

STUDENT HANDBOOK

2022-2023

Delton Kellogg Elementary School



Home of the Panthers

327 N. Grove St.
Delton, MI 49046
(269) 623-1531

www.dkschools.org

Karmin Bourdo, Principal

Dear Student:

Welcome to Delton Kellogg Elementary School and the 2022-2023 school year. We are happy to have you with us. Please read this handbook carefully.

It is the goal of our staff that every student has the finest educational opportunities available to be a success. All students at DKES have the right to attend school in a safe and orderly environment. Therefore, it is important that everyone cooperate and work together to maintain a respectful school climate. We use the guiding principles of Safety, Kindness, Respect and Responsibility (SK2R) at DKES.

Please participate fully in the academic and extra-curricular opportunities available to you. We hope you enjoy this school year and achieve to the best of your ability. The DKES staff is here to help you and answer any questions you may have.

Sincerely,

Delton Kellogg Elementary School Staff

THE MISSION STATEMENT OF DKES

“Success for All”

DISTRICT VISION STATEMENT

Delton Kellogg Schools: A community committed to educational excellence.

DISTRICT BELIEF STATEMENT

WE BELIEVE our school should create quality learning opportunities for all.

WE BELIEVE all relationships should be built upon respect and responsibility.

WE BELIEVE our school should reflect leadership, which builds consensus, ownership, and accountability.

DISTRICT EXIT OUTCOMES

Students will learn:

RESPECT: by treating themselves, others and property with respect, by appreciating diversity in others, by gaining an awareness of healthy lifestyle choices.

RESPONSIBILITY: by making positive contributions to school, community, and family, by fulfilling personal, academic and social obligations and commitments.

EFFECTIVE COMMUNICATION SKILLS: by using verbal, written, and auditory contexts, by using various modes of technology.

CRITICAL THINKING SKILLS: by achieving high academic standards, by using a variety of problem solving methods, by self-direction of their own learning.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Delton Kellogg Board of Education not to discriminate against any student or employee on the basis of race, color, national origin, sex, or handicap and to provide a free and appropriate public education for each student and an appropriate work environment for each employee within its jurisdiction.

Student/Parent Concern Procedure

There may be a time when you have a question, problem or concern. Your teachers, counselors, principal, and all other staff members will be more than happy to help you.

Delton Kellogg Schools believes that problems can be solved by conversations among the involved parties. We recommend that you refer to the following steps. If you don't achieve satisfaction, try the next step:

1. Contact the teacher or counselor.
2. Contact a building administrator.
3. Contact the Superintendent's office.
4. Bus concerns should be directed to the transportation department.

All needed phone numbers are on the following page in this handbook.

The contents of this handbook have been approved by the DK Board of Education

Delton Kellogg Board of Education

President Jessica Brandli
Vice President Kelli Martin
Secretary Craig Jenkins
Treasurer Sarah Austin
Trustee Brandy Shooks
Trustee Robert Houtrow
Trustee Rodney Dye

These pages were produced to provide a fund of common knowledge for use in maintaining smooth school operation. It is not all-inclusive, nor is it to be considered final in any way. It is designed to be used in conjunction with the Board Policies. (Board Policies can be found in the Superintendent's Office and on the district website)

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DELTON KELLOGG ELEMENTARY SCHOOL HAS THE SEXUAL HARASSMENT, WEAPONS, AND SUBSTANCE ABUSE POLICIES AVAILABLE FOR THE PUBLIC IN THE ELEMENTARY SCHOOL OFFICE.

**DELTON KELLOGG SCHOOLS
TELEPHONE DIRECTORY**

Switchboard General Info	623-1500
Superintendent, Dr. Herman Lartigue Jr.	623-1505
Superintendent's Secretary, Michelle Green	623-1501
Pupil Accounting Secretary, Justine McCowan	623-1331
Central Office FAX	623-1508
High School Principal, Lucas Trierweiler	623-1525
High School Athletic Director, Mike Mohn	623-1524
High School Office & Attendance Line	623-1520
High School Fax	623-1150
Delton Kellogg Alternative - DK Academy	623-1207
Middle School Principal, April Margaritis	623-1545
Middle School Office & Attendance Line	623-1540
Middle School Fax	623-1548
Elementary School Principal, Karmin Bourdo	623-1535
Elementary School Office & Attendance Line	623-1530
Elementary School Fax	623-1538
Preschool 3 Year Olds	623-1363
Preschool 4 Year Olds	623-1364
Head Start Preschool	623-4461
Barry Intermediate School District & GSRP	945-9545
Transportation, Wayne Nietzke	623-1515
Food Service, Tiffany Haines	623-1223

DUE TO THE COVID-19 PANDEMIC POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE AS STATEWIDE MANDATES CHANGE.

I. GENERAL INFORMATION

SCHOOL DAY

The academic school day is from 7:45 AM – 2:50 PM. Delton Kellogg Elementary School is a closed campus. As soon as students arrive, whether walking, biking, busing, or being dropped off, students are not allowed to leave the elementary school grounds until dismissal at 2:50 PM unless prior arrangements are made. Students are not allowed to go to the other buildings on campus unless they are going there for a school sponsored event and are under the supervision of a staff member or have a pass to do so.

START OF THE DAY PROCEDURES

The main office door, breezeway doors and the preschool doors to DKES will open at 7:40AM for students to enter. Parents/volunteers of K-4 students are to enter the building through the main office entrance and must sign in to receive a “Visitor’s badge to work in the classroom. All doors will be locked at 8:00AM. All parents/guardians with a “Visitor’s badge, must sign out of the office and return their badge when they leave.

CROSSWALK

Our community has a crosswalk located directly in front of the elementary school. We encourage any student who must cross M-43 to cross at the crosswalk. A crossing guard is available at the crosswalk from 7:35 AM - 8:00 AM.

BUS RIDERS

Students riding the bus to school will be dismissed from the bus and are to go directly to the building and into their classrooms.

ARRIVING TO SCHOOL LATE

All doors lock at 8:00 AM except the main office exterior doors. All students must be signed into the elementary office by a parent/guardian after 8:00 AM. Upon signing in, students will order their lunches through the office and proceed to their classroom. Parents/guardians are not to walk students to their classrooms after 8:00 AM to help prevent disruption of the classroom. Please see “Absences/Attendance” regarding tardiness and absences.

STUDENT DISMISSAL/PICK UP PROCEDURES

LEAVING SCHOOL EARLY

To prevent disruptions to the classrooms, all early pickups must be communicated with the office (written note, a phone call, or email) prior to 2:00 PM. All students must be signed out in the elementary office when leaving early. Leaving early is defined as any time prior to 2:50. Parents/guardians must come directly to the office. The secretary will call the student to meet them in the office. Parents/guardians are not to go to the classroom to retrieve their student to help prevent disruption of the classroom. For the safety of our students, only parents/guardians and those listed on the student’s Emergency Card/Pick-up Note may sign out a student. If someone not listed on the student’s Emergency Card/Pick-up Note needs to pick up a student, please see “Changing Your Student’s End of the Day Plan”. Also see “Absences/Attendance” regarding attendance and leaving school early. Please ~~Also~~ note that all uncommunicated early pickups may not happen immediately. Students will finish the task they are working on, clean up their workspace, or finish meetings/assemblies before being allowed to leave. Please help us by planning ahead.

CHANGING YOUR STUDENT’S END OF THE DAY PLAN

Students will follow their normal transportation plan unless one of the following is done. Changing your student’s end of the day plan includes leaving school early.

1. The student brings a signed note from a parent/guardian to school and gives it to their teacher. This change will be logged in the office. A parent/guardian can call the office **prior to 2:00 p.m.**, and a note will be delivered to the student’s teacher.

2. A parent/guardian can email the office **prior to 2:00pm**, and a note will be delivered to the student's teacher.
3. Plan changes include temporary changes to the Emergency Card/Pick-Up Note and any pick ups prior to normal dismissal.
4. Changes to this plan will not be accepted after 2:00 p.m. except in the case of an emergency situation.

STUDENT DISMISSAL FOR K-4 PICKUPS

Parents will follow the drop off lane just like they do in the morning, but utilize both lanes. We will have spotters with radios relaying the numbers displayed in the vehicles that match the number assigned to each student.

Students will be staged in the gymnasium and escorted out to the appropriate vehicle.

1. Students/families were all assigned a number and it will be displayed on their backpack. The assigned number will correlate to the number displayed in their parents or guardian's vehicle.
2. If a parent makes changes for the end of the day it is their responsibility to get their number to the family member or friend that will be picking up their student. If they do not have a number they will need to park and we will check the parent pick up list and make sure the person picking up the student is on the list and has been cleared for pick up.
3. Middle school students will walk over to the elementary to hop in with their younger siblings. We will start our pick up loop at 2:45 and be out there until 3:05.

CROSSWALK

Our community has a crosswalk located directly in front of the elementary school. We encourage any student who must cross M-43 to cross at the crosswalk. Students who are walkers will be escorted to the breezeway doors and then released to the crosswalk by school personnel. A crossing guard is available at the crosswalk from 2:45 PM - 3:10 PM.

BUS RIDERS

1. Teachers will escort all bused students to their assigned buses.
2. Parents, guardians or siblings may NOT remove students off of school buses.
3. A DKES staff member is the only adult allowed to retrieve a student from a bus for the parent/guardian-upon request. For bus changes, please see "School Bus Transportation".

PICK-UPS AND DROP-OFFS FOR PRESCHOOL STUDENTS

All preschool parents/guardians are to use the preschool door for preschool drop offs only prior to 8:00 AM. If parents/guardians need to enter our hallways beyond the DK preschool rooms, they must enter our building through the main office entrance and sign in to receive a "Visitor's Drop Off" tag. They must sign out of the office upon leaving. Any DK preschool parent/guardian entering the building after 8:00 AM must enter the building at the main office doors. They must sign in to receive a "Visitor's Drop Off" tag, escort their student to the preschool rooms and sign out of the office upon leaving to return their tag. If the parent/guardian will be staying to volunteer, they must sign in at the office to receive a "Visitor's Worker Bee" tag.

Any preschool parents/guardians arriving early to pick up their student prior to the designated pick up time must enter our building through the main office entrance and sign in to receive a "Visitor's Preschool Pass". They must sign out of the office upon leaving to return their tag.

PICK-UPS AND DROP-OFFS FOR THE PANTHER CLUBHOUSE

Please refer to the Panther Clubhouse handbook for exact opening and closing times. Parents/guardians entering the building during school hours must sign in at the office as a visitor to obtain a "Visitor's Panther Clubhouse Pass", go directly to the Panther Clubhouse for drop off or pickup of their student, and sign out at

the office upon leaving to return their tag.

ABSENCES/ATTENDANCE

The attendance procedures for DKES are:

1. Parents/guardians are to call the school by 8:30 AM on the day of their child's absence or send a note to school the next day explaining the reason for the absence. This will create an explained unexcused absence.
2. If the parent does not contact the school before 8:30 AM on the day of the student's absence, school personnel may contact the parent/guardian at home or work or an automated phone service will call your home.
3. Failure to contact or notify of an absence within **24 hours** or no later than the day of return, will result in an unexplained unexcused absence.
4. To excuse an absence, you must provide written professional documentation from the office of where the appointment was held. This must include the student's name, the professional office's name, and the date of the appointment. These include, but are not limited to: extended absences due to serious illness, professional appointments, required court appearances, funerals, school related absences and other absences approved by administration. The written professional documentation will be filed in the office. Written professional documentation needs to be turned in in a timely manner. It can be brought to the office by the student or the parent/guardian upon the return of the student, emailed to the office, or faxed to the office.
5. If unexcused absences (both explained and unexplained) are more than 10 per year, the school will follow the truancy procedure.
6. If circumstances are such that a phone is not available to you, please contact the DKES administration to discuss other arrangements.
7. The **ATTENDANCE HOTLINE NUMBER IS 623-1530**. Please leave messages regarding attendance at any time using this number.
8. Daily attendance at school is expected and will help students to be more successful academically. It is your responsibility to make up work missed due to absences.
9. Attendance may impact whether a student may or may not attend field trips, special events, spectating events, etc...
10. Students arriving before 8:30 a.m. will be marked tardy. If the student is signed in after 8:30 a.m. the student will be marked absent for the a.m.
11. Students leaving before 2:15 p.m. will be marked absent for the p.m. If the student is signed out after 2:15 p.m. the student will be marked as "left early".

PREARRANGED ABSENCES/FAMILY LEAVE

Please bring a note to the office at least one week in advance with the date(s) and reason(s) why you will be absent from school. A maximum of 5 consecutive days may be used per year for family matters. Only students in good standing will be allowed to take excused family leave. Upon receiving the request the following will occur:

1. Teachers will make attempts to prepare work to be missed in advance and give the work to the student. Students are expected to complete assigned work during time absent for credit.
2. In the event work could not be issued prior to the family leave, the student will be given the number of days absent to complete the work for credit. This "number of days" will be calculated from the date the teacher provides the materials/assignments.
3. Failure to follow this procedure will result in absences documented as unexcused and work may not be accepted for credit.

If students plan to attend a funeral, we recommend arrangements be made prior to the day of the services.

TRUANCY PROCEDURE

1. Parents/guardians will be notified by a letter when their student has 5 unexcused absences. This letter is simply to inform parents/guardians of how many absences their student has accrued and a reminder to get any written professional documentation turned in that may have been forgotten. A second letter will be mailed to parents/guardians when their student has 10 unexcused absences. Again, this letter is to inform parents/guardians of how many absences their student has accrued and a reminder to get any written professional documentation turned in that may have been forgotten.
2. According to the Michigan Compulsory Attendance Law, children under the age of eighteen must regularly attend school. If the absences are deemed excessive, a letter will be sent to parents setting a time and date for an appointment to discuss their student's absences.
3. In the event of continued absences, Barry County Intermediate School District Superintendent will become involved and the student's attendance/truancy history will be sent to the Barry County Prosecutor's Office. The Barry Intermediate School District (BISD) may have a truancy intervention program to offer families as an alternative to a court appearance.
4. Barry County Youth Service Bureau or the school liaison officer may be involved in this procedure.

VISITORS – (Volunteer/Visitor Form Required see “Delton Kellogg School Board Policy 4120.09”)

Any person who is not a DKES preschool to 4th grade student or a current DKES staff member is considered a visitor. Since visitors will be in the presence of our students and have an interaction of any kind are thus considered a volunteer. For safety and security reasons, all visitors/volunteers must enter our building through the main office. All visitors/volunteers must sign in to obtain a visitor tag. **This tag must be worn at all times, visible by staff members, and are to be returned to the office at the end of the visit when the visitor signs out.** An annual background check is required for all visitors/volunteers. Forms are available in all 3 building offices and is a district wide database. A minimum of 2 weeks is needed to process. Forms are available every year in August, continuing throughout the school year. No drop in visitors will be accepted. All visitors/volunteers must pre-arrange their visit or volunteering with their classroom teacher.

1. Throughout the year, many meetings and appointments are held. Any parent/guardian attending a meeting, appointment, or speech therapy appointment must sign in and will receive a “Visitor’s Appointment Pass” tag. Depending on the instructions from the party holding the meeting/appointment, the office secretary will either call to let them know their visitor has arrived for them, retrieve the visitor, or the secretary will direct the visitor to the location. Once the meeting/appointment is completed, the visitor is to return to the office, sign out, and return their tag.
3. If a student wishes to bring a guest to school, approval must be obtained from the classroom teacher and the office. A guest will not be allowed to ride the school bus, thus other transportation must be arranged. Please realize and respect the fact that a teacher may indicate a certain day is not a good day for visitors, due to previous plans or commitments.
4. Parents, grandparents, and community members are encouraged to volunteer in our school. Help is **GREATLY APPRECIATED!** We ask that prior arrangements be made so teachers can have prepared materials with plans and to help eliminate classroom disruptions and interruptions. DKES is always looking for volunteers for the following programs:
 - Our after school programs
 - Classroom Volunteer / Room Parent
 - Field Trip Chaperones
 - Mileage Club and The Fun Run
 - Odyssey of the Mind (OM)
 - P.I.E. (Partners In Education)
 - School Improvement Team

There are so many ways to help! If you are interested in helping, please inquire in the office.

FIELD TRIPS

Throughout the year, elementary classes will be invited to participate in field trips. Cash only for all field trips, with the exception of the 4th grade Mackinac Field Trip.

Field trips are provided to enrich student's overall educational experiences. In some cases, student behavior impacts whether or not your child will be permitted to attend a school sponsored field trip. In such cases, the school may ask that an adult attend the field trip to chaperone their child and help with any potential behaviors that the school or teacher feel may impede the overall safety of the child on the field trip.

Students with disruptive behavior may be excluded from attending a field trip due to behavior difficulties at school or on the bus. If your son/daughter has exhibited such disruptive behaviors and has been suspended or has had excessive referrals, then they may be excluded from attending a field trip with their classmates.

If your child receives **8 or more "major"** behavior referrals, a parent must attend the field trip with their child. Also, if your child is suspended from the bus at the time of the departure, for the field trip, then the student will not be able to attend

Furthermore, if a student has received an "out of school" suspension for any reason, the grade level team and the building administrator will decide if the student will be allowed to attend the field trip.

Our hope is that with these parameters set, students will understand that their actions have consequences, and that it is our responsibility to provide a safe and educational experience for our students.

Because of the expected responsibilities and duties involved in chaperoning on field trips, parents are not to bring other children. Chaperoning experiences are a special time for parents and children and can be enjoyed more when there are no added responsibilities of children outside of that grade level. Due to the tobacco free policy of our district, parent chaperones are requested to refrain from smoking while on a field trip.

For the safety of our students, **Field Trip Chaperones are considered to be volunteers and must comply with volunteer background checks two weeks prior to a scheduled field trip. Field Trip Chaperones must be at least 21 years of age.**

It is our policy that all students attending a school sponsored field trip ride the school bus with their classmates and teachers to the location of the trip. Parent/guardian chaperones need to drive to the destination. Parents/guardian chaperones will be allowed to sign their students out at the conclusion of the field trip with their student's teacher. Parents/guardians cannot sign out other students unless written permission from said student is given to the teacher prior to the field trip. This will not result in any attendance markings, but will only be noted for record keeping.

Delton Kellogg School Board Policy 4120.09

Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS), prior to being allowed to participate in any activity or program.

ASSEMBLIES

Throughout the year, elementary classes may attend, participate, or perform in assemblies that are sponsored by PIE (Partners in Education), the student council, administration, and various classes at DKES. These activities are considered an extension of the classroom. Student behavior at these events is a reflection of our school and community, thus students are expected to demonstrate self-control and respect so that participation and observation can be enjoyed by all in attendance. Behavior should be in alignment with our code of conduct. Should a concern arise that a student has repeatedly demonstrated the inability to follow such guidelines, a teacher and administrative decision may be made that the student may not attend. Parents will be notified of any such decisions prior and other arrangements will be made.

Some assemblies are outside of our building. In such cases where our students need to travel, parents/guardians must sign out of the office prior to departure and travel to the assembly site on their own. Students will be escorted to the assembly site by DKES staff. During the assembly, parents/guardians are to be seated in the designated locations. Upon the conclusion of the assembly, DKES staff will escort the students back to their classrooms. For safety, security, and organization of all students, parents/guardians are not to travel back with the students. All parents/guardians are to report to the gym for the regular dismissal procedures. Any changes to student's end of the day plans, must be communicated with the office prior to 2:00pm. For safety, security, and organization of all students, early sign outs from the office on the special assembly days will not be permitted. Please plan accordingly.

CHILD PROTECTION

All school personnel/employees are identified as mandated reporters under the Child Abuse and Prevention Act. Meaning school personnel must make a report to the local Child Protective Service (CPS) department if there is a reasonable cause to suspect abuse or neglect. The MI Child Protection Law defines child abuse and neglect as harm or threatened harm to a child's health or welfare by a parent, legal guardian or any other person responsible for the child's health or welfare. In Michigan it is then the responsibility of the Department of Human Services/CPS to investigate reports of suspected child abuse and neglect. *Act No. 238, Public Acts of 1975 722.623, Section 3, as amended by 2002 PA10.*

ENROLLMENT PROCEDURES

Michigan law requires children entering Michigan Public Schools for the first time to furnish a record of immunization signed by a physician or health department, a state certified birth certificate and Proof of Residency. Upon entry, children coming from a divorced home must provide custody papers. The student will have thirty (30) days from the date of enrollment to produce a birth certificate before the student would be excluded from classes. The only exception to these procedures is if the student qualifies as homeless.

If a student's parents have chosen not to immunize their child, the parents/guardians are required to sign a waiver in order for their child to attend school in place of an immunization record. Waivers are obtainable at any Health Department. The original, signed and stamped waiver will only be accepted. Copies or pictures will not be accepted.

DEFINITION of HOMELESS CHILDREN and YOUTH

The term "homeless" children and youth means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Children/youth sharing the housing of others due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement.
- Children/youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children/youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

FUNDRAISING

All fundraising must be approved by the administration. Students selling items or raising funds for outside agencies must request and gain approval of the administration in advance of selling or raising any funds. The Student Council and the school administration sponsor school wide fundraising during the year. Families will be held responsible for and billed for any money owed after the collection due date. Students owing money may not be allowed to attend activities financially supported by the fundraiser.

LOST AND FOUND

These items are to be turned in to the office. These items will be stored in the office or in the cafeteria. At the

end of every month, unclaimed items will be given to charity or thrown out.

MEDICATION

All medications, prescription **and non--prescription**, should be given at home when possible. If medication must be given during school hours, we will follow the medication procedures, recommended by the Michigan Department of Health and the Barry-Eaton Health Department as follows below:

1. For Prescription Medication: a Medication Administration Form must be completed and signed by a parent and physician and turned in to the school office. These forms are available in the school office.
2. An adult must bring medication to school. It must be in the **original container**, identified with the student's name, pharmacy Rx number, name of medication, dosage, and time to be administered.
3. Parents/guardians are requested to make arrangements to pick up any unused medication at the end of the school year. Medication cannot be sent home with students. Medication not picked up by the last day of school will be destroyed.
4. Non-Prescription Medication (pain relievers, cough syrups, antihistamines, cough drops, etc) need to be brought in by an adult. This medication also requires a Medical Administration Form to be completed with parent signature. Over the Counter (OTC) medication now requires a doctor's note.
5. Medications will be stored in the office. Some self administered "inhalers" may be kept on the student or in their backpack if the Medication Administration Form indicates it per the prescribing physician.
5. Questions concerning specifics dealing with the administration of medication may be directed to the elementary office.

HEALTH CONCERNS

When a student is ill or has a contagious disease, they should remain at home. When calling in the student's absence, please notify the office of the symptoms or the doctor diagnosis so that we are able to accurately record the information on our required weekly report to the Barry-Eaton Health Department. Notes will be sent home alerting parents if a child in the classroom has a contagious disease. Upon re-entry to school, a doctor's note may be required.

If a student doesn't feel well at school, we will do our best to help them, but if the student becomes ill at school (vomits, has a fever, a severe cough, severe ear aches, or sore/red throat, etc.), the parent/guardian will be called. When called, it is expected that arrangements will be made to pick up their student right away to help prevent exposure to other students and so that the ill student can feel the comfort of their home environment and loved ones.

Per the Barry-Eaton Health Department's recommendations, students should not return to school until they have been symptom and fever free for 24 hours.

When at school, it is expected that students participate in all of the regular activities of their class, including gym and recess. In the event that a child is not able to participate in regular activities due to health issues, we request that a note be provided from the child's doctor indicating the date that the child can participate.

Should a student have any medical condition that requires special attention in any way (i.e. asthma, allergy), parents are requested to complete a medical form that is available in the office. This form requires both parent and physician verification. It is important that the school be aware of and have access to any necessary treatment that may be needed for the safety of the child.

Head Lice - Should a child be determined to have head lice, the parent will be called to pick-up the student. Upon return the student must be accompanied by a parent in order to be rechecked in the office before going back to their classrooms. Students determined to have head lice are not able to ride the bus. It is our desire to prevent the spread of lice by maintaining a nit-free environment. Should lice be a continued problem within a specific home, resources may be made available to assist them.

PETS/ANIMALS

Prior permission from the administration and classroom teachers must be obtained before bringing pets/animals to school.

SELLING/TRADING

Selling or trading personal goods is not allowed at school. Items sold or traded may be confiscated by school staff. Delton Kellogg Schools does not accept liability for items that are stolen, damaged, unpaid for or not returned. We recommend these items not be brought to school, sold or traded.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, their locker and his/her possessions, including vehicles, and may seize any illegal, unauthorized, or contraband materials discovered in the search. A search may be conducted at any time and the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Student lockers and the parking lot are school property and remain at all times under the control of the school district. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. A student's person and/or personal effects (e.g., purse, book bag, athletic bag, cell phone, or vehicle) may be searched whenever a school official has **reasonable suspicion** to believe that the student is in possession of illegal or unauthorized materials. No search warrant is required by law. If the search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities and are subject to all school and state code for disciplinary action.

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

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

A student's refusal to permit searches and seizures, as provided in this policy, will be considered grounds for disciplinary action and the search will be completed without the student's consent.

SURVEILLANCE/PHOTOGRAPHY/VIDEOS

The DK Board of Education authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Students in violation of board policies, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recording may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

Please do not call the school or bus garage. In case it is necessary to cancel or delay school, an automated system will be used to call/email homes and local radio and television stations will be notified.

To effectively execute our District Crisis Plan, our partnership with you at home is vitally important. Parents need to be certain that their children know where they are to go in the event of an emergency dismissal of any kind. Be certain that you talk with your child(ren) regarding safe alternatives if you are not home and school is dismissed during the day. With younger children, it may be wise to attach names, addresses, and phone

numbers on the inside of a backpack. It is also crucial to keep school secretaries informed **in advance** of all potential emergency contacts for your family. All students are required to have an Emergency Individual Evacuation Plan on File with the Elementary Office. Should an emergency evacuation be required, students will follow their plan.

When schools are closed due to severe weather, after school activities are also canceled, unless announced otherwise.

EMERGENCY PROCEDURES

We work hard to create a safe and friendly place for students and to prevent harmful events from ever happening. The District Crisis Plan is in place with procedures and teams of staff at each building who are ready to respond to emergencies, which might arise. Safety drills will occur at times established by the administration and in accordance with school code. Students are required to be silent and shall comply with the directives of school officials and local law enforcement during emergency drills.

Delton Kellogg Elementary School conducts various emergency drills throughout the school year including at least 5 fire drills, 3 lockdown drills, 2 severe weather drills, and 1 Cardiac AED Drill. These drills will be posted on our website upon completion.

In the event of an actual emergency, emergency contact numbers will be notified as soon as time permits through our robocalling and e-mailing system.

Inside Threat Lockdown

This is a life-threatening situation in progress occurring inside our school. Students remain with their teachers in the classroom or at an evacuation area to await further instructions. All exterior doors are locked, and visitors will not be allowed to enter the building. Attendance of students and all visitors will be taken. All other areas of the school campus are placed on an "Outside Threat Lockdown". Since this is a situation that is in progress, phone calls will not be taken as it is vital to keep all lines open for communication with law enforcement.

Outside Threat Lockdown

This is not considered immediately life threatening. There has been deemed some-sort-of threat outside of the building or in the community, not necessarily on school property. Students remain with their teachers in the classrooms and continue instruction. All exterior doors are locked and visitors will not be allowed to enter the building. An orderly, regular dismissal from school may occur in collaboration with area law enforcement officials.

Shelter in Place

This is not a dangerous situation. Students are removed from common areas to classrooms for privacy and safety if common areas need to be cleared. An example is a medical emergency. Students are to remain in classrooms until the "Shelter in Place" is lifted. Since this is a situation that is in progress and could be an emergency, phone calls will not be taken as it is vital to keep all lines open for communication with possible medical personnel.

Fire Alarms

The sounding of the fire alarm is the signal for evacuation of the buildings, however teachers must wait for an announcement before evacuating the building. The entire building must be evacuated under all circumstances upon the announcement if needed. Maps for leaving DKES are posted in each classroom and the DKES staff will explain the exits to students. During lunches, before and after school and between classes, students are to use the nearest exit. Please keep in mind that in a real fire, intense heat may cause windows to explode outwardly, therefore, safe evacuation should not only be swift and orderly, but students and staff should be at least 100 feet from the building. Only if and when the "all-clear" signal is given, students should return quickly and orderly to their classrooms.

Severe Weather Alerts

A tornado watch means tornadoes are expected to develop; a tornado warning means a tornado has

been sighted. The severe weather alarm will be sounded over the public address system or by verbal dismissal from office personnel if electrical power is out. Maps of severe weather safety routes and areas are posted in each classroom and will be explained to students by DKES staff. During severe weather, students should not be within 25 feet of outer doors and should also be at least 10 feet from windows. Students should be in a kneeling position with hands clasped around the back of the neck. In open country, as in outdoor physical education activities, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression such as a gully, ditch, or ravine.

1. Students will be dismissed from school *if time allows them to reach home safely*.
2. Buses will be notified to begin runs *if time allows them to reach home safely*.
3. Shelter and supervision will be provided for the students in the school *if time does not allow students to reach home safely*.
4. In the event of a tornado watch students will remain on campus until dismissal time and after school activities will be canceled.
5. In the event of a tornado warning, students should follow emergency procedures as directed by school personnel and all after school activities will be canceled. Students will not be released until the all clear signal has been issued. *Parents should not attempt to pick up their child in these events.*

II. STUDENT--PARENT SERVICES

BOOKS

Books are the property of DKES and are loaned to you for the year. If they are lost or damaged, YOU will be responsible for repair or replacement costs.

The staff may randomly check books and restitution may be sought if books are in poor condition.

CAFETERIA - BREAKFAST/LUNCH/PROCEDURES

Come prepared to the cafeteria by bringing your lunch, money, jacket, recreation equipment and anything else you may want during this time. Passes are required to leave the cafeteria.

Food service staff appreciate deposits to lunch accounts being made before school starts (7:40 – 8:00AM) or can be dropped off at the Elementary Office.

Students are expected to behave in a respectful manner. All students are responsible for cleaning up after themselves. All trays, dishes, eating utensils, etc... are to be taken care of properly. Open beverages and food are not to be taken from the cafeteria. Tables must be wiped clean.

Disregarding lunchroom procedures may result in the cafeteria clean up, detention, assigned seating, loss of recess privileges, referral to team and/or Responsible Thinking Room (RTC) or documentation as a minor misconduct violation.

Students are expected to remain inside the designated boundaries during lunch/recess.

Delton Kellogg Food Service staff provides a number of nutritious meals for breakfast and lunch.

Breakfast: Breakfast (hot and cold entrees) is served each day from 7:40 AM to 8:10 AM in the classroom.

Delton Kellogg School District Meal Charging Policy

The purpose of having a meal charging policy is to establish consistent and clear meal account procedures throughout the district. There is a fine line between considering the fiscal integrity of the district and the solvency of the food service program, while also meeting the nutritional needs of students.

GOALS:

- To ensure that students have a healthy meal and that no child goes hungry. Reimbursable

lunches will include all five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk) and a breakfast must include a grain, milk and fruit and/or vegetable component. *Breakfast begins thirty (30) minutes prior to the school day beginning and ends 10 minutes after the first bell. Lunch times are set by each building administration.*

- To treat all students with dignity and confidentiality in the serving line.
- To foster clear and positive communication among staff, administrators, teachers, students and the parent/guardian.
- To establish fair practices that will be used consistently throughout the district regarding meal charges and the collection of said charges.

SCOPE OF RESPONSIBILITY:

The Food Service Department:

- Responsible for providing quality meals that meet all nutritional requirements as set by the state and federal government.
- Responsible for maintaining meal account records. Robo calls and low balance emails are made to households when a student has a negative lunch account balance.
- Responsible for providing written documentation of lunch activity when requested and working with households towards a reasonable resolution.
- Responsible for notifying school administration of potential problems and/or repeat offenders.

The Parent/Guardian:

- Responsible for immediate payment when their student has a negative balance.
- Responsible for completion of the Free/Reduced Lunch Application when circumstances reflect the need. Applications can be completed any time during the school year and a family can apply multiple times when income and/or living scenarios change. Must be renewed annually.
- Responsible for notifying your student's building Principal or Food Service Director if a family is doubled up or living in a homeless situation. This situation may qualify all students in the household for free meals during the school year under the McKinney Vento Act.
- Responsible for monitoring lunch activity.

Although not required by law through the National School Lunch Act or the Healthy Hunger Free Kids Act, limited meal charging will be allowed as a courtesy to families, under the following conditions:

We understand that an occasional emergency, shortage of funds, or forgetfulness may make charging a meal necessary. Meal charges are a temporary solution and are not intended to address the broader issue of whether a parent/guardian has an inability to pay for a meal for his/her child. In those instances, an application for Free or Reduced Meal Benefits should be completed. Applications can be obtained from all building level offices, the Superintendent's office and accessed online at lunchapp.com. The parent should be reassured that this process will be treated with the utmost of confidentiality.

As a matter of practice, parents/guardians are encouraged to make meal payments in advance. Personal checks and cash deposits are accepted daily at the schools. Payments can be made for one week, several weeks or even months in advance. The District uses a computerized meal credit system to account for student meals and a la carte sales. All students have personal accounts regardless of their form of payment. The process is the same whether the child is a free, reduced or full pay student. This process maintains the integrity of the child. Similar to a bank account, each student has a school ID number that stays with them for their duration in Delton Kellogg School District.

At times the school receives donations from individuals or groups wanting to help offset any negative charges students may have. Students will only be eligible to receive this donation IF an application has been filled out during the current school year or are free or reduced thru direct certification from the

state. A student does not have to qualify for free or reduced status but an application must be on file to receive assistance from a donation towards any negative balance.

Half-Day Lunch Options:

Students may choose to have a sack lunch on a half day. Students will receive a choice A or B of a main item along with vegetables, fruits and milk per USDA guidelines. Students will be charged regular school lunch price for a sack lunch.

WELLNESS/ ENERGY DRINKS – DKES supports student wellness. We recommend healthy snacks for our students. Energy Drinks (Beverages that contain large doses of caffeine, and other legal stimulants like ephedrine, guarana, and ginseng), are known to have dangerous side effects for children and are not permitted for student consumption on school grounds during the school day. (This includes transportation and lunch beverage.) All beverages need to have the ability to be sealed and spill proof. Open containers are not allowed.

CHILD STUDY TEAM PROCESS

1. The Child Study Team Process (CST) is initiated to implement early academic and/or behavioral interventions for students who are having difficulty in social, emotional and/or academic areas.
2. The CST process utilizes a systematic problem-solving process that links functional assessment with strategic peer-reviewed evidence or research based interventions.
3. The CST process will prepare, through collaborative consultations involving educational professionals, identified strategies to implement in the classroom, along with instructional assistance and/or available support that impact and increase student learning and success.
4. The CST may consist of parents, classroom teachers, Title One teachers, school psychologist, administrator, or the school counselor.
5. A CST meeting may be requested by the classroom teacher, the administrator, or the parent/guardian.

VOICE MAIL

All classroom teachers have a voicemail account. During the day callers will be sent to the teachers voice mailbox. Teachers will check their voice mail daily by 2 pm. All time sensitive messages (Such as a change in the child's end of the day routine) should have been left with the Elementary Office, not in a teachers voice mailbox.

COUNSELING / STUDENT SUPPORT SPECIALIST

Our Student Support Specialist is always happy to see you. If there is something you would like to discuss with her please use the counseling request form available from your teacher or in the office. The Student Support specialist will see you as soon as possible. Students should obtain permission from their classroom teacher (assigned/scheduled classroom) prior to going to the Student Support Specialist's room. Students can give the form to her or slip it under her door. If she is not available at that time, the student should return to their scheduled class immediately. Due to the vast responsibilities of the Student Support Specialist and the ratio of students to our Student Support Specialist, it is necessary to restrict ongoing counseling services to those students whose struggles are interfering in their day to day school functioning. We can provide outside counseling resources upon request. There are also many resources provided outside the office lobby.

MEDIA CENTER

Students may use the reference materials in the Media Center and check out books, magazines and information files. The number of books allowed for check out may be limited. Be sure to return all materials or books on time. Parents and Guardians are responsible for the cost of lost or damaged materials.

PARENT--TEACHER CONFERENCES

Parent-Teacher conferences are scheduled yearly. Additional conferences may be scheduled at any time during the school year by calling the DKES office at 269-623-1530 You can also attempt to schedule directly

with your child's teacher by leaving a phone message or using email.

POLICE SCHOOL LIAISON OFFICER (PSLO)

In the Fall of 1998, Delton Kellogg Public Schools and the Barry County Sheriff's Department formed a partnership and established the Police School Liaison Officer (SLO) position. The duties of the Liaison Officer are centered primarily in the prevention of problems and maintaining a safe environment for students, rather than the apprehension of juvenile offenders. The full time police officer's daily routine may take a variety of avenues, including – but not limited to – the educational professionals and agency representative, formal classroom presentation and investigation of various activities. Establishing rapport with students, faculty, parents and the community to help students to grow and develop into well-rounded citizens is the goal of the SLO program. The benefits of the SLO program translate into the individual student being assured that not only will he or she receive fair and impartial treatment, but that their birthright to learning and growing in a safe, healthy and concerned environment is being protected.

Beginning in January of 2000, Michigan Public Act 104 requires the exchange of information regarding law violations by students from the police and courts to the schools and the reporting of various incidents and school violations to law enforcement officials. The SLO assists in the coordination and reporting of this information.

RESPONSIBLE THINKING CLASSROOM

The primary purpose of the Responsible Thinking Classroom is to train students to take ownership of their behavior and act responsibly. Students will be removed from the problem situation. The message is "We need to work the problem out.", the atmosphere of the school environment should be positive and non-coercive. The intent is to increase the likelihood that the students will evaluate the behavior(s) they are choosing; learn that they are responsible for choices and to develop the skills to make more effective choices. Students sent to RTC will report to the RTC to check in. The supervising staff may begin to preliminarily problem solve with the student, or draft a plan. If a specific teacher is involved, time will be set so the solution can be discussed by the involved parties. An administrator or Student Support Specialists will be consulted for follow-up with the student if necessary.

RESPONSIBLE THINKING CLASSROOM (RTC)/ IN SCHOOL SUSPENSION ROOM (ISSR)

The RTC/ISSR serves four purposes:

1. Time-Out – Requested by teacher or self-elected by student if an area in the classroom, or team is not available or appropriate. (Usually not to exceed 30 minute)
2. Problem Solving Referral – Requested by teacher or student, where students will work on their problem, self-evaluate and plan to improve. This process may begin with the RTC staff, but will be followed up by the teacher (referring staff) and administration only when necessary.
3. Lunch Detention/Classroom Suspension – A staff member can request lunch or classroom detention for a student, but a school administrator must authorize lunch or classroom detention. Parent contact will be made by referring staff.
4. In-School Suspension – Isolation of the student within the school.

Behavior at any time in-RTC/ISS is expected to be appropriate. Failure to do so may result in a phone call home and or student being sent home for the remainder of the day.

Students sent to the office for behavior violations may be asked to wait in the RTC for an available administrator. All room rules apply and failure to follow may result in disciplinary consequences.

RECESS and PLAYGROUND GUIDELINES

1. Be SK2R (Safe, Kind, Respectful, Responsible)
2. Follow directions given by the adult supervisors.

3. Be courteous to others. When a problem arises, use your words to help solve it. We solve problems by talking them through.
4. Use hands, feet, and objects in a safe manner.
5. Be responsible for your actions. Do not blame others.
6. Take turns on the playground equipment.

Students will remain inside during inclement weather, i.e. rain or wind-chill temperature of 10 degrees or below. Due to the safety factor of providing supervision to all students, it is our policy that all students go outside during their scheduled recess.

SCHOOL PARTIES

Several school-wide parties are scheduled throughout the school year (dates and times for each to be announced). Each teacher will determine a classroom policy for birthday treats. Please contact your child's teacher when planning any treats.

SCHOOL TECHNOLOGY

The use of school technology is a privilege intended to enhance student learning in the following ways: * To help learn about technology * To help learn how to gather information * To help learn how to communicate with others.

The office/technology department requires a technology acceptable use policy signed by parent and student before any student has access to DKES Technology.

Listed below are some of the rules to keep in mind when using technology and the Internet:

1. I will only use technology with a staff member present and will only use technology for which I have received training.
2. My use of technology will only be for school work and will not involve information that is not intended for use in a class assignment. My password is for my use only. If I choose to share it with others, or fail to log-off, I may still be held responsible.
3. I will only access authorized files, programs and internet sites, and I will not knowingly do anything that brings a virus into the school's network.
4. I will not, in any way, disrupt others' use of the school's technology and I will ask for help if I am not sure how to properly use the technology.
5. I won't use district technology until the proper paperwork has been submitted by myself and my parents.
6. I understand the district has the right to check anything I do with its technology. I understand that the school will not be responsible for data, time lost or harm caused by me or by others.
7. I will follow copyright laws.

COMPLETE POLICY IS AVAILABLE UPON REQUEST.

STUDENT COUNCIL

Student Council operates with an executive board made up of both 3rd and 4th graders. This Council helps plan and/or sponsor special events throughout the school year. Student Council utilizes the consensus-meeting model to conduct their business. A Student Council member must show good citizenship and academic effort.

TELEPHONE

The office telephones must be free for school business and may be used for discipline, illness and emergency calls only. The office phone is to be used only before and after school, during lunch (with a pass), and with a pass from the teacher during class time.

It is not recommended but, if parents wish their child to use a cell phone, they are to report to the office and make the call in the presence of office personnel. In all cases, students must have permission to use phones during school hours. Making false 911 phone calls is illegal and will be referred to law enforcement officials.

TRANSPORTATION -- DAILY

Please be sure that you arrive at the bus stop on time. You are expected to follow all rules of conduct for proper bus behavior as given to you by your bus drivers. DK transportation is an extension of the educational day. All school rules and regulations are in effect and carry over during the time of transportation, boarding/exiting and waiting for the bus's arrival. The transportation department and school administrators will work in conjunction with disciplinary infractions which are severe or persistent. The transportation department will provide all riders with a comprehensive handbook.

The basic rules for an individual using the school bus transportation to and from school are:

1. All students are to remain seated while the bus is in motion.
2. Students must keep hands off other riders and their personal possessions.
3. The use of obscene or profane language is prohibited.
4. Noise must not be excessive. The driver will be the sole judge as to how much noise is to be tolerated.
5. Students may not eat or drink on the bus.
6. Students may not bring glass containers on the bus.
7. Smoking or lighting lighters or matches on the bus will not be tolerated.
8. Defacing or destroying school property while riding on the bus will result in disciplinary action or restitution.
9. Only Delton Kellogg students will be transported on the school bus.
10. Riding another student's bus is subject to approval from the transportation supervisor. Any student over 6th grade will not be allowed to ride another student's bus at any time. Please call the bus garage 24 hours in advance.

TRANSPORTATION -- EXTRA CURRICULAR

The same basic rules also apply to students riding buses to athletic events, musical competitions or other school related activities.

1. Some events may require that participants eat on the bus. However, students and sponsors are responsible for cleaning the bus prior to leaving the bus.
2. One sponsor will sit in the back of the bus.
3. Students transported to an extracurricular activity must be transported both ways by the school vehicle. If an exception is to be made, it **MUST** be a signed note from the student's parent to allow the student to ride home with their parents. The note must be given by the parent to the staff member in charge and filed in the Elementary School office. Any exceptions to this rule are to be approved by the staff member in charge and processed through an administrator.
4. If a student is suspended from riding the bus to and from school, he/she will not be allowed to ride the bus for extra-curricular activities. This may include extra-curricular field trips.

III. ACADEMICS

SPECIAL REPORTS AND REPORT CARDS

Report cards are emailed upon the completion of each semester. Please ensure your email information is up-to-date with our office. Hard copies are available upon request.

IV. EXTRA--CURRICULAR INFORMATION AFTER SCHOOL ACTIVITIES

If you wish to remain after school to work with a staff member, you must have a staff member's permission and a note from your parent or guardian.

Students are not allowed in the building after 2:50 PM unless supervised by a staff member, for example, being with a coach for a practice or a game, attending a special event for your grade level or a student group

activity. **Younger/older brothers and sisters or friends are not allowed to attend athletic practices or student group activities.**

Your responsible and respectful behavior at these events will be a positive reflection of citizenship at DKES. You must be in school for at least half the day on the day of the event in order to attend or participate in any after school event. **You may not attend or participate in any after school activity on days for which you have been referred to the office for a major behavior violation or suspended either in or out of school.**

V. GENERAL BEHAVIORAL EXPECTATIONS

PANTHER CODE -- SK2R

* SAFE * KIND * RESPECTFUL * RESPONSIBLE *

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES/ELECTRONIC DEVICES

Per DK Board Policy 5136: A student may possess cellular telephone or other electronic communication devices ... provided that during school hours, school events and on a school vehicle its use is not disruptive or distracting to the educational process, and provided that the cell phone ... remains off. The unauthorized use of cellular phones and ECD/ESD to communicate or access information during classes or testing is prohibited. Also, during school activities when directed by the administrator ..., cell phones and other ECD/ESD shall be turned off and stored away out of sight. At no time should video or pictures be taken of any other student or staff member. The use of cell phones and other ECD/ESD in locker rooms or restrooms is prohibited. Possession of a cellular telephone or other ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD/ESD, suspension and or the device being handed over to law enforcement. The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage, nor shall the District be responsible for investigating any theft, loss, or damage. All electronics are at your OWN RISK. Refer to DK Board Policy for more specifics related to ECD/ESD..

FIRST VIOLATION – confiscated and returned at the end of the school day

SECOND VIOLATION – confiscated and parent/guardian required to retrieve

THIRD VIOLATION – loss of privilege to bring a cell phone to school (administration reserves the right to hold the cell phone until the end of the school year).

PERSONAL BELONGINGS/DISRUPTIVE ITEMS

Defined as: belongings that cause interference to student learning or become a problem *or safety issue* to have at school.

DKES is not responsible for lost, misplaced, or stolen items. Students are NOT encouraged to bring personal belongings to school. However, if they choose to do so, it is with an understanding that: 1) this is a privilege 2) they are doing so at their own risk and 3) DKES will not investigate issues related to personal items.

STUDENT APPEARANCE

The school does not rule a student's taste in dress. However, the school does require certain standards that are based upon factors of health, safety and maintaining the orderly function of the school. It is expected that students should come to school clean, well groomed and in attire that is not offensive or distasteful. Examples of clothing and accessories not considered appropriate for the school environment include, **but are not limited to:**

1. Headwear. For example: bandanas, hoods, caps, hats, and scarves.
2. Sunglasses.
3. Clothing, jewelry, wallets with sharp studs, spikes, and chains.
4. Clothing that is deemed sexually provocative including garments with a sexual message, profanity or that advocates or depicts violence, discrimination, the use of alcohol, tobacco, or any controlled

substance.

5. All shirts and pants are to be worn so no midriff or underwear/garments shows.
6. The following shorts shall not be worn during the school day: biker shorts, boxer shorts, spandex shorts, swimming trunks, or shorts deemed inappropriate by school staff or administration. *Check point for shorts/skirts: place hands at sides with fingers extended. The hem of the garment should be at or below the tip of your thumb with at least three inches of inseam.*
7. Beach tops, half shirts, mesh shirts, or suggestive or revealing garments.
Check point: if you can't tuck it in, don't wear it
8. Thin strapped tank tops. *Check point: Straps should be a minimum of 2 fingers wide; the opening for the arms must fit snugly against the body (undergarments should not be visible).*
9. Low cut tops. *Check point: If you hold your neck with your right hand, placing the first finger and thumb over your collarbone, the border of the garment you are wearing has to be hidden by the bottom of your hand.*
10. Undergarments worn as outer garments.
11. Outside coats shall not be worn in the classroom.
12. Book bags, backpacks, purses and duffle bags will be stored in the classroom closet.
13. Gang clothing, symbols, signs or paraphernalia.
14. Clothing that promotes racist, sexist, bigoted or offensive ideas.
15. Flannel, lounge-like pants will be considered acceptable school attire with the exception of: clothing obviously intended for sleep (pajama-sheer, sleep like prints, open fly, etc...). Other dress code expectations are still in effect such as: no undergarments showing, provocative messages etc...
16. Students should not write on the skin of themselves or others with ink/paint etc....
17. Appropriate footwear must be worn at all times.

Student appearance expectations are in effect at all school sanctioned events unless stated otherwise. At the discretion of the administration, students who violate the dress code may rectify the situation in school or will be asked to call home for a change of clothes. If this cannot occur, students/parents will be given the option of wearing alternative clothing provided by the school. Students will not be allowed back into the general school environment and will remain in the in school suspension area, until the violation of the dress code can be rectified.

SUBSTITUTE TEACHER/VOLUNTEERS

Substitute teachers, volunteers and student teachers are as much a part of our school as anyone else. They are guests in our building therefore, they are to be extended the respect and courtesy they deserve. Students are expected to make substitutes, volunteers, and student teachers feel welcome.

VI. STUDENT DISCIPLINE

Student behavior to, from, and at school and school events, as well as all student behavior on Delton Kellogg School property, is expected to follow the regulations set forth in the code of conduct.

Delton Kellogg Elementary School reserves the right to set forth as part of this code of conduct those rules and regulations necessary and proper for carrying out the execution of the educational programs of the school, which are not specifically stated herein, as the need arises. The examples listed below are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit these regulations and rules. The offenses and penalties listed are only guidelines. Actual circumstances and the severity of those circumstances may dictate disciplinary actions not otherwise outlined.

DISCIPLINE PHILOSOPHY

Two of the most important lessons education teaches are respect and responsibility. DKES promotes a positive behavior support system and students are expected to behave in an acceptable manner and always consider the rights, safety, property, and feelings of others. All behavior has consequences. Students exercising self-discipline, respect, and responsibility will have positive consequences for their choices. Students who choose inappropriate behavior will face appropriate consequences. Each situation will be assessed individually.

DKES has an obligation to its students and their parents to provide an atmosphere where students can learn and develop to the best of their abilities. Positive consequences and discipline will be used to provide a safe and orderly environment for everyone.

Student Responsibility: Students are expected to follow the student Code of Conduct and be aware of its content. Students are expected to take responsibility for their actions. Students must be aware of the consequences for continued unacceptable behavior.

Teacher Responsibility: When teachers are having difficulty with individual students regarding behavior and/or academics, they will choose the appropriate strategies/consequences for working with the students and keep a written record of their efforts.

Parent/Guardian Responsibility: Parents/Guardians are expected to review and have an awareness of the student Code of Conduct.

MINOR BEHAVIOR VIOLATIONS

The teacher/staff, working with the student, initially handles minor behavior violations. Warnings, reminders, phone calls etc.... may occur to help children become aware of expectations. Following warnings/reminders offenses will be dealt with as described in the section: Procedures for Minor Behavior Violations.

Examples – but not limited to:

1. Tardies
2. All Behavior – potentially disruptive or unsafe: running, pushing, shoving, horseplay, etc... on any school grounds/bus stops.
3. Cafeteria Behavior: throwing food, not taking care of trays and water properly, not staying in the cafeteria and/or designated areas.
4. **Food/Beverages in halls:** Open food and beverage containers are not allowed in halls/lockers. These items will be confiscated and only returned upon discretion of the teacher/staff member.
5. Insubordination: refusal to follow a reasonable request/directive by school personnel.
6. Student Appearance: clothing determined to be in violation of our dress code
7. Personal Items: CD players, MP3 players, electronic toys, cameras, and other toys such as yo-yo's which cause disruption etc...
8. Uncooperative Classroom Behavior: not following directions, throwing paper, spit wads, interrupting or talking out, disrespect, and/or using put-downs.
9. Classroom Ethics: cheating, plagiarism, forgery, etc....
10. Public Displays of Affection: romantic affection such as hand holding, arms around each other, hugging, kissing, etc... are not permitted on school grounds or during school sanctioned events.
11. Teasing/Bullying: persistent unwanted joking/teasing, unwanted comments and disrespect for another person's property/self; may include verbal, electronic or written bullying.
12. Behavior with a Substitute Teacher/Volunteer: uncooperative behavior with substitute teachers may range in consequences from classroom removal to suspension.
13. Misuse of Internet/Network/Technology (minor): may result in restriction from internet usage or DK technology for up to one week.
14. First time possession of media (CD, magazine, video/music clip etc.) with inappropriate content depicting/advocating use of/for violence, sex, drugs, alcohol, etc...
15. Inappropriate language or gestures: use of offensive or vulgar language or acts.

16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
17. Unauthorized areas: for example: dugouts, high school, playgrounds etc....

PROCEDURES FOR MINOR BEHAVIOR VIOLATIONS

Initially handled by teacher/team/staff members. Upon repeated warnings/reminders/conversations the Level System will begin. In all instances, problem solving conversations will occur with the referring staff member. Once in the RTC room a leveling system will begin (please see ISSR/RTC Procedures):

Level One a behavior plan will be developed by the student and be approved by staff and parent;
Level Two a behavior plan will be developed and require signatures, the teacher will also contact the parent/guardian.

Level Three there will be a referral to administration. Notification will be sent home informing the parent/guardian of the level three status and potential future consequences if behavior persists (Persistent Misconduct). The student will again develop a behavior plan, confer and receive agreement from the teacher and obtain parent signatures.

Note in some instances a student may be required to serve lunch detention, to write a plan, or confer with the teacher. In other instances a student may be released from another class to confer/problem solve with the referring staff member.

The goal of this process is to help students make more responsible choices. Therefore, if a student has shown improvement by making appropriate choices, they could remain at the same point in the process if they are written up again. This decision will be made by the teacher/team and/or administration.

Minor Behavior Violation Consequence Options (but not limited to):

In some cases, consequences will be issued in addition or in lieu of developing a problem solving plan and consulting with the staff member. These consequences may include: lunch detention, before school detention, letters of apology, written acceptance of responsibility, assigned seating, loss of recess, time-out, meetings with counselors or school liaison officers, and/or special project work/community service, In or Out of School Suspension.

MAJOR BEHAVIOR VIOLATIONS

When the judgment of the administration, faculty or staff, a student's behavior adversely influences others, interferes with the educational process, or infringes on the rights of others, this behavior is grounds for suspension and possible expulsion from the Delton Kellogg Schools.

Examples – but not limited to:

1. Persistent disruptive, disrespectful, disobedience misconduct
2. Gross insubordination: blatant, disrespectful, disruptive refusal to follow a reasonable request/directive by school personnel
3. Profanities/Obscenities: gross use of unacceptable, offensive or vulgar language or acts
4. Bullying/Intimidation: severe/persistent use of physical aggression or taking the victim's property; verbal or physical harsh, hurtful teasing or intimidation; attempting to control relationships by persuading rejection of others; this may include verbal, electronic or written intimidation because of a person's race, ethnicity, color, religion, gender, national origin, sexual orientation, disability or physical characteristic(s).
5. Harassment: prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or legally protected characteristics
6. Extortion: obtaining another's possessions through the use of verbal intimidation or threats.
7. Fighting

Verbal Altercations: verbal utterances of violence or alluding to violence between two or

more students

Physical Altercations: physical acts of violence or leading to violence between two or more students (1-10 days OSS)

8. Theft: taking of someone else's property
9. Vandalism: intentional property and/or equipment damage (see unlawful behavior)
10. Truancy: time will be made up during lunch detentions or other detentions/suspensions before or after school/events or through community service if available
11. Possession of a laser pointer: 1st offense – the laser will be confiscated and kept in the office until a parent picks it up. 2nd offense – will result in a minimum 1 – 3 day suspension
12. Second offense or Serious Misuse of Internet/Network will result in a minimum 1 – 3 day suspension and a loss of access to the internet and/or computers for a minimum of one week. Continued misuse will lead to increased consequences. Some examples of misuse are: sexually explicit material or information which could present a safety threat to persons or property.
13. Second time possession of media (CD, video clip, magazine, etc...) with inappropriate content depicting/advocating use of/for violence, sex, drugs, alcohol, etc...
14. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
15. Possession/Use/Sale of lighters, matches and/or drug paraphernalia is prohibited on school premises
16. Possession/Use Sale of non-prescription drugs (out of accordance with the mediation policy) is prohibited on school premises

UNLAWFUL BEHAVIOR

Students are expected to obey state laws. Any students engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. Students should be aware that State law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue, or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

1. **Intimidating/Threatening Behavior: the threat/behavior could either be spoken or written and could be a direct or implied threat which implies serious harm/harassment will come to the victim.**

Student--to--student shall result in a 1 – 10 day out-of-school suspension, with possible recommendation for extended suspension or expulsion by the Superintendent or Board of Education.

Student--to--adult shall result in a 3 – 10 days out-of-school suspension with possible recommendation for extended suspension or expulsion by the Superintendent or Board of Education. Police may be notified.

2. **Physical Assault/Battery: Intentionally causing, attempting or threatening to cause physical harm to persons or property through force or violence. Law requires referral to Board of Education.**

Student--to--student shall result in suspension or expulsion up to 180 days as required by law. Kindergarten - 4th Grade Police may be notified. *MI Revised School Code 1310(1)*

Student--to--adult shall result in permanent expulsion of 180 days with possible application for reinstatement. Kindergarten - 4th Grade. Police may be notified. Grades 6 – 8. (10 days suspension and referral to DK Board of Education for permanent expulsion)

NOTE: Kindergarten - 4th Grade who commit the above offense will receive a 1–10 day out of school suspension with possible referral to the superintendent of extended suspension.

3. **Criminal Sexual Misconduct (CSC):** Sexual conduct in a school building or on school property. This can include consensual sexual contact between individuals. (10 day suspension and referral to Delton Kellogg Board of Education for permanent expulsion)

MI Revised School Code 1311(2)

4. **Sexual Harassment:** does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual Harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature.
5. **Possession of dangerous weapons:**
Students are prohibited from possessing a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bars, brass knuckles, air guns, explosive devices, or other devices designed to inflict serious bodily harm while in attendance at school or a school activity, or enroute to or from school on a school bus. DK Board Policy also includes: martial arts weapons, BB guns, pellet guns. Kindergarten - 4th Grade students 10 – 90 day suspension; Grades 6 – 8 shall be referred for permanent expulsion of 180 school days. *MI Revised School Code 1313(4) Public Act 250*
6. **Possession of weapons/look-- alikes/explosives:** Students are prohibited from possession of look-alike weapons, blades under three inches, any item intended to be used as a weapon, or any item with potential of being used as a weapon, fireworks and/or explosives.
7. **Bomb Threat/Similar Threat:** Threat to school property/activity. Kindergarten - 4th Grade – shall receive suspension.. *MI Revised School Code 1311a(2)*
8. **False Fire Alarms/ 911 Calls** to falsely report a dangerous condition
9. **Arson:** the willful or malicious burning or attempt to burn property. 10 days suspension. *MI Revised School Code 1311(2)*
10. **Controlled Substances:** Alcohol, illegal drugs, prescription medications, inhalants, steroids, look alikes or what is represented as any of the above.

Possession/Use/Under Influence Students possessing, using or under the influence of any of the above will receive an immediate 1 – 10 days out of school suspension with the possibility of a reduction after the completion of a substance abuse evaluation (Verification of completion would be required.) Students suspected of being under the influence or the mere presence of a substance may be subject to disciplinary action.

Sale/Distribution Students caught selling/distributing any of the above will be referred to the police and receive an immediate 5 – 10 days out of school suspension, and may be referred to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion.

11. **Tobacco Items and Other Items Associated with Tobacco Use:**

Possession /Use/Distribution/Sale of tobacco products on school property or at school sponsored activities is prohibited. *YOUTH TOBACCO ACT PA314 (1988) prohibits minors from: possessing or smoking cigarettes or cigars, chewing, sucking or inhaling tobacco in any form.*

Violation of these Standards of Conduct must be reported to the Local Police or School Liaison Officer (*MCL 80.13.08*)

These behaviors, by law, will lead to a recommendation for expulsion from Delton Kellogg School.

These violations may be reported to local police or the school liaison officer. (*MCL 380.1308*)

PROCEDURES FOR MAJOR BEHAVIOR VIOLATIONS

Major Behavior violations will be referred to administration in writing by teachers and/or staff members. Informal investigation will occur and students will be afforded their due process rights. The administration has the final decision as to what consequences will be issued.

Students who are assigned a suspension by a building administrator will be afforded the opportunity to make up class work missed for credit..

In some instances, contingencies may be put in place prior to a student returning to school or the classroom. Also, a reduction in the number of days served as suspension may occur if written documentation is provided for appointments /attendance at rehabilitation services, substance use/abuse classes etc... Parents/Guardians are responsible for all such costs.

NOTE: When deemed by administration that major.

CONSEQUENCES FOR MAJOR BEHAVIOR VIOLATIONS

Committing any major behavior violation may impact a student's ability to participate/attend curricular and non-curricular field trips. Committing an unlawful behavior violation will result in a denial of an invitation to non-curricular trips, or curricular trips where content can be delivered at school. Decision to be made by administration. Note: if a student is denied attending a curricular trip, an alternative form of the curriculum covered will be provided.

Other Major Behavior Consequence Options Include (but are not limited to):

1. Conferences – meetings may include students, teachers, parents, counselors, and administration.
2. Time Out - isolation of a student for the purpose of calming them down and/or removing them from a situation.
3. Community Service – providing service for the school and/or community, for example, light custodial work (generally served after school in one hour increments)
4. Referral to outside agencies
5. Classroom suspension – removal of the student from a specific classroom/class.
6. Suspension (1-10 days) out-of-school suspension (OSS) or in-school-suspension (ISS). The administration has the final authority as to whether a suspension is in-school or out-of-school. **During the time of any suspension or expulsion, students are not allowed on school property at any time (not including time spent in the building for ISS). This means you will not be allowed to attend and/or participate in any school sponsored athletic program or other school sponsored activities.**
7. Detentions (Lunch/Before School) – isolation from student population during these times. Students serving lunch detention will have a choice of cold lunch only (PBJ, Sub or Salad). All lunches include white milk and fruit/veggie. Students may choose to pack a lunch while serving lunch detention. Hot lunches will not be served in the detention room. Pop and sweet snacks are not allowed.
8. Contracts – include targeted behavior (daily) and progressive disciplinary action for failure to meet expectations/positives for meeting expectations.
9. Re-Entry Conferences – a conference with parents and teachers and/or administrators may be required before a student will be allowed to return to the classroom.
10. Adjusted school day – a reduction in the hours of the school day or number of days per week in attendance.
11. Police reports – the police will be contacted if deemed necessary
12. Meetings with Superintendent/Board of Education members – before recommending further disciplinary action or expulsions
13. Expulsion: removed from Delton Kellogg Schools.

VII. ADDITIONAL DISCIPLINARY INFORMATION

APPEAL PROCEDURES

While most disciplinary actions are final, a parent/guardian who believes the suspension is unjustified may proceed as follows:

1. Initiate appeal by contacting the principal within 24 hrs of the suspension to request a meeting.
2. If dissatisfaction still exists at this level, a meeting may then be requested with the superintendent. Contact must be made within 24 hours of the previous action taken.
3. Appeal meetings/hearings are expected to be held during school hours.
4. During the appeal process, the student will be allowed to attend classes at the discretion of the principal. Separation of the student from the school may be necessary to ensure the safety and welfare of all concerned.

5. The student has the right to be represented by legal counsel at any point in the process.

DUE PROCESS

1. The student shall be informed of the reason for his/her possible disciplinary action/suspension. Provisions shall be made for the student to be heard and to present his/her view of the occurrence.
2. An informal investigation shall be conducted by the administration for the purpose of obtaining all information pertinent to a fair decision.
3. Access to an appeal procedure.

ISS/RTC PROCEDURES

1. If serving ISS, report to RTC upon arrival. Being tardy will result in a lunch detention or community service. In School Suspensions start at 7:50 AM and end at 2:50 PM.
2. An assignment will be given to the student to work on while in suspension. When that assignment is completed, it should be brought to the room supervisor and another assignment will be given to the student. Only one assignment will be handed out at a time. All class work is to be done in the room and checked on a daily basis.
3. All Delton Kellogg Elementary School Code of Conduct rules apply.
4. There is to be no eating, other than during the specified lunch period – this includes gum chewing.
5. There is to be no talking/communication between or among students, absolute silence will be enforced. This will include note passing, hand signaling etc....
6. Students are not allowed to sleep during suspension/detention/time-out hours.
7. Visitors are not allowed.
8. There are to be no personal radios, CD players, or any other electronic devices of any kind in the room.
9. Illness negates the day and another day is assigned so that the full suspension time is spent in the room.
10. Students serving lunch detention or ISS will have a choice of cold lunch only, white milk, and fruit/veggie. Hot lunches will not be served in the room. Students may choose to bring their lunch – pop and sweet snacks are not allowed.
11. Upon entering, students will be assigned a seat and they may not leave their assigned seat for PSR/ISSR for any reason without permission. Restroom breaks will occur in the morning and afternoon. Students must raise their hand and request permission to use the restroom at times outside of the designated break times, and will use the restroom located in or near the office.
12. Students may not attend assemblies, after-school activities, athletic practices or games or participate in any event on the day(s) that they are assigned to in-school suspension.

REMOVAL FROM THE ISSR/RTC -- Violation of room rules of the school code while in attendance in the room will result in the following:

- o Immediately sent home, the remainder of ISS days converted to OSS, 1 extra day OSS, parental conference with administration.

SUSPENSION

Suspensions from school are a serious consequence. State law in Michigan recognizes that schools have the right and obligation to suspend and/or expel students for gross misdemeanors or persistent disobedience. Suspension and/or expulsion from school will be used to maintain safety and order, and to demonstrate that certain types of behavior, which are detrimental to the learning environment, will not be tolerated. Parents will be notified of a decision to suspend, the reasons behind the decision and length of suspension. If parents cannot be reached, the student may be kept at school, but out of class (debarment) until the end of the day. Administrator and/or teaching team, parent and the student will discuss plans for successful reinstatement into the classroom. Students are allowed to complete their class assignments and earn credit for them. Arrangements for due dates need to be made with the teacher and are the responsibility of the student. Depending on reasons for suspension, a re-entry conference and/or plan for improvement may be required upon the students' return to school.

SUSPENSION AND/OR DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Policies shall be applied in a manner consistent with the rights secured under federal law to those pupils who are determined to be eligible for special education programs and services.

TRANSPORTATION HANDBOOK

DELTON KELLOGG SCHOOL PARENT COMPACT

We, Delton Kellogg Elementary School community, establish this Compact to support the success and foster the improvement of our students. We believe this can be done with a planned partnership of families, students, and the school.

Parent/Guardian Responsibilities

We will:

- Make sure that our child attends school regularly, is on time and is prepared to learn with homework completed.
- Read with your child each day.
- Do activities at home that continue our child's classroom learning.
- Attend parent-teacher conferences and school functions to our student's learning.
- Support the school in its effort to maintain proper student behavior for successful learning.

Student Responsibilities

I Will:

- Come to school and be ready to learn.
- Complete and return my homework on time.
- Be SK2R (Safe, Kind, Respectful and Responsible)
- Take home and return school materials.

School Responsibilities

We will:

- Provide an environment that promotes learning.
- Have high expectations for ourselves and our students.
- Maintain open lines of effective communication.
- Seeks ways to involve parents in school activities.

Delton Kellogg Elementary School

Additional Information

Expanded Definitions:

Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment.

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Reports of sexual harassment should be made to the school's building principal, assistant principal or school counselor. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Reports from students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the principal, assistant principal or school counselor. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

The Board of Education's policies prohibiting the above and related information can be obtained from central office or the district's website (www.dkschools.org , select board of education page).