

Thornapple Kellogg Schools

PAGE ELEMENTARY

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Middleville, MI 49333-9262

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PARENT / STUDENT HANDBOOK

Important phone numbers:

PAGE – 269-795-7944

ADMINISTRATION – 269-795-3313

TRANSPORTATION – 269-795-5540

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GENERAL INFORMATION

Arrival and Departure

1. Students not riding the bus to school should arrive no earlier than 10 minutes before the start of the school day due. Breakfast is served beginning at 8:50 a.m. Students not eating breakfast are not allowed into the building until 8:55 a.m. except during inclement weather.
2. If a need arises to remove your child from school during the school day, please stop in the office first before going to the child's classroom. Teachers are not to release children until the children have been signed out in the office. We feel this helps safeguard your children and your cooperation is appreciated.
3. In the interest of keeping students safe and getting them home as efficiently as possible, students may only go home on their assigned bus.
4. If your child will be picked up from school by another adult, please send a note. We cannot release your child to an unauthorized adult without parent/guardian written permission.

Attendance

Good attendance has a positive relationship with academic progress. Many student problems arise because of poor attendance. Effort should be made toward having students in school as much as possible. When a student is ill or unable to attend school, the parent must contact the school by 9:00 a.m. regarding the absence.

Excessive absences are required to be reported to the State, the KISD truancy office and local law enforcement agencies. The Compulsory School Attendance Act states that every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday shall send that child to the public schools during the entire school year. A child may be exempted from this requirement provided he/she is regularly attending and being taught in a school that meets the reporting requirements of the Nonpublic School Act or the child is being educated at the child's home by his or her parent or legal guardian in an organized education program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing and English grammar.

The KISD truancy office average attendance expectations for the entire school year are: 0 unexcused absences, 10 or less excused absences, 5 or less tardies.

Students are to report to the office when returning to school from an appointment. No student is to leave without reporting to the office to be signed out.

Students going home with another student (by another adult) will not be allowed to leave without written permission from a parent

Absences

The Thornapple Kellogg policy is to verify all absences daily. To aid in the verification of absences, parents are requested to notify the school by calling the office as soon as possible. Offices open at 8:00 a.m. or you may call and leave a message before office hours on our voice mail. The offices will attempt to contact the home of any absent student who has not been reported.

- STUDENTS ARE CONSIDERED ABSENT FOR THE MORNING IF THEY ARRIVE TO SCHOOL AFTER 10:00 A.M. AND ARE ABSENT FOR THE AFTERNOON IF THEY LEAVE PRIOR TO 2:45 P.M.
- A TARDY IS DEFINED AS NOT SIGNING IN BY 10:00 AM. Whenever a student is tardy to school, it is necessary to report directly to the office to sign in and receive a tardy pass.

Parents should plan vacations in conjunction with the scheduled breaks. In the event that it is not possible to do so, please notify the office in advance and arrange for your child to make up schoolwork that will be missed.

TRUANCY/CHRONIC ABSENTEEISM

Chronic Absenteeism is when students miss 10% or more of scheduled school days (to date).

This includes excused and unexcused absences.

Truancy is ten unexcused absences in a school year.

If a student is chronically absent/truant, the following steps will be taken.

1. Chronic absences and a letter will be sent home.
2. If attendance issues persist, a meeting will be called between the parent, student and administrator. The Kent ISD Office of Attendance and Truancy will also be notified to support our efforts. An attendance improvement plan will be established (which could include, but not limited to loss of parking pass, loss of passes out of class, loss of privileges to attend dances, sporting events). This meeting may happen at home, with the School Resource Officer, if parents fail to attend.
3. If improvement is not noted, a referral, for Truancy Action, to the Kent County Truancy officer will be made.

Bicycles

It is the parents' decision as to whether or not their children can safely ride a bicycle to and from school. If ridden to school, bicycles are to be walked from the sidewalks and/or driveway to the bike rack. It is strongly recommended bicycles be locked with a good quality lock and chain. The school is not responsible for lost, stolen or damaged bicycles.

Cell Phones/Pagers

Cell phones and pagers are allowed only if turned off and kept in the student's backpack during school hours. Please call the office if you need to reach your child. Phones are available in all of the classrooms.

First Things First Club

Club FTF is a program designed to support, celebrate, and encourage students who are as Stephen Covey would say doing "First Things First" in our school. Membership is reserved for students who are doing their work and turning it in on time, attending classes on a regular basis, and treating others with respect at all times. This is a nice way for us to say, "Thank you for your efforts."

If a student doesn't qualify and would like to appeal here is the process:

A student wishing to appeal his/her ineligibility for an event must submit, in writing, a list of reasons why his/her appeal should be considered to Mr. Gelmi. The student would then be granted the opportunity to appeal in person to a committee of two teachers and one principal. The teachers should not be the student's classroom teacher. Two of the three committee members must side with the student to allow participation in the event. All appeals should be made no less than two days prior to the event. No appeals will be considered on the day of the event.

Lost and Found

"Lost and Found" boxes are located at each school. Traditionally these boxes become quite full through the course of the year. Students and parents are encouraged to look through the box at any time. We strongly suggest that a student's name be placed on personal items. Every effort will be made to find an item's rightful owner. After school is closed for the summer, items not claimed will be donated to area charities.

Newsletters

We provide communication from the school to the home via a system of emails. Individual teachers write their own newsletters at various intervals. Please encourage your child to bring home written notes from the school, as they are vital to our communication program. Many of these communications are available on our website, www.tkschools.org.

Parties

Children may be given a Halloween, Christmas and Valentine party during the year. Each room may have room parents. These parents along with the teacher and students plan the parties. If, due to religious preference, your child is unable to participate, please bring this to the attention of the teacher so provisions can be made for your child during the party time.

Pictures

Each fall pictures are taken of students. The fall pictures are traditional school pictures. A Student Year Book is also available to order for purchase in early spring and will be handed out at the end of the year. (A yearbook may or may not be included in any of the picture packages.)

Pictures for Publication in the Media

During the school year photographs of the students may be taken for newspapers, school publications or other media. The student may be identified in the pictures. If you prefer your child's name not be published in school publications or other media, you may indicate such on the Student Directory Information Opt-Out Form distributed in the fall or anytime by request.

School Sponsored Field Trips

Your child is eligible to participate in school-sponsored activities requiring transportation on a school bus to locations away from the school building. These activities will take place under the guidance and supervision of teachers from Page Elementary.

Part of our work with children consists of acquainting them with cultural events in their own and surrounding communities. They may take part in nature observations, visit places of historical interest, attend fine arts performances, etc. To be able to furnish these various experiences for our students, it is necessary to take them away from school premises on educational field trips.

Parents will be notified in advance of any planned field trips. In many instances, you may be offered an opportunity to attend the field trip as a chaperone.

School Supplies

The Board of Education provides textbooks and basic supplies for all students. Children are responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear we might expect.

Student Dress

Parents are encouraged and expected to guide their children in appropriate dress for school. As students are outside for a time each day, dress should be weather appropriate and in good taste. Shorts may be worn in warm weather. Tube, crop, halter or spaghetti strap tops and shorts shorter than finger-tip length are not allowed. Tank tops must have a shoulder strap at least two finger widths wide.

Telephones

Telephones are for school business. They may be used by students only in emergency situations and only with teacher/office permission.

Toys/Electronics

Skateboards, MP3 players, electronic games, trading cards, or other toys are not allowed in classrooms. They are an unnecessary distraction to learning and often become lost or broken. We are not responsible for loss, damage or theft of these items.

Visitors

All visitors must report to the office and sign in. Parents are encouraged to visit at any time. It is helpful to contact your child's teacher(s) prior to your visit so you can be assured of seeing a particular presentation or activity in progress.

Student visitors are not allowed during the school day unless they are part of a school educational activity approved by the principal.

Students from other districts are not allowed to visit classrooms while on vacation, visiting relatives, etc. This places additional responsibility on the classroom teacher who is employed by the district to teach TK students as well as placing a liability on the district for accidents or injury.

Website

Be sure to visit the TK web site often as this is the quickest and easiest way to stay informed of Page Elementary activities and events.

Main web site: www.tkschools.org

Page Elementary home page: www.tkschools.org/schools/Page

BREAKFAST AND HOT LUNCH PROGRAM

The school breakfast and lunch program is a vital part of the school day. To encourage good nutrition, well-balanced meals are offered at reasonable weekly prices. THE KEY and our monthly menus will advise you of the current milk and lunch prices.

Students eating hot lunch must have an account opened with our food service department. Each child is issued a card with his or her name and a school ID number. Lunch purchases are deducted from the account and notices are sent to parents when additional funds need to be added. Students may charge a lunch but are required to repay the charge on the next school day. If a student has an outstanding charge of more than 5 lunches, they will not be allowed to charge another lunch. TK Food Service will provide a cheese sandwich and milk if this occurs. Once the outstanding charges are repaid, the student is free to charge again when necessary.

Parents are asked to keep these guidelines in mind:

- Send a check or cash for your child's lunches in an envelope labeled lunch money. Be sure your child's name, grade, and teacher are on the outside. Funds may also be deposited in your child's account through the web site www.sendmoneytoschool.com.
- In the memo area of the check, include the name and grade of the child.
- Do not send any other money in the same envelope. All money will be credited to the lunch account.
- Teachers will not count lunch money. All records will be done by the food service.
- Our office cannot cash checks.
- It is suggested to send a check to cover one month of lunches to start the year. Then at the beginning of each month, additional funds may be added.

HEALTH AND SAFETY

Accidents

The school office personnel will care for students involved in minor accidents. In the event of a serious accident, every attempt will be made to contact parents or other persons listed on the school emergency forms. If no one can be reached and the principal or designee determines that the student needs immediate medical attention and the emergency form has been signed, the student will be taken to a local doctor or emergency room.

Animals Visiting School

Parents or guardians bringing pets to school to visit MUST receive permission in advance from the classroom teacher and the office. Some circumstances do not permit animal visits - such as students with allergies. Pets and animals are not allowed on the bus.

Proof of rabies vaccination is required and must be presented in the office. All animals must be on a leash or in a cage and accompanied by an adult. Ferrets, skunks, raccoons, opossums, and bats are NOT permitted. Please remember to check with the office before going to the classroom.

Communicable Diseases/Infestations

The following is a guide developed by the Barry County Health Department (revised 3-96) to assist parents on how long to keep their child out of school when diagnosed with a common childhood disease:

CHICKEN POX	Student may return not less than five days from first eruptions. Lesions must be dried.
MEASLES	Student may return four days from onset of rash.
MUMPS	Student may return seven days from onset of swelling.
STREP THROAT	Student may return 24 hours after initial dosage of antibiotic.
HEAD LICE	Student may return after treatment and must be nit free.
SCABIES	Student may return after first treatment.
FIFTH DISEASE	No exclusion necessary after diagnosis by physician to rule out other diseases.
INFLUENZA (viral)	Student will be excluded until symptom free.

The health department also recommends that children with a **COMMON COLD** remain out of school for approximately 3 days. Many contagious diseases begin with cold symptoms. This is the most infectious stage of any illness.

A parent or designated child care provider may be contacted to take a child home from school who is suspected of having symptoms of any of the diseases listed above or any of the following symptoms:

- A temperature of 99.6 or above
- Cough or sore throat
- Discharge from the nose or eyes
- Earache or headache
- Skin eruptions or rashes

Emergency Drills

Fire, tornado and lockdown drills are held at regular intervals as required by State of Michigan law and are an important safety precaution. It is essential that when the first signal is given everyone follow the directions promptly and quickly.

Medication

It is the school's policy to provide adequate control and supervision of the administration of prescribed medicine to students. Parents are asked to keep the following guidelines in mind:

1. A medication form (available from the school office) must be completed before medication will be administered. The form consists of the doctor's signed directions and parental permission.
2. Bring the medication to school; do not send it with the student.
3. Medication must be in the prescription container showing the pupil's name, the pharmacy prescription number and the name of the medication.
5. The dosage and time to be administered must be on the form.
6. Students are not allowed to keep medication in their possession while at school; however with a doctor's prescription they may carry an inhaler or an epi-pen.

SCHOOL CLOSINGS & DELAYS DUE TO INCLEMENT WEATHER

In the event of snow, ice, fog, etc. check the TK web site or listen to local radio or TV stations for school closings and/or delay information. Stations are WBCH, WOOD TV 8, WZZM, WWMT, Fox 17. Parents will also be contacted by our Instant Alert automated system. Instant Alert is an internet based notification system that is capable of contacting all TK district families via phone, cell phone and email within a few minutes. Please make sure all contact information is current in PowerParent to assure prompt and accurate communication.

Tornado Watches and Warnings

The Board of Education has established a Tornado-Severe Weather Policy.

1. All students will be kept during regular school hours on all tornado watches and be released at the regular times.
2. In the event of a tornado warning students will be kept at school and moved to designated tornado warning areas.
3. All school activities will be canceled any time school is closed all day or the last part of a day due to weather conditions. If an activity cannot be rescheduled and the safety of students will not be jeopardized, the Administration may schedule the activity that evening.
4. All school activities will be canceled if warning or watch appears after school hours.

EQUAL EDUCATIONAL OPPORTUNITY

Thornapple Kellogg Schools Non-Discrimination Policy

The Thornapple Kellogg School Board, administrators, and teachers will not discriminate in its policies and practices toward others with respect to religion, race, color, national origin, age, sex, marital status or disability. This policy shall prevail in all board policies concerning staff, students, educational programs and services, and individuals and companies with whom the Board does business.

STUDENT RIGHTS

Student Rights and Responsibilities

Among these rights and responsibilities are:

1. The right to an education and the responsibility to put forth one's efforts during the educational process.
2. The right to expect school personnel to be qualified to provide an education and the responsibility to respect the rights of other students and all persons involved in the education process.
3. The right to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.
4. The right to attend free public schools and the responsibility to attend school regularly and to observe rules essential for others to learn at school.
5. The right to due process of law with respect to suspension, expulsion, and decisions affecting student rights.
6. The right of privacy, which includes the privacy of school records.

STUDENT RESPONSIBILITIES

Students, parents, teachers, administrators and Board of Education share the responsibility for maintaining an environment conducive to education for all students attending TK Schools. Because a favorable atmosphere is essential to the learning process, it is expected all personnel connected with the school setting, in cooperation with the home, will strive to assist individual students to adapt to constructive limits and controls. While a student's individual rights must be protected, so also must the rights of the student body and school district be protected.

Each student has a personal responsibility to always do what is right, to do his/her personal best and to respect oneself and others at all times. At Page Elementary we have developed the following beliefs:

1. All students have the right to learn.
2. All teachers have the right to teach.
3. No one has the right to interfere with another's learning or teaching.

To this end, rather than a list of "don'ts", the following school rules have been developed

Building Appearance

Students are expected to be respectful of our school property and materials. Any student who purposefully engages in the destruction of school property or materials will be charged accordingly.

Page Elementary Expectations:

Cafeteria Rules

1. Respect yourself, others and school property.
2. Follow directions.
3. Use appropriate language and inside voices.
4. Clean up your area when finished.

Indoor Activity Procedures

1. Follow directions the first time given.
2. Use indoor, quiet voices at all times.
3. Be in appropriate areas at all times.
4. Be considerate of the safety of self and others.

Playground Rules

1. Respect yourself, others and school property.
2. Follow directions the first time given.
3. Use playground equipment properly. Let others have a turn. No one is excluded.
4. Keep hands, feet and objects to yourself.

BUS CONDUCT

Riding a school bus is a privilege that may be withheld from students who create unnecessary disturbances on the bus and/or endanger the safety and welfare of anyone on the bus.

1. Students will be transported to school via bus routes as established by the bus manager.
2. The bus driver is in charge of the students and responsible for their safety and conduct during transport.
3. Students are to remain seated, in control, and to conduct themselves in an orderly manner. No fighting or smoking will be tolerated.
4. In cases of severe or repeated misconduct, the student will be given a bus conduct form. A progressive discipline procedure will be followed.

Bus Rules

Students are to:

1. Be at your designated bus stop at the proper time. The bus will not wait.
2. Be seated while the bus is in motion - sitting in seats assigned by the driver.
3. Keep hands and feet to yourself. No horseplay.
4. Keep the bus clean.
5. Be quiet and orderly.
6. Open windows only with permission.
7. Keep head and arms inside.
8. When leaving the bus, if a student must cross the road he/she should cross in front of the bus.
9. Not eat on the bus.
10. Ride home on their assigned bus.
11. Not bring items larger than a backpack, i.e., skateboards, snowboards, pillows, etc., on the bus.
12. Not bring live pets or animals on the bus.

Persistent violations of these rules will result in the enforcement of the following steps.

Step 1: A notice of the violation will be sent to the parents. It must be signed and returned if the student is to continue to ride.

Step 2: Parents and the student will be notified they must supply their own transportation for 1-3 school days.

Step 3: Parents and the student will be notified that they must supply their own transportation for 3-5 school days. A conference may be required.

Step 4: Parents and the student will be notified they must supply their own transportation for 10 school days. A conference shall be held between the principal, parents, student and bus driver before the student is allowed back on the bus.

DISCIPLINE POLICY

Student Code of Conduct

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to maintain an appropriate learning environment, encourage self-discipline, and to help students substitute behaviors that are consistent with Page's Character Traits Program for their inappropriate behaviors.

Range of Disciplinary Action:

1. Warning—Spoken or written notice that continuation or repetition of conduct found to be in violation of school rules may cause for more severe disciplinary action.
2. Think About It Form: student must thoroughly complete form with appropriate signatures. The goal is to accept personal responsibility and develop a plan to change negative behavior. See Appendix A, p. 20
3. Restorative Conference: student(s) meet with the offended person(s) to gain understanding of the scope of the harm caused by the offense, bring relationship restoration, give/accept apology, receive forgiveness, etc. This meeting takes place with administrator and/or counselor.
4. Contract of Expectations: when a student persistently violates school behavioral expectations, he/she will be placed on a contract of expectations upon a student/parent/administrator meeting. See appendix B, p. 21
5. Detention—A specified amount of time during lunch or recess.
6. In-School Suspension (ISS)—Isolation of the student within the school. Only the principal may suspend a student. The student will remain in the office until the end of the suspension. He/she will work on daily assignments.
7. Out-of-school Suspension (OSS)—Exclusion of a student from school for a specified period of time. Only the principal may suspend a student. Daily assignments may be requested by the parent.
8. Expulsion—Permanent exclusion of a student from school which requires board of education action.

The following examples of inappropriate behaviors could result in warning, recess detention, in-school suspension, out-of-school suspension, expulsion, referral to appropriate law enforcement agencies, or payment of damages, depending upon the circumstances of the case, and could warrant action by the Board of Education for the violation committed.

These examples are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit these regulations or rules. The offenses and penalties are only guidelines. Actual circumstances may dictate disciplinary actions not outlined. Our goal is that all consequences assigned be logical and decided on a case-by-case basis to be appropriate to the individual, the misbehavior and the situation.

Level 1 Behaviors – Classroom Managed

Inappropriate Language: Verbal slip not meant to be directed at anyone

Light Physical Contact: Horseplay or inappropriate/unwanted physical contact not in an aggressive manner.

Mild Bullying: eye rolling, exclusion of another from an activity, mild rumors/gossip, teasing.

Defiance: Talking back, arguing, and/or socially rude interaction with adults or peers.

Disruption: Any behavior that disturbs/distracts a given activity or setting.

Property Misuse: Use of an object for an unintended purpose.

Other: Any other minor problem behaviors that do not fall within the above categories, but fit the definition of minor misconduct.

Level 2 Behaviors - Office Managed

Range of Disciplinary Action

Abusive Language: Inappropriate verbal messages directed towards another person.

Warning, Detention, ISS,
Restorative Conference

Physical Aggression: Actions involving serious physical contact where injury may occur.

Warning, Detention, ISS,
Restorative Conference
OSS, Expulsion

Overt Defiance: Repetitive refusal to follow directions, talking back and/or socially rude.

Warning, Detention, ISS,
Restorative Conference
OSS, Contract of Expectation

Harassment/Bullying: Threats and intimidation, obscene gestures, pictures, or written notes.

Warning, Detention, ISS,
Restorative Conference
OSS, Expulsion

Property Damage: Deliberately impairing the usefulness of property; defacing school or private property.

Warning, Detention, ISS,
Restorative Conference
OSS, Contract of Expectation,
Expulsion

Theft: In possession of, has transferred possession, or responsibility for removing someone else's property.

Warning, Detention, ISS,
Restorative Conference
OSS, Contract of Expectation

Cheating/Lying: Delivering messages that are untrue and/or deliberately violates rules.

Warning, Detention, ISS,
Restorative Conference
OSS, Contract of Expectation

Weapons/Drugs: Possession of any type of weapon or drug that is against the code of conduct.

OSS, Contract of Expectation
Police Referral, Expulsion

Other: Any other action that warrants serious attention.

Sexual Harassment, Threats and Intimidation

It is the policy of the district to maintain a learning environment free from sexual harassment, threats, or intimidation. No student shall be subjected to, or subject another to any form of sexual harassment, threats, or intimidation. Any student who intentionally intimidates or harasses another student in any way may be suspended and could face further school consequences.

Weapons at School, Arson, Sexual Assault, Disruption of School

The Board of Education shall permanently expel from school any student in possession of a weapon, committing arson or sexually assaulting someone in school, on school grounds or at a school related activity.

A student shall not engage in any conduct causing the substantial and/or material disruption or obstruction of any lawful mission, process or function of the class, school or district.

Neither shall he/she engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission process or function of the school if such disruption or obstruction is reasonably certain to result.

Copies of the Board policies regarding Conduct and Behavior Code, Sexual Harassment and Intimidation and Weapons, Arson at School, Rape are available upon request.

False Alarms

The act of initiating or circulating a report or warning of a fire or an impending bombing or other catastrophe will result in student suspension/expulsion from school and a police referral.

Students may inadvertently bring a dangerous object such as a knife to school. Upon discovering this, a student should directly come to the office and ask to speak with an administrator to hand over the knife/dangerous object. Students who act responsibly in this manner will avoid suspension or expulsion.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

Bullying of a student at school is strictly prohibited.

This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

Prohibited Conduct

Bullying

For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following

- Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student's physical or mental health; or
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Retaliation/False Accusation

Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, is strictly prohibited.

Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

Anonymous Reporting

To encourage reporting of suspected bullying or related activities, each principal, with advice and consent of the Responsible School Official(s), shall be responsible for creating, publicizing, and implementing a system to permit individuals to make anonymous reports. Any such system shall emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints against Certain School Officials

Complaints of bullying and other aggressive behavior toward students by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

Investigation

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

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

Notice to Parent/Guardian

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

Annual Reports

At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

Responsible School Official

The Superintendent shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

Posting/Publication of Policy

Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

Definitions

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

"Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:

--Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (*e.g.*, an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.

--Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

"Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:

--A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.

--A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.

--A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Positive Behavior Intervention Systems (P.B.I.S.)

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Our program includes:

- Recognizing positive behaviors
- Creating consistent building and bus expectations
- Rewards and recognition for building wide successes
- Providing a wide range of positive interventions to support behaviors
- Positive way to teach positive behavior throughout the building and district.
- Reteaching of behavior lessons throughout the school year.

Page Elementary Behavior Matrix

	Learning Environ- ments	Bathroom	Cafeteria	Playground & Gym (Mornings)	Hallways	Office	Tech nology	Bus
B E S A F E	Hands and feet to yourself.	Keep feet on the floor	Stay seated until the bell rings	Use equipment for its purpose.	Stay to the right	Ask for an adult to help with an injury or illness	Search and share with care	Keep hands, feet, and objects to self.
	Use materials for their purpose		Always walk	Respect personal space and boundaries	Always walk, Eyes forward		Keep pass- words private	Stay seated
B E R E S P E C T F U L	Be kind and cooper- ative	Respect privacy	Wait your turn	Be kind and fair	Respect personall space	Wait for an adult's attention	Leave it ready for the next user	Use kind words
	Follow direc- tions	Respect property	Use good manners	Include others				Keep the bus clean
B E R E S P O N S I B L E	Com- plete your work	Flush, Wash, Clean, Leave	Clean up your area	Put equipment away	Travel with a purpose	Take care of your belong- ings	Use your own device	Respect others' belong- ings
	Be on time and prepared		Come prepared. Ask to leave.	Keep electronics in the classroom				Use elec- tronics appro- priately
	Voice Level 0-3	Voice Level 0-2	Voice Level 0-2	Voice Level 0-4	Voice Level 0-1	Voice Level 0-2	Voice Level 0-2	Voice Level 0-2

Voice Level Key: 0=Silent 1=Whisper 2=Table Talk 3=Strong Speaker 4=Outside

ACCEPTABLE USE OF COMPUTERS AND TECHNOLOGY

Students are responsible for good behavior on school computer networks, just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right.

The following will not be permitted by students with district access to the Internet:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- damaging computers, systems or networks
- violating copyright laws
- using another's password