

*North Pennfield and
Purdy Elementary
Student Handbook*

Pennfield Board of Education

Mr. Jerry Stone

Mrs. Peggy Damon

Mrs. Dotty Dilsaver

Mr. Jim Martens

Mr. Craig Korpela

Mrs. Abby Green

Mr. Jeremy Spinney

Dear Parents,

The education and progress your child makes depends equally on the interest and cooperation provided by you as well as the care and concern each teacher has for their students. Progress in your child's education can best be achieved by working together. By everyone working together, your child will have a happy experience resulting in greater and permanent educational values. This is the goal we seek in the Pennfield Elementary Schools.

As educators, we believe that your child can and will learn. Our primary goals are improved student achievement and quality learning. All decisions regarding high expectations for student success are carefully made and reviewed continually so that a quality educational program can be maintained.

We welcome your suggestions, questions and concerns. You are welcome to visit your child's classroom. Please contact the school office and we'll be happy to arrange it. Together, we can make school a valuable and happy learning experience for your child.

In order to have a safe and secure environment, we ask that all visitors (including parents) please check into the office when they come into the building.

To help promote a better understanding between school and the home, we ask that you and your child read and become familiar with our school rules and policies in our Student Handbook.

After you have completed reading the Handbook, please sign the sheet that was sent home in the first day of school pack of papers. This acknowledges that you read the handbook. Please refer to the handbook throughout the year.

Sincerely,

North Pennfield Elementary Staff
Purdy Elementary Staff

FAMILY EDUCATION RIGHTS AND PRIVACY ACT
ANNUAL NOTIFICATION OF RIGHTS AND
DESIGNATION OF DIRECTORY INFORMATION

Each year the Pennfield School System is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (“FERPA”). Parents and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

1. **Right to Inspect:** You have the right to inspect and review substantially all of your education records maintained by or at the Pennfield School. This right extends to the parents of a student under 18 years of age and to any student age 18 or older.
2. **Right to Request Amendment:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designed official of the Pennfield Schools decides not to alter the education records according to the request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **Right of Non-custodial Parents:** Non-custodial parents have the right to maintain contact and follow the educational progress of their children by inspecting and reviewing their children’s educational records absent a court order to the contrary. These rights are extended to separated parents, divorced parents, and the parents of children born out of wedlock. The right to review and inspect educational records is different from the right to make educational decisions.
4. **Right to Prevent Disclosures:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure or under the provision of FERPA which allow disclosure without prior consent.
5. **Right to Complain:** You have the right to file a complaint with the United States Department of Education concerning the alleged failure of Pennfield Schools to comply with FERPA. Your complaint should be directed to: Family Policy and Regulations Office, Office of Management, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202 202/732-2057.
6. **Right to Obtain Policy:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from the Superintendent’s office.

7. **Right to Object to the Release of Directory Information:** Directory information at the K-2 level includes the student’s name and other information typically found in school yearbooks. Other examples include, but are not limited to, names and pictures of participants in various extracurricular activities and recipients of awards. FERPA allows school districts to disclose, without consent, directory information contained in a student’s educational record. Parents have the right to remove all or parts of the directory information released without consent by the district. Parents have two weeks from the receipt of this notice to advise the school district in writing of any information that is not to be released by the district without parental consent. Should an objection to the release of directory information be made, address the written objection to:

Principal
 Purdy Elementary
 8587 Pennfield Rd
 Battle Creek, MI 49017

Principal
 North Pennfield Elementary
 8587 Pennfield Rd.
 Battle Creek, MI 49017

Mr. Ben Laser, Superintendent
 8587 Pennfield Rd.
 Battle Creek, MI 49017

SCHOOL LOCATIONS

<u>School</u>	<u>Physical Address</u>	<u>Phone</u>	<u>Grade</u>
Purdy	6510 Purdy Dr	961-9795	PREP-2nd
North Pennfield	7422 Poorman Rd	961-9797	PREP-2nd
Dunlap Elementary	8465 Pennfield Rd	961-9789	3 rd , 4 th , 5 th
Middle School	8587Pennfield Rd	961-9784	6 th , 7 th , 8 th
High School	8299 Pennfield Rd	961-9770	9 th , 10 th , 11 th , 12 th
Transportation	8001 Pennfield Rd	961-9793	

All mail must be addressed to: 8587 Pennfield Rd; Battle Creek, MI 49017

DAILY SCHEDULE

	Class Begins	Class Dismisses
Grades PREP through Second Grade	8:20 a.m.	3:30 p.m.

REGISTRATION

Entrance Age

Michigan School Law states: "In a school district where provision is made for kindergarten work, a child, resident of the district, is entitled to enroll in the kindergarten if the child is at least 5 years of age on December 1st of the school year enrollment."

To verify the age of a child entering school for the first time, **a legal birth certificate must be presented at the time of registration.**

All students entering Pennfield Schools for the first time must present an immunization record indicating that they have met all statement immunization requirements. **Without proof of immunization, the child may not enter school.** An immunization waiver form is available for people choosing not to have immunizations. This must be completed before a child can be start school.

All students who attend Michigan Schools are required by state law to be fully vaccinated unless a valid exemption is in the student's file. A summary of these requirements follows: A child may **not** enter the Pennfield School District until the immunization requirements are met.

Requirements for children 4 years through 18 years of age:

- **4 doses of Diphtheria, Tetanus & Pertussis are required.** If a dose was not given on or after the 4th birthday, a **booster dose of DTP is required.** Most children will have 5 doses.
- **3 doses of Polio are required.** If the last dose was not given on or after the 4th birthday, a **booster dose is required.** Most children will have 4 doses.
- **2 doses of Measles, Mumps & Rubella are required.** The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 30 days from the 1st dose and at or after 15 months of age.
- **Hepatitis B – effective 2000-2001 school year 3 doses are required.**
- **Varicella (chickenpox) – 2 doses are required** on or after 12 months of age or a reliable history of having the chicken pox.
- **Vision tested by the health department or a physician before entering school.**
- These requirements are for children entering a school district for the first time. Failure to meet these requirements, as set by the Michigan Department of Public Health, requires the school principal to exclude the children from attendance. Local

health departments may set requirements that exceed and take precedence over these minimum requirements.

MEDICAL LIMITATIONS AND CHRONIC ILLNESS

- A child who has medical limitations must have a physician's statement describing his limitations in the classroom, playground and gym.
- If a child has a chronic illness or allergy, a physician's statement must be on record describing the illness, symptoms and emergency procedures.
- It is most important that parents make an appointment to discuss the physical limitations or illness with the principal and the teacher assigned to the child.

STUDENT ATTENDANCE

Absences

All efforts should be made to minimum absences from school. A child who is ill should stay home until he recovers in order to protect himself and the others he comes in contact with at school. Children are expected to be in attendance at all times, except during illness or other serious family emergencies. Work missed because of the above reasons may be made up. Special absences should be arranged in advance with the teacher.

Our automated calling system will place a call each time a child is tardy or absent. If a student misses 5 days, the principal will contact the parent.

If chronic absences persist, the school will continue to work with the parent to resolve the attendance issue. Further action may need to be taken with the CISD truancy officer.

Truancy

A major problem with student achievement is truancy.

Without proper documentation (ie. Dr. excuses, pre-arranged absences etc.) truancy procedures will be followed.

- **After 5 days of absences – you will be contacted by phone or in person and by letter.**
- **After 10 days of absences – you will receive a letter explaining the next steps in the truancy procedure.**
- **After 15 days – you will be turned in to the CISD truancy officer.**

Tardiness

Being tardy at school at times cannot be avoided due to illness in the family, doctor and dentist appointments and emergencies. After 8:20 a.m. children are considered tardy. Students who arrive after 9:00 a.m. in the morning and 1:00 in the afternoon will be marked absent for that half day. Students who leave before 3:00 in the afternoon will be marked absent for that half day.

Chronic tardiness is not to be tolerated. Being tardy deprives the child of important classroom activity and instruction. It is a parent's responsibility to get their child to school on time.

Excuses and Parent Call-In

When a child returns to school after being absent, he/she must bring a dated NOTE from parents or Dr. explaining the absence. A short note of explanation is sufficient.

The school office is to be notified by a phone call when a child is seriously ill, absent due to injury or has contracted a contagious disease.

The school is to be notified by a phone call when a child is absent. If he/she has a contagious disease that also must be reported.

Shared Time Students

Michigan Law Section 732(g) Act 269 allows students to be released from their public school classes, without penalty, to attend religious instruction classes with written permission from the parent or guardian.

SCHOOL HEALTH

School Nurse

Pennfield Schools are served by the Nursing Division of the Calhoun County Health Department.

The Calhoun County School Nurse assists the district with student health problems, immunizations, health records and refer families to proper health services. The nurse assigned to our district can be contacted through the Calhoun County Health Department.

First Aid

Emergency first aid is available at all buildings.

Student Illness (Non-Contagious)

During unseasonable weather or winter, colds, sore throats, etc. are quite common. If a child has been absent from school due to illness, he/she may stay inside for three (3) days with a written note from the parent or guardian. **Beyond three (3) days, a physician's request, in writing, is needed to continue to have the child stay inside.**

During noon recess or afternoon recess, a student may rest or do pleasure reading (books or magazines). The student will not remain in the classroom without supervision. They will sit on the bench at the office where there is supervision.

If weather doesn't permit the children to be outside, the classroom may watch a video, play classroom games or rest. The child who isn't feeling well may choose the activity appropriate for them.

Student Illness (Contagious)

Children contracting a contagious disease must be excluded from school for the health and welfare of the students. The student may return to school when the disease is terminated or the child has obtained a physician's release.

The following diseases are considered communicable and/or contagious: chickenpox, infectious hepatitis, impetigo, measles, infectious mononucleosis, mumps, pinkeye conjunctivitis, ringworm, rubella, head lice, scabies, scarlet fever, whooping cough and fifth's disease. **Please contact the school if your child has one of the above communicable or contagious diseases.**

Use of Medication at School

The Pennfield Board of Education and administration feel that parents and faculty have a joint responsibility in the administering of prescriptive and non-prescriptive medication to a child. The health and safety of a child is the primary concern for the following policy:

Over the Counter meds.- We must have written parent and written doctor permission to distribute all Over the Counter medications. You will need to fill out the Administration of Medication Consent Form when you bring the medication to school. This form is available online or in your school office.

Prescription meds. - We must have written parent and written doctor permission distribute all medications. All doses and prescriptions must still be on the original bottles. We cannot accept verbal orders from a doctor.

Medication (also cough drops, aspirin, Tylenol, etc) must be brought to school by parent or guardian. The child cannot bring it with him/her in a lunch box or sack.

If it is a prescription, prescription medication must have the pharmacy label indicating the physician's name, child's name and instructions.

Medication will be administered by an adult in the presence of another adult.

A record will be maintained as to time, amount and witness present and signed by an adult in charge. A record will be maintained in the child's cumulative folder.

Please understand, we are not permitted to distribute medications if these guidelines are not followed.

You will receive a reminder to pick up all of your child's medication at the end of the school year. Any items not picked up from the school will be disposed of.

GENERAL SERVICES

Student Accident Insurance

At the beginning of each school year, Pennfield Schools offers each parent the opportunity to purchase Student Accident Insurance. This insurance offers two (2) options: (1) coverage only during the school hours and (2) coverage 24 hours a day for a full 365 days. This insurance can be purchased only during the first week of school.

Vision and Hearing Screening

Students in grades 1 and 3 have their vision screened in the fall at no cost to parents.

Students in K and 2 have their hearing screened during the school year by an audiologist from the Calhoun County Health Department at no cost to parents.

School Supplies

Textbooks and paper are furnished to each student at no cost to parents. Students are asked to bring supplies that are listed on their grade level "Supply List".

Lost and Found

If your child is missing an article of clothing, please feel free to check the Lost and Found location. Please mark items such as hats, mittens, coats, boots, lunch container, etc with your child's name.

Telephone Calls

Students are not allowed to use the telephone except in emergencies. Messages may be left with the secretary who will, in turn, notify the student.

SPECIAL SERVICES

Elementary Counselor

The Elementary Counselor serves both Purdy and North Pennfield Elementary Schools. The counselor will provide support to students and be a liaison between school and parents.

Title I and 31a funded programs - Reading and Math Interventions

This program is small group instruction to strengthen reading and math skills and provide strategies for students who are eligible for services.

Speech and Language Therapist

The Speech and Language Therapist is available to screen all students enrolled in the Pennfield Schools. Referral for this service must have written authorization from the parent or guardian. If a problem appears to exist, the parent will be contacted for a conference to discuss the suggested therapy.

Parents who have pre-schoolers who appear to have a speech problem may contact the therapist for an evaluation of the child.

Psychologist

A School Psychologist is available to the Pennfield Schools through the Calhoun Intermediate School District. The psychologist's role is to provide psychologist and educational diagnostic services to children with learning and behavioral difficulties. Referral for this service must include a written authorization from the parent or guardian.

Learning Disabilities / Resource Room

The Learning Disabilities / Resource Room program is available to students who, through diagnostic testing, indicate that a particular area(s) is deficient and is preventing the child from performing and achieving. Referral and placement for this service must include written authorization from the parent or guardian.

School Social Worker

The School Social Worker is available to work only with children certified for special education programs. Referral for this service must include a written authorization from the parent or guardian.

BREAKFAST PROGRAM

Breakfast is served each day. The cost is \$1.00 unless the student qualifies for free or reduced breakfast. A menu will be sent home each month. Breakfast will not be served after 9:00 a.m.

LUNCH PROGRAM

- Hot lunch is served each day. The cost is \$1.55 which includes milk. Children may also bring their lunch from home. Milk may be purchased for \$.30. A menu will be sent home each month.
- Free or Reduced Breakfast and Lunch applications are mailed from the Superintendent's Office and can also be obtained in the school office.
- It is important for ALL families to sign up to get a Parent Connect account. This will allow you to monitor your child's money that is placed on account. You can pay ahead and keep track.
- We prefer to take money on a weekly basis only. Mondays are a great day to send in the money your child will need for the week. Please send money in a sealed envelope labeled with your child's name and what the money is for. When paying, we will not be giving change. All money will be placed on your child's account and remain there for your use.
- Parents can also get a Pay Pal account by contacting 961-9778. This will give parents the ability to pay for school breakfasts and lunches by using a credit card.

SAFETY

Fire Drills

Each building has a minimum of 6 fire drills each school year. Each room has a procedure to follow for leaving the building.

Lockdown Drills

Each classroom has a designated procedure in the (unlikely) event that circumstances occur which necessitate a "lock-down" in our building. Students are informed that these drills are safety measures that we practice at school, just like fire and tornado drills. There will be 2 lockdown drills each year.

Tornado Drills

Each room has a designated area for safety. There is a minimum of 2 tornado drills each school year.

SEVERE INCLEMENT WEATHER & CLOSING SCHOOL

Fog, Heavy Snow and Impassable Roads

Whether or not school will be in session or delayed because of poor weather conditions is left to the judgment of the Superintendent of Schools. **Parents will be notified of closures through our automated calling system.**

Please tune your radio to **for this information: WBCK 95.3 FM who will always have the information or WKFR 103.3, WNWN 98.5 FM, WWMT Channel 3, WOOD Channel 8 and WOTV Channel 41. Please do not call the school as you tie up the phone lines.**

Tornadoes

Regulations in the event of a tornado watch: in the event of a tornado watch, Pennfield Schools will not release students until the scheduled end of the school day. Parents will be allowed to pick up their children from school during a tornado watch if they feel the student will be safer with them at home. Students will be excused for time missed. In the event of a tornado warning, school will be dismissed at the discretion of the Superintendent. **Parents will be notified of closures through our automated calling system.**

Parents should make provisions for children returning home early due to emergency situations. Please do not call the school as you tie up the phone lines.

Turn your radio to WBCK 95.3 FM or WKFR 103.3FM, WNWN 98.5 FM for this information.

Cancellation of Activities

Extra-curricular activities (Cub Scouts, Girl Scouts, Brownies, etc) will be canceled when school is closed early.

Emergency Dismissal

School may be dismissed early if there are severe weather conditions, a power outage or water and septic problems.

If this happens, **parents will be notified of closures through our automated calling system.**

Information will be on the radio or TV stations – WBCK 95.3 FM, WKFR 103.3, WNWN 98.6, WMTV Channel 3, WOOD Channel 8 and WOTV Channel 41 and our website at pennfield.net We follow the Early Dismissal plan that parents have sent in at the beginning of the year.. **Please talk with your child about an emergency plan, so he/she will know what to do, where a key is located etc.**

STUDENT ACTIVITIES

Birthday Treats

Birthdays are special days for our children. As we promote a healthy lifestyle for our students we ask that you plan your treat from the following list:

Crackers Cheese (sticks)	Mini cupcakes	
Vegetable sticks	Trail mix	Fresh fruit
Pretzels	Popcorn	Frozen yogurt

Birthday treats may be brought to school. These treats must be purchased and not homemade. Please bring to the office by 10:00 a.m. Treats will be served at the teacher's discretion.

Birthday party invitations will no longer be passed out at school as they create hurt feelings. We can not give out addresses of students, therefore, you may send in the invitations in stamped envelopes and include a list of those being invited to the party. We will add the address and send it in the US mail. This must be done a week in advance of the party.

School Parties

Halloween, Christmas and Valentine parties are held in each classroom at a designated time and date. Room parents assist with the parties.

Report Cards

Report cards will be sent home every nine (9) weeks. Parents will be contacted between marking periods if a child is making failing grades or if there is a drastic drop in grades.

Parent-Teacher Conference

There will be two formal conferences, one in the fall and one in the spring. Times will be assigned to all parents for conferences. In addition, the teachers are available for parent-teacher conferences in the morning before school begins. We encourage you to

contact the teacher when a problem seems to be appearing. Please call the office to arrange an appointment for a conference.

Playground Rules

Adult supervision is always present when students are on the playground. Teachers are responsible for supervising the morning or afternoon recess. Noon supervisors are responsible for noon recess. Building playground rules are enclosed in the first day of school packet.

Computer Usage

Your child will be using school technology daily. You will be asked to sign the Acceptable Use Policy. This is sent home at the beginning of the year.

STUDENT RESPONSIBILITIES

Discipline

We are proud of our students and their behavior. Many positive comments have been made regarding the students' good behavior and conduct. This can be maintained only when parent, teachers and children work together toward these goals. Proper conduct, behavior and manners are learned when reinforced at home and school.

Our school rules are fair and consistent and developed for the purpose of teaching good work habits, self-discipline, sportsmanship, sharing and respecting authority. Students should report problems to school personnel. We teach children the difference between tattling and reporting problems to staff. Problems should be reported when the student thinks that someone could be injured or hurt by the actions. All tattling and problems reported are handled by the staff. The student rubric is followed as needed. Our focus is to help children learn how to make positive choices.

Responsibility Notebook

The "Responsibility Folder" is the daily link between home and school for students. Notes will be sent home and to school via the folder. Parents are asked to sign the folder each day with reading minutes from home.

Name _____

Teacher _____

**Pennfield: North Penn and Purdy
Violence Prevention Rubric**

Negative Behavior Choices
Including but not limited to:

First Time

Second Time

Third Time

Fourth time

<p>Level 1 - Mild Behaviors that hurt feelings: mean or rude gestures, teasing, name calling, insults, social exclusion, rumors, swearing, humiliation</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Warning from principal</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> Documentation</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> 1 Silent Recess <input type="radio"/> "Time to Think" form <input type="radio"/> Documentation</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> 2 Silent Recesses <input type="radio"/> "Time to Think" form <input type="radio"/> Documentation</p>
<p>Level 2 - Moderate Behaviors that injure or disrespect: pushing, shoving, grabbing, pinching, kicking, tripping Intentional or repeated behaviors: taunting, ridiculing, planned exclusion, threatening</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> Documentation</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> 1 Silent Lunch and Recess <input type="radio"/> "Time to Think" form <input type="radio"/> Documentation</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> 2 Silent Lunch and Recesses <input type="radio"/> "Time to Think" form <input type="radio"/> Documentation</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> 3 Silent Lunch and Recesses <input type="radio"/> "Time to Think" form <input type="radio"/> Documentation</p>
<p>Level 3 - Severe Purposely causing injury: stealing, damaging property, biting, fighting, spitting, hitting, punching, defiant behavior, stealing. (See North Pennfield Student Handbook)</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> 1 day age appropriate in-school suspension <input type="radio"/> 1 Silent Lunch and Recess <input type="radio"/> "Time to Think" form <input type="radio"/> Documentation <input type="radio"/> Restitution theft/damage <input type="radio"/> Possible Liaison Officer intervention</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> 2 days age appropriate in-school suspension <input type="radio"/> 2 Silent Lunch and Recesses <input type="radio"/> Conference with parents <input type="radio"/> Develop Behavior Plan <input type="radio"/> "Time to Think" form <input type="radio"/> Documentation <input type="radio"/> Restitution theft/damage <input type="radio"/> Possible Liaison Officer intervention</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> Liaison Officer intervention <input type="radio"/> 3 days age appropriate in-school suspension <input type="radio"/> 3 Silent Lunch and Recesses <input type="radio"/> Conference with parents <input type="radio"/> Revisit Behavior Plan <input type="radio"/> "Time to Think" form <input type="radio"/> Documentation <input type="radio"/> Restitution theft/damage</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Consequences at administrator's discretion <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> Liaison Officer intervention <input type="radio"/> Conference with parents <input type="radio"/> Revisit Behavior Plan <input type="radio"/> "Time to Think" form <input type="radio"/> Documentation <input type="radio"/> Restitution theft/damage</p>
<p>Level 4 - Most Severe Verbal harassment: sexual, cultural, or racial Physical violence that requires medical attention. (See North Pennfield Student Handbook and Board Policy for definitions of verbal harassment and physical violence).</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> Possible Liaison Officer intervention <input type="radio"/> 2 days age appropriate in-school suspension <input type="radio"/> 2 Silent Lunch and Recesses <input type="radio"/> Conference with Parents <input type="radio"/> Develop Behavior Plan <input type="radio"/> "Time to Think" form <input type="radio"/> Documentation</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention <input type="radio"/> Restate Definition of Violence <input type="radio"/> Student calls parent <input type="radio"/> Possible Liaison Officer intervention <input type="radio"/> 3 days age appropriate in-school suspension <input type="radio"/> 3 Silent Lunch and Recesses <input type="radio"/> Conference with Parents <input type="radio"/> Revisit Behavior Plan <input type="radio"/> "Time to Think" form <input type="radio"/> Documentation</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention Consequences at Administrator's discretion based on School Board Policy and Student Handbook.</p>	<p>Date _____ <input type="radio"/> 15 Second Intervention Consequences at Administrator's discretion based on School Board Policy and Student Handbook.</p>

***If a student misses silent recess-time doubles.**

STUDENT CONDUCT IN THE BUILDING

Buying and Selling

There will be no buying, selling or trading of personal articles between students.

Classrooms

Students are expected to behave in a courteous, orderly manner and should be thoughtful, considerate and respectful of teachers and other children. Students are responsible for their desks, textbooks and classroom materials.

Building

Walk quietly in the building. There will be no running, loud talking or pushing in the building.

Language

Use of profanity or obscene gestures is prohibited.

Fighting

Fighting is prohibited. Students involved in a fight or bystanders who do not get help are subject to disciplinary action up to and including suspension.

Bullying

Bullying is when one student keeps doing or saying hurtful things over and over, on purpose, to have power over another student. Pursuant to Pennfield Schools Board of Education Policies, any students who engage in bullying while in school, at a school function, or while in route to or from school are subject to disciplinary action up to and including suspension or expulsion.

Miscellaneous

Do not bring knives, (toy) guns, hardballs, footballs, baseball bats, personal toys, electronic games or cell phones to school! Playground equipment is provided.

Anything of value that is brought to school is the responsibility of the child. Michigan law requires suspension/expulsion for bringing a gun or knife to school.

CLOTHING

Clothing needs to be comfortable and practical. Hats, scarves, three-cornered bandanas, visors, caps or any other headwear are not to be worn inside the school building. This is a policy throughout the Pennfield School District. Shirts advertising alcoholic beverages or other inappropriate messages are not allowed. Shoes must be worn at all times. Shoes need to stay on the feet and not have high heels.

Gym Day and Music Movement – Tennis shoes and socks need to be worn.

Warm Weather – Shorts and T-shirts may be worn. No halters or cut off-T-shirts. Straps on tank tops should be 3 finger widths across. Shorts and skirts must be longer than finger tips when arms are extended.

Cold Weather – Mittens, hats and heavy coats, snow pants when there is snow on the playground. Boots are worn from the first snow until the playground is no longer muddy in the spring. Winter wear is needed for more than just snow.

TRANSPORTATION

Transportation is available to all students. Transportation is only to provide children a ride to and from school, not to a friend's home for play, scouts or birthday parties. It is expected that each student respect the school bus driver and obey the bus safety rules. Consistently breaking the rules will require disciplinary action and/or removal from the bus. For bus information, call 961-9793. A Transportation Handbook will be sent home in the fall and can be requested at any time through the school office.

Walkers / Use of Bicycles

Due to the location of North and Purdy and the safety factors involved, students in K-2 are not permitted to walk or ride their bicycles to school.

Arrival at School

School busses arrive at the buildings at approximately 8:10 a.m. – 8:20 a.m. They unload at this time. We realize that there are times when children have to be brought to school other than by bus. **These children also come into the building at 8:10 a.m. Parents need to follow the "Procedure for Driving Children to School". Procedures are included in the first day of school packet.**

Picking up Students Before or at Dismissal

When you pick up your child at school, you MUST come in to the school and sign your child out. The school secretary will go to the room to get the child. Children are dismissed at 3:30 p.m.

If the child is to wait for you after school

- a parent must send a note or call by 2:30**
- if a note or call from a parent is not received the child will sent home in the usual manner.**

These policies are built-in safety factors to protect your child.

Bus Videotapes

The buses have video cameras that tape the bus trips. If needed, with the approval of the transportation director and/or the superintendent, parents may view the tapes for safety or discipline purposes.

GENERAL INFORMATION

School Visitation

A. Parent Visitation - Parents are welcome to visit the classroom. Please contact the office to make arrangements for your visit.

B. Student Visitation – A guest in your home may visit the classroom, but prior arrangements must be made with the principal and classroom teacher. Guests are not allowed to ride a Pennfield School bus.

C. Parent Opportunities -In the state of Michigan, P.A. Law 107 states that school districts and ISD's develop and implement a parent involvement plan to encourage parental participation. Parents are welcome to assist in the classrooms, participate with other parents and grandparents as room parents, and at school extra curricular activities. Information is sent home throughout the school year in regard to these opportunities. All volunteers may have their backgrounds checked annually for the safety of our students and staff.

Pets in School

Pets are allowed to visit the classroom. Arrangements must be made with the classroom teacher. **Pets are not allowed on the bus.**

District Newsletter

The Pennfield Schools publish a newsletter. The newsletter is designed to keep you informed of activities and achievement of our students. If you do not receive this publication, please notify the Superintendent's Office (961-9781).

Destruction of School Property

We realize that school property may be damaged by accident, but windows, doors, desks, books and instructional materials are often damaged because children are not obeying building rules or following directions. Parents will be expected to pay for damaged property.

Retention Policy

The student's parents, teachers involved with the student and principal will conference regarding retention. The student's developmental history and grades, teacher

observations, diagnostic services and other available resources will be used in making the decision.

A letter will be placed in the student's CA60 accumulative record that retention was recommended. The decision will be noted and signed by the student's parents, teacher and principal.

Title IX

It is the policy of the Pennfield School District not to discriminate on any basis in programs, practices and policies. Also, no person because of race, color, national origin, sex, age or handicap shall be excluded from participation in, be denied benefits of, or otherwise subjected to discrimination in our United States Department of Agriculture donated food and Child Nutrition programs. Complaints may be filed directly to the Secretary of Agriculture.

Inquires regarding this policy should be directed to Mr. Ben Laser, Superintendent at 8587 Pennfield Rd, Battle Creek, MI 49017. Telephone 961-9781.

SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school district, it is against the policy of this school district for any administrator, employee, independent contractor or volunteer (subsequently "employee"), male or female, to sexually harass another employee, student or volunteer. The complaint procedure is available in the principal's office, superintendent's office or the guidance office.

CORPORAL PUNISHMENT

The Policy of the Pennfield Board of Education in regard to the use of physical force is in keeping with the Michigan School Code which offers the following:

Section 1323 as amended by PA521: A person employed by or engaged as a volunteer or contractor by a local or intermediate school board shall not threaten to inflict, or cause to be inflicted, corporal punishment upon any pupil. However, the person, within the scope of his or her responsibilities, may use such reasonable physical force as may be necessary to:

- A. Protect himself, herself, the pupil, or others from immediate physical injury.

- B. Obtain possession of a weapon or other dangerous objects upon or within the control of a pupil.
- C. Protect property from physical damage.

A person employed by or engaged as a volunteer or contractor a person who violates this sub-section may be appropriately discipline by his or her school board.

Any resolution, by law, rule, policy, ordinance or other authority permitting corporal punishment is void.

WEAPONS

Public Act 158 of 1994 – Weapons-Free School Zone:

"A 'weapon-free school zone' is defined as 'school property and vehicles used by a school to transport students to or from school property.' A 'school' is defined as a 'public, private denominational or parochial school offering developmental kindergarten, kindergarten, or any grade 1 through 12.' The Act further defines 'school property' as a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, (and includes the area up to 1000 feet surrounding school property) except a building used primarily for adult education or college extension courses.'" The Michigan Penal Code, Section 1313 of the State School Code, requires school officials who find a student in possession of a dangerous weapon to report that finding to the student's parent(s) or guardian(s) and the local law enforcement agency. The State School Code defines a "dangerous weapon as a 'firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical blade, iron bar or brass knuckles.'"

Under the Act, an individual is guilty of a felony if he or she assaults another person in a weapon-free zone with any of aforementioned weapons without intending to commit murder or to inflict great bodily harm less than murder. The felony is punishable by one or more of the following penalties: (1) imprisonment of not more than four years; (2) community service for not more than 150 hours; or (3) a fine of not more than \$6,000.00.

Any individual who possesses a weapon in a weapon –free school zone is guilty of a misdemeanor punishable by one or more of the following penalties: (1) imprisonment of not more than 93 days; (2) community service for not more than 100 hours; or (3) a fine of not more than \$2,000.00. Exclusions from this provision apply to three categories of individuals:

(1) by the school's principal or the school board; (2) persons who are licensed by Michigan or another state to carry a concealed weapon; and (3) persons of 18 years or

older who are not students of the school, but are on school property while transporting a student to or from school, and who are in possession of an unloaded firearm used for hunting or target shooting area, function or exhibition or upon verification of a valid hunting license.

In effect as of January 1, 1995 Law SB 966 adds to the weapons-free school zone law the following:

- by a local or intermediate school board who exercises necessary reasonable physical force upon a pupil as described in this sub-section shall not be liable in civil action for damages arising from the use of that physical force as provided in Act No. 170 of the Public Acts of 1964 being sections 691.1401 or 691.1415 of the Michigan Compiled Laws.

A student who possesses a gun or other dangerous weapon on school property must be expelled unless he/she can establish one of the following in a clear and convincing manner:

- The object or instrument possessed by the pupil was not possessed for use as a weapon, or for delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, direction, request or with permission of school or police authorities.

Pennfield Schools will also include, in their handbook, dangerous weapon items such as bombs, pepper gas or any chemical which would endanger life or produce injury and any look-alike weapons used by or in possession of students.

The Pennfield policy will follow the Federal and State mandates concerning petitioning the board for expulsion of any student who breaks the law. Students who have broken the law will have rights of due process although expulsion records will be kept in the student's personal school file and will be transferred with any records another school may need for school enrollment. It should also be noted that a petition for reinstatement on the behalf of an expelled student may be presented to the school board. All rules and regulations for applying for reinstatement are available upon request from your school office.

ASSAULTS COMMITTED BY STUDENTS

PHYSICAL ASSULTS – Part I. MCL 380.1311(A)

Any student who at school physically assaults a school employee, volunteer, or contractor and the physical assault is reported to the school board, its superintendent or building principal by the victim or, if the victim is unable to report the assault by

another person on the victim's behalf, shall be permanently expelled, subject to possible reinstatement after 180 days as provided by law. The statute defines "physical assault" as intentionally causing or attempting to cause physical harm to another through force or violence. The Superintendent or Building Principal who receives a report of a physical assault shall forward the report to the school board.

It should be noted that only Pennfield Board of Education has the authority to suspend or expel a student(s) from school for a period of more than ten (10) days. All expulsion hearings shall be in compliance with Board of Education policy as outlined in Section 5114, page 174 and 175 of the Pennfield Schools Board Policy Manual.

If a student who is permanently expelled from the district pursuant to this provision is not placed in an alternative education program or strict discipline academy, the District may provide, or may arrange for the Intermediate School District to provide, appropriate instructional services to the individual at home. The type of services provided shall meet the requirements of Section 6(4)(v) of the State School Act of 1979, MCL388.1606, and the services may be contracted for in the same manner as services for homebound pupils under

PHYSICAL ASSAULTS – Part II. (MCL 380.1308, 380.1310, 380.1310A)

Any student who commits a physical assault at school against another student and the assault is reported to the school board, school district superintendent, or building principal the school board shall expel the student for up to 180 school days. The Superintendent or Building Principal who receives a report described in this provision shall forward the report to the school board. Notwithstanding Section 1147 (being MCLA 380.1147) a school district is not required to allow an individual expelled from another school district under this section to attend school in the school district during the expulsion. This provision applies to any physical assaults that occur on school property, at any school-sponsored activity/event, or on any school related vehicle. A physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

It should be noted that only the Pennfield Board of Education has the authority to suspend or expel a student(s) from school for a period of more than ten (10) days. All expulsion hearings shall be in compliance with the Board of Education policy as outlined in Section 5114, page 174 and 175 of the Pennfield Schools Board Policy manual.

For students expelled under the provision, the Board directs that within three days after the expulsion, the Administration refer the individual to the appropriate county Department of Social Services or county community mental health agency and notifies

the individual's parent / legal guardian or, if the individual is at least 18 or is an emancipated minor, notifies the individual of the referral.

For an individual expelled under this provision, it is the responsibility of that individual and of his/her parent or legal guardian to locate a suitable educational program and enroll the individual in such a program during the expulsion. A list of these programs is available from the Michigan Department of Education Office of Safe Schools.

The Board of Education shall provide to the Superintendent of Public Instruction, in the form and manner required, a report stating the number of pupils expelled from school during the immediately preceding school year with a brief description of the incident causing the expulsion and incidents of crime occurring at school within the school district as required by law.

VERBAL ASSAULTS. (Section 1311a(2))

Any student who verbally assaults a school employee, volunteer, or contractor at school, and the verbal assault is reported to the School Board, Superintendent or Building Principal by the victim, or if the victim is unable to report the verbal assault, by another person on the victim's behalf, or who makes a bomb threat or similar threat directed at a school building or other school property, or a school related event, then the Board, or the designee of the Board as described in Section 1311(1) (being MCLA 380.1322(1)) on behalf of the School Board, shall expel the student from the School District for up to 180 school days. The Superintendent or Building Principal who receives a report of a verbal assault shall forward the report to the School Board. Notwithstanding Section 1147 (being MCLA 380.1147), the school district is not required to allow an individual expelled from another school district under this subsection to attend school in the school district during the expulsion.

For the purpose of this policy "Verbal Assault" shall be defined as any statement or act, oral or written, which can reasonable be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.

It should be noted that under this policy either the Pennfield Board of Education or its designee has the authority to suspend or expel a student(s) from school for a period of more than ten (10) days. All expulsion hearings shall be in compliance with Board of Education policy as outlined in Section 5114, page 174 and 175 of the Pennfield Schools Board Policy Manual.

For an individual expelled under this provision, it is the responsibility of that individual and of his/her parents or legal guardian to locate a suitable educational program and to enroll the individual in such a program during the expulsion. A list of these programs is available from the Michigan Department of Education Office of Safe Schools.

The Board of Education shall provide to the Superintendent of Public Instruction, in the form and manner required, a report stating the number of pupils expelled from school during the immediately preceding school year with a brief description of the incident causing the expulsion and incidents of crime occurring at the school within the school district as required by law.