

*Chapman*  
Elementary  
School

**Student- Parent Handbook**

**2011-2012**

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Welcome to Chapman Elementary School. The members of the staff are pleased to have you as a student and we will do our best to help make your experiences productive and successful!

**Chapman Elementary Telephone #:**

**(734) 379-6380**

***Mrs. Susan Stockton Andrade, Principal***

**Mr. Bruce Burger, Superintendent**

**Gibraltar Board Office Telephone**

**(734) 379-6350**

**2011-12 School Year**

## **Foreword**

This student handbook was developed to answer many of the common questions parents may have during the school year and to provide specific information about Board policies and procedures. This handbook contains important information. Please become familiar with this information and keep the handbook for future reference. If you have any questions that are not covered in the handbook, please contact the teacher or building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Gibraltar Board of Education and the Gibraltar School District. To the extent that the handbook conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and super-

sedes any prior handbook and other written materials 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. If any of the policies or administration guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

### **Gibraltar School District Mission Statement**

**The mission of the Gibraltar Schools, in partnership with students, parents and community, is to develop each student's skills, competencies and understanding necessary to think independently and make sound decisions, to realize self-worth, to adapt to the challenges of the future and to foster the process of lifelong learning. Each student will develop and possess the skills necessary to be a functioning and contributing member of our society.**

#### **School Mission Statement**

The mission of Chapman Elementary School is to instill the desire for life-long learning, by creating a safe and nurturing environment, where all students will learn daily, through a variety of educational strategies, based upon best practices.

### **School Improvement Goals**

***Improve reading across the curriculum.***

***Improve writing across the curriculum.***

***Improve mathematics across the curriculum.***

## General Information

### 1. Enrollment

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

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 with a raised seal

Court papers allocating parental rights and responsibilities, or custody (if appropriate)

Two (2) proofs of residency (i.e. utility bill, rental/purchase agreement)

Proof of Immunizations

Students enrolling from another school must have school records sent from their former school. The school secretary will assist in obtaining these records.

### 2. Schedule

School begins at **8:55 AM**. Dismissal is at **3:50PM**.

Children should arrive to school **no earlier than 8:40 AM**.

If students are kept after school, the parents will be notified.

Parents picking up students from the school will wait in the main entrance hall or outside.

### 3. Lunch

The school participates in the National School Lunch Program and makes breakfast and lunch available to students for a fee.

A lunch menu is sent home at the beginning of each month and posted on our district **website ([www.gibdist.net](http://www.gibdist.net))**.

Daily lunch choices are available to students.

Each lunch comes with a food bar that offers lettuce, fresh vegetables, canned and fresh fruit, and bread or crackers.

Milk is included in the price of a lunch.

The following fees apply:

Breakfast: \$1.25

Lunch: \$2.25

Milk: \$.50

Parents may choose to deposit breakfast and/or lunch money into the student's computerized lunch account. Parents may limit what the funds in the account may be spent on at school. A monthly food account balance or debit will be sent home with your child.

Students may also bring a lunch from home.

Applications for the Federal **Free and Reduced-Priced Meal Program** are distributed to all students. If a student does not receive a form and his or her parent(s) believe he/she may be eligible, please contact the school office. Information is always confidential.

To provide a safe and manageable lunch room, where students enjoy eating, music is played with the following procedure. When the music is on, voices are off. When the music is off, students may talk.

#### **4. Emergency Forms**

The Board of Education has established a policy that every student must have an Emergency Form completed and signed by his/her parent in order to participate in any activity on or off school grounds.

The Emergency Form is provided at the time of enrollment and at the beginning of each school year. Failure to return the completed form to the school will jeopardize a student's safety.

A new form (sent home on the first day of school) must be filled out each year with accurate up-to-date phone numbers of people who can be reached in case of an emergency. **A student will only be released to persons listed on the form!**

At least two emergency phone numbers should be listed.

It is the parent's responsibility to immediately notify the school office of address or phone number changes.

#### **5. Champions LatchKey**

Champion before and after school care is available at each elementary building. Please note website at <http://www.discoverchampions.com>

#### **6. Picking up a student during school hours**

No student will be allowed to leave school prior to dismissal time without a written and/or personal permission from the parents.

***Students will only be released to the persons listed on the emergency form kept on file in the office.***

If you are picking up your student during the school day, you must sign him or her out in the office. The secretary will call the classroom for your student. Your student must meet you in the school office where he or she will be released.

Identification is mandatory.

#### **7. Personal Deliveries**

Parents may leave items for their son/daughter in the main office.

Personal deliveries are not to be made to individual classrooms.

The purpose of this policy is to minimize instructional interruption and to ensure the safety of our students.

#### **8. Visitors**

Visitors, particularly parents, are welcome at the school.

To ensure student safety, all outside doors are locked. To request entrance to the school, a buzzer and intercom are placed on the brick wall of the main canopy entrance, to the right of the front door. Open the door, after requesting entrance on the intercom outside.

In order to properly monitor the safety of the students and staff, each visitor must report to the office upon entering the building, to sign in and to receive a pass.

Any visitor found in the building without a pass shall be asked to return to the office.

If a person wishes to confer with a member of the staff, he/she

should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to the school without prior written permission from the principal.

### **9. School Attendance Policy**

Regular attendance and punctuality in school give students the best chance of benefiting from the instructional program. Experiences missed because of absence cannot be made up adequately. It is the intent of the school to enforce the following rules and regulations for attendance:

A Parent is asked to call the school before 8:45 AM when his/her child is going to be absent. Please record your child's absence on the automated line when prompted.

Students are not expected to miss more than ten (10) days during a semester. Medical slips signed by the Doctor or Dentist, and/or funerals will be noted.

Attendance will be reviewed by the principal when a student misses more than ten (10) days in a semester. A letter will be sent in the mail informing the parents/guardians of the ten (10) days of absences, excluding medical and/or funeral related absences.

Student absences are reported to parents on progress reports, **Parent Connect**, and report cards as well as upon request. Parent Connect id/password information may be requested from the main office Secretary or Principal.

### **10. Emergency Closings and Delays**

If the school must be closed, or the opening delayed because of inclement weather, or other conditions, the school will notify the major radio and television stations, as well as the local cable station. Additionally, a call will be generated to all listed households using teleparent and/or listserve.

Parents and students are responsible for knowing about emergency closings and delays.

### **11. 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.

Within broad limits, a student's dress and grooming should be considered a matter of choice. However, it must be recognized

that an individual's habits of dress and personal grooming are an important part of one's total personality. Dress often determines not only attitudes towards oneself, but also the way an individual is looked on by others.

Wearing apparel should be appropriate for the daily school routine.

The following factors should be considered in determining a student's dress and grooming:

Cleanliness and other aspects of personal hygiene

Make-up is strongly discouraged

Decency and modesty **are** expected

Clothing with inappropriate logos is not permitted

Hats are NOT to be worn in the school building

Shoes must be worn at all times. Shoes that are not secure on the feet or have "platform" soles or heels are a safety hazard and may not be worn to school.

Flip-flops or floppy sandals are prohibited.

No "Heelys" (shoes with pop-out wheels)

## **12. Cold Weather Clothing**

Outside recess occurs when there is no rain and the temperature and wind chill are above 15 degrees. The children are expected to participate in recess activities and it is certainly to their advantage to dress properly. Children should wear mittens, boots, and proper head covering during cold weather. It is our understanding that the parents and, ultimately, the students must assume responsibility for bringing the proper cold weather clothing

to school.

### **13. Warm Weather Clothing**

Students may wear shorts (no short shorts). Bare midriff tops, tank tops, halters, mesh or torn (cut-out) clothing are not permitted. Shorts and skirts must be within the realm of decency and modesty.

### **14. Field Trips**

A Field Trip Parent Consent Form must be signed by the parent or guardian. This form will indicate when and where the trip will take place, teacher in charge, costs, and the method of transportation. A student riding the bus to the field trip location must also ride the returning bus **unless there is prior written approval of the building principal.**

### **15. Family Vacations**

We would like to encourage you to schedule family vacations at times other than when school is in session. When you must schedule a family trip during school time, contact the teacher in advance concerning how your child will complete missed assignments.

While it is a physical impossibility to make up instruction missed during your child's absence, we will save papers and assignments. After the return to school, ample time will be given for the completion of make-up work.

## **16. Student Fees, Fines and Charges**

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.

## **17. Use of Telephones and Electronic Equipment**

Please call the office any time during the day to leave a message for a staff member, who will make every attempt, to return your call as promptly as possible.

Calling the office to send messages to your child should be kept to a minimum (near emergency situations only). Please make every effort to remind your children of any special after-school arrangements – before they leave home. It is best in these cases to ***write a note to your child and/or teacher.***

Office telephones are not to be used for personal calls.

Students may not bring to school a pocket pager, cellular telephone, or other electronic devices unless they have prior approval by the principal.

## **18. Pledge of Allegiance**

To show respect for our country, the Pledge of Allegiance is recited at the beginning of the school day at Chapman Elementary.

Students will stand during recitation.

Students can be exempt from reciting the pledge because of personal beliefs.

**It is recommended that** students choosing not to participate in reciting the Pledge should bring a note requesting this exemption.

### **19. Valuable Items at School**

The safekeeping of personal belongings is a student's responsibility. If something of value is brought to school, the school will not be responsible if it is lost, stolen, or damaged.

### **20. Bikes, Scooters, Roller Blades and Skateboards**

Students riding bikes, scooters, roller blades or skateboards to school are to follow the basic local ordinances governing their use.

All bicycles should be parked in the bicycle rack and locked.

The school is not responsible for lost, stolen, or damaged bikes or scooters. Bikes should be properly parked and locked, and can never be brought into the building.

Bicycle helmets are encouraged.

### **21. Lost and Found**

Coats, sweaters, boots, lunch boxes and other assorted items that are left at school by students will be placed in the lost and found.

***Please put your child's name on all personal property.***

Encourage your son or daughter to check the lost and found to look for misplaced items.

Unclaimed items will be given to charity.

### **22. Fire, Tornado, and Lock-down Drills**

The school complies with all safety laws and will conduct fire drills in accordance with State Laws.

Tornado Drills will be conducted during the tornado season using the procedures provided by the State of Michigan.

Lock-down Drills will be conducted during the school year in accordance with State Laws. Drills may occur without prior notification of parents, staff, and/or students.

### **23. 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.

## **Academics**

### **1. Review of Instructional Materials and Activities**

Parents have the right to review any instructional materials used in the school.

Any parent that wishes to review materials or observe instruction must contact the principal prior to coming to the school.

reasonable restrictions and limits.

The curriculum for each grade level is dictated by the State of Michigan Curriculum Framework and the Grade Level Content Expectations.

### **2. Student Records**

The School District maintains many student records,

including both directory information and confidential information.

All parents and guardians of students under eighteen (18) years of age and all students eighteen (18) years of age or older have the right, pursuant to the Family Educational Rights and Privacy Act of 1974 to examine the official records of the School District directly relating to the student.

They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness.

Procedures for such an examination and the challenge, including hearings on a challenge, shall be established by the Board of Education and made available upon request. See Policy 8330.

### **3. Homework**

The assignment of homework can be expected.

The purpose of homework is to reinforce those skills and concepts taught in the classroom.

Student grades will reflect the completion of all work, including outside assignments.

Even if specific homework is not assigned every night, your child does have homework. Your child may have spelling words to study, a book to read, math facts or handwriting to practice, or special projects which may require work over a longer period of time.

Parental support and cooperation are very important in the homework area.

### **4. Grades**

Students shall receive a report card each quarter 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.

A grading scale appears on each report card which indicates various levels of achievement.

Parents of students in grades 3-5 will be able to access student grades through Parent Connect. Parents should request a code from your school secretary.

### **5. Parent-Teacher Conferences**

Every elementary classroom teacher will arrange at least one planned conference with each student's parent(s).

It is understood that teachers shall, if necessary, arrange additional conferences with parents.

Conferences with teachers are scheduled during non-instructional time.

Please call the teacher if you need a parent-teacher conference.

### **6. Promotion and Retention**

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

Current level of achievement

Potential for success at the next grade

Emotional, physical, and/or social maturity

### **7. Student Assessment**

To measure student progress, students will be tested in accordance with Michigan State Standards and District Policy.

The Michigan Education Assessment Program (MEAP) test is administered annually in grades 3rd, 4th and 5th.

Michigan Literacy Progress Profile (MLPP) assessments are used in grades kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>

and 3<sup>rd</sup>.

Classroom tests and/or teacher formative assessments will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess mastery of specific objectives.

If needed, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students requiring further evaluation.

## **8. School Services**

Students having academic difficulties must experience a series of documented interventions prior to any formal evaluations. This process is known as Response to Intervention (RtI) and is mandated by the IDEA legislation. Should a student require further testing, parent approval is required. The following personnel may be involved in testing, evaluating and providing support to the student:

### Speech Pathologist

The speech pathologist works with individual students or with small groups of students who have speech and language problems. He or she works closely with the parents of students and often confers with parents about pre-school children.

### School Psychologist

The school psychologist administers in-depth tests to individual children and interprets these results to the Child Study Committee. Most referrals for testing are made by the classroom teacher after consultations with the principal and the parents.

### Teacher Consultants

Our teacher consultants provide testing and

instructional support for students who are identified as having a specific learning disability that requires special education intervention.

#### Social Worker

The district social worker provides diagnostic evaluations which start with a referral from the classroom teacher in collaboration with the building principal.

### **9. Computer Technology and Networks**

Before any student may take advantage of the school's computer network and the internet, he/she and his/her parents must sign the Internet Access Permission Form which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action.

## **Medical Information**

### **1. Student Safety**

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire 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.

### **2. Accidents**

Students involved in minor accidents (small cuts, scratches, etc.) will be cared for by school personnel.

Students should report injuries to a teacher or the office.

If medical attention is required, the office will follow the school's emergency procedures. The office will notify the parents using the information on the Emergency Form.

### **3. Illness**

A student who becomes ill during the school day should request permission from a teacher to go to the office, where parents will be notified.

It is the parents' responsibility to make arrangements for proper care of an ill student. The school does not have the facilities or personnel to provide "sick care" for students.

**Students will only be released to those persons listed on the Emergency Form.**

### **4. Specific Health Care Needs**

Students with specific health care needs will deliver written notice about such needs along with proper **documentation by a physician to the school office.**

### **5. Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from State of Michigan immunization requirements.

If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with Michigan State Law.

Questions about immunizations or waivers should be directed to the school nurse **(379-6310).**

### **6. Use of Medication**

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

The school staff cannot dispense medica-

tion (including aspirin, cough drops etc.) without a parent and/or doctor signed medication form on file.

A parent must bring the medication in its **original container** to the office where it will be administered to the child by a staff member.

Any change in medication requires filling out a new medication form from the doctor including proper dosage and dispensing instructions.

## **7. Communicable Disease**

When a student is absent because of contagious illness or from an extended illness, s/he shall obtain written permission from the doctor to return to school.

Parents/Guardians should notify the school office immediately if a child is diagnosed by a doctor as having any of the following illnesses:

Measles, Head Lice, Scarlet fever or Acute Strep Throat, Chickenpox, Mumps, Whooping Cough

Please note that these diseases are most contagious before they can be diagnosed. If your child does not feel well, please keep him/her home and call your physician for advice.

\*Students suspected of lice infestation will be examined at school. If an individual is found to have lice infestation, he/she will be excluded from school until treatment is given. The child will be re-examined upon return to school and the hair must be considered to be "nit-free". Parents will be notified if a student in the child's classroom has lice.

## **Code of Conduct**

### **1. Student Rights and Responsibilities**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise.

Students must arrive at school on time, prepared to learn and participate in the educational program.

### **2. Truancy**

A student with excessive absences will be referred to the School Resource Officer (SRO). A home visit and referral to the Circuit Court Juvenile Division may be initiated. The parent(s)/guardians of the truant student is/are subject to the City Ordinances on Compulsory School Attendance.

Parents will be notified by letter if absences/tardies are excessive.

### **3. Acceptable Student Behavior**

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in

accordance with established standards. The Gibraltar School District elementary schools have adopted the Positive Behavior Support (PBS) Model and Continuum of Consequences.

**Expected Behavior**

All students will follow the expectations outlined in the school Positive Behavior Matrix and they will be subject to the continuum of consequences. The principal or his/her designee reserves the right to apply discipline appropriate to the chronological or developmental age of the individual student.

ELEMENTARY EXPECTATION MATRIX

	Classroom	Hallways	Bathrooms	Office	Recess	Arrival/ Departure Bus	Cafeteria
Be Respectful	<p>Listen when others are speaking</p> <p>Raise your hand and wait to be called</p> <p>Respect others and all property</p> <p>Be honest to all classmates and teachers</p>	<p>Respect all hallway displays</p> <p>Travel without talking</p>	<p>Respect the privacy of others</p> <p>Go in and out in a timely manner</p> <p>Use a quiet voice</p>	<p>Report to the desk and address the staff politely</p> <p>Wait quietly</p> <p>Say please, thank you and excuse me</p>	<p>Share equipment and take turns</p> <p>Play fair</p> <p>Be a good sport</p>	<p>Use appropriate voices</p> <p>Respect bus driver, staff and safety squad directions</p>	<p>Use good manners</p> <p>Use an inside voice</p>
Be Responsible	<p>Follow directions the first time they are given</p> <p>Take care of your things</p> <p>Clean up after yourself and recycle</p> <p>Give your best effort</p> <p>Be prepared for class</p>	<p>Report problems to a staff member</p> <p>Keep hallways neat and clean</p>	<p>Report graffiti, damage, or disturbances to a staff member</p> <p>Flush the toilet</p> <p>Clean up after yourself</p> <p>Conserve water and paper towels</p>	<p>Return directly to class</p>	<p>Report accidents and injuries to staff</p> <p>Put all materials away after use</p> <p>Stay in your group's assigned area (Playscape, class-room...)</p>	<p>Follow directions the first time given</p> <p>Accept consequences</p>	<p>Keep all food in the cafeteria</p> <p>Clean up after yourself</p>
Be Safe	<p>Keep hands feet and objects to yourself</p> <p>Use equipment and furniture properly</p> <p>Move around in a safe way</p>	<p>Walk at a safe pace</p> <p>Keep hands feet and objects to yourself</p>	<p>Wash your hands with soap and water</p> <p>Keep water and soap off the floor</p>	<p>Wait patiently in one place</p> <p>Keep doorways and walkways clear</p>	<p>Keep hands feet and objects to yourself</p> <p>Use games, materials, and equipment properly</p> <p>Enter and exit in orderly lines</p>	<p>Walk at a safe pace</p> <p>Be careful around smaller children</p> <p>Stay in your seat</p> <p>Stay on sidewalks and cross at crosswalks</p>	<p>Ask permission to leave your table</p> <p>Walk at a safe place</p> <p>Keep hands, food, and objects to yourself</p>

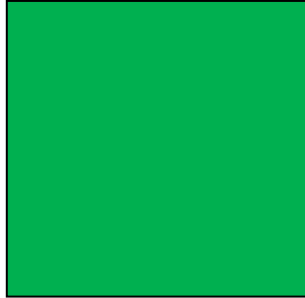
**Continuum of Consequences**

Major Problem Behavior Automatic ODR	Definition	K-5 <sup>th</sup> Elementary
Fighting/Aggression	Actions involving physical force on another person where injury may occur. (e.g., hitting, pushing, grabbing forcefully, kicking, scratching, spitting, hair pulling, striking with an object, making a weapon of any kind etc.)	1 <sup>st</sup> Offense: Referral to Principal, parent contact with possible suspension  2 <sup>nd</sup> Offense: Referral to Principal, parent contact with 1-3 day suspension  3 <sup>rd</sup> Offense: Referral to Principal, parent contact with 3-5 day suspension
Harassment/Threats/Bullying/Hazing	Conduct (teasing, taunting, instigation or provocation) directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose including name-calling, sexual harassment, racial or ethnic slurs, or other derogatory statements that are offensive.	1 <sup>st</sup> Offense: Referral to Principal, parent contact with possible suspension  2 <sup>nd</sup> Offense: Referral to Principal, parent contact with 1-3 day suspension  3 <sup>rd</sup> Offense: Referral to Principal, parent contact with 3-5 day suspension
Stealing	When a student is responsible for deliberately taking someone else's property.	1 <sup>st</sup> Offense: Referral to Principal, parent contact with possible suspension  2 <sup>nd</sup> Offense: Referral to Principal, parent contact with 1-3 day suspension  3 <sup>rd</sup> Offense: Referral to Principal, parent contact with 3-5 day suspension
Sustained Classroom Disruption	Behavior causing an interruption that disrupts or interferes with the educational process. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay, roughhousing or play fighting; and /or sustained out of seat behavior.	1 <sup>st</sup> Offense: Referral to Principal, parent contact  2 <sup>nd</sup> Offense: Referral to Principal, parent contact with possible 1-3 day suspension  3 <sup>rd</sup> Offense: Referral to Principal, parent contact and 3-5 day suspension

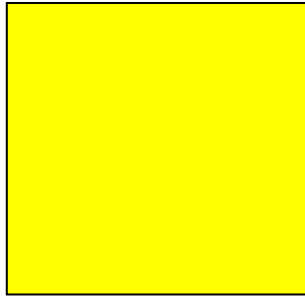
Disrespect/Insubordination/Defiance	Refusal to follow directions, talking back, rude to an adult.	<p>1<sup>st</sup> Offense: Referral to Principal, parent contact</p> <p>2<sup>nd</sup> Offense: Referral to Principal, parent contact with possible 1-3 suspension</p> <p>3<sup>rd</sup> Offense: Referral to Principal, parent contact with possible 3-5 day suspension</p>
Severe Verbal Abuse	Name-calling, racial or ethnic slurs, or other derogatory statements that are offensive to another person.	<p>1<sup>st</sup> Offense: Referral to Principal, parent contact with possible suspension</p> <p>2<sup>nd</sup> Offense: Referral to Principal, parent contact with 1-3 day suspension</p> <p>3<sup>rd</sup> Offense: Referral to Principal, parent contact with 3-5 day suspension</p>
Forgery	The act of copying something and/or signing, and/or creating documents with the intention of deceiving or cheating someone.	<p>1<sup>st</sup> Offense: Referral to Principal, parent contact with possible suspension</p> <p>2<sup>nd</sup> Offense: Referral to Principal, parent contact with 1 day suspension</p> <p>3<sup>rd</sup> Offense: Referral to Principal, parent contact with 2-3 day suspension</p>
Destruction of School Property/Vandalism	Student deliberately defaces or impairs property.	<p>1<sup>st</sup> Offense: Referral to Principal, parent contact and restitution possible suspension</p> <p>2<sup>nd</sup> Offense: Referral to Principal, parent contact with 1-3 day suspension and restitution</p> <p>3<sup>rd</sup> Offense: Referral to Principal, parent contact with 3-5 day suspension and restitution</p>

Inappropriate Language/Gestures	The act of using obscene or profane language in verbal or written form in pictures, or obscene gestures on school property, during the school day, or at any school sponsored events	<p>1<sup>st</sup> Offense: Referral to Principal, parent contact with possible suspension</p> <p>2<sup>nd</sup> Offense: Referral to Principal, parent contact with 1 day suspension</p> <p>3<sup>rd</sup> Offense: Referral to Principal, parent contact with 2-3 day suspension</p>
Extreme Behavioral Misconduct	Any activity by a student that results in a serious/extreme health, welfare, and/or safety concern.	The Administrator reserves the right to assess and assign consequences at his/her discretion.

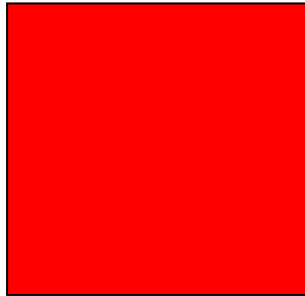
PBS Color and Consequences Chart



This is just a warning.



The student needs to fill out a think sheet.



Contact form is filled out and sent home.



The student is sent to the office with a refer-

## **5. Rules for Safe Bus Conduct**

The following rules are posted in each of the buses. The administration reserves the right to add or subtract from these rules as it deems necessary.

Students shall be at the curb side of the street, well off the roadway, while waiting to board the bus.

Students shall never cross the street behind a standing school bus to load or discharge.

Students are to enter and exit from the front of the bus, except in emergency situations

Students are to remain seated at all times when the bus is moving.

Students should not be involved in behavior that is distracting.

Profane or abusive language will not be permitted.

Students are not to put any part of their bodies outside of the bus at anytime.

Eating or smoking is not permitted on the bus.

Students are not to tamper with door handles or other safety equipment at any time.

Students are not to throw any objects into, within, or out of the bus at anytime

Students must maintain silence at all railroad crossings.

Students may be assigned seats by the bus driver when in the best interest of all students on the bus.

*If a student deliberately damages or defaces any bus, his or her parents or guardians shall be responsible for all restoration costs.*

The above rules are designed to protect all bus passengers from injury. Parents or guardians are urged to encourage their children to follow bus rules.

## **6. School Bus Conduct**

Students riding school buses will be regulated and acceptable discipline will be maintained. The bus drivers have the responsibility to make sure their students are transported safely. The driver is in complete charge of his/her bus at all times.

When a discipline problem arises on a bus, the bus driver will write a conduct report on the student violator. The bus conduct report will be submitted to the principal or his/her designee. As a general procedure, misconduct will be treated in progression from steps one (1) through six (6).

Verbal warning

Written warning

One (1) to five (5) day suspension from bus

Six (6) to ten (10) day suspension from bus

One month suspension from bus

Suspension for balance of year from bus

More serious offenses include, but are not limited to:

Drugs

Excessive noise

Extending body parts from bus

Fighting

Insubordination

Littering

Moving in bus (not in seat)

Riding unassigned bus

Smoking  
Stealing  
Tampering with radio  
Throwing objects  
Vandalism  
Vulgarity

The transportation phone number is 379-6370.  
Questions about bus information should be directed to the transportation director or his/her designee.

#### **7. Search and Seizure**

School principals or their designees have the right and duty to search a student's person or locker if he/she has a high degree of suspicion that the individual has prohibitive matter at school. It is the school's duty to enforce school discipline and to protect the health and safety of the student and/or student body.

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#### **8. Due Process**

Due process includes proper notice of disciplinary action to be taken for the alleged infraction of the rules, plus some kind of hearing. The hearing shall inform the student of what rule s/he has violated and include the evidence. The student shall have the right to tell his/her side of the story.

#### **9. Individuals with Disabilities**

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 that 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 Mr. Tom Arkwright at 734-379-6360 to inquire about evaluation procedures and programs.

### **10. 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.

Therefore, it is the policy of the District that 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 programs offered by the District.

Parents should contact the school to inquire about evaluation procedures and programs offered by the District.

## **Parent Section**

### **1. Parent Teacher Organization (PTO)**

The P.T.O. is a supportive parent group that works closely with staff and community to improve and promote the ideals of a successful elementary education.

The P.T.O. organizes and sponsors various activities throughout the school year. Any funds raised are spent on special classroom supplies, special school equipment, extra P.T.O. sponsored programs for the children, hospitality, and school beautification.

The P.T.O. is responsible for programs such as: RIF, Santa's Workshop, Family Fun Nights, and many educational programs and refreshments for various meetings.

Meetings are open to all parents, teachers, and friends of our School. We hope you will become involved by attending meetings and volunteering your time. Members may join at any time.

## **2. School Board Meetings**

The Gibraltar School Board meetings are held at the Board of Education Offices in the Stark Learning Center which is located on the corner of Allen and Vreeland Roads. School Board meetings are open to the public and parents are encouraged to attend. Please see the district web site for meeting dates and times.

## **3. Equal Education Opportunity**

It is the policy of the Gibraltar School District to provide an equal education for all students.

Any person that believes that he/she 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 Compliance Officer listed below.

*For discrimination complaints regarding race, color, religion, gender or national origin contact:*

Ms. Kathy Wayda  
19370 Vreeland Rd.  
Woodhaven, MI 48183  
734-379-6354

*For discrimination complaints regarding disability contact: The Gibraltar Board of Education Office*

734-379-6350

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.

#### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

#### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

#### **Definitions**

##### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;

B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;

C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

B. Physical assault.

C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

F. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.

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.

I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment..

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

#### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

#### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually as well as incorporated into the teacher, student and parent/guardian handbooks.

The Superintendent shall establish administrative guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This policy and the administrative guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

#### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

#### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation. At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved. A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct. Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The decision of the Superintendent shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

#### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s). Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

#### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

Ti-  
tles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq  
.  
29 U.S.C. 621 et seq.  
42 U.S.C. 2000e et seq.  
42 U.S.C. 1983  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination  
Act  
29 C.F.R. Part 1635  
Ti-  
tle IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq  
.  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794  
The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.  
The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.  
The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.  
Policies on Bullying, Michigan State Board of Education, 7-19-01  
Model Anti-Bullying Policy, Michigan State Board of Education, 09-  
2006  
National School Boards Association Inquiry and Analysis – May 2008  
  
Revised 1/10  
Revised 6/9/10

## **Gibraltar School District**

### **Bylaws & Policies**

#### **5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

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.

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 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 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.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. 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, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A.** is directed at one (1) or more students;
- B.** substantially interferes with educational opportunities, benefits, or programs of one (1) 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 of physical harm or by causing emotional distress; and,
- D.** is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

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 building principal or assistant principal, or the Superintendent. 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.

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. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented. The investigation

should be completed within three (3) school days 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 officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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

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

**"Bullying"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). 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.

**"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 (sexual orientation, physical characteristic, cultural background, socioeconomic

status, or geographic location).

**"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.

**"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.

**"Harassment, intimidation, menacing, or bullying"** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

**"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 a definition and instances that could possibly be construed as hazing, see Policy [5516](#).

#### **Confidentiality**

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.

#### **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.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

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.

Policies on Bullying, Michigan State Board of Education, 7-19-01  
Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06

Revised 1/10

## NOTES