

West Iron County Public Schools Stambaugh Elementary Handbook



2024-2025

**700 Washington Avenue
Iron River, Michigan 49935
Office Telephone (906) 265-6141
Office Fax (906) 265-9810**

www.westiron.org

Heidi Priestley, Principal

A copy of this handbook can be found at

www.westiron.org

Table of Contents

Important Information	6
2023-2024 District Calendar	8
2023-2024 Daily Schedule	9
Emergency School Closing Procedures	10
Notice of Non-Discrimination	11
Section I: District-Wide Policies And Procedures	14
Attendance	14
Absences due to illness	14
Planned absences	14
Students are expected to:	15
Books and Supplies	16
Bulletin Boards	16
Bullying	17
Cafeteria Rules	17
Cell Phone Use	17
Cheating, Plagiarism, and Academic Dishonesty	18
Children’s Protective Services Investigations	18
Classroom Behavior	19
Communicable Diseases	19
Damage to School Property	19
Dress and Grooming	19
Dress Code	20
Drills	20
Electronic Devices	20
Emergency Contact Information	20
Fees	20
Food Services	21
Field Trips	21
First Aid, Illness, or Injury at School	21
Fundraising	21
Head Lice	22
Homeless Children and Youth	22
Immunizations	22
Law Enforcement Interviews	22
Limited English Proficiency	23
Locker Use	23
Lost and Found	23
Medication	24
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers	24
Parties	24
Playground/Recess Rules	25
Protection of Pupil Rights	25

Public Display of Affection	26
Rights of Custodial and Non-Custodial Parents	26
Search and Seizure	26
Student Education Records	27
Right to Request Explanation or Interpretation	27
Right to Request Amendment of Education Records	27
Directory Information	27
Technology	27
Transportation Services	28
School Vehicle Rules	28
School Vehicle Misconduct Consequences	30
Video Surveillance and Photographs	30
Different Route Requests	31
Use of School Equipment	31
Valuables	31
Withdrawal From School	33
SECTION II: ACADEMICS	33
Assessments	33
Conferences	33
Grades	33
Homebound Instruction	33
Homework	34
Placement	34
Report Cards	34
Student Registration	34
Stambaugh Elementary PTO	34
Students with Disabilities	35
Child Find for Special Services	35
Services of Intermediate School District	36
Title 1 Program	36
SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS	37
Extracurricular Activities	38
Student-Initiated Non-Curricular Clubs	38
Transportation To/From Extracurricular Activities	38
SECTION IV: DISCIPLINE AND CODE OF CONDUCT	39
Discipline Generally	39
Forms of School Discipline & Applicable Due Process	39
In-School Suspension	39
Removal for 10 or Fewer School Days	39
Removal for More than 10 and Fewer than 60 School Days	40
Removal for 60 or More School Days	40
Student Code of Conduct	40
SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES	44
Drop Off and Pick Up of Students	44

Early Dismissal	44
Telephone Usage	44
Toys	44
Visitors and Security	44
APPENDIX A: TITLE IX SEXUAL HARASSMENT	45
APPENDIX B: ANTI-BULLYING	47
APPENDIX C: PROTECTION OF PUPIL RIGHTS	51
APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM	52
APPENDIX E: ACCEPTABLE USE AGREEMENT	56

PRINCIPAL'S MESSAGE

Dear Students, Parents, and Guardians,

Welcome to an exciting year at Stambaugh Elementary School! I am looking very forward to working with you during the 2023 - 2024 school year!

To fulfill your responsibility as students and caregivers, please read this handbook carefully. This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word "Policy" in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school's educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

In all, we must all work together to ensure a safe and orderly environment. Behaviors that interfere with teaching and learning can not be tolerated in school. Anything that detracts from a quality education program will be dealt with promptly, yet fairly. I encourage all of you to offer input too. We also welcome your suggestions or comments that will make this handbook more informative to you.

Our students deserve a quality education in a safe and comfortable learning environment. Thank you for helping us do so.

Your partner in learning,

Heidi A. Priestley

MISSION:

To provide a safe and supportive learning environment where all staff ensure all students achieve their highest potential.

VISION:

To provide every student with logical reasoning skills necessary to become independent lifelong learners and productive citizens, locally and globally.

MOTTO: Wykons are on TRACK

T Trustworthy Wykons are safe, honest, and dependable.

R Responsible Wykons are prepared and persevere.

A Achieve Wykons achieve their highest potential.

C Cooperative Wykons work together on common goals.

K Kind Wykons are accepting, polite, and respectful.

WYKON FIGHT SONG

We'll give a cheer and hear the rafters ring,
To see the team in blue and white.
You've got our hearts and to your praise we sing,
As for the team you'll fight, fight, fight!
And so it's up, up, up to victory,
The wicked Wykons 're-riled tonight,
when you,
With the blue.....and.....white.

IMPORTANT INFORMATION

District Website

<https://www.westiron.org>

Board Policies

Board Policies are available at: <https://www.westiron.org>

Address

Stambaugh Elementary School

700 Washington Ave.

Iron River, MI 49935

Contact Information

Main Office at Stambaugh Elementary

Secretary: Kristyna Laturi - 906-265-6141 x3001

Email Address: klaturi@westiron.org

Fax: 906-265-9810

School Success Worker: Shelly Poindexter - 906-265-6141 x3002

Email Address: spoindexter@westiron.org

Nurse: Sadie Holm - 906-265-6141 x3140

Email Address: sholm@westiron.org

School Resources Officer: Deputy Doug Weesner - 906-2565-5184

Email Address: dweesner@westiron.org

Special Education: Lisa Anderson - 265-6141 x3102

Email Address: landerson@westiron.org

Kris Bristol - 906-265-6141 x3102

Email Address: kbristol@westiron.org

Theresa Heimerl - 906-265-6141 x3102

Email Address: theimerl@westiron.org

Transportation: Angie Williams - 906-265-9218 x5117

Email Address: awilliams@westiron.org

Administration

Superintendent: Kevin Schmutzler - 906-265-9218 x4107

Email Address: kschmutzler@westiron.org

High and Middle School Principal: Mike Berutti - 906-265-5184 X4444

Email Address: mberutti@westiron.org

Elementary School Principal: Heidi Priestley - 906-265-6141 x3139

Email Address: hpriestley@westiron.org

Special Education and 504 Coordinator: Heidi Priestley - 906-265-6141 x3139

Email Address: hpriestley@westiron.org

2024-2025 DISTRICT CALENDAR

WICS ANNUAL SCHOOL CALENDAR

https://drive.google.com/file/d/1362-DzUG-xc3TuQaiMhLbStgiaBjZ11g/view?usp=drive_link

2024-2025 Daily Schedule

Students need to arrive at school **after** 7:30 am. School begins at 8:00 am. School staff will supervise students on school grounds 30 minutes before the school day begins and 15 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times. Dismissal is at 3:00 pm.**

Stambaugh Elementary Daily and Bell Schedule 2024-2025

Purpose	Grade Level	Bell Time
Entry	All	7:55 am
Start	All	8:00 am
Morning Recess	EK/K/1st	9:05 am
Morning Recess	2nd/3rd	9:50 am
Morning Recess	4th/5th	10:10 am
Lunch Recess	EK/K	11:35 am
Lunch Recess	1st	11:45 am
Lunch Recess	2nd	11:55 am
Lunch Recess	3rd	12:05 pm
Lunch Recess	4th	12:20 pm
Lunch Recess	5th	12:40 pm
Afternoon Recess	EK/K/1st	1:25 pm
Afternoon Recess	2nd/3rd	1:45 pm
Dismissal	All	3:00 pm

EMERGENCY SCHOOL CLOSING PROCEDURES

Cancellation of School

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

Announcements will be made on local radio and television stations:

WIKB - Iron River (1230 AM)

WIKB - Iron River (99.1 FM)

WLUC - Marquette (TV Channel 6)

Students and parents will also be notified by our automated calling service with a phone call, email and text message when applicable.

Delay/Closing of School

School may be delayed two hours because of weather problems. If this occurs, all buses will run exactly 2 hours later than usual (as announced) and students who walk to school or to a bus stop should arrive 2 hours later than the normal time. No breakfast will be served when school is delayed.

Occasionally, it becomes necessary to send students home early because of weather or other emergencies. Parents should anticipate school closing and/or early closing and arrange to be home or have an alternate plan. In addition, the student should be aware of this plan.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Heidi Priestley, Principal
700 Washington Ave.
Iron River, MI 49935
906-265-6141 x3139
hpriestley@westiron.org

Mike Berutti
701 Nick Baumgartner Way
Iron River, MI 49935
906-265-5184
mberutti@westiron.org

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Heidi Priestley, Principal
700 Washington Ave.
Iron River, MI 49935
906-265-6141 x3139
hpriestley@westiron.org

Mike Berutti
701 Nick Baumgartner Way
Iron River, MI 49935
906-265-5184
mberutti@westiron.org

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Heidi Priestley, Principal
700 Washington Ave.
Iron River, MI 49935
906-265-6141 x3139
hpriestley@westiron.org

Mike Berutti
701 Nick Baumgartner Way
Iron River, MI 49935
906-265-5184
mberutti@westiron.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Mandatory Attendance Age

A child who is or will turn 6 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age.

Required Attendance

Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the school's office by calling in prior to school beginning.

If a student arrives late, the student's parent must sign them in at the office. A student may only leave school early if the student's parent notifies the office.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

Students who are more than ten minutes late are considered tardy.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Parents are encouraged to call the school to arrange homework for a student that is staying at home because of illness. Parents may pick up the work or inform the office of another student who is willing to take the work home.

Call-In Procedures for Absences

Parents are requested to call the school by 9:00 AM on each day a student is absent from school.

In the event that phone contact was not made by home or school, parents are requested to send a signed and dated note on the day the child returns to school explaining the reason for the absence.

Excessive Absences

When a student has 10 unexcused absences in the year, the building principal or designee will provide written notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter.

When a student is absent more than 10 days per school year, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

Recording Attendance

Attendance is recorded twice each day: once in the morning and then again in the afternoon. Students are marked tardy if they are not in the classroom within the time

specified. If a student arrives after 8:30, that student will be marked absent for the morning.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence, if possible.
- Complete and return make up work that is assigned by teachers for the instructional time that has been missed in a reasonable time, to be determined by the teacher with respect to the particular circumstances leading to the absence.

For more information, see Policy 5301.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices related to student groups. The following general limitations apply:

All postings will be subject to the review and approval of the appropriate building administrator or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; violates Board policy, including the student code of conduct; promotes illegal substances (including, but not limited to, substances that are illegal for minors to possess or consume); or is otherwise unsuitable for or disruptive to the school environment.

All postings must identify the student or the student organization responsible for posting the notice.

The building principal or designee may remove any posted material after a reasonable time, as determined in the building principal or designee's discretion.

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cafeteria Rules

- Enter the cafeteria in the same quiet manner that you used when you came down the hall.
- Walk slowly.
- Be polite in the lunch line. Speak clearly to the serving person.
- Use only "inside voices" while eating.
- Be willing to make new friends when it is necessary for you to sit beside students you have not met. We do not "save" seats.
- Please raise your hand if you need sauces or assistance opening food items.
- Do not trade your food or give it away.
- Remember to use good table manners, as you would at home.
- Try to keep our cafeteria clean, so others can enjoy their lunches.
- Listen carefully when a teacher speaks to the entire lunchroom. Stop talking immediately if an adult is speaking.
- Walk at all times in the cafeteria.
- Remain seated until you are dismissed.

Cell Phone Use

Cell phones are not to be used during school hours. If a student uses his or her cell phone during school hours, the phone will be confiscated and a parent will have to come in to pick it up.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers and students establish classroom conduct rules that students must follow. Rules are posted in the classroom and reviewed often. Consequences are reviewed as needed.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

For more information, see Policy 5713.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Drills

The school complies with all emergency drills and will be compliant with state laws.

Electronic Devices

The school supplies most electronic equipment necessary in school. Students are not allowed to bring any electronic devices without the permission of the Principal. The property can be confiscated and disciplinary action can be taken. Violations of this rule could result in suspension or expulsion.

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

Emergency Contact Information

Parents **must** provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non curricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and non curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

All students at West Iron County schools will be receiving free breakfast and lunch throughout the school year. Please refer to www.westiron.org for monthly breakfast and lunch menus.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Any field trip outside the ISD and/or outside of normal school hours, each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Fund Raising

All fundraising programs and projects will be in compliance with Board Policy.

Head Lice

A student with nits within $\frac{1}{4}$ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Francie Economy
701 Nick Baumgartner Way
Iron River, MI 49935
[906-265-5184]
feconomy@westiron.org

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within

4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker/Cubby Use

Pursuant to Policy 5102, lockers/cubbies are District property and may be made available for student use. Lockers/cubbies are assigned to students on a temporary basis, and District administration may revoke a student's locker/cubby assignment at any time. The District retains ownership of lockers/cubbies notwithstanding student use.

Students have no expectation of privacy in their lockers/cubbies. The building principal or designee may inspect lockers/cubbies without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers/cubbies.

During a locker/cubby search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules. Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day.

Lost and Found

All lost and found items are to be taken to the office and will then be placed in the lockers across from the student bathrooms. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Parents are requested to label their student's jackets, hats, gloves, boots, book bags, backpacks, lunchboxes, and any other items. This will assist us in returning the items to the correct owner.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

All medication will be kept in and dispensed through the nurse and/or the office, unless other arrangements are made with the teacher and approved by the Principal.

Students are not allowed to carry any medication to school. A parent must transport all medication to and from the school office.

The school will not provide any over the counter medication for students. This includes cough drops.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year, such as Christmas and Valentine's Day. If a parent wishes to provide treats to celebrate a birthday, they are requested to notify the teacher at least one day in advance. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may

not be distributed in the classroom. If invitations are brought to school, please have the teacher and your student place them into backpacks privately.

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

- No fighting;
- No throwing rocks or sticks;
- Nature stays outside. No bringing in rocks, sticks, etc.
- No tackling;
- Use equipment appropriately (i.e. Do not climb up the slides, do not go against traffic on rings);
- Do not play in the bushes;
- Do not climb, slide down or play in the trees;
- Do not hang on or climb on the fence;
- Do not throw objects into the street;
- Do not go beyond the boundary of the sidewalks and fences; and
- Do not throw snow, snowballs or ice chunks.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Inside Recess

It is recognized that outside recess and the large play area of the Stambaugh Elementary playground provide the best opportunity for children to play and interact with their peers. This time is valuable as a learning tool for social development and personal growth in children. In the case of inclement weather, excessive rain and temperatures below 0 degrees Fahrenheit in the winter, students will remain inside during recess and prior to the start of the day, if need be. The decision for inside recess rests with the Principal and his/her designee and such factors as, windchill for example, are taken into consideration.

Staying Inside for Recess

Students returning to school from an illness may remain inside for recess for one day to work on missed assignments. Students too ill to participate in outside recess beyond this time frame are advised to remain home until well.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may

opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District’s collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child’s education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student’s education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student’s education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student’s privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District in writing within forty-five (45) days from the date of this notification that the parent or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

Student Phone Number and Address

Contact the office immediately if there is a change in a student’s address or phone number. If parents need phone numbers or other information for such things as birthday parties and visits, please make arrangements with other parents in advance. It is not appropriate to release this information for this purpose.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related

educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Since the school supplies most electronic equipment necessary in school, students are not allowed to bring any electronic devices without the permission of the Principal. The property can be confiscated and disciplinary action can be taken. Violations of this rule could result in suspension or expulsion.

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

The District reserves the right to charge any student for the loss or damage of any equipment.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, **not a right**. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops. Students must stay off the roadway at all times while waiting for the bus.
3. Students wishing to ride the bus must be at the designated stop on time. The bus has a schedule to keep and cannot wait for individuals.
4. Only regularly assigned students may ride the bus. Exceptions can be made for emergency situations with written consent of the parent and Principal. Exceptions are not granted to ride a different bus to a friend's house to play or other non-emergency reason.
5. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
6. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.

7. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
8. Students may not throw or pass objects on, from, or into vehicles.
9. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
10. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
11. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
12. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
13. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
14. Students must respect the rights and safety of others at all times.
15. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
16. Students may not vandalize or intentionally cause damage to the vehicle. Any damage to the bus should be reported immediately to the bus driver. Students responsible for vandalism will be disciplined through due process administered by the Supervisor of Transportation.
17. Students must wait for a signal from the driver before crossing the roadway.
18. Students must cross the roadway in front of the bus.
19. Students must never cross behind the bus.

Parent Responsibilities:

1. To ascertain and ensure that their children arrive at the bus stop on time in the morning. It is recommended that children arrive five (5) minutes before departure.
2. To provide necessary protection of their children when going to and from the bus stop.
3. To accept joint responsibility with the school authorities for proper conduct of their children.

4. Please call the bus garage at 906-265-9047 if your child will not be riding the bus. This allows efficiency of operation and saves time and fuel.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the transportation administrator for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

The procedure that will be used for school vehicle misconduct is as follows:

1. The bus driver will issue a Bus Discipline Violation Notice (BDVN) to the student about his or her misconduct or violation of bus regulations. The parent or guardian and student will sign their copy of the BDVN and return it to the bus driver before the student is allowed back on the school bus.
2. If a BDVN is not returned to the bus driver with the parent's and student's signature, a registered letter containing a copy of the BDVN will be sent to the parents for their signature to be returned to the School District.
3. The bus driver, Principal and Transportation Coordinator will keep a copy of each BDVN.
4. It is the Transportation Coordinator's responsibility to attempt to notify parents and the building Principal, by telephone, the day the actions take place.
5. Their building Principal or designee will see students who receive a BDVN. If the building Principal or designee deems a conference with the student, parent and the bus driver is necessary, the building Principal or designee will schedule the conference as soon as possible.
6. Infractions or violations of a serious nature, as determined by the Transportation Coordinator and the Superintendent of Schools, may result in an immediate suspension of riding privileges. The immediate suspension will supersede the steps outlined in the BDVN.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Different Route Requests

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the office ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

Use of School Equipment and Facilities

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

Valuables

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

Withdrawal From School

Students who are transferring from the District including home schooling, must submit written notice from the parent to the building principal at least one (1) week before the withdrawal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fee or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal for specific details.

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

SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, Kristyna Laturi the building secretary.

Assessments

Instructional assessment is ongoing and is measured through a variety of instruments: standardized testing using norm-referenced and criterion referenced assessments, local based assessments, and teacher-made assessments. State of Michigan Standarding Assessments (M-STEP) take place in the spring of each school year. All students in Grades K-5 will be assessed.

Parents are welcome to discuss all assessment results and their children's progress with teachers and other school professionals.

Conferences

Parent/Teacher conferences are held in the fall of the year. Parents are encouraged to call their child's teacher whenever they wish to discuss their child's progress. Our school welcomes a parent to contact their child's teacher with any matter, questions, comment, or concern.

Grades

Report cards will be issued at least once each trimester. Grades are calculated using the following grading scale:

4 = Exceeds Standard of Expectation

3 = Meets Standard

2 = Approaching Standard

1 = Does Not Meet Standard

S/U = Satisfactory/Unsatisfactory

I = Incomplete

NA = Not Assessed at This Time

Homebound Instruction

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the superintendent. The District will

provide homebound instruction only for those confinements expected to last at least five (5) days.

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

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Homework is a part of the student's preparation for the State mandated test and graduation. Each student is expected to spend time preparing for classes outside of school hours, partaking in activities. The amount of time that is needed will depend upon each student and each class.

Homework will not be used for disciplinary reasons, but only to enhance the student's learning.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Report Cards

Report cards are issued at the end of each trimester to all students. If the teacher feels it necessary, they will contact you before the reporting period to discuss your child's progress.

Student Registration

A child, to be eligible to enter school shall be five years of age on or before September 1 of that child's kindergarten school year.

When registering a child for school, parents must provide the following:

1. A certified birth certificate (obtainable from the courthouse in the county of the child's birth.)
2. A record of required immunizations:

- a. D.T.P. (4 doses)
 - b. Polio (3 doses)
 - c. M.M.R. (2 doses)
 - d. Hepatitis B (3 doses)
 - e. Varicella (1 dose or current lab immunity or reliable history of disease)
3. By law, all students are required to have all immunizations by November 1st or have an authorized waiver from the State immunization requirements. Students not meeting these requirements are not allowed back in school until they receive their immunizations.

Evidence of vision and hearing test. The Dickinson-Iron Health Department (906-265-9913) can assist parents with immunizations, vision and hearing screening, and other health questions.

Stambaugh Elementary PTO

A parent-teacher organization which meets monthly on the third Tuesday at 6:30pm. Many activities are planned for students in Stambaugh Elementary from monthly fun days to the spring Daddy-Daughter dance.

Students with Disabilities

Our school offers classes and services to students with identified special needs through special education. Examples of services and programs include: speech therapy, resource room programming, appropriate instructional accommodations, and other special services and programs.

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact:

Heidi Priestley, Principal
700 Washington Ave.
Iron River, MI 49935
906-265-6141 x3139
hpriestley@westiron.org

Child Find for Special Services

We have a responsibility to identify individuals from birth to twenty-six (26) years of age that are in need of special education services.

Referrals of such individuals may be made to the Principal. Parents may also directly refer their son or daughter to the Principal if special needs are suspected. We encourage parents to inform the Principal of any special needs as soon as possible.

Services of Intermediate School District

The Dickinson-Iron Intermediate School District in cooperation with West Iron County Public Schools provides many services for the students and parents of our schools, including:

- Testing Services to help determine placement in special services or programs;
- School Psychologist;
- Social Worker;
- Physical and Occupational Therapists;
- Services for hearing, vision, emotionally and educationally impaired.

For more information on these and other services of the D.I.I.S.D., parents may contact their school Principal or the ISD Special Education Director (906) 779-2692.

Title 1 Program

Title 1 is a federally funded program, administered by our school, and designed to help students achieve success in the core curriculum.

Our goals for all Title 1 students are:

- To help students succeed in the district's regular academic program.
- To learn the skills and knowledge appropriate for their grade.
- To improve student mastery of basic and more advanced skills.

Our Title I program is a classroom tutoring program run by highly qualified teachers and paraprofessionals. Students with a demonstrated need are provided assistance to promote their success in language arts, mathematics, science and social studies.

A needs assessment identification process based on the Model Content Standards for Curriculum is used to identify students for the Title I program. The need assessment includes teacher and parent recommendations; student skill checklists; performance on tests, class work, grades, and homework; as well as the student's attendance record. The needs assessment process is reviewed quarterly; however, a student may be added at any time if they are not serviced through a Special Education program in that subject area. The Title I population is in constant motion. Students move in and out of the program based on their needs.

Once students are identified as failing or at risk of failing to achieve the Model Content Standards for Curriculum, Title I services are provided. Our Title I program is our primary strategy serving that population. We address student needs by providing one-on-one and small group assistance in the classroom. We reinforce and review difficult concepts and we try to build skills with different techniques other than paper and pencil, such as games, computer applications, modeling, and demonstrations.

Additional learning opportunities are provided daily during school hours. This extended time allows students to complete school work, projects, review for tests, and to build skills.

Parents are encouraged to participate in their child's learning process through conferences and family nights. The parent's involvement is an important factor of the educational process. Only through a team approach, with school and home working together, can success be attained.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe

disciplinary consequences depending on the situation’s unique circumstances and the following factors:

1. the student’s age;
2. the student’s disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District’s authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
<p>Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral

<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion up to 180 school days ● Police Referral
<p>Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others’ work.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Credit Loss or Grade Reduction ● Parent Notification

	<ul style="list-style-type: none"> ● Suspension or Expulsion
<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

Drop Off and Pick Up of Students

Families who drop off or pick up their children should use the turnaround. Parents in the turnaround should not exit their vehicles. Students should exit the car onto the sidewalk and enter the building. Families are not permitted to enter the school in the morning with students. If you have office business at any time of the day, please use the buzzer system located at the front door. Please do not drop off or pick up students by the playground area. This represents a dangerous situation in an area with a considerable volume of traffic. The buildings open at 7:30 and supervision is provided at that time.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or guardian or the parent or guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or the individuals identified by their legal parent on their emergency card.

Telephone Usage

Students will use school telephones with staff permission in cases of an emergency or illness. Students receiving telephone calls will be called out of class, or from the school grounds only in the case of an emergency.

Toys

No toys are to be brought to school. The school is not responsible for any lost property.

Visitors and School Security

All persons having any reason to enter Stambaugh Elementary School, including the Stambaugh Campus, must **first present at the main office. For the safety of our staff and students, visitors will not be permitted past the secure entrance vestibule.**

If you need to give your child a message, medication, homework, lunch money, supplies, etc..., the office staff will take care of this for you. You will not be permitted to disturb the classroom during class time. These short class interruptions hamper valuable instruction time.

If you are going to pick up your child after school, please wait outside near the Tri Paw Lodge entrance unless otherwise stated by your grade level teacher. Students may only be released to their legal parent or the individuals identified by their legal parent or on their emergency card. In addition, parents should send a written note to school or call the school if and when their child needs to be picked up.

APPENDIX A: TITLE IX SEXUAL HARASSMENT

3118-F-1 Title IX Sexual Harassment Formal Complaint Form

District Letterhead

This form is being submitted by: Complainant Title IX Coordinator

Complainant Name: _____

Address: _____

Phone: _____ Email: _____

If the Complainant is a student:

Date of Birth: _____ Grade: _____

School Building Attending: _____

If the Complainant is an employee:

Job Title: _____ Building: _____

Complaint Details

Reporter's Name (if different than Complainant): _____

Reporter's Relationship to Complainant: _____

Reporter's Address: _____

Reporter's Phone: _____ Reporter's Email: _____

1. Describe the alleged sexual harassment that you are requesting the District investigate. Please be specific. Describe the incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

2. Describe the date/time/location(s) of the alleged incident(s).

3. What would you like the District to do to remedy the situation?

Complainant's/Coordinator's Signature

Date

Please submit this form to:

Heidi Priestley, Principal
700 Washington Ave.
Iron River, MI 49935
906-265-6141 x3139
hpriestley@westiron.org

A person alleging discrimination by the District on the basis of sex may file a complaint through the District's grievance procedure. A complaint may also be filed at any time with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. Filing a complaint with the District is not a prerequisite to filing with OCR. For additional information about the District's grievance procedure, please contact the Title IX Coordinator identified above.

APPENDIX B: ANTI-BULLYING

5207 *Anti-Bullying Policy*

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, by a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - a. substantially interfering with a student's educational opportunities, benefits, or programs;
 - b. adversely affecting a student's ability to participate in or benefit from the 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; or
 - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victims and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

1. “At school” means 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 it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. “Telecommunications access device” means any of the following:
 - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
 - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. “Telecommunications service provider” means any of the following:
 - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

- b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308-F *Protection of Pupil Rights*

PPRA Notice and Consent/Opt-Out

The Protection of Pupil Rights Amendment (PPRA) requires that the District notify you and obtain your consent, or allow you to opt your student out of, participating in any school survey, analysis, or evaluation that involves one or more of the following 8 subjects (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
8. Income, other than as required by law to determine program eligibility.

The notification and opt-out requirement also applies to the collection, disclosure, or use of a student’s personal information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.

Below is a list of the protected information or marketing surveys that require parental notice and consent or opt-out for the upcoming school year. You have the right to review a protected information or marketing survey before it is given to your student to determine whether you want your student to participate. If you want to review materials that will be used in a protected information or marketing survey please submit your request to Stambaugh Elementary School Principal, 700 Washington Ave., Iron River, MI 49935. The Stambaugh Elementary School Principal will let you know where and when you may review those materials.

If the District schedules a protected information or marketing survey after the school year starts, the District will notify you within a reasonable amount of time and give you an opportunity to consent or opt your student out. The District also will give you an opportunity to review the newly scheduled surveys or instructional materials.

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

5309-F-2 Directory Information and Opt-Out

Student's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that West Iron County Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by September 1, 2024.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes

1. An "education record" is a record directly related to a student that the District or its agents maintain, except that an education record does not include:
 - a. records kept in the maker's sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
 - b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
 - c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student's treatment (exclusive of remedial educational activities or educational activities that are part of the District's instructional program) and that are disclosed only to persons

-
- providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student's choice);
- d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person's attendance as a student in the District;
 - e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or
 - f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person's employment, and are not available for any other purpose. Records relating to a person employed as a result of that person's status as a student are, however, "education records."
2. "Personally identifiable information" means a student's name; the name of a student's parent/guardian or family member; the student's address or the address of a family member; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.
3. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:
- a. student names, addresses, and telephone numbers;
 - b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
 - c. date and place of birth;
 - d. major field of study;
 - e. grade level;
 - f. enrollment status (e.g., full-time or part-time);
 - g. dates of attendance (e.g., 2013-2017);

-
- h. participation in officially recognized activities and sports;
 - i. weight and height of athletic team members;
 - j. degrees, honors, and awards received; and
 - k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

West Iron County Public Schools may not disclose my student's directory information for the following purposes:

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- For School or District auto-dialer system to communicate School or District information.
- To news media outside the School or District.
- To the School PTO or District parent organization.
- To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.

Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Guardian/Eligible Student Signature

Date

APPENDIX E: ACCEPTABLE USE AGREEMENT

**3116-F-1 Agreement for Acceptable Use of Technology Resources Students
Grades K-5**

STAMBAUGH ELEMENTARY	
Building Name	Student Name

I understand that I may be permitted to use the school’s computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my parent/guardian or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my parent/guardian or teacher right away.
- I will not use the school’s computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my parent/guardian or teacher right away.
- I will not damage the school’s computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school’s computers and other electronic devices back to the school at the school’s request.
- I will not use the school’s computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school’s computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my parent/guardian.
- I understand that the school can see everything that I do on the school’s computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school’s computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature	Date
-------------------	------

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

Parent/Guardian Signature

Date