

**STUDENT/PARENT HANDBOOK
BALDWIN ELEMENTARY SCHOOL
2019-2020**

We take this opportunity to welcome you to Baldwin Elementary School, “Home of the Panthers and Pride of the Community!” We, the staff, are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

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Joanie Wiersma , Principal	231-745-3261
Amy Park, Administrative Assistant	231-745-3261
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Scott Pedigo, Athletic Director	231-745-1132
Nathan Fricke, Behavioral Intervention Specialist	231-745-1148

MISSION STATEMENT

The mission of Baldwin Community Schools is to prepare students for the promise of tomorrow.

VISION STATEMENT

Baldwin Community Schools provides our students a diverse education in a safe, supportive environment; promotes self-discipline, motivation, and excellence in learning. Through a caring staff, the latest technology, and proven teaching methods, the BCS team joins with community stakeholders to prepare our students for their role in a global society.

STATEMENT OF SCHOOL PHILOSOPHY

The purpose and intention of the Baldwin Community School District is to provide the best possible education and equal education opportunity for the youth of the community. To accomplish this purpose, the school district endeavors to provide the best possible educational facilities and the most competent and sensitive professionally trained personnel.

The school curriculum is primarily developed around a program of common learning, with a variety of meaningful activities included in each subject area. Programs are to accommodate a wide variety of student interests, aptitudes, and backgrounds.

In order to assist each individual in developing his/her creative capacities, the school program must meet the intellectual, emotional, vocational, and social needs of youth. The emphasis in each of these areas shall be supported through individual guidance and educational planning.

The development of attitudes, skills, and interests of students in special areas both through courses in the curriculum and extracurricular activities, make a vital contribution to the total educational program. This program encourages constructive use of abilities and appreciation.

The successful development and personal worth of each individual shall be of prime concern. To assure progress toward this total goal, the educational program will be the subject of continuous study and improvement.

NON-DISCRIMINATORY POLICY

The Baldwin Community Schools is an Equal Opportunity, Non-Discriminatory Educational Institution and Employer. No person shall be denied admission, employment, or any other benefit offered by the school on the basis of race, color, religion, national origin, language, sex, marital status, or mental or physical handicap. The School is committed to the spirit of and is in compliance with Public Law 93-142, section 504, regarding access to the school and its program for handicapped students.

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Elementary School Office at 231-745-3261 to inquire about evaluation procedures and programs.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Superintendent/Compliance Officer
231-745-4791

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

ADOPTED BY THE BOARD OF EDUCATION ON JUNE 18, 2019.

DISCIPLINE CODE ADOPTED BY THE BOARD ON JUNE 18, 2019.

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2019-2020**

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Baldwin, Michigan 49304
2019-2020 BOARD OF EDUCATION

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Updated: 02/04/19

SCHOOL DAY

- Breakfast is served to students beginning at 8:15 a.m.
- If students are not riding the bus, parents/guardians must have students at school between 8:15 and 8:30 a.m. Students are not to be dropped off before 8:15 a.m.
- School begins at 8:15 a.m. each morning.
- Students who arrive at school between 8:30-9:00 a.m. are marked tardy.
- Students who arrive at school after 9:00 a.m. are marked absent for the morning.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures, which can be accessed by going to our webpage at www.baldwin.k12.mi.us, click on District Information, Superintendent and Board Policy. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 18, 2019. If any of the policies or administrative guidelines referenced herein are revised after June 18, 2019, the language in the most current policy or administrative guideline prevails.

SCHOOL BOARD POLICIES

All Baldwin Community School Board policies can be found on the Baldwin Community Schools website <http://www.baldwin.k12.mi.us>

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

HOMEBOUND INSTRUCTION

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides

- Unless enrolling under the District's open enrollment policy.
- Unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of immunizations
- proof of residency

Under certain circumstances, temporary enrollment may be permitted, in which case the parent/guardian may be allowed up to 30 days to provide the required documentation. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

RELEASE OF STUDENT INFORMATION

Baldwin Community Schools is requesting release authorization for Baldwin Elementary School to use your student's name and/or picture in such publications as the Lake County Star, Ludington Daily News, school newsletters, school programs, and web pages. If you object to the use of your student's name and/or picture being used in the above listed publications, you are to contact the Principal. It is understood that this consent for release of information may be revoked at any time, and if you choose to revoke this authorization, you will contact the Baldwin Elementary School Office.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose name is on file in the Office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian unless the person is listed on their emergency form as an alternate.

CANCELLATIONS

School may be cancelled due to inclement weather or due to unforeseen circumstances. Please be sure to have an emergency location or address on file where your student may be transported should the need arise. If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

TV 7&4 – TRAVERSE CITY
TV 9&10 – CADILLAC
TV 33 – CADILLAC
WBRN (100.9) – BIG RAPIDS
WYBR (102.3) – BIG RAPIDS
WATT (96.7) – CADILLAC
WTCM (103.5) – TRAVERSE CITY
WCXT (105.3) – HART
WDEE (97.3) – BIG RAPIDS
WMOM (102.7) – LUDINGTON

You may also check our website @ www.baldwin.k12.mi.us

If your student has a home phone number on file with the school, you will receive an automated message advising you of the school closure, delay, or early dismissal. Parents and students are responsible for knowing about emergency closings and delays.

SIGN IN/SIGN OUT

Students must be signed in or signed out in the Principal's Office. Only the parent, guardian, authorized school official, or designated persons will be allowed to sign out a student.

TRANSFER OUT OF THE DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Baldwin Elementary, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office at 231-745-3261 for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

CLOSED CAMPUS

Students will not be allowed to leave school during lunch unless they are signed out by an authorized individual. Students who take unauthorized leave during lunch period will face disciplinary action.

TELEPHONE

Office telephones are **not** for student use except in the case of emergency.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the office at 231-745-3261.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- All medications must be registered with the Principal's Office.
- Medication may be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended. Medication may not be sent to

school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Non-prescribed Medications

Parents may authorize the school to administer a non-prescribed medication using a form available in the school office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications.

Asthma Inhalers and Epi-Pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan.

ACCIDENT INSURANCE

Whenever a student is injured at school, the office will make an effort to notify the parents as soon as possible. Therefore, it is mandatory that emergency information be provided on each student. The school will closely monitor any student who appears to be seriously injured until proper medical attention is available. Accident/injury reports will be filled out by the school and maintained in school records. Parents must file a claim with their own insurance company. Central Office will assist parents with any information they may need.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines, or until a doctor has released the child to return to school.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human – immunodeficiency), HAV, HBV, HCV, (Hepatitis A,B,C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Elementary Principal, at 231-745-3261, to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Elementary School Principal at 231-745-3261 to inquire about evaluation procedures and programs offered by the District.

STUDENT WELL-BEING

During school hours, students and staff members are responsible for the safety of all. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have an emergency form completed, signed by a parent or guardian, and filed with the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

STUDENT RECORDS

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

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. Directory information consists of students' names and addresses.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

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

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;

- F. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

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

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D.C.
www.ed.gov/offices/OM/fpcco

Informal inquires may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents/Guardians have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. **Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the school.** Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

FIRE, LOCK DOWN, AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year.

PREPAREDNESS OF TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Central Office upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. Any unauthorized visitors will be removed from the school premises. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Parents/Guardians wishing to visit classrooms must have prior approval from the principal.

Students are not allowed to bring visitors to school.

COMMUNICATION STEPS

Communication between parents and teachers is an essential part of the education process. Teachers may call parent/guardians for a meeting if a student's behavior or performance interferes with his/her classroom instruction. Daily meetings with teachers are available by appointment only, during individual conference periods. Walk-in conferences during instructional time will not be allowed. To make an appointment, please call the Elementary Office at 231-745-3261.

Should you have a concern about grades, assignments, tests, projects, classroom discipline, absences and/or tardies, as well as complaints about a teacher, the following is the sequence of steps which should be followed by students and parents/guardians: 1) Teacher, 2) Principal, 3) Superintendent, and 4) the Board of Education. Please adhere to these communication steps.

LOST AND FOUND

The lost and found area is in the vestibule. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at least twice per school year.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. All students must have written parental permission to go on a field trip. Forms will be provided by the school and must be returned when due in order for the student to go on the trip. Chaperones are permitted on field trips but must be pre-approved to accompany the students and school personnel. Chaperones are not permitted to take district students not affiliated with the trip activity, non-district students, and/or children of preschool age without the approval of the Principal. The school has the right to deny any student the opportunity to go on a trip due to any or all of the following reasons:

- Persistent disobedience in school
- Refusal or negligence in completing school work
- Disrespect to school personnel

GRADES

Baldwin Elementary has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, RETENTION

Promotion to the next grade is based on the following criteria:

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, and/or social maturity

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated tests.

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

STUDENT ASSESSMENT

Diagnostic and summative assessments are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

LIBRARY

The school library is a place for study and all students will obey the rules or be denied the privilege of its use. Students will be charged the cost of replacing any lost or damaged library books. All books are to be kept in good condition.

STUDENT FEES, FINES, AND SUPPLIES

All books and materials are provided for your child. Books should exhibit normal usage. Students are held responsible for any fine assessed as a result of any lost or damaged books. It will be the student/parent/guardian's responsibility to pay for all lost/damaged books and supplies. Failure to do so shall result in the student being denied additional books for home use. Students may not be allowed to participate in field trips and extracurricular activities until books are paid for. There will be a check out form at the end of the school year for each student to complete and have signed by his/her teachers. Students will be held responsible for athletic equipment, library materials, and lunch fees, as well.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades.

VOLUNTEER BACKGROUND CHECK

In order to ensure the protection of children in the care of Baldwin Community Schools, school policy requires, prior to any and all persons providing a volunteer service at the school or any function conducted by the school; all potential volunteers complete a State of Michigan background check. The background check is a name check only, through the State of Michigan ICHAT system, and is based on

individual identifiers. Any applicant declining to complete a "Volunteer Background Check" acknowledgment form will not be considered.

EXPLICIT COMPUTER NETWORK RULES

Before a student is granted permission to use school technology, parents/guardians and the student will need to sign and return the Acceptable Use Policy. Forms will be included in a packet and given to students the first day of school or upon registration.

Below is a brief list of activities involving the District's computer network that students are expressly forbidden. This list is not meant to be considered a complete list of all prohibited activities, and the school reserves the right to discipline students for activities not specifically noted here.

1. Students are not permitted to access personal e-mail accounts using school computers or network technologies.
2. Students are not allowed to download content from the internet that is not specifically related to academic work being done in school. For example, the downloading of music or video files for personal use is strictly prohibited.
3. Students are not permitted to use the school's computers or network technologies to access internet "chat rooms" or "bulletin boards" or otherwise engage in on-line discussions for personal purposes.
4. Students are strictly forbidden from accessing any form of pornography.
5. Students are not to download programming of any sort.
6. Students are not to attempt to defeat or corrupt District network security programming, or alter any other system programming.

ASSEMBLIES

Assemblies will cover a variety of subjects and strive to be educational as well as entertaining. Students are expected to be present at all assemblies the same as regularly scheduled classes. When going to assemblies, students are not to make locker stops. Students may not leave assemblies without permission and are expected to follow behavior expectations for assemblies. Students who are rude and discourteous during assemblies will be subject to the discipline code and/or restricted from attending assemblies.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

Parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes;
- B. providing a mutually supportive school and home environment which encourages learning;
- C. establishing meaningful learning outcomes which support the development of responsible members of society;
- D. supporting a consistent and shared approach to child guidance and discipline;
- E. providing for the proper health, safety, and well-being for their child;

- F. supporting the development of English language proficiency skills.

The Parent Involvement Plan for the District, which may include, among others, the following strategies:

- A. Provide parents with their child's individual assessment results, reading results, progress reports, report cards and parent conferences.
- B. Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet.
- C. Provide parents with each school's Code of Conduct.
- D. Arrange flexibly scheduled parent/teacher conferences and parent requested conferences.
- E. Post general parent/teacher meetings and special parent involvement planning meetings on the District website and/or via e-mail.
- F. Publish in the District's school newsletter(s) information regarding the parent involvement plan and parent involvement opportunities.
- G. Schedule meetings and brainstorming sessions periodically to provide parents the opportunity to share concerns and desires, and to improve the school environment and student achievement.
- H. Encourage the establishment of parent-student-teacher compacts that outlines how parents and school staff will share the responsibility for improved student achievement of their children. Such compacts should be discussed and revised as necessary.
- I. Encourage home reading programs. Books may be provided for students to read at home.
- J. Maintain a consistent District wide effort to communicate regularly with parents.
- K. Schedule parent teacher conferences to inform parents of student's progress.
- L. Distribute periodic newsletters from teachers informing parents of upcoming District events and curriculum being taught.
- M. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- N. Encourage the development of after school academic clubs or activities to provide students additional opportunities to develop skills.
- O. Have older students provide tutoring services to younger students.
- P. Have students perform for parents and community.
- Q. Encourage parents to serve as chaperones for class field trips and other school activities.
- R. Recognize parents and volunteers who have helped throughout the year.
- S. Have school administration and staff provide test data and interpretation meetings allowing parents to ask questions.
- T. Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academically or socially
- U. Place current and accurate announcements on the school's marquis.

Relations with Parents

For the benefit of the child, we encourage parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;
- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required;
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

PARENT TEACHER CONFERENCES

Planned Parent/Teacher conferences are held at least two times per year. The purpose of these conferences are for both the teacher and the parent to communicate on how to increase the achievement of their student. Parents may call and arrange to see teachers at a mutually convenient time if they are unable to attend these conferences. Walk-in conferences during instructional time will not be allowed.

FOOD SERVICE PROGRAM

The Food Service Department welcomes all comments and suggestions. If you have comments or suggestions, submit them in writing with your name, date, and signature to Mrs. Shelly McGhee, Food Service Director. If you have any questions, please call 231-745-1146.

BREAKFAST/LUNCH PROGRAM

Baldwin Community Schools will provide free breakfast and lunch for all students. Students may bring their own lunch from home should they chose to. All students must have a Household Information Survey on file. Surveys will be given to students in their form packets the first day of school or upon enrollment.

WEB PAGE AND PARENT PORTAL

Baldwin Community Schools provides a Parent Portal through Power School. On our webpage, www.baldwin.k12.mi.us, as well as, www.facebook.com/Baldwin.Community.Schools, you will find lots of useful information, including forms that you may download and print at home. You may view the school's website through your Parent Portal account. A Parent Portal account will allow you to view updated student grades and attendance throughout the school year. If you don't have a Parent Portal account, you may contact the office and an account will be set up for you.

LOCKERS

Lockers are the property of the school and are on temporary loan. Students are issued a locker at the beginning of the school year. Please remember the following:

1. Students are not allowed to go into another student's locker at any time for any reason.
2. Report anyone who is tampering with the locker immediately.
3. Under no circumstances are students to change or trade lockers without permission from the teacher.
4. Students are held responsible for the contents of their locker.
5. Personal locks are not permitted on your locker.
6. Students should not leave valuables in their lockers at any time.
7. Defacing or destruction of lockers will subject the individual to disciplinary action including restitution for damages.
8. Lockers are subject to inspection by the administration per board policy. Inspection may be conducted in cases of emergency or when there is reason to suspect a violation of school rules or other misconduct.
9. Book bags, backpack purses, purses, and gym bags must remain in the locker; they will not be permitted in any classroom.

SAFETY CONCERNS

Students should not use roller blades, hee-ies, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this exception will be subject to disciplinary action.

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Much learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Truancy Policy

Unexcused absences from school (truancy) are not acceptable. After ten (10) days of truancy in any school year, a student will be considered a "habitual truant":

1. The school will then send the student/parent a truancy letter. This letter will request a meeting between the school, parent(s) and student.
2. At the school truancy meeting, in which school staff, parent(s), and the child are in attendance, an attendance agreement shall be reached and signed by all parties. All parties shall be

provided a copy of the signed attendance agreement. If the family fails to appear, a meeting will be scheduled by the Juvenile Court.

3. If after the attendance agreement has been signed and the youth continues to miss school **(must have 10 unexcused absences)**, a meeting will be scheduled by the court to include school staff, the parent(s), and the child.
4. Once the Juvenile Court has received the letter requesting a meeting, the court staff will schedule a meeting with the family, the youth, the school representative, and either the In Home Care Supervisor, the probation officer or a mediator. At this meeting, the school representative shall provide the court with basic student information, contact information, attendance history, a copy of the attendance agreement and the court referral packet. At this meeting, the youth and parent(s) will be notified of the legal ramifications if the absenteeism continues. An attendance agreement will once again be created and signed:
 - If found responsible, the youth will be placed under the court's jurisdiction and receive probation services. Minimum probation services the youth/parent(s) will be expected to participate in include the MAYSI evaluation tool, 5 mandated counseling sessions, 5 mandated parent classes/support groups, school mentor and weekly probation appointments. There will be \$125 fee for these services. Further recommendations will be made on a case by case basis.
 - A petition shall be filed against the youth in 6th grade through the age of 16.
 - If the youth is in kindergarten through 5th grade, once the school truancy officer submits a complaint, the matter will be referred to the Prosecutor's office for review for criminal prosecution against the parent(s) in District Court. If found responsible, the parent(s) will be placed under the court's jurisdiction and may receive probation services, jail time, and/or receive a fine.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests:

- Illness
- Recovery from accident
- Required court attendance
- Professional appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence no later than 8:30 a.m. the day of the absence, followed by a note upon return to school. They are to call the office at 231-745-3261 and explain the reason for the absence. If the absence can be foreseen and the "good cause" is approved by the Principal, the parent should arrange to discuss the matter as many days as possible before the

absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than eighteen (18) days in a school year, regardless of the reasons, will be considered “frequently absent”. If there is a pattern of frequent absence for “illness”, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student’s permanent attendance record will indicate “frequent unexplained illness,” a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a “frequently absent” student will be placed on “attendance watch” to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events and a notation made on his/her grading record regarding his/her frequent absence from school.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up school work lost due to suspension. Credit will be given for makeup work provided assignments are completed within three days of returning to school.

Excusable, Non-Approved Absence If a student is absent from school because of suspension or vacations, the absence will not be considered a truancy, and she/he may be given the opportunity to make up the school work that is missed. These assignments must be completed within three days of returning to school.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. Any student who arrives after 8:30 will be marked absent for the morning. Sleeping in and/or missing the bus are considered unexcused absences. No credit shall be given for any school work not completed as a result of truancy.

Notification of Absence

If a student is going to be absent, the parents must contact the school at 231-745-3261 by 8:30 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child’s attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade.

Tardiness

A student who is not in his/her assigned location by 8:00 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Advanced excuse forms are available in the office.

Make Up of Tests and Other School Work

Students who are absent from school, or who have been suspended, shall be given the opportunity to make up work that has been missed. Make up work must be completed within three days of returning to school. If a student misses a test, s/he must make arrangements for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, students must be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location. A suspended student is prohibited from being on school property or in attendance at any extracurricular event until they return to school following the suspension.

CODE OF CONDUCT

A major component of the educational program at Baldwin Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashion changes, the reason for being in school, does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will

not be permitted. All students are expected to go outside twice daily for recess unless we receive a physician's note stating that the student must stay indoors. Students are expected to dress for all types of weather conditions.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are appropriate:

- Footwear is required. No flip flops or slippers will be allowed. Sandals must have an ankle strap.
- Leggings are not to be substituted for pants or slacks. When wearing leggings, an appropriate top that is at least mid-thigh is required.
- Profanity, vulgar suggestion, alcohol, tobacco, or illegal substance logos printed on clothing is prohibited.
- Head wear and/or sunglasses are not to be worn in the building during school hours by students.
- Coats may not be worn to class under ordinary circumstances.
- Shoulders must be covered (3 finger width).
- Halter-tops or any other shirt or blouse that leaves the top of the shoulders, midriff, back, cleavage, or chest bare is not to be worn.
- Skirt and short length must reach below fingertip length (when arms are extended towards the floor) or mid-thigh length.
- No exposed undergarments.
- Jewelry or apparel that creates a health or safety hazard is not permitted. This includes spiked necklaces, studded or spiked bracelets, non-prescribed mouth gear, hanging chains,
- No metal hairpicks.
- No sleepwear (except on designated special days).
- No gang related apparel will be tolerated including bandanas (regardless of color). One pant leg up/one down is strictly prohibited.
- Clothing that is excessively tight, transparent, or excessively loose may not be worn. Pants and shorts must be worn above the hips.
- Jeans or pants with excessively large holes or holes in inappropriate places will not be allowed to be worn at school.

The school administration has the authority to make the final interpretation of the dress code guidelines.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Restorative practices shall be considered for all In School and Out of School suspensions, excluding any firearm incidences. Restorative justice empowers students to resolve conflicts on their own and in small groups. Essentially, the idea is to bring students together in peer-mediated small groups to talk, ask questions, and air their grievances.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety, and welfare of all students and employees of Baldwin Elementary School, the Board of Education has adopted the following categories of misconduct. Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. These regulations apply to all students for all activities of Baldwin Elementary School. This list is not intended to be exhaustive and includes anything that is a disruption to the educational process in a manner determined by the administration. This list includes:

1. **Academic Inactivity** – willful failure to meet academic requirements over a period of time.
2. **Aiding or Abetting Violation of School Rules** – If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
3. **Arson** – attempts to set and/or setting of fires in or on school property. Anything, such as a fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
4. **Assault** – threat of and/or physical violence to persons. Physical and or verbal assault against a student, employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
5. **Bomb Threat/False Alarms/False Reports** – A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt.
6. **Bullying** – The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business.

Bullying is the intimidation of others by acts, such as but not limited to: A) threatened or actual physical harm; B) unwelcomed physical contact; C) threatening or taunting verbal, written, or electronic communications; D) taking or extorting money or property; E) damaging or destroying

property; F) blocking or impeding student movement; G) electronically transmitted acts – ie, internet, telephone or cell phone, personal digital assistant (PDA) or wireless hand held device for text messaging, instant messaging, blog web sites or cyber bullying through social networking sites (ie, my space.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, or making threats.

“Bullying” is conduct that meets all the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear or physical harm or by causing emotional distress; and,
- D. is based on a student’s actual or perceived distinguishing characteristics (see above), or is based on an association with another person who has or is perceived to an any of these characteristics.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the Principal. Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

7. **Careless and/or Reckless Endangerment** – any action by a student that puts another student or staff member in danger of being hurt or causes injury, ie, throwing objects, tacks on a chair, pulling a chair out from under a student, swinging heavy objects, etc.

8. **Cheating** – includes but is not limited to the use of any unauthorized assistance in taking quizzes, tests, or exams including communicating during an exam; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; copying from a friend; or the acquisition, without permission, of tests or other academic material belonging to an instructor. Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person or agency engaged in selling of term papers or other academic materials and anyone that knowingly allows others to use their materials. This section also includes materials accessed through technological resources.
9. **Defacing Property** – defacing school property such as textbooks, lockers, desks, hallways, building, etc. Restitution will be sought when school property is damaged.
10. **Disobedience** – School staff is acting “in loco parentis” which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.
11. **Disorder/Demonstration** – Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student(s) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity.
12. **Displays of Affection** – Students demonstrating affection between each other is personal and not meant for public display. This includes kissing, extensive embracing, groping, and any other contact that may be considered inappropriate in nature.
13. **Disruptive and/or Disrespectful Conduct** – Any activity which interrupts the educational climate or educational process. Respect for adults will be expected at all times. This also includes name calling, inappropriate comments, bullying, taunting, pushing, shoving, or any action that causes a delay or prevention of lessons, assemblies, field trips, athletics, or performing arts events.
14. **Drugs/Alcohol** – The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student may be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

15. **Electronic Devices** – Students are not permitted to use pagers, cellular phones, or similar communication devices in school as they can be distracting to students and disruptive to the educational process. While students may possess personal communication devices (ECDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours. In the case of an emergency, students may use a telephone in the office to contact parents/guardians. A student who possesses a cellular phone or ECD shall assume full responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property. Failure to comply with this policy may result in the following action:

FIRST OFFENSE	Cell phone or ECD confiscated by staff member Parent contact and phone returned to parent One (1) day ISS (In School Suspension)
SECOND OFFENSE	Cell phone or ECD confiscated by staff member Parent contact and phone returned to parent One (1) day OSS (Out-of-School-Suspension)
THIRD OFFENSE	Cell phone or ECD confiscated by staff member Parent contact and phone returned to parent Three (3) days OSS (Out-of-School-Suspension)

Students are not permitted to use a personal camera or take pictures of other students or staff while on the school campus or engaged in school activities elsewhere without specific permission from an administrator, teacher, coach, or advisor.

In addition, there are other items that are considered “prohibited items”, such as but not limited to I-Pods, MP-3 players, electronic games, and portable CD/DVD players. These items often cause distractions from the mission of creating an environment where all students can learn. If a student is observed with a prohibited item during school hours, the following consequences may be administered.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline, possible confiscation of the ECD, and possible notification of law enforcement.

Refusal to surrender the phone or ECD may result in a 3 day out-of-school suspension for insubordination.

16. **Explosives** - Fireworks, explosives, and chemical reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Directions for making these objects are also prohibited.
17. **Extortion/Blackmail** – Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
18. **Fighting** – will include participants in the actual fight and anyone who provoked or contributed to the fight with offensive touching or offensive remarks.
19. **Fire Alarms/BOOT Device** – intentionally setting off a fire alarm or tampering with the BOOT Device. The BOOT is a life saving device, and should never be used for purposes other than securing doors. The BOOT falls under the same laws that govern the use of Fire Alarm Devices. Anyone caught using this device improperly, or for anything other than a lockdown situation is in violation of state and federal Life Safety laws and shall be subject to fines and or imprisonment.
20. **Food and Beverage** – inside the building, food and beverages are to be consumed only in the approved eating area.
21. **Forging Forms** – Forgery of hall passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.
22. **Gambling** – Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.
23. **Gang Related Activities** – actions, gestures (signs) or the presence of any apparel (colors), jewelry, accessory, notebook or manner of grooming (such as favoring the right/left leg, rolling up/down, turning, untying, etc) trademark, or any other attribute which denotes or advocates membership in clandestine gangs which advocate and/or participate in drug use, violence, or disruptive behavior is strictly prohibited.
24. **Giving False Notice/False Allegations**– or providing false information to a public agency or other person designed to disrupt or has the effect of disrupting the educational process.
25. **Harassment** – Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (ie, internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, principal, or other staff member.

Sexual Harassment may include but is not limited to: A) verbal harassment or abuse; B) pressure for sexual activity; C) repeated remarks with sexual or demeaning implications; D) unwelcome touching; E) sexual jokes, posters, cartoons, etc; F) suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety; G) a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; H) remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

26. **Hazing** – The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Hazing is any type of initiation procedure for any school related activity, which involves conduct such as but not limited to: A) illegal activity, such as drinking or drugs; B) physical punishment or infliction of pain; C) intentional humiliation or embarrassment; D) dangerous activity; E) activity likely to cause mental or psychological stress; F) forced detention or kidnapping; G) undressing or otherwise exposing initiates.
27. **Improper Language Directed at Another Person** – profane, indecent, or immoral language or gestures directed at other students, parents, or school personnel.

28. **Indecent Exposure.**
29. **Insubordination/Defiance** – refusal to obey a request of an adult in authority or school district personnel.
30. **Intimidation** – includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.
31. **Items not allowed at School** – metal hair picks, knives, squirt guns, laser pens, water balloons, cap guns, tobacco, alcoholic or controlled substances, walkie-talkies or two ways, any type of fireworks, matches, lighters, toys or materials that may cause a classroom disturbance, or is disruptive to the educational environment, or may be harmful to the health and safety of others. Any restricted materials found at school will be confiscated, taken to the office and labeled and will be returned to the parents/guardians at the end of the semester, subject to state laws and regulations.
32. **Leaving School Grounds Without Proper Authorization.**
33. **Littering** – to place trash or leave trash in a location or receptacle not commonly designed or used as a trash receptacle.
34. **Malicious Damage or Misuse of School Property** – inflicting damage to private or school property, using private or school property without proper permission, or in an inappropriate manner.
35. **Menacing**- includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.
36. **Pornographic Materials or Accessing Pornographic Internet Content.**
37. **Profanity/Obscenity** – this includes use of profanities, pornographic materials, obscenities, and/or indecent, profane obscene gestures or conduct towards students, school personnel and/or visitors and on vehicles.
38. **Skipping** – willful refusal or failure to attend school with or without parental knowledge.
39. **Theft** – When a student is caught stealing school or someone’s property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property.
40. **Tobacco** – Smoking and other tobacco uses are a danger to a student’s health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes, vaporizers, or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at bus stops. “Use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter of substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other “smoking” paraphernalia, including lighters and matches, or tobacco products on one’s person is also prohibited in this policy.
41. **Trespassing** – Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate.

42. **Use of Drugs** – The District has a “Drug Free Zone” that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs, including non alcoholic beers and wine, is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
43. **Vandalism** – destroying or damaging school property or others’ personal property without regard to the rights of others or property. Students will be held responsible for financial reimbursement for repairs. Students may be excluded from participating in field trips and extracurricular activities until the fines are paid.
44. **Weapon** – A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent expulsion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. School policy may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school related activity any of the following: A) any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item; B) any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle; C) any similar object that is intended to invoke bodily harm or fear of bodily harm (ie, air gun, blow gun, toy gun, etc).

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal.

Levels of Interventions and Consequences for Violations of the Student Code of Conduct

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student’s actions constitute a violation of Baldwin Community Schools School policy and/ or the Code of Student Conduct. The levels, shown on the following page, guide administrators to use *progressive interventions* to change student behaviors. The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed. Moreover, if a behavior is deemed a criminal offense by local authorities and such offense is not identified in this

Code of Student Conduct, the consequence may be expulsion from Baldwin Community Schools. Restitution for loss or damage will be required in addition to any other prescribed consequences.

Baldwin Community Schools Code of Student Conduct: *Levels of Interventions/Consequences*

*Levels of consequences and options for progressive interventions follow. **Repeated chronic or cumulative offenses may require higher levels of interventions/consequences.** For serious violations, interventions/consequences may begin at a higher level.*

Level 1 Classroom Level interventions/consequences

Teachers use the following interventions to help the students change behavior in the classroom.

If these interventions are successful, referral to the school administrator may not be necessary.

- Warning
- Letter of apology
- Loss of privileges
- Seat change
- Parent contact
- Teacher conference with student
- In-class time-out
- Time-out in another classroom setting
- Reinforcement of appropriate behaviors
- Lunch Detention
- Behavior contract (teacher)
- Suspension of earned privileges

Level 2 Appropriate when Level 1 intervention/consequence has been ineffective.

Teachers use the following interventions to help the students change behavior in the classroom.

In some cases, referral to the school administrator may be necessary.

- Parent/guardian involvement
- Phone call/letter to parent or guardian
- Confiscation of item
- Supervised time-out outside of classroom minor referral to RTC
- Conference with parent or guardian
- Behavior contract
- Teacher and/or administrator conference with student and/or parent
- Parent or guardian accompany student to school or classes
- Suspension of earned privileges

Level 3 *Appropriate when Level 2 intervention/consequence has been ineffective.*

- Office referral required (RTC) Major
- Parent/guardian notification required
- Suspension (1-5 days)
- Campus clean-up
- In-school suspension

Level 4 *Appropriate when Level 3 intervention/consequence has been ineffective*

- Office referral required
- Parent/guardian notification required
- Suspension (6-10 days)
- Restricted activities

Level 5 *Appropriate when Level 4 intervention/consequence has been ineffective*

- Office referral required
- Parent/guardian notification required
- Disciplinary Meeting with student and parent(s)
- Extended Suspension (10+ days)

Level 6 *Appropriate when Level 5 intervention/consequence has been ineffective*

- Office referral required
- Parent/guardian notification required
- Expulsion (*to be considered only in the most extreme cases*)

Consequence	Level						Reportable to Police
	1	2	3	4	5	6	
Offense/Violation							
Alcohol and Other Drugs including Tobacco			•	•	•	•	•
Assault: <i>on students,</i>				•	•	•	•
<i>on staff,</i>					•	•	•
<i>(threats)</i>				•	•	•	•
Aiding or Abetting Violation of School Rules		•	•	•	•	•	
Bomb Threat						•	•
Bullying			•	•	•	•	•
Cyber-Bullying			•	•	•	•	•

Electronic Devices		•	•	•	•	•	
Cheating	•	•	•	•			
Careless and/or Reckless Endangerment			•	•	•		•
Computer Misuse		•	•	•	•	•	•
Defacing Property		•	•	•	•		
Disrespect toward others		•	•	•	•		•
Disruption to classroom/school		•	•	•			
Disruptive clothing or appearance		•	•	•			
Disobedience			•	•	•	•	•
Explosives						•	•
Extortion/Blackmail					•	•	•
False Fire Alarm		•	•	•	•	•	•
False Notice/False Allegations			•	•	•	•	
Fighting: First Offense – one to five days suspension			•	•	•	•	•
Second Offense – Up to 10 days suspension				•	•	•	•
Third Offense – Request for extended suspension						•	
Food and Beverage	•	•	•				
Forgery		•	•	•	•		
Gambling	•	•	•	•			
Gang Related Activities	•	•	•	•	•	•	
Harassment			•	•	•	•	•
Hazing			•	•	•	•	•
Inappropriate Language		•	•	•			
Inappropriate Physical Contact			•	•	•		•
Inciting or Participating in a School Disturbance			•	•	•		
Insubordination		•	•	•	•		
Indecent Exposure				•	•	•	•

Intimidation			•	•			
Items not allowed in school	•	•	•	•	•		•
Leaving an Area and/or Leaving Class and/or School Grounds without Permission.			•	•	•		•
Littering	•	•					
Matches/Lighter(s): Possession of			•	•			
Use of				•	•	•	
Menacing			•	•	•	•	
Putting substances in another person's food or drink or on a person's body			•	•	•	•	•
Skipping		•	•	•			
Sexual Harassment				•	•	•	•
Stealing and/or Theft			•	•	•		•
Tardiness	•	•	•	•	•		
Trespassing	•	•	•	•	•	•	•
Vandalism	•	•	•	•	•		•
Weapons						•	
Possession of:							•
Firearm						•	•
Knife		•	•	•	•	•	
Other Weapon (including look a-like gun)		•	•	•	•	•	•
Used to cause or attempt to cause bodily harm/injury						•	•

CONFIDENTIALITY

Every reasonable effort will be made to maintain confidentiality during an investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORTS (PBIS)

To foster a positive learning environment, faculty members will incorporate strategies for recognizing and rewarding positive behavior, in addition to delineating the potential consequences for inappropriate behavior. Staff members will award *Panther Paws* to students who demonstrate responsibility, trustworthiness, and respect for themselves and others. Students can exchange their Panther Paws for items in our Paws Showcase. Panther Paws are not transferrable between students and will expire at the end of each school year. Panther Paws must have a student name, teacher signature, and date in order to be valid.

Positive Behavioral Interventions and Supports are utilized at the Elementary School. Students are expected to behave in various school settings according to the Panther Paw Behavior Matrix (page 44).

STUDENT ASSISTANCE TEAM (SAT)

During the 2019-2020 school year, Baldwin Elementary School will use a Student Assistance Team (SAT) for major issues regarding student behavior, academic performance, special education referrals, student retention, and other major student issues. The "SAT" will consist of teachers, the Director of Special Services, varying ESD consultants as appropriate, and the school principal. We feel that this program is beneficial to students and families since a team of professionals will be able to collectively work to solve student problems.

DISCIPLINE

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience may result in expulsion.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. In some cases, a student may be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

The staff of Baldwin Elementary School must assure that all students are in a safe and happy environment. In order to fulfill this obligation, it's necessary for the teachers and administrators, in conjunction with parents, to establish rules and regulations regarding proper student conduct. The following policies, approved by the Board of Education, must be understood, supported, and followed by the students, parents, and school employees.

The following behavior will result in an immediate office discipline referral (ODR):

- Direct, inappropriate languages/gestures
- Physical fighting/aggression
- Harassment
- Overt defiance
- Property destruction/misuse
- Theft
- Forgery
- Intentional internet misuse/inappropriate websites
- Taking pictures/video without consent
- Third Level 2 offence
- Reference in conversation, writing or pictures to weapons or acts of violence
- Drug use/possession
- Weapon use/possession
- truancy
- Bullying
- Cyber bullying
- Arson
- Bomb Threat
- Extreme property damage/vandalism
- Combustibles
- Assaults/threats
- Failure or refusal to serve assigned consequences
- Leaving school grounds

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

After five major Office Discipline Referrals, a student may be suspended for one day. After ten major Office Discipline Referrals, student shall receive a three day suspension. In order for the student to return to school, a parent must meet with the Behavior Intervention Specialist (BIS) and/or the principal. At this point, the student may be referred to the SAT team for further interventions. After twelve major Office Discipline Referrals, the student shall receive a five day suspension and must attend a meeting with a member of the School Board Discipline Committee, a parent, the BIS, and the principal. The teacher will be notified of this meeting and may be asked to attend. Upon receiving the fifteenth major Office Discipline Referral, the student and parent will meet with the Superintendent or School Board for further discussion and action.

Any serious violation of school rules or persistent misbehavior could result in a student appearing before the Superintendent or Board of Education before fifteen office referrals.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The BIS or Building Principal then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit. Student involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, either by phone or in writing, within one (1) day of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meeting Act. Under the Open Meeting Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make up work missed either after the return to school or while on suspension. Any learning that cannot be made up such as labs, field trips, skill practice, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension for more than ten (10) days will be given due process as described in the expulsion section below.

Long-Term Suspension or Expulsion from School

When a student is being considered for long term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter or notification addressed to the parents which will contain:

- The charge and related evidence;
- The time and place of the hearing;
- The length of the recommended suspension or a recommendation for expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians, and counsel;
- A statement that the student may give testimony, present evidence, and provide a defense;
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Disciplinary Committee during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within three (3) days (as in AG 5610) after notification of long term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Baldwin Elementary School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Building Principal.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. After a student has been given oral or written notice of the charges against him/her, the principal will allow the student to respond and will make a decision whether or not to suspend.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Lockers are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality and the District retains the right to access information in spite of password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

TRANSPORTATION

Bus Conduct and Safety Rules

Bus riding is a privilege offered by the school district and as such, can be taken away for misbehavior. The Board of Education has established a policy of reasonable rules and regulations relative to the conduct of students concerning their safety while attending school or en route to and from school-related activities. Suspension from the bus will result when these rules are not followed:

1. The bus driver is in charge of the bus at all times! Students are expected to obey promptly the directives of the bus driver.
2. Occupy the seat assigned to you by the bus driver. When seated, keep your feet out of the aisles and refrain from moving about while the bus is in motion. Keep all supplies out of the aisles.
3. There is to be no smoking by anyone while any student, K-12, is a passenger on the bus. Lighting matches and lighters are prohibited.
4. Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Stay seated until the bus has stopped.
5. Keep hands and head inside the bus at all times.
6. Help keep the bus clean and orderly. Use the containers provided for refuse.
7. Use no vulgar or profane language. There is to be no name calling.
8. Avoid disturbing noises; do not shout at passing persons or vehicles.
9. Do not throw paper or objects on or out of the bus.
10. There will be no fighting or pushing on the bus or in the loading area. Horseplay and punching will not be tolerated.
11. Inappropriate displays of affection are prohibited.
12. Do not engage the driver in unnecessary conversations.
13. Be considerate of each other.
14. Do not eat or drink on the bus.
15. Possession of restricted materials are not allowed on the bus (please refer to Dial-a-Ride's brochure).
16. No student may ride a bus other than the one to which he/she is assigned without prior written permission from his/her Principal.
17. Students are expected to be at the bus stop on time. The bus cannot wait!

Any behavior that distracts the bus driver is a very serious hazard to the safe operation of the vehicle, and as such jeopardizes the safety of all passengers. In order to insure a safe bus ride for all, it is necessary to reprimand those who choose to violate the established rules.

It shall be the legal responsibility of the parent/guardian to provide the student's transportation to and from school during any bus suspension. During any bus suspension, attendance at school is still mandatory. Failure to attend school during a bus suspension will result in an unexcused absence, which will be referred to the appropriate agency for truancy.

Updated 07/23/2013

**BALDWIN ELEMENTARY STAFF
2019-2020**

PRESCHOOL
MS. WHEELER
MS. SPYKER

PRINCIPAL
MS. WIERSMA

TITLE I INTERVENTIONIST
MRS. DRILLING

KINDERGARTEN
MISS BRAIDWOOD
MRS. VANANTWERP

ADMINISTRATIVE ASSISTANT
MRS. PARK

TECHNOLOGY
MR. STANULIS

1ST GRADE
MISS SPENCER
MISS UMBREIT
MS. VERRETT

PHYSICAL EDUCATION
MR. COOK

**BEHAVIORAL INTERVENTION
SPECIALIST**

MR. FRICKE

2ND GRADE
MS. HENNIG
MRS. STRAATHOF-ANDERSON

ART

SUPPORT STAFF
MRS. BRAMER
MRS. DAY
MRS. DEBRUYNE
MRS. FISHER
MRS. LUCEY
MRS. ROBOTHAM
MRS. VANHORN
MRS. VARGA

3RD GRADE
MISS AUSTIN
MRS. JOHNSON

MUSIC
MRS. SHERLOCK

4TH GRADE
MISS JONES
MRS. YIBERHU

SPECIAL EDUCATION
MRS. BROOKS
MRS. KNAPP

5TH GRADE
MS. HOLTON

**BALDWIN COMMUNITY SCHOOLS CALENDAR
2019-2020**

Panther P.A.W.S.	Practice Responsibility	Always Be Safe	Will Be Trustworthy	Show Respect
Arrival/ Dismissal	Be on time. Be ready to learn. Take your belongings with you. Know where you are going.	Walk to and from the bus Get on the bus, stay on the bus. Keep hands, feet, and objects to yourself.	Use sidewalks. Walk directly to the bus, get on, stay on. Follow the driver's expectations.	Use a Level 1 voice. Leave electronics and toys at home. Follow adult directions.
Cafeteria	Take your belongings to and from the cafeteria. Sit in assigned area. Clean your area.	Stay seated. Keep hands, feet, and objects to yourself.	Raise a hand if you need something. Eat your own food. Take only what you need. Leave food in the cafeteria.	Use a Level 1 or 2 voice. Use please and thank you. Keep food and utensils on your plate. Use utensils. Follow adult directions.
Hallway/Stairs	WHOA Line <i>Walk on the right.</i> <i>Hands to self</i> <i>One step from the wall.</i> <i>Always Quiet.</i> Be on time. Be ready to learn.	Walk facing forward and on the right. Keep hands, feet, and objects to yourself. Walk one stair at a time.	Use your own locker. Go directly to your destination. Return items found to the office.	Follow adult directions Use a Level 0 voice. Keep hallways and lockers clean. Open and close locker quietly.
Bathroom/ Drinking Fountain	Go. Flush. Wash. Trash. Leave. Follow adult directions.	Keep water on hands and in the sink. Wipe up/report spills. Keep hands and feet to yourself.	Report any problems to an adult. Return directly to class.	Allow for privacy - wait your turn. Use a level 1 voice. Respect school property.
Playground	Dress for the weather. Form a WHOA line when called. Resolve conflicts peacefully or seek adult help.	Use equipment properly. Rocks, wood chips and snowballs stay on the ground.	Use good sportsmanship. Stay within the playground boundaries. Wait your turn.	Take turns, share & care for the equipment. Include everyone. Follow adult directions.
Classroom	Be on time. Have the needed materials with you. Clean up after yourself.	Keep hands, feet, and objects to yourself. Remain in your designated area. Report emergencies to an adult.	Seek permission to use other's materials. Complete your own work.	Listen. Use kind words and gestures. Wait your turn. Follow P.A.W.S.
RTC	Give RTC Instructor your referral. Reflect on your actions and how you can change. Complete plan with Instructor. Leave ready to learn.	Remain in designated area. Keep hands, feet, and objects to yourself. Inform Instructor of your concerns.	Tell the truth. Own your behavior.	Enter silently. Use a voice level 1 or 2. Allow for privacy.
Office	Complete your business quickly. Promptly return to class.	Remain in designated area. Inform the secretary of your concerns.	Visit only with permission. Seek permission to use office supplies. Allow for privacy.	Enter silently. Use please and thank you. Use a voice level 1 or 2. Wait your turn.
Assembly	Follow directions. Be prepared to participate.	Keep hands, feet, and objects to self. Remain in designated area.	Be kind to others.	Eyes on the speaker. Show appreciation. Noise level of zero, unless requested.
Library	Return books on time. Use bookshelf markers	Walk. Sticks are used for bookshelf markers only.	Take care of books. Remain in your section.	Use level 0 or 1 voice. Use please and thank you.

“It is our choices that show what we truly are, far more than our abilities.” -J.K. Rowlings