. Ordinary shampoo does not kill lice. Hair **does not** have to be cut. Kerosene **is not** a treatment.
5. Please notify us at school so your child's classmates can be examined. If you have any questions do not hesitate to call either the school or the Allegan County Health Department (673-5411).

HEALTH INFORMATION - Medication

A. Prescription Medication

If a student is to take prescription medication while at school, a *fully completed Administration of Medication form* **must** be on file in the office. A copy of this form may be found in the appendix of this handbook. The medication must be in a container showing the child's name, the pharmacy prescription number, identification of the medication (name of medication), the dosage, and time to be administered. **The school will not dispense any medication at any other time than what is listed on the medication form.**

We request that the parent bring the medication to the school and **NOT** send it with the child. Daily carrying of medication should be discouraged.

B. Over-the-Counter Medications

If it is necessary for your child to take over-the-counter medications while at school, a *fully completed Authorization to Administer Over-the-Counter Medication form* **must** be on file in the office. A copy of this form may be found in the appendix of this handbook. Any over the counter medication must be supplied by the home; we do not keep these medications in stock for student use.

HEARING/VISION SCREENING

Each school year the Allegan County Health Department (ACHD) is required by the State of Michigan to complete hearing and vision screenings for all preschool and school aged children. The ACHD understands that some parents prefer to take their children to their own hearing and/or vision provider annually and that there are some parents who prefer to not have their children screened by the ACHD. This form is to be completed by a parent/guardian of a child who prefers to opt-out if the ACHD provides screening for the 2023-2024 school year. Please keep in mind that this form needs to be completed once for each individual child each new school year.

BEHAVIOR EXPECTATIONS

GENERAL SCHOOL RULES

The behavior expectations are in place at all times. Students are expected to conduct themselves in a proper manner while on the school premises whether within or outside of the regular school day. This includes students attending after school functions such as football and basketball games at the high school.

Students are to bring only those items to school which are necessary for the completion of class assignments. Examples of items that are NOT allowed at school include:

		-tobacco and alcohol products	-gum	
-knives	-lighters	-matches	-squirt guns	-squirt bottles
-caps	-fireworks	-bullets	-skateboards	-roller skates
-roller blades	-radios	-walkie talkies	-video games	

This list is not all-inclusive. Responsibility for determining the appropriateness of any item is left with the building principal or the classroom teacher. ***Students may keep cell phones in their locker, but they must be turned off during the school day.***

Students who are found ***to have*** tobacco products, vaping materials, alcoholic beverages, or controlled substances in their possession on school property will be suspended from school for up to five days. Police may also be notified.

Students who are found to be ***distributing or selling*** tobacco products, vaping materials, alcoholic beverages, or controlled substances on school property will be suspended from school for up to ten days and police will be notified.

Behavior Expectations- Hopkins and Sycamore Elementary Schools

It is our goal to assist you in helping our children in developing the necessary self-discipline to be responsible productive members of our school community. Behavior expectations are developed by each building as a guideline for acceptable behaviors. To that end, it is only as a last resort that students are removed from the classroom setting as a disciplinary measure. Specific building plans may be found in the appendix of this document.

To ensure understanding between home and school, we ask that you read this plan carefully, review it with your child. Any questions should be directed to the building principal.

Each teacher is responsible for developing a classroom plan that supports the building goals. Specific information on your child's classroom is available from the teacher.

Restorative Practice

A restorative practice is one which takes a restorative approach to resolving conflict and preventing harm. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to make it right.

LUNCHROOM BEHAVIOR

The behavior expectations established by the building teams are expected to be maintained in the lunchroom. Parents are welcome to join their students for lunch. All we ask is that you check in at the office. Students who bring sack lunches should bring their own ketchup, mustard, napkins, silverware, salt, pepper, etc.

PLAYGROUND AND RECESS EXPECTATIONS

We believe that "an ounce of prevention is worth a pound of cure" when it comes to dealing with student misbehavior during recess. We strive for students to develop cooperation and acceptance with their peers through the teaching of Lifeskills and the use of Peer Mediation. At the same time, we are quick to

intervene when students show poor sportsmanship, name-calling or other bullying behavior. This sets the tone for our behavior expectations that we maintain on the playground. Our playgrounds are supervised by paraprofessionals at all times. It is the responsibility of these playground supervisors to maintain a safe playground environment. Playground supervisors work closely with the building principals and teachers to extend the behavior standards. They are to be treated with the same respect given to any other adult. Questions regarding playground behavior or happenings should be directed to your building principal.

All students have a recess during their noon lunch period. In addition, Y5-5 students also have a 15-minute recess during the day. ***All students will be expected to go outside for recess EVERY day, dressed appropriately for the weather.***

Group games such as football, basketball and soccer are encouraged. Football games must be touch or flag only. Rough play may result in removal from games for extended periods of time.

DRUG FREE SCHOOLS

In accordance with Federal law, the Hopkins Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, or any other dangerous, controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in this student handbook, up to and including expulsion from school. When required by State Law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

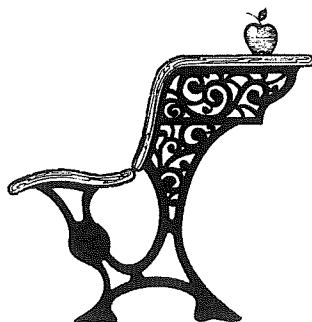
WEAPON FREE SCHOOL ZONE LAW

Michigan has implemented a Weapon Free School Zone law. Any student who knowingly possesses a weapon at school (as defined by Michigan law) will face immediate suspension based on guidelines in the law and school board policy.

A knife with a blade of less than 3 inches will still be considered a weapon and the following action may be taken:

- Grades Y5-2 Each incident will be reviewed with school personnel and parents
- Grades 3-4 Five days out of school suspension
- Grades 5 Five days out of school suspension; Five days in-school suspension (Ten days total).

The safety of all students is of primary importance. Serious infractions of school rules will result in immediate disciplinary action. In addition, the Allegan County Sheriff's Department Youth Services Bureau will be informed of these matters. For more information on student discipline, see Board Policy at www.hpsvikings.org



MISCELLANEOUS INFORMATION

BUS NOTES

When a child must ride a different bus, get off at a different stop, or will be picked up after school or during school a note from the parents must be sent to school. When picking up students, the parents must go directly to the office and the students will be called from his/her classroom via the P.A. system in the office. Children may then leave the school accompanied by a parent.

CLOSED CAMPUS

Once a student enters school in the morning, he/she will remain on the school grounds until school is dismissed in the afternoon. All students will remain at school during the lunchtime unless special permission to leave is granted by the principal upon request from the student's parents.

COMPUTER USE

Technology is an important part of the elementary curriculum. Your child will learn keyboarding skills, Internet research, creative writing and many other computer skills. Because of the expense of technology and the potential for improper use, each student will be required to review and sign an "Acceptable Use" policy near the start of the year. This document lists the ways that your child may take advantage of the District's technology options. Intentional misuse or damage to computers will result in disciplinary action, including suspension.

DRESS

Good grooming is important to the well being of every student. Children should be dressed appropriately for the existing weather conditions. During warm weather, students may wear shorts, T-shirts, and tank tops (minimum strap width 1 inch). However, halter tops, tube tops, half-shirts, and mesh T-shirts and tank tops with large openings that expose the student's chest are not considered appropriate dress for school. Shoes must be worn at all times! Students may be asked to put a second shirt on over some of the clothing listed above or may be asked to turn shirts with inappropriate language or pictures inside out. ***Skirts, skorts, and shorts must have a minimum length of the end of fingertips when arms are straight down.***

CLOTHING WITH INAPPROPRIATE LANGUAGE (INCLUDING REFERENCES TO VIOLENCE AND ADULT THEMES), PICTURES DEPICTING VIOLENCE OR INAPPROPRIATE ACTIVITIES, OR ADVERTISEMENTS FOR TOBACCO OR ALCOHOLIC PRODUCTS WILL NOT BE ALLOWED AT SCHOOL.

Students are not to wear hats or coats in the building during school hours except when getting ready for recess or going home at the end of the school day, or during spirit days.

FIELD TRIPS

Field trips are taken as a regular part of classroom studies. Students who do not participate in the field trip experience will be required to attend school on that day. Some costs for admission fees may be requested from parents for some field trips.

Parents are invited to accompany the classes on their trips throughout the year. The only restrictions that may apply would be due to limits on the number of chaperones or in the number of total participants at the destination for the trip. In most cases, the parents would be responsible for any admission fees that might occur on the trips, ***however, we cannot allow pre-school children to accompany parents who are serving as chaperones.*** Parents do need to complete the Volunteer Background form (must be completed each year) and sign the Chaperone Expectations form.

HANDICAPPED ACCESS

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or

meetings pertinent thereto.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Policy **8390**)

The full Board Policy can be found at <http://neola.com/hopkins-mi/search/policies/po9160.htm>

H.O.P.E.

Hopkins Organization of Parents and Educators is the Parent/Teacher organization for the Hopkins Public Schools. H.O.P.E. enables parents, teachers, and administrators to meet and discuss school programs, ideas, and mutual concerns. All parents are urged to join the group and take an active part in their child's education. H.O.P.E. sponsors various fundraising activities during the school year to purchase many "extra" things used by students while at school. H.O.P.E. meetings are scheduled on a monthly basis from September through June. Watch the school newsletter as the dates for all H.O.P.E. meetings are included.

HOT LUNCH PROGRAM

Please see the Food Service page on our website and visit Hopkins.familyportal.cloud. Here parents can fill out lunch applications, deposit money, and check balances. We strongly encourage families to fill out the application for free/reduced through this site.

Breakfast	Free to all students
Lunch	Free to all students
Milk	\$0.50/daily

Questions: Please direct all questions to Rhonda Sapp, Food Service Director at: (269) 793-7082 x4130 or at: rhonsapp@hpsvikings.org .

LIBRARY USE

Students are encouraged to take library books home to read. Students may check out books for 7 days, and may renew a book twice. Lost or damaged books will be charged to the student. The price will be \$7.00 for paperback books. Hardcover book replacement costs will be \$15.00 for books more than one year old, and full replacement cost for books lost within one year of the purchase date of that book.

LOST AND FOUND

A lost and found area is located near the office. Articles found should be turned into the office. Students should report lost articles as soon as possible

after first checking the lost and found. Items that are not claimed at the end of the school year will be donated to a charitable organization.

NEWSLETTER

A bi-weekly newsletter will be published for parents and students by each school office every other Friday of the school year. These will contain information concerning upcoming dates and events, recognition of individuals and groups for jobs well done, and other miscellaneous information. These are posted on our website and school facebook page. Contact the office if you need to sign up for a paper copy distribution.

PARTIES

Elementary students may participate in three (3) parties during the school year: Halloween, Christmas, and Valentines Day. Each classroom may have room parents. These adults, along with the teacher and students, plan the parties, games, and refreshments.

Universal party times will be established and communicated to all staff, students and parents.

Students from other classrooms may not attend siblings' parties. Younger siblings that do not attend school may attend with their parents.

SALES BY STUDENTS

Selling of merchandise or distribution of literature by students is not allowed unless given permission in advance by the principal.

Students are not allowed to bring any toys, games, video/audio tapes, CD's, sport cards, or other items to school for the purpose of trading, buying, or selling them.

SCHOOLS OF CHOICE

Elementary students are assigned to specific schools and classes by the principals, in accordance with attendance areas established by the Board of Education. Such factors as geographic location, transportation, and class sizes are considered in the assignment of these children. Your cooperation and understanding will be greatly appreciated.

Parents who want their children to attend the elementary school that is not assigned to them may make such requests through the Schools of Choice program. Applications are available in the school offices. Due to the number of factors involved in making the best placement decisions for each child, it is inappropriate to request specific teachers.

SHOES AND BOOTS

When playgrounds are extremely wet, muddy, or snowy, children should wear boots and remove them as soon as they enter the building. We request that parents send a pair of slippers or extra shoes for them to keep at school for indoor wear during the wet season. In addition, rubber soled shoes are required for gym class. Shoes with white soles are preferred.

STUDENT PICTURES

A professional photographer takes individual pictures of all students each year. These pictures may be purchased at a reasonable price, but under no circumstances are the parents obligated to do so. Included with some packages is a memory book that contains individual pictures of all students. If purchasing pictures, please make sure the package chosen contains all that you want.

SEARCH AND SEIZURE

Search of a student and his/her possessions, 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.

The full Board Policy can be viewed at <http://neola.com/hopkins-mi/search/policies/po5771.htm>

SECURITY AND VIDEO SURVEILLANCE

Through this policy, the Board of Education provides notice to all students, the public and its employees of the potential use of video surveillance and electronic monitoring in order to protect District property, promote security and protect the health, welfare, and safety of students, staff and visitors.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with statute and rules of the State. The Superintendent may authorize the use of video/electronic surveillance systems in monitoring activity on school property.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors and District property and to require prosecution of those who bring harm to persons and property. The Board will seek repairs to rectify the damage or payment of a fee to cover repairs. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses. Video surveillance will not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms.

The District will post signs at the main entrances to buildings stating that video surveillance cameras are in use to monitor activity within buildings for security purposes.

The Superintendent shall report to the Board each major case of vandalism and the extent of the damage.

TELEPHONE USE

Use of the telephone by a student will be permitted only when a teacher or the office personnel give permission. Children will not be called out of the classroom to answer the telephone except in case of an emergency. All arrangements for friends to visit after school must be made before arriving at school.

TEXTBOOKS AND SUPPLIES

Our HOPE group supplies some of the back to school supplies for students. The Hopkins Board of Education furnishes all textbooks, workbooks, and school supplies. These materials remain the property of the school. Parents will be asked to pay for lost items and those materials showing undue wear and abuse.

VANDALISM

Students and their parents or guardians will be held financially responsible for damage done maliciously to any school property.

VISITORS

Student Visitors: Visiting children must have permission from the teacher and principal in advance. The student's guest must be in the same age group

and grade. We do not allow pre-school age children to visit as a part of the classroom.

Parent/Adult Visitors: Parents are always welcome to visit the building during non-instructional times. All special deliveries (birthday balloons, flowers, etc) will be delivered at lunch or during other non-instructional times.

All visitors: **MUST** check in at the school office before visiting any classroom.

WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Hopkins Public Schools.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The full Board Policy can be found at <http://neola.com/hopkins-mi/search/policies/po8510.htm>

Appendix A

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

Notification

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

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

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

Implementation

The Superintendent is responsible to implement this policy, and may develop further 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 shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy **5517** - Anti-Harassment.

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

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of 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 bullying/aggressive behavior.

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

Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or 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 interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

Appendix B

STUDENT RECORDS

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

Neither the Board nor its employee's 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.

Directory information includes:

- A.a student's name;
- B.address;
- C.participation in officially recognized activities and sports;
- D.height and weight, if a member of an athletic team;
- E.honor rolls;
- F.scholarships;
- G.telephone numbers only for inclusion in school or PTO directories.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the Fall Viking View newsletter.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Katie Jager, Business Manager. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Appendix C

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

To insure the right of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parent the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a

reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Don't Lose Your Riding Privilege!

Follow These Rules

B - Be responsible

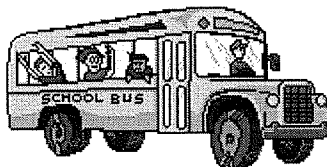
- Keep your hands, feet and property to yourself
- No eating or drinking on the bus
- Headphones to be used with any electronic devices
- Keep the bus clean, leave no trash behind

U - Use respect

- Use kind words, no swearing, bullying or yelling
- Follow directions given by driver
- Respect property of others

S - Stay safe

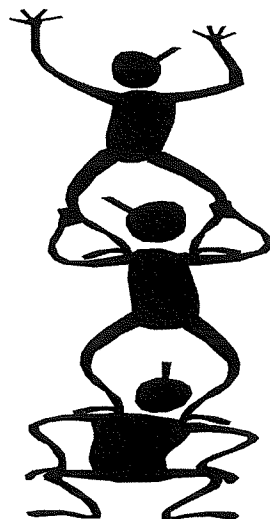
- Stay in your assign seat, facing front sitting on your bottom
- Keep the aisle clear and use only when entering and exiting the bus
- Keep personal items on your lap, keep backpack items in your backpack
- Wait for drivers signal to cross streets at a bus stop
- Know the danger area of the bus and keep clear of the danger zones



At Sycamore Elementary We Are...

- ★ Always Respectful
- ★ Always Responsible
- ★ Always Safe
- ★ Always Excited About Learning

Go “A” Team!



Y5-1st

OFFICE DISCIPLINE REFERRAL FORM

Student: _____

Grade: _____

Referring Staff: _____

Date: _____ Time: _____

Location

- | | |
|--------------------------------------|---|
| ☐ Classroom | ☐ Bus Loading Zone |
| ☐ Playground | ☐ Parking Lot |
| ☐ Common Area | ☐ Bus |
| ☐ Hallway | ☐ Spec. Event/Assembly |
| ☐ Cafeteria | Field Trip |
| ☐ Bathroom | ☐ Office |
| ☐ Gym | ☐ Other |
| ☐ Library | ☐ Unknown Location |

Problem Behavior

Minor

- ☐ Inappropriate Verbal Language
- ☐ Physical Contact
- ☐ Defiance/Disrespect/Non-compliance
- ☐ Disruption
- ☐ Property misuse
- ☐ Other _____

Major

- ☐ Abusive Language/Inappropriate Language
- ☐ Fighting/Physical Aggression
- ☐ Defiance/Disrespect/non-compliance
- ☐ Harassment/Bullying
- ☐ Disruption
- ☐ Tardy
- ☐ Skip Class/Truancy
- ☐ Property Damage
- ☐ Forgery/Theft
- ☐ Dress Code Violation
- ☐ Use/Possession tobacco
- ☐ Use/Possession alcohol
- ☐ Use/Possession drugs
- ☐ Use/Possession of combustible items
- ☐ Vandalism
- ☐ Bomb Threat/false alarm
- ☐ Arson
- ☐ Use/possession weapon
- ☐ Other Behavior _____
- ☐ Unknown Behavior

Possible Motivation

- ☐ Obtain peer attention
- ☐ Obtain adult attention
- ☐ Obtain items/activities
- ☐ Avoid task or activity
- ☐ Avoid work
- ☐ Avoid peer(s)
- ☐ Avoid adult
- ☐ Don't know/unclear
- ☐ Other _____
- ☐ Unknown

Others Involved

- ☐ None
- ☐ Peers
- ☐ Staff
- ☐ Teacher
- ☐ Substitute
- ☐ Unknown
- ☐ Other _____

Administrative Decision

- ☐ Time in Office (time out)
- ☐ Loss of privilege
- ☐ Conference with student
- ☐ Parent Contact
- ☐ Detention
- ☐ Restitution
- ☐ Individualized Instruction
- ☐ In-School Suspension (# days _____)
- ☐ Out-School Suspension (# days _____)
- ☐ Expulsion
- ☐ Other _____

Other Comments:

Principal Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Sycamore Elementary School Rubric

2nd-5th Grade

BEHAVIOR	1 ST TIME	2 ND TIME	3 RD TIME	4 TH TIME	5 TH TIME
<u>LEVEL 1</u> <u>Horseplay</u> "Goofing around" or "playing" that may include pushing, shoving, grabbing, jumping on, name calling, or "Just kidding" and "No offense, but" mean remarks.	15 second intervention - Referral form	15 second intervention - Referral form	15 second intervention - Referral form 1 lunch detention - Time to Think form	15 second intervention - Referral form - Student calls home 2 lunch detentions - Time to Think form	- Individual Behavior Plan - Classes only until behavior improves
<u>LEVEL 2</u> Behavior that would hurt the feelings/body of others <u>Teasing</u> Mean name-calling, taunting, ridiculing, insulting remarks, spreading rumors, note writing, poking, mean tricks or any behavior that would hurt others' feelings.	15 second intervention - Referral form - Opportunity for apology / make it right (verbal)	15 second intervention - Referral form 1 lunch detention - Time to Think form - Opportunity for apology / make it right (written)	15 second intervention - Referral form - Student calls home 2 lunch detentions - Time to Think form - Opportunity for apology / make it right (written)	15 second intervention - Referral form - Student calls home 3 lunch detentions - Time to Think form - Parent conf. (optional) - Opportunity for apology / make it right (written)	- Individual Behavior Plan - Classes only until behavior improves
<u>LEVEL 3</u> <u>Moderate Physical Contact</u> Pushing, shoving, tripping, poking, pinching, grabbing, hair pulling, etc. <u>Moderate Intimidation</u> <u>Stealing</u> <u>Damaging Property</u> <u>Graffiti</u> <u>Vandalism</u> <u>Directed Profanity</u> <u>False Reporting</u> <u>Retaliation for Reporting</u>	15 second intervention - Referral form 1 lunch detention - Time to Think form - Opportunity for apology / make it right (written)	15 second intervention - Referral form - Student calls home 2 lunch detentions - Time to Think form - Opportunity for apology / make it right (written)	15 second intervention - Referral form - Student calls home 3 lunch detentions - Time to Think form - Parent conf. - Individual Behavior Plan - Opportunity for apology / make it right (written)	15 second intervention - Referral form - Student calls home ½ day ISS - Time to Think form - Parent conf. - Opportunity for apology / make it right (written)	- Classes only until behavior improves - Psych. support
<u>LEVEL 4</u> <u>Severe Physical Contact / Intimidation / Harassment</u> Punching, slapping, kicking, fighting, spitting, threats of emotional or physical violence, racial/ethnic/sexual/religious or other forms of severe harassment or intimidation. <u>Major Stealing</u> <u>Major Damaging Property</u> <u>Major Graffiti</u> <u>Major Vandalism</u>	- Referral form - Student calls home 1 full day ISS - Time to Think form - Parent conf. - Possible police notification	- Referral form - Student calls home 2 full days ISS - Time to Think form - Parent conf. - Probable police notification	- Referral form - Student calls home 2 full days OSS - Parent conf. - Individual Behavior Plan - Probable police notification	- Recommendation for expulsion / Expulsion hearing 5 days OSS - Parent conf. - Definite police notification	

NOTE: After a third infraction, school staff and parents design an individual behavior plan. While the specifics may vary from person to person, the expectations for behavior would be consistent with the standards for all students. Also, consequences assigned may be more severe in any above category based on the seriousness of the action.

Student Name:	Date:	Time:
Referring Adult:		Grade/Teacher:
Where the <i>Behavior</i> Occurred ☐ Classroom ☐ Hallway ☐ Bathroom ☐ Playground ☐ Cafeteria ☐ Bus ☐ Assembly/field trip ☐ Gym ☐ Library ☐ Other _____ ☐ Witnessed By Staff ☐ Reported By Student(s)		
Please check appropriate box and circle all behaviors: ☐ <u>Level 1: Horseplay</u> "Goofing around" or "playing" that may include pushing, shoving, grabbing, jumping on, rude gestures, or name calling/teasing including "just kidding" and "no offense but..." putdowns. ☐ <u>Level 2: Teasing</u> Name calling, taunting, ridiculing, insulting remarks, spreading rumors, or other behavior that would hurt others' feelings, written or spoken, including words in cyberspace. ☐ <u>Level 3: Moderate Behaviors</u> ☐ Physical contact- intimidation, pushing, shoving, grabbing, tripping, etc. ☐ Verbal or other intimidation - threats of physical or emotional aggression, planned exclusion, etc. ☐ Profanity ☐ Property - disrespect of school, peers or personal property ☐ Retaliation for reporting (including bullying by proxy) ☐ False reporting ☐ Disrespect toward adult ☐ <u>Level 4: Aggressive Behaviors</u> ☐ Physical contact intending to or resulting in injury - punching, kicking, fighting, and similar behavior that risks injury to others ☐ <u>Minor</u> ☐ Missing homework, agenda, noncompliance, horseplay, etc.		
Comments (please be specific)		
For Office Use Only		
____ 1st Offense	____ 2nd Offense	____ 3rd Offense ____ 4th Offense
Consequences: ☐ 15second intervention (warning) ☐ Student calls parent in administrator's presence ☐ Time To Think Reflection Form completed ☐ Written apology/opportunity to make it right ☐ Lunch detention(s) ____ 1 day ____ 2 days ____ 3 days ____ 4 days ☐ Conference with parent(s) ☐ In School Suspension ____ 1/2 day ____ 1 day ____ 2 days ____ 3 days ☐ Out of School Suspension Date(s): _____ ☐ Police Notification ____ possible ____ probable ____ definite	Staff Signature _____ Principal Signature _____ Parent Signature(s) _____ _____	

After the 3rd time a student repeats an aggressive behavior, an Individual Behavior/Action Plan will be developed. While the specifics of the plan may vary student to student, the expectations for behavior would be consistent with the standards for ALL.

JGCB Immunization of Students and Vision Testing

All kindergarten students and other students entering school for the first time shall submit evidence that they have complied with the state's immunization requirements:

1. Submitting a statement by a physician that the child has been tested for, immunized or protected against, diseases specified by the director of public health;
2. Submitting a waiver from the Allegan County Health Department if the required vaccine has not been administered. The circumstance in which a required vaccine may be waived or delayed:
 - a. A valid medical contraindication exists to receiving the vaccine. A medical waiver must be completed and signed by the child's physician identifying the contraindication, the vaccines involved, and the time period which the child should not receive the vaccines.
 - b. The parents/guardians hold religious or philosophical beliefs against receiving a vaccination. The waiver must be signed by the parent/guardian.
 - c. The child has received at least one dose of each immunizing agent; however, the next dose or doses are not yet due and therefore are considered provisional;
3. Submitting a signed request that the local health department give the needed protective injections.

The parent or guardian of each enrolling child shall submit a statement signed by a district, county, or city health department director stating that the child has passed the department of public health preschool vision screening test, or signed by a licensed medical or osteopathic physician, or a licensed optometrist stating that the child's eyes have been examined during the preschool years after age 3 and before initial entrance. A vision test is not required if there is a statement signed by a parent or guardian to the effect that the child cannot be subjected to the test because of religious convictions.

Unless compliance forms are filed by November 1 or within 60 days of entrance in the school district, students shall be excluded from school after said date and parents shall be so notified.

The board shall place a very high priority on the eradication of preventable diseases among students through an adequate program of immunization.

Student Insurance

Accident coverage is in force for all participants in school sponsored and supervised student activities including interscholastic athletics.

The coverage is in place for medical and dental expenses incurred within 52 weeks from the date of the original accident. Treatment must begin within 60 days of the accident by a legally licensed medical or dental practitioner.

Medical Benefits

Benefits are determined on the basis of REASONABLE AND CUSTOMARY for the geographic location where services are performed and are payable on the 70/30 co-insurance basis.

A \$500.00 deductible, which may be satisfied by other valid collectible insurance or plan payments, will be applied to each claim.

Payment of all medical/dental expenses incurred from accidents is made ONLY IN EXCESS over any family or employer group coverage or plan that must contribute its maximum before this coverage has any liability. This is a program of supplemental coverage designed to pick up eligible balances left by the family or employer group insurance or plan and, if no other coverage or plan is available, to pay the medical/dental expenses incurred to the limits stated in the policy.

If the insured's primary coverage is an HMO (health maintenance organization) or PPO (preferred provider organization), this plan will provide benefits in excess of coverage provided by the insured's HMO or PPO. If the insured chooses not to use an authorized medical vendor (under HMO or PPO), this plan will pay the expense incurred that would have been honored had he or she used the proper medical vendor.

Basic Coverage

Athletic Accident \$500. 00 deductible
Student Accident \$500.00 deductible