

Patricia St. Clair Elementary School

Vision Statement

The vision of Patricia St. Clair Elementary School is to provide all students with the tools to become productive, responsible citizens. This can be accomplished through a partnership with the family and community working together to provide the necessary resources and support to produce a positive educational environment essential for learning.

Mission Statement

At Patricia St. Clair Elementary...
We are in this together, learning and growing.

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America,
And to the republic for which it stands,
One nation, under God, indivisible, with liberty and justice for all.

National Anthem

O, say can you see, by the dawn's early light,
What so proudly we hailed, by the twilight's last gleaming.
Whose broad stripes and bright stars, through the perilous fight,
O'er the ramparts we watched were so gallantly streaming.
And the rockets red glare, the bombs bursting in air,
Gave proof through the night, that our flag was still there.
O, say does that Star Spangled Banner yet wave,
O'er the land of the free, and the home of the brave.

Hesperia School Song

On Hesperia, On Hesperia,
Fight, fight, for your name.
Prove your colors,
Come on fellows,
Show them once again.
Rah-Rah-Rah
Make a touchdown (basket),
Pile the score up,
For the green and white-fight.
Come on fella's show them you can,
Fight, Fight, Fight, Fight, Fight.

The Hesperia Community School District does not discriminate on the basis of race, color, nationality, origin, sex, age or disability in its programs and activities.

School Arrival Time

Students are allowed in the building at 7:45 AM. Please do not drop off your children before this time. **Students who are not transported by bus should not arrive on campus before 7:45 AM.** For the safety and security of our students proper arrival time ensures adequate supervision of students. Students' instructional time begins at **7:50 AM.**

School Dismissal *please see Policies and Procedures page 24

Students must have written permission to go home a 'different way than normal.' We will always dismiss a child the 'normal way' unless we have written permission to do otherwise. It is simply too easy for a child to make a mistake or misunderstand something. Therefore we will not take a child's word over the best judgment of an adult.

School is dismissed at **3:15 PM.** You may wish to pick your child up from school rather than have him/her walk or ride the bus home. Please send a note with your child to school, notifying teacher of your intentions to pick up your child. We would appreciate, however, that you not request your child be dismissed from class prior to 3:15 PM unless it is an emergency. In the event of an emergency, you **must** sign your child out early at the elementary office and they will be called down to the office. **Students who are picked up from school a half an hour or more early will be marked as an Early Release (R) in Skward as per our Newaygo County Truancy Policy. For further details, please refer to the Newaygo County Truancy Policy (pg. 3)**

For the security of our students and staff, our front doors to the hallway and office are locked during the school day. We require all parents to wait in the front lobby entrance rather than entering into the school at the end of the day. We strive to maintain safety and security, as well as provide **maximum instructional** time for our students

If you need to meet or talk with your child's teacher, please call them and make arrangements for a meeting before or after school.

School Board Transportation Policy

***please see Policies and Procedures page 24**

Our primary goal is the safe transportation of students to and from school. Hesperia Community Schools shall be responsible for transporting children from their assigned bus stop to school in the morning and returning them to their assigned bus stop after school, each child will be assigned to use a specific bus and bus stop location. A child will not be permitted to use any other bus or bus stop without permission from the Director of Transportation. The Director of Transportation may grant permission for pupil to ride a different bus or use a different stop. Such permission may be granted only upon receipt of written request from a parent(s)/guardian(s) to the Director of Transportation. **This request must be received 3 days prior to the date of change requested.** The purpose for which special permission is requested shall be:

- To relieve a temporary situation that would otherwise work a severe hardship on a pupil in getting to and from school.

- For such other emergency or unusual reason as shall be approved by the Director of Transportation.

The requested change must not result in the overcrowding of any bus; alterations of any regular bus route, but stop or time schedule; or in any other way interfere with the regular operation of the transportation system.

Crossing Guards

Crossing Guards are available to help children get to and from school safely from 7:35 – 7:55 AM and 3:10 – 3:35 PM. Make sure your children cross with the Crossing Guards between the white lines at these times. Please do not send your child earlier. In addition bikes must be walked across these streets. Vehicles must come to a complete stop before the Crossing Guard gives the okay for students to walk across the street.

Absences and Tardies

On time, regular attendance is extremely important to your child’s education. Our teachers plan their curriculums in a progressive schedule. That means every day the child misses, he/she loses a step in the progression (Much of the responsibility for regular attendance lies with the parents). If a child is ill, he/she belongs at home. We realize there are other justifiable excuses for being absent, but hopefully these instances will be few and far between. **When a child is absent, that absence should be accompanied by a phone call or note to the school explaining the nature of the absence.** This is a precaution to make sure we can account for all our students during each school day. If it is known in advance that your child will be absent from school, please let the school know ahead of time so we can help your child prepare for his/her absence. We take school time seriously, as you do, and check on frequent unexcused absences.

Any arrival after 7:50am=L for late

For further details, please refer to the Newaygo County Truancy Policy (pg. 3)

Truancy Policy

Truancy is when a student has missed 8 non-valid days of school during the school year, or has had a continuation of a school attendance problem from past years.

The following procedure will be implemented regarding your child’s attendance per the Newaygo County Truancy Program:

Automated call for Absence	Call or send note excusing absence
4 non-valid absences*	Letter to Parents
8 non-valid absences*	Letter to Parents/Referral Newaygo County Truancy Liaisons

***What is a valid absence?**

- Doctor’s excuse/note
- Parent requests pre-approved

- Court date
- School Activity
- Funeral/Death
- Homelessness
- Other as approved by school administrator

Flow chart located on page

In the event of an absence(s) School Messenger Auto Dial will inform parent.

Emergency School Closings

From time to time the normal school schedule may be interrupted for a variety of reasons (fog, power failure, snow, etc...)The decision to alter the normal schedule is always a difficult one and is made by the Superintendent after consulting with the Transportation Supervisor. The most important factor considered is the safety of the students and employees. Please listen to one of the following stations to find out if school will be delayed in starting or dismissed early:

TELEVISION

RADIO

WZZM – 13

WMUS – 107 FM

WSHN – 100 FM

WCXT – 105.3 FM

School Messenger-(Automated phone dialing system)

Please **do not call the school** to inquire about school closings, delayed starts or early dismissals. We have a limited number of telephone lines that may be needed for emergency calls.

Drills

The purpose of a drill (tornado, fire, or lockdown) is to teach students how to react to emergency situations. The school complies with all fire and tornado safety laws and will conduct drills in accordance with State law. Specific instruction will be provided to students by their teachers.

Health Related Information

Emergencies- It is very important that we have a number to call in case your child becomes ill or injured at school. We do not have adequate facilities or personnel to take care of a sick or hurt child for a long period of time. Please make the necessary provisions for someone to be available during school hours in case an emergency develops. If you have an unlisted number, the school office will assure your confidentiality. **Please make sure an updated emergency form is on file at school.**

Contagious Disease- In case of contagious disease, please report the illness or problem to the school office promptly. We encourage good attendance; however, children who are ill belong at home.

Medication- Before medication can be given to a student; we must have a completed 'Authorization for Medication' form on file. **Call the nurse's office at 854-6715** to request this form. The school does not provide any medication. All medications (prescriptions or over-the-counter) must be sent in its original container and kept at the nurse's office.

Immunization records and birth certificates- Before a student can enter Hesperia Community Schools; a record of up-to-date and complete immunizations **must** be on file with a copy of the child's legal birth certificate.

Head Lice-It is the policy of the Hesperia School Board of Education that students who show evidence of head lice be sent home immediately for proper treatment. A child who has been infected must be brought to school by his/her parents and report to the school nurse to make sure they are no longer infected before being re-admitted.

If a child is well enough to come to school he/she is well enough to participate in all activities, including recess. A request to be excused from physical education or recess needs to be accompanied by a doctor's excuse.

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both also must authorize any self- medication by the student. This document shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student

Discipline Code/Code of Conduct.

Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent who must also authorize any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent's guidelines.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c)

and

- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian.

and

- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self possess and self administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self possess and administer the medication if they meet the conditions stated above.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the Principal or other chief administrator of the student's school.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

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School Dress

For the health and comfort of your child it important for them to be dressed properly for the weather. Children should have warm jackets, hats, mittens, boots and snow pants for cold weather. Separate footwear is necessary to keep feet warm and dry.

Children will not go outside for recess if the wind chill and/or temperature is 5 degrees F or less.

No flip-flops for recess or Physical Education. Students could miss activities if proper footwear is not worn.

*Please contact the office if any of the above clothing requirements represents a financial challenge.

From Spring Break to October 31, shorts may be worn if the temperature permits. Shorts must be as long as the fingertips when the arms are down. Mesh or bare midriff tops, spandex sport clothing and beach attire are not allowed. Hats in the building, high heels, clothes with inappropriate language or alcohol or tobacco advertisements are not allowed. **A student wearing inappropriate clothing will be sent to the office and the parents will be contacted to bring in more acceptable clothing for the child to wear.**

Lost and Found- Please label your child's clothing to help limit the amount of lost items. If your child does lose an item at school, please check the lost and found. All items are donated at the end of each semester.

Breakfast and Lunch

The breakfast and lunch programs are operated in conjunction with the Federal Government's subsidy program that requires our school to serve a well-balanced meal.

Free Universal Breakfast and Lunch are available to all students, regardless of income, in the classrooms at the start of each school day. This program is optional and students may choose on a daily basis to participate or not.

Confidential Household Information forms will be sent home via mail from the District before the start of the school year and then will be available at the school throughout the remainder of the year. We encourage all parents to fill out and return this form as this information is necessary for us to continue to receive "At-Risk" and "Title" dollars. For further questions contact the Food Service Dept. at 854-0509.

Students may bring their lunch from home, but all students must eat their lunches in the cafeteria. Glass containers are not allowed. Milk may be purchased.

School Behavior Expectations

Students attending Patricia St. Clair Elementary are expected to behave in an appropriate manner on the way to school, while at school and on the way home.

Our goal as a staff is to work cooperatively to create a consistent and safe environment which provides the opportunity for all students to learn and to feel safe while at school. We strive to create and reinforce self-discipline by focusing on a healthy self-concept and by developing the important life skills and core democratic values.

The behavior expectations of our students all fall within one of the following four rules:

- 1. Pride**
- 2. Always respectful**
- 3. Work cooperatively**
- 4. Stay Safe**

No handbook can list every rule or misbehavior that may be detrimental to students or the learning environment. Therefore, offenses not listed, but deemed inappropriate for the school environment are subject to discipline at the discretion of the building principal.

The building principal may **increase or decrease** the stated consequences when such a deviation is for the safety and welfare of the student and/or staff and other students, to more closely align a consequence to the behavior reported or as the result of the severity or frequency of the behavior reported about a student.

Discipline Procedures

The Responsible Thinking Classroom (RTP) – Patricia St. Clair uses (RTC), which is a school wide discipline program. The RTC process centers around the idea that all children have the right to learn, children need to take responsibility for the consequences of their choices.

Positive Behavior Intervention and Support (PBIS): and make reparations of amends for those affected by their behavior (Restorative Justice). We call our PBIS “**Panther Pride**”. We use common expectations throughout the building and with all staff. Those expectations are taught to students through specific lessons, modeling, and videos. We ask students to “**Paws and Think**” when conducting themselves during the school day. We support the students with signs and banners displayed throughout the school, Panther Pride Tickets, incentives, and rewards.

PBIS (Positive, Behavior, Intervention, Support)

Lunchroom Rules

1. Enter the lunchroom in a quiet and calm manner.
2. Stay seated unless given permission to get out of seat.
3. Always walk in the lunchroom.
4. Use quiet voices.
5. Make sure your area is clean before leaving the table.
6. Empty and stack your tray.
7. Walk quietly down the hall.

Playground Rules

1. Use appropriate language.
2. Keep hands, feet and objects to yourself.
3. Up the steps, down the slide.
4. No jumping off the top of the equipment.
5. Snowballs thrown at targets only.
6. Dress appropriately.
7. No put-downs.
8. Line up quickly and quietly.
9. No voices in the hall. (Other classes are in session)
10. Students’ personal toys should be left at home

PBIS additional information and expectations Matrix can be found on pages 26-30

Severe - Fighting, hurting other students or their property will result in an automatic office referral

Minor Infractions- Classroom, hallway and lunchroom behavior which is inappropriate and does not follow the rules or procedures. Examples: talking out, not following directions, pushing, not completing work, etc...

These behaviors will be dealt with by the adult in charge. An office referral will be made for students who have a chronic, escalating occurrence of a minor infraction. If an office referral has been made, the consequences listed under severe infractions will be followed.

Major Infractions-Major Infractions will result in an automatic office referral. Such infractions may be handled directly by the building principal in cooperation with the staff member making the report and the RTC Supervisor. Every effort will be made to contact the parent/guardian on the day the behavior occurred. If unable to reach parents by phone, a letter will be sent.

Depending on the actual incident and the completed referral, the following behaviors will be considered severe infractions:

***Possession of a weapon** will result in local authorities being contacted, immediate out of school suspension, and possible expulsion from school determined by the school board. **NO weapons** of any sort, even toy items, are permitted on school property and will be immediately confiscated.

*** Fighting and/or physically aggressive behavior, threats of violence, and bullying.**

1st offense-Immediate suspension, plus one full school day. Parent/guardian will be contacted.

2nd offense-Immediate suspension plus 2 full school days. Parent/guardian will be contacted.

3rd offense-Immediate out-of-school suspension plus 3 full school days unless the severity of the circumstances dictates otherwise. Student will not be allowed back to school until the parent/guardian meets with the building principal. Local authorities may also be contacted.

Michigan Public Act 102 allows school districts the latitude of a longer suspension or expulsion from school for determined student assault.

Public Act 104 requires the expulsion of students for up to 180 days for verbal threats, bomb threats or similar threats.

*** Profanity, disrespect and/or aggression directed toward a member of our staff** will result in an immediate out-of-school suspension. Efforts will be made to contact parent/guardians with the child explaining the behavior to his/her parents or guardians. If parents are unable to pick up child immediately, local authorities will be asked to escort the child to an appropriate location. An incident report may also be filed with local authorities.

***School property that is intentionally damaged or destroyed** will result in a parent/guardian contact to arrange a means for payment and/or restitution.

***Stealing** will result in a parent/guardian contact to arrange for the return and/or payment of the stolen property. The consequences listed above will be followed for chronic offenders.

Classroom Behavior

Teachers will establish specific rules and behavior expectation for their classrooms. These rules and expectation will be made very clear to the students at the beginning of the school year with a written copy sent to parents/guardians at the beginning of the year. These will be part of the overall PBIS program.

Teachers handle discipline within their classroom and will report persistent problems through a personal parent/guardian contact prior to an office referral. An exception to this would be an occurrence defined as a 'severe infraction.'

Library/Media Center

The Library/Media Center offers students the opportunity to borrow books on a regular basis. Each class has a scheduled time to visit each week. Students will be given time to select a book to borrow for one week.

Students need to obey the following rules:

1. Return books when due. Students visit the library/media center on the same day each week so their books are always due on the same day of the week throughout the school year.
2. Care for and protect books. Pets and small children often damage books so we encourage students to keep their books in a safe place.
3. Behave in a considerate and thoughtful manner in the Library/Media Center.

School Bus Transportation

The transportation supervisor in accordance with state guidelines plans bus routes.

1. Bus drivers make every effort to be at the bus stops at the same time every morning (give or take 5 minutes).
2. Bus drivers are not permitted to wait for students who are late in arriving at the bus stop. Per state law, lights cannot be reactivated.
3. **A note** from the parent/guardian wanting their child to ride a different bus, not to ride a bus or to ride home with another student must be presented to the building secretary **3 days prior** to date of change. At that time (with the 3 days notice) the secretary will issue a bus pass. **No handwritten notes to bus driver.**

The following behavior is expected on the bus (per our Positive Behavior In Schools matrix)

1. Students are expected to sit in their seats and refrain from activity that could threaten the safety of any passenger.
2. Students must respond to any reasonable request from the bus driver, including being given assigned seat.
3. Students are to sit facing front, Bottom to Bottom; Back to Back; Backpack on lap.
4. Vulgar language or throwing objects, including paper, are serious offenses and will result in a disciplinary action.

Bus drivers handle discipline on their buses and will report persistent problems through a personal contact with a parent/guardian prior to an office referral. An exception to this would be an occurrence defined as a 'severe infraction.' Bus drivers will also have the ability to assign seats, use seat belts, use behavior charts, call parents, have in-school consequences (such as lost recess, in school suspension, etc.)

Disciplinary Procedures for severe misconduct, where safety is compromised, (including repeated misbehavior that leads to distraction of the driver) are as follow:

1st violation	warning
2nd violation	parent meeting (with bus driver, parent, student, Principal and/or RTC Coordinator)
3rd violation	1 day bus suspension
4th violation	3 day bus suspension
5th violation	5 day bus suspension
6th violation	recommendation for removal from the bus

Also, the Building Principal or Transportation Director may increase or decrease the stated consequences when such a deviation is for the safety and welfare of the student and/or driver and other students, to more closely align a consequence to the behavior reported or as the result of the severity or frequency of the behavior reported about a student.

Transportation questions may be directed to the Transportation Department at **854-9301**.

Thank you for your cooperation.

Bullying

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, 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. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The

student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training/Restorative Practices

The Superintendent shall establish a Bullying Prevention Task Force.

The District shall provide, all administrators, and school employees, contracted employees and volunteers who have significant contact with students shall undertake bi-annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"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. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

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

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting 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 of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis

of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

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Legal

M.C.L. 380.1310b (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

5517.02 - **SEXUAL VIOLENCE**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its education programs and activities. The Board is committed to maintaining an education and work environment that is free from all forms of unlawful harassment, including sexual harassment.

Sexual harassment, including sexual violence, interferes with students' rights to receive an education free from discrimination, and, in the case of sexual violence, is a crime. Pursuant to its Title IX obligations, the Board is committed to eliminating sexual violence in all forms and will take appropriate action against any individual found responsible for violating this policy. To further its commitment against sexual violence, the Board provides reporting options, an

investigative and disciplinary process, and other related services as appropriate.

This policy applies to all student complaints, whether filed by a student, his/her parent, an employee, or third party on the student's behalf. It applies to all District operations, programs, and activities, as well as to unlawful conduct occurring on school property or during a Board-sponsored activity. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

Definitions

Sexual Harassment

As detailed further in Policy 5517, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Examples include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations implying that a person's conditions of education may be adversely affected by not submitting to sexual advances;
- D. unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- 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. speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. inappropriate boundary invasions into a student's personal space and personal life; and

- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual Violence

Sexual violence, as used in this policy, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol).

Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX.

Harassing conduct creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For example, a single instance of rape is sufficiently severe to create a hostile environment.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Vaughn White
Superintendent
96 S. Division
Hesperia, MI 49421
231-854-6031
whitev@hesp.net

Stephanie Price
Business Manager
96 S. Division
Hesperia, MI 49421
231-854-6185 ext. 8605
prices@hesp.net

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The Compliance Officers are available during regular school/work hours to discuss Title IX questions, sexual violence concerns, and to assist students, other members of the School District community, and third parties. Compliance Officers shall accept sexual violence complaints

directly from any members of the School District community or a visitor to the District, as well as those initially filed within a school building administrator. Upon receiving a complaint, the Compliance Officer or designee will discuss confidentiality issues with the complainant (and his/her parent, if the complainant is a minor), and open an investigation as described below.

Complaint Procedures

Reporting

Students and Board employees are required, and parents, community members, and third parties are encouraged, to report sexual violence promptly to a teacher, administrator, supervisor, or other school official. Reports can be made orally or in writing, and should be as specific as possible. The person making the report shall identify the alleged victim, perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s). The District, however, will investigate and address all reports to the extent possible.

A student has a right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to sexual violence or any other Title IX concerns may also be filed with the U.S. Department of Education's Office for Civil Rights.

Any teacher, administrator, supervisor, or other school employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) school days, and shall comply with his/her mandatory reporting responsibilities. The Compliance Officer will oversee the District's investigation and response to any Title IX-related complaints, but s/he may delegate the investigative process to another individual ("Designee"). The Board reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy.

Confidentiality

The District respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or is considered a dependent under Section 152 of the Internal Revenue Code), or as otherwise required by law. During the course of a formal investigation, the Compliance Officer/designee will instruct all interviewees about the importance of maintaining confidentiality. Interviewees will be directed not to disclose any information that s/he learns or that s/he provides during the course of the investigation to third parties.

Students or their parents sometimes ask that the students' names not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence. Upon such a request, the Compliance Officer/designee will inform the student

and his/her parent that honoring the request may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. The official will also explain that Title IX includes protections against retaliation, and that school officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs.

Should the student or his/her parents continue to request complete confidentiality, the Compliance Officer/designee will balance the student's privacy request with the District's obligation to provide a safe and non-discriminatory environment for all students. Should the official determine that the District can honor the student's or parent's request and remain in compliance with its Federal and State obligations, the District may limit its investigation and/or formal action against the alleged perpetrator. The District will, however, take other action to address the sexual violence. This may include increasing monitoring and security, offering schedule changes, and conducting climate surveys.

If the Compliance Officer/designee determines that the District must disclose the student's identity to an alleged perpetrator, s/he will inform the student and his/her parents prior to disclosure. The District will then afford interim protection measures to the student as appropriate.

Investigation

The District is committed to investigating all sexual violence complaints in an adequate, reliable, impartial, and prompt manner. The investigation will seek to determine whether the conduct occurred, and if so, what actions the school will take to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

The investigation may include:

- A. interviewing the complainant, perpetrator, and any witnesses;
- B. reviewing law enforcement investigation documents;
- C. reviewing student and personnel files;
- D. gathering and examining other relevant documents or evidence; and
- E. providing a disciplinary hearing as needed.

The District affords both parties a balanced and fair process. Specifically, the complainant has the same rights throughout the proceeding as the alleged perpetrator. Both parties, for example, will have an equal opportunity to present relevant witnesses and other evidence at a disciplinary hearing. Likewise, the District's appeal process is available to both parties. The District, however, does not require complainants to be present for the hearing or appeal. Further, the District will not permit parties to personally question or cross-examine each other directly.

Additionally:

- A. The District permits both parties to have legal counsel or other advisors at any stage of the proceedings. Any restrictions on legal counsel participation apply to both parties equally.
- B. The District permits both parties to submit third-party testimony.
- C. The District permits both parties to be present for the entire hearing, but it will not require the complainant and alleged perpetrator to be present in the same room at the same time.

In resolving a complaint, the District uses a preponderance of the evidence standard, determining whether it is more likely than not that sexual violence occurred.

Timeline

The Compliance Officer/designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days after receipt of a report of sexual violence to advise s/he/them of the Board's intent to investigate the alleged misconduct. The Compliance Officer/designee will also inform the alleged perpetrator of the opportunity to submit a written response to the complaint within five (5) business days. The District's investigation, including a disciplinary hearing process (but not appeal), may take up to sixty (60) calendar days to complete. This timeframe may be extended on a case-by-case basis, depending on the complexity and severity of the matter, criminal investigation requirements, and school breaks. During this period, the District will provide the complainant with periodic updates on the status of the investigation.

Interim Measures

During the investigation, the District will take interim steps to facilitate the complainant's equal access to its education programs. These steps may include, but are not limited to: (1) notifying the complainant of his/her options to avoid contact with the alleged perpetrator; (2) allowing the complainant to change his/her academic, extracurricular, transportation, dining, and working situation as appropriate; and (3) informing complainant of other available resources, such as counseling, legal assistance, and victim advocacy. Specific interim measures will be considered and offered on a case-by-case basis.

Notice

Upon completing its investigation, the District will notify both parties in writing about the outcome of the complaint and any appeal. Specifically, the District will notify the complainant: (1) as to whether the investigation substantiated the allegations; (2) of individual remedies offered to the complainant; (3) of sanctions imposed on the perpetrator that directly relate to the complainant; and (4) other steps the District has taken to eliminate the hostile environment and

prevent recurrence. The alleged perpetrator will be notified of the investigation's result and disciplinary consequence to him/her, if any. The District will not notify the alleged perpetrator about the individual remedies afforded to the complainant. All aforementioned notifications will comply with Federal and State privacy laws, including the Family Education Rights and Privacy Act (FERPA).

Remedies

The District will provide a prompt and equitable resolution. If the investigation substantiates the complaint, the District will take steps to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects. In addition to imposing disciplinary consequences on the perpetrator, the District will consider the following individual and global remedies, on a case-by-case basis:

- A. providing medical, counseling, and academic support services to the complainant and/or perpetrator;
- B. re-arranging schedules at the complainant's request;
- C. affording the complainant extra time to complete or retake classes without academic penalty;
- D. reviewing any disciplinary proceedings against the complainant;
- E. training or retraining employees;
- F. developing materials on sexual violence;
- G. conducting sexual violence prevention programs; and
- H. conducting climate checks.

The District will not offer mediation in cases involving sexual violence. Disciplinary consequences against offenders may include suspension, expulsion, termination, and any other sanctions the Board deems appropriate. Any discipline meted out to offenders will comply with special education and Section 504 laws and regulations.

Appeals Process

Both complainants and perpetrators may appeal the outcome of the investigation. Any appeal opportunities afforded to the alleged perpetrator are also afforded to the complainant. Any party wishing to appeal the outcome of the investigation must submit a written appeal to the Board within ten (10) school days after receipt of the written notice of the outcome of the investigation. The Board shall, within twenty (20) work days, conduct a hearing concerning the

appeal. The Board shall provide a written decision to the appealing individual within ten (10) work days following completion of the hearing.

Retaliation

Federal law strictly prohibits retaliation against a complainant or witness. The District will inform complainant of this prohibition and direct him/her to report retaliation, whether by students or school officials, to the Compliance Officer. Upon learning of retaliation, school officials will take strong responsive action as appropriate.

Training

All staff will be trained so they know to report harassment to appropriate school officials. This training will include practical information about how to identify and report sexual harassment, including sexual violence. The training will be provided to any employees likely to witness or receive complaints involving sexual harassment and/or sexual violence, including teachers, school law enforcement unit employees or school resource officers, school administrators, school counselors, and health personnel. Further, school administrators responsible for investigating allegations of sexual harassment and sexual violence will be trained how to conduct such investigations and respond properly to such charges.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Technology Code of Ethics

Use of technology at Hesperia Community Schools is a privilege extended to students and staff in order to enhance learning and exchange information. Interacting with the learning tools provided by technology will furnish a graduate with many of the job readiness and learning skills required by our evolving business and educational community. However, with access comes responsibility, both for the equipment and for the information accessed and created through use of technology. Users working within the guidelines of the Hesperia Technology Code will receive the maximum benefits of the network.

Students at St. Clair Elementary will have one scheduled computer lab time each week. We expect students to respect the technology provided at our school. The following is a discipline plan for abuse of school technology:

1. At the first offense of abuse of the computers and/or programs, the students will be given an oral reprimand. If the action is intentional, discipline will be more severe.
2. If the same offense occurs again, the student will be given an oral reprimand and a 'time out' or a written notification to the principal and notification of parents.
3. If the offense becomes a continuous problem, the child will be referred to the principal with loss of computer privileges.
4. Users will be responsible to make full financial restitution for any unauthorized expenses incurred or damages caused.

INTERNET SAFETY POLICY

For

HESPERIA COMMUNITY SCHOOLS

540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal

attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable

or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school- assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways,

and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent, Principals, and the district Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

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Policy on Parental Teacher Requests

Hesperia Community Schools appreciates the support and cooperation of parents. A positive relationship between school and home is an important factor in a child's successful learning experience. An aspect of this positive relationship has been the opportunity for parents to submit a request for their child's classroom teacher. Although we believe your child can attain a quality education in any of our classrooms, we do realize there are times when a certain placement might be in the best interest of your child. The following procedure will be followed if you desire to make a specific request:

1. A parent may submit a written Letter of Request to the principal.
2. To be considered, the Letter of Request should include factors for placement of your child (learning style, personality, special needs, academic concerns, behavioral concerns).
3. Letters of Request must be made no earlier than April 1 (for the following year) nor later than June 1.
4. It must be understood that a request is not a guarantee that your child will be assigned to the requested classroom. Teacher concerns, special needs students, balanced classes, teacher recommendations and other factors take priority.
5. A first and second choice must be provided.

Retention Policy

Every child has the right to master the outcomes identified for each grade level. If, for whatever reason, a child has been unable to adequately master the outcomes of a particular grade, the child may need to repeat that grade in order to master these outcomes.

The decision to retain a child at the same grade level is a difficult and important one. However, the final decision will be that of the parents/guardians. If the parents/ guardians refuse retention, a letter signed by the parent/guardian, teacher and principal stating this fact will be placed in the child's records.

Classroom Observations and Volunteers

We encourage you to volunteer in your child's classroom. We are proud of our school and you are welcome to volunteer or observe. However, if you are planning to observe or want a conference with a teacher, please notify us ahead of time so we can make the necessary arrangements. **ALL visitors and volunteers will register in the office and fill out a Volunteer Background Check form before visiting or assisting in a classroom.**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any volunteer who works with or has access to students shall be screened through the Internet Criminal History Access Tool (ICHAT) prior to being allowed to participate in any activity or program.

The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;

The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.