

2006-2007

Beacon

Harper Woods School District

Student-Parent Handbook & Code of Conduct

NCA Accredited

A Light into the Future

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, please take time to become familiar with the following information and keep the handbook available for use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. If you have any questions feel free to contact the school office. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

Revised 9-10

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Beacon Elementary School
19475 Beaconsfield
Harper Woods, 245-5343
Fax: (313) 371-4170

School Hours

Monday-Friday

Students may enter the building at 8:12 a.m.

Classes end at 3:08 p.m. half days end at 11:15

Office Hours: 8:00 a.m.-4:00 p.m.

School closing policy

When weather conditions create a hazard or endanger lives of students, school will be closed. Closings will be announced on local television and radio stations. You could also check the Harper Woods web page at: www.hwschools.org and follow the links.

A “phone tree” system for notification of closing is in place after the first few weeks of school.

It is very important that:

1. Emergency information cards in the office are up to date and accurate.
2. You have considered and made appropriate plans in the event of an emergency.

*Please be aware that a School Emergency Plan is in place. We practice what to do in a variety of emergency situations

**The School District of the City of Harper Woods
District Vision Statement**

Graduates will create the families, careers, and communities that are aligned with their aspirations and values.

Beacon Elementary Mission Statement

The mission of Beacon Elementary School is to help children develop to their fullest potential.

In partnership with family and community, we will establish a supportive learning environment that promotes academic and social-emotional growth.

We dedicate ourselves to guiding our students toward responsible behavior, a spirit of cooperation, and a respect for others.

Belief Statements

Learning is a lifelong process

- Parents, community, and educators share the responsibility for student learning
- Education must change to meet the needs of today and tomorrow
- Learning occurs when there is active participation by the student
- All students will learn

Beacon Elementary Partnership for Success Compact

Student Achievement is one of our primary goals at Beacon Elementary. We establish and maintain an environment where optimum learning and interaction can take place. When students feel safe, successful and secure, research shows optimum brain function takes place. By reviewing and signing **The Success Compact**, we can ensure that all members of the student's "learning team" (Student, Teacher, Principal & Parent) know their responsibility in the process of optimum student achievement.

Beacon Elementary Partnership for Success Compact

Teacher Agreement

It is important that students achieve, therefore, I shall strive to do the following:

- Provide a positive atmosphere that promotes active learning
- Demonstrate care and concern for each student, by accepting them as important and worthwhile
- Make efficient use of academic learning time
- Maintain regular & open communication regarding student progress
- Enforce the school rules and policies consistently and fairly
- Encourage students' PERSONAL BEST in both behavior and academics

Parent Agreement

It is important my child achieves, therefore, I shall strive to do the following:

- Make sure that my child attends school regularly and is on time every day they are healthy
- Show respect and support for the school and its rules, the staff and the children
- Attend Parent-Teacher Conferences and other important school functions
- Establish a time & place for homework to be completed
- Monitor homework completion each and every day & sign planner afterwards (where applicable)
- Encourage daily reading of 15 minutes

Student Agreement

It is important I work to my PERSONAL BEST, therefore, I shall strive to do the following:

- Come to school well rested and ready to learn
- Do my best in my work and my behavior
- Respect and follow rules and the Pillars of Character
- Come to school prepared with my homework, planner and supplies
- Set aside a regular time and place to do my homework each and every night
- Act **at all times** in a manner that reflects pride in self, family, school and community

We ask that you show support for your child's education at Beacon Elementary by signing this compact

Parent/Guardian Signature

Student Signature

Classroom Teacher

Principal

Focus Room:

The Focus Room was designed to provide students who are making inappropriate behavioral choices the immediate individual attention and strategies they would need to make better choices in the future.

Students disrupting learning in their classroom may be sent to the Focus Room for redirection. Home contact will be made by the student each time the Focus Room is needed.

Behavior Suspension:

The following types of activities will result in a formal action against a student:

- fighting
- insubordination
- stealing
- verbal threats
- bullying
- smoking or the possession of tobacco
- malicious destruction of property
- possession, distribution, or use of: matches, lighters, firecrackers, narcotics, intoxicants or other illegal/legal substances or weapon
- or any behavior or situation that adversely affects a member of Beacon School
(see **Weapon Free School Zone** / Board Policy)

A suspension from school can be from one to ten days. The following guidelines will be administered:

1. Principal will notify parent or guardian by phone or in written form regarding the offense and consequence.
2. Students under suspension are not allowed on school property or admitted to any school functions.
3. If the severity of the behavior or frequency of violations warrant it, a suspension of six to ten days may be given, or an expulsion. There will be police intervention when there are drugs, weapon threatening of another person.

Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause, or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

- A. Threatened or actual physical harm
- B. Unwelcome physical contact
- C. Threatening or taunting verbal, written or electronic communications
- D. Taking or extorting money or property
- E. Damaging or destroying property
- F. Blocking or impeding student movement

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name calling, taunting, making threats. Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on the Smart bus.. A student can be removed from transportation for infractions of bus rules.

Dress Code

See Appendix A

Students go outside at lunch recess, YEAR ROUND, whenever weather permits. Students will go outside if it is 10 degrees above zero. Please send appropriate weather gear such as snow pants, wintercoat with hood, waterproof boots...Children's activities will be restricted if appropriate cold weather clothing is not provided. It helps to mark names on all clothing.*** Please check the Lost and Found for missing items. Unclaimed items will be disposed of quarterly.

Parental Involvement

Parents and caregivers play a critical role in the development of social skills. Our positive relationship with our students and their families promote these life-long skills. We look forward to working with you in the months ahead.

What You Can Do To Help Your Child Learn

- Start each day right; a calm beginning at home makes the school day much better.
- Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps 8-10 hours each night.
- Praise your child each day for something he/she has done. Have a special place to put your child's school work or whatever is brought home.
- Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day.
- Stress attendance. If the child is ill, home is the best place, otherwise, your child needs to take advantage of every school day.
- Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
- Stress organization of school notebooks, materials...
- Provide pencils, glue, crayons, scissors, paper etc for your child to use.
- Work at home with skills taught at school.

- Take your child to the library and encourage reading for pleasure.

Beacon Homework Policy

- All grade levels assign homework.
- Please make yourself aware of what is expected by your child’s teacher.
- Homework is due the following day unless otherwise noted.
- Homework must be fully completed to receive credit.
- Parents are expected to sign daily homework.
- The purpose of homework is to reinforce skills and knowledge taught in class.
- The teacher decides the amount and type of assignments.

Report card guidelines are as follows:

Assignments turned in:	Report Card Mark:
90-100%	4
80-89%	3
70-79%	2
69% and below	1

Note : More than 2 late homework assignments per marking period is considered a missing homework assignment.

Parent / School Communication

Parent / Teacher conferences are scheduled twice a year. Any other questions or concerns need to be addressed by appointment or in writing. This will allow your child’s teacher to best meet your needs.

Please keep a current phone number updated with the office at all time

Travel To / From School

Please follow the directions of our parking lot volunteers. Only persons with valid handicapped permits should use the parking spots designated as handicapped. Students are to line up on the blacktop behind their classroom number before school. They are NOT allowed on the playground at this time.

When sending your child to school, please be aware that supervision **does not** begin until the child enters the building at 8:12. Supervision ends at 3:08. **Latchkey** is available before and after school. Contact the office for information.

Students not picked up by 3:25 will be sent to Latchkey. These students will be charged the \$25 registration fee plus the hourly rate of \$4.00. To fully register your student for Latchkey, a packet of forms must be completed and turned in. Failure to do so will result in a \$25 registration fee each time your student is sent there.

Students may ride bikes to school, but they must be locked up on the bike racks upon arrival. Please remind students to walk bikes across the streets and to wear their bike helmet at all times.

District Policy states no scooters, skateboards, roller blades, card collections, head phones, hand held games, or cell phones are allowed at school. If one of these items is brought to school, a parent must come to the office to pick it up.

Absence Policy

To report an absence, please call the office attendance line at (313) 245-5343 and leave the following information:

Your name
Student's name
Classroom number
Reason for absence
Phone number where you can be reached

* A doctor's note is required if a student needs to stay indoors during recess.

** A fever—Student should *NOT* return to school until a fever is gone for 24 hours

***If your student becomes ill at school, we will contact you to pick him/her up.

Tardiness

Teachers escort students into the building at 8:12, they have a few minutes to hang up their jackets, put away lunches etc.... Students who are not in their classrooms at 8:25 will be marked tardy. Students arriving after 8:25 or later must check in to the office before going to the classroom.

Control of Casual-Contact Communicable Diseases & Pests

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, conjunctivitis (pink eye), and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the schools administrative guidelines.

Control of Non-casual Contact Communicable Diseases:

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

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

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

Medication Policy

School officials are NOT allowed to administer medication of any kind without following the guidelines listed below. Parents MAY come to the office and administer it themselves, OR.....

State law requires:

1. Both the parent / guardian and the physician must provide written permission BEFORE the school can administer medication.
2. The medication must be brought to the school in its original container appropriately labeled by the pharmacy or physician.

****PLEASE** send only enough medication for NO more than one (1) week of treatment.

Medication **MUST** be brought to the office for safe keeping first thing in the morning.

Students are **NEVER** to have medication on their persons, in their desks, or lockers. This includes over-the-counter medication and cough drops.

****Medication forms** are available through the office.

Visitors.

To ensure the safety of all Beacon students, parents/guardians **MUST** remain outside when dropping off or picking up their children before and after school.

All parents / persons / volunteers entering the building must report to the office and sign in.

A "VISITOR" badge must be worn in school at all times. The children are instructed to report anyone not wearing a badge as a "STRANGER" immediately.

Prior to leaving the building, the visitor must sign out at the office and return his/her badge.

When dropping off a forgotten item, please bring it to the office and a staff member will see that your child receives it.

We appreciate your cooperation in following these guidelines.

Be aware that for the student and staff safety, **ALL** outside doors will be locked -There is a handicapped accessible entrance by the parent parking lot which is electronically monitored. Please ring the bell and the school secretary will allow you into the building.

Food Program at Beacon

N.S.L.P, Chartwells, provides the nutritional food service at Beacon.

Menus are sent home monthly with all students, and will be posted on the website as well.

****Menus are subject to change****

If you have any questions regarding the menu please call:
(313) 245-3000

Beacon offers Universal Breakfast to all students at no cost.

Hot lunch is available daily with two choices
Reduced price available for those who qualify.

Money **MUST** be brought in first thing in the morning.

The cook can only offer a PB &J or cheese sandwich if money is forgotten.

Pre-payment envelopes are available in the office for a week in advance. Prepayment must be made first thing Monday morning for the same week.

Please make checks payable to: **Harper Woods Food Service**

Students that bring a sack lunch may purchase milk in the lunchroom for .35.

Snacks may be purchased ONLY after lunch is eaten.

Applications for the school's Free and Reduced-Priced Meal program are available in the office and can be obtained at any time during the school year.

Weapons

The Board of Education of the School District of Harper Woods shall permanently expel a pupil from attending school in the School District if the pupil possesses a weapon in a weapon free school zone, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school or on school grounds.

Such expulsion is mandatory unless the pupil establishes, in a clear and convincing manor, at least one (1) of the following

- 1.The object or instrument possessed by the pupil was NOT possessed for use as a weapon, or for the direct or indirect delivery to another person for use as a weapon.
2. The weapon was NOT knowingly possessed by the pupil.
3. The pupil did not know or have reason to know the object or instrument possessed by the pupil constituted a weapon or dangerous weapon, or;
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the expressed permission of school or police authorities.

Individual Rights

It is the policy of Harper Woods Schools that no discriinatory practices based on gender, race, religion, color, age,national origin, disability, height, weight or any other status covered by federal ,state or local law be allowed in providing instructional opportunitites,programs,services,job placement assisitance,employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Secondary School Principal at the City of Harper Woods School District.

Complaint or Concern:

If a student or parent has a concern about a school policy or an employee, the following procedures should be followed in order to resolve the problem as quickly as possible:

- Contact the person with whom you have a complaint to discuss both sides of the issue.
- If the problem still exists, contact the principal.

Inquiries concerning the application of or grievance procedures for Title VI, VII, and IX of the Civil Rights Act of 1964 as amended, Section 504 or ADA of 1990 as amended should be addressed to:

Harper Woods Board of Education
20225 Beaconsfield
Harper Woods, MI 48225
(313) 245-3000
Attention: Superintendent

F.E.R.P.A. (Family Educational Records Privacy Act)

Student information that may include your child's name, school activities, family members' names, address, telephone number, and pictures of your child may be included in school publications such as newsletters, yearbooks, or school web sites. **You must notify the school office in writing if you wish to keep the above information out of any/all publications.**

Be aware that you may review your child's school records by contacting the school secretary.

Sexual Harassment and Intimidation

The Board shall maintain an environment in the district for all employees and students that is free from discrimination and/or sexual insult, intimidation, or harassment. Persons who feel they have been offended under this policy should report immediately to a counselor, principal, or an appointed grievance officer.

A copy of the district's sexual harassment policy (Board policy GAAD) can be obtained from the principal's office or by contacting a grievance officer.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the City of Harper Woods School District that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the secondary school principal at the City of Harper Woods School District, 20225 Beaconsfield, Harper Woods, MI 48225 or call (313) 839-7400.

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. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. 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. Many times it will be the student's responsibility to deliver that information.. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Students are expected to arrive to school on time and be prepared to learn.

STUDENT WELL-BEING

Student safety is a 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, s/he must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been met. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If medical attention is required, the office will follow the proper first aid procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office may determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

CLASSROOM ASSIGNMENT

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian. The parent/guardian must come into the school office to sign the child out. No student will be released to another person without permission by the custodial parent(s)/guardian.

TRANSFER OUT OF THE DISTRICT

To effect a smooth transition of records from a Harper Woods school, the school office should be notified by parents as soon as possible when a child is leaving our school. All school-owned property and materials must be returned.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, he or she may be removed or required to comply with a set deadline. This is for the safety of all students and in accordance with State law.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

Epinephrine (Epi-pen) is

administered only in accordance with a written medication administration plan updated annually.

SPECIAL EDUCATION

Harper Woods Schools provide a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant.

AMERICANS WITH DISABILITIES ACT - SECTION 504

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 also to all individuals who have access to the District's programs and facilities. Students with disabilities and Limited English Proficient students may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the district's Special Services Department.

STUDENT FEES, FINES, AND SUPPLIES

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher may recommend useful

supplies for these purposes. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage or replacement of the item.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, large amounts of money and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Students should not bring any personal item to school that would cause them to be upset if it should be lost or broken.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the principal at least 24 hours prior to coming to the School. Parents' rights to review teaching materials, and instructional activities are subject to reasonable restrictions and limits.

FIRE, LOCKDOWN, AND TORNADO DRILLS

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of an administrator to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

LOST AND FOUND

Each school has a designated lost and found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity on a periodic basis.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students may not bring to school a pocket

pager, cellular telephone, or other electronic communication device except for health or other unusual reasons approved in advance by the principal.

ADVERTISING OUTSIDE ACTIVITIES

No announcements, distribution of flyers, or posting of outside activities will be permitted without prior approval of the Superintendent.

VOLUNTEERS

Volunteers are always welcome to assist in our schools. A variety of opportunities are available for volunteers to share their time, knowledge, and expertise. Please contact the school office if you are interested in volunteering. District Policy requires a criminal record check (CRC) prior to any volunteer contact.

REPORTING TO PARENTS

Reports cards are issued four times a year for students in grades K-3. Parent/Teacher Conferences are held twice a year in the fall and spring. Other classroom visits or conferences may be scheduled by making an appointment with individual teachers.

NEWSLETTERS

A weekly newsletter is sent home on Monday. A District newsletter is published quarterly and is mailed to each home or posted on the web.

BOARD OF EDUCATION

The Harper Woods Board of Education meets on a regular basis. Meetings are open to the public and are held the third Tuesday of each month in the Harper Woods High School Media Center.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. The Student Code of Conduct and all other school and attendance rules are in effect on all school-sponsored events. Any deviation from the scheduled field trip plan must be approved by the building administration.

GRADES

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

Grading Periods

Students shall receive a report card at the end of each quarter indicating their grades for each course of study for that portion of the academic term. In the middle of each marking period interim progress reports may be sent home with the student. Parents/guardians may contact the teacher any time during the school year for an update on their child's progress.

PROMOTION, PLACEMENT, AND RETENTION

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

- current level of achievement
- potential for success at the next level
- emotional, physical, and/or social maturity

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. Students will be expected to take the appropriate MEAP tests and district assessments. Additional group tests may be given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause, or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

- A. Threatened or actual physical harm
- B. Unwelcome physical contact
- C. Threatening or taunting verbal, written or electronic communications
- D. Taking or extorting money or property
- E. Damaging or destroying property
- F. Blocking or impeding student movement

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

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

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on the Smart bus.. A student can be removed from transportation for infractions of bus rules.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing of the reason for and the length of the suspension. When a student is suspended, s/he may make-up work missed. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

Student Disciplinary Records

In compliance with federal regulations, Harper Woods Schools will transfer disciplinary records of students with respect to suspensions and expulsions to any private or public school to which a student is transferring and in which they are enrolling.

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy. All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those 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, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board 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. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services 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/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

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 the Internet. All Internet users (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 and staff members are responsible for good behavior on the Board's computers/network and the Internet just as 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 sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

Revised 11/20/01

guidelines

OFFICE OF THE SUPERINTENDENT
HARPER WOODS SCHOOL DISTRICT

PROPER
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I

COMPUTER TECHNOLOGY *IN* NETWORKS

The Director of Administrative Services shall be responsible for the management of the District's technology system and for making the arrangements for any networks which may be used to enhance the educational program and / or operations of the District.

S/He shall ensure that the guidelines established for program development AG 2210 - AG 2252, the selection of materials and equipment (AG 252IA), and the District's purchasing guidelines (AG 6320) are followed.

All tentative agreements with networks or technology agencies are to be submitted to the Superintendent for review and approval.

It is essential that staff members and students be provided the following information concerning the use of the Internet. This can be done through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.

- A. Use of the Internet is to be related to one or more courses of study.
- B. The Internet is not to be used by staff or students for discriminatory or unlawful purposes, including harassing or hazing any individual or group.
- C. All student use of the Internet is to be supervised by a staff member or approved volunteer who has signed the Staff Network and Internet Acceptable Use and Safety Agreement Form 7540.04 FI.
- D. Students and staff must not use any District provided technology including the Internet and other information and communication technologies such as e-mail, cell phone and pager text messages or instant messaging to harass, haze, disparage, or defame any individual or group.
- E. Staff members and students must have signed parental permission prior to disseminating information about the student such as full name, address, or other identifying data including pictures across the internet.

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TWELVE WORDS

Trace

- Outline
- List in steps



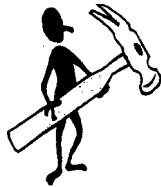
Support

- Give the facts
- Back up with details



Analyze

- Break apart
- Study the pieces



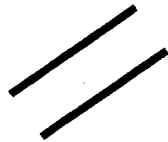
Explain

- Tell how
- Put in your own words



Infer

- A good guess
- Read between the lines



Summarize

- Sum it up
- Give me the short version



Evaluate

- Judge
- In your own Words

Compare

- Alike
- All the ways they are alike

Formulate

- Put together
- Create



Contrast

- Different
- All the ways they are different

Describe

- Tell about
- Tell all about



Predict

- Make a guess
- What will happen next



Somebody Needs You!
On your worst day on the job you are
still some child's best hope. Larry Bell