

**Robert L. Nickels Intermediate School
Byron Center, Michigan**

**STUDENT/PARENT HANDBOOK SIGNATURE FORM &
NO BULLY PLEDGE**

Please print student name

Grade

Dear Parent/Guardian:

We have had recent discussion meetings with your student regarding the information about procedures and regulation here at Nickels Intermediate School. The Student/Parent Handbook is located on our website under "Principal's Message." You can access it by clicking on the link. Please read and review the Student/Parent Handbook for Nickels Intermediate School with your child. We encourage you to have a conversation with your student regarding the information about procedures and regulations here at NIS. Please sign and return this paper to your child's homeroom teacher.

I have read and reviewed with my child the Student/Parent Handbook for Nickels Intermediate School. My child and I understand the content of this handbook and agree to accept responsibility to abide by the school rules and guidelines, including the acceptable use of computers and technology (Technology Acceptable Use Policy).

In addition, I give my **permission for my child to attend school-sponsored field trips**. (You will be made aware of any field trip away from the district by school and classroom newsletters.)

YES _____

NO _____

I also give **permission for my child's photograph** to be used in any school and/or newspaper publication.

YES _____

NO _____

I also give **permission for my child to visit the school counselor** if needed.

YES _____

NO _____

The "No" Bully Pledge

Students should also sign this form promising to be kind, caring and respectful. They should also promise:

- I want my school to be a place where all students feel safe and treat each other with respect.
- I will not bully, tease, or put anyone down. If I hear bullying or teasing, I will tell the person to stop and tell an adult.
- I will not call anyone names, use bad language or use any act of aggression to hurt someone else.
- I will tell an adult right away if I hear anyone threaten another person.
- I will immediately tell an adult if a student brings something to school that could hurt someone.

Please sign below and have your child return this form to his/her homeroom teacher.

Please return this signed form no later than Friday, September 9, 2022.

Signatures:

Parent/Guardian

Date

Student

Date

ROBERT L. NICKELS INTERMEDIATE SCHOOL

PARENT/STUDENT HANDBOOK



THIS HANDBOOK BELONGS TO:

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____

**BYRON CENTER ROBERT L. NICKELS INTERMEDIATE SCHOOL
SCHOOL DIRECTORY
2023/2024**

3100 84th Street
Byron Center, MI 49315
www.bcpsk12.net

School Office 878-6400
Attendance Line 878-6400
Administration Building 878-6100

Mr. Tom Trout, Principal
Mrs. Stephanie Hare, Assistant Principal
Mrs. Shelly Pero, Counselor
Ms. Rebecca VanGessel, Title I Coordinator
Mrs. Kristen Lee, Administrative Assistant
Mrs. Janel Pierson, Attendance Secretary
Mrs. Lauren Brock, Administrative Assistant
Mr. Kevin Macina, Superintendent
Mr. Jeff Wierzbicki, Assistant Superintendent
Mr. Scott Joseph, Executive Director of Instructional Services
Mrs. Laura Zeinstra, Director of Instructional Services
Mrs. Erin Tacoma, Director of Special Education and Special Services

TABLE OF CONTENTS

Americans with Disabilities Act	Page 1
Arrival & Dismissal	Page 1
Assemblies	Page 1
Attendance Policy (Truancy/Tardy/Vacations)	Page 1
Bicycles & Walking to School	Page 3
Bullying	Page 3
Bus Policy	Page 3
Cafeteria Rules & Food Service	Page 4
Change of Address/Phone	Page 4
Chain of Communication	Page 5
Cheating	Page 5
Class Parties	Page 5
Code of Conduct	Page 5
Computer Use Guidelines	Page 7
Counseling Services	Page 7
Discipline Procedures	Page 7
Discipline of Students with Disabilities	Page 10
Displays	Page 10
Due Process Rights	Page 10
Drinking & Drugs	Page 10
Electronic Devices	Page 10
Emergency Closings & Delays	Page 10
Emergency Drills	Page 10
Enrollment & Transfer of Records	Page 11
Equal Education Opportunity	Page 11
Extra Curricular Activities	Page 11
Family Educational Rights & Privacy Act	Page 12
Family Involvement Team	Page 12
Field Trips	Page 12
Grades	Page 12
Hallways & Hall Passes	Page 13
Harassment	Page 13
Homework	Page 14
Hours	Page 14
Immunization	Page 15
Illness, Injuries, & Accidents	Page 15
Leader in Me	Page 15
Library Policies	Page 15
Lice & Communicable Diseases	Page 16
Limited English Proficiency	Page 16
Lockers	Page 16
Lost & Damaged Articles/Lost & Found	Page 16
Medication	Page 16
Non-Discrimination Disclaimer	Page 16
Playground Rules	Page 17
Promotions, Advancements, & Retention	Page 17
Release of Records	Page 17
Report Cards & Parent Conferences	Page 17

Respect	Page 17
Review of Instructional Materials	Page 17
School Supplies	Page 17
Search & Seizure	Page 17
Standardized Tests	Page 18
Student Records	Page 18
Substitute Teachers, Student Teachers, & Support Staff	Page 18
Telephone Use	Page 18
Visitors & Volunteers	Page 19
Weapons	Page 19

“Opening The Doors Of Tomorrow For Students Today”

MISSION STATEMENT

*Nickels Intermediate School, in partnership with parents and community
will work together to achieve social, technological, and academic excellence for all students.*

FOREWORD

We welcome you to Robert L. Nickels Intermediate School (NIS). We hope that while you are a student here you will take advantage of all the opportunities available to you, and will care enough about yourself to do well in school to prepare for your future. This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of the school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to read the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

One of the most important things that you can learn to do is to get along with the many people that make up this school community and respect each other. You are entitled to rights and privileges, but you must not forget your responsibilities. A good attitude and cooperation will help you have a rewarding school year.

All the regulations in this handbook are meant to make clear what is expected of you. Do not expect every single situation to be listed here--use good sense. ALL teachers in our school are entrusted with the responsibility of maintaining a safe school environment. This handbook should provide you with the information you need to have a pleasant and safe school year.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act (A.D.A.) requires the school to ensure 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.

Students with disabilities 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 administration office at 878-6100.

ARRIVAL AND DISMISSAL

Parents who deliver or pick-up students should use the parking lot area. Students should be picked up and dropped off in the front of the building. Students should arrive at school between 7:30 a.m. and 7:45 a.m. All persons coming and going must use the main front door. Students are not allowed in the academic building until 7:30 a.m.

ASSEMBLIES

School assemblies will be held as a part of the education program. When attending assemblies please follow these few and simple rules and any additional rules furnished by teachers who will help maintain order:

- Enter and leave the assembly in an orderly manner.
- Sit in assigned area.
- Show your respect to your school, your classmates, and the performer by being attentive at all times.
- Show appreciation by applause - do not stomp feet or whistle.
- Leave the assembly area in an orderly manner.

ATTENDANCE POLICY

School attendance is compulsory by Michigan Law. Robert L. Nickels Intermediate School has the responsibility of keeping complete attendance records and making sure that all students in the school system are in attendance whenever possible.

Attendance Requirements: Students are expected to be at school on time, every day. Please attempt to schedule appointments during non-school hours. School related absences are exempt. The following guidelines have been established to encourage good attendance habits for your child.

- Ten Percent Absent Rate: Letter will be sent to parents warning of truancy referral
- Ten Percent Absent Rate or Greater (after warning letter): Student will be reported truant to the Kent County Truancy Officer

Notification of Absence: If a student is going to be absent for all or part of the school day, the parents must contact the school via the attendance line (878-6400) by 8:30am and provide an explanation. This is to be done each day the student is absent, unless a prolonged illness or injury can determine the number of days the student will not be in attendance. Absences not excused by parents within 24 hours of the student's absence will be considered an unexcused absence. Parents are required to contact the attendance office in the event of a prolonged absence so that books or assignments may be sent home.

Unexcused Absences/Skipping: Any student who is absent from school for all or any part of the day without a parent excusing the absence shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Tardiness: Students will be considered tardy upon entering the classroom after the start time of each class. Each student is expected to be in his/her assigned location throughout the school day. Students arriving late to school must come to the office to sign in and get a tardy pass before proceeding to class.

Closed Campus/Leaving School Building and Grounds: No student is permitted to leave the school building or grounds without the permission of a parent/guardian or the principal. The student must sign out before leaving, which will be validated by office personnel initials, any invalid sign-outs will be considered an unexcused absence. Failure to sign out will result in an unexcused absence. Nickels Intermediate School is a closed campus. Students are not allowed to leave campus.

Forged Notes and Misrepresentation of Parent/Guardian: The school depends on parental notes and phone calls for communication concerning attendance. Although we operate on trust, if there are any concerns, we may call to verify notes or call-ins excusing a student. Students found using false or forged notes, or impersonating a parent/guardian during a call-in, will have an unexcused absence in the classes missed and may face suspension from school. Students may expect similar consequences for forging passes, permission slips, or any other school document.

Vacations During the School Year: All vacations must be pre-excused. Make up work will be issued upon returning. It is not recommended that students go on vacation while school is in session. Each day of vacation counts as a one-day absence. Vacation absences do count against the daily attendance requirement.

Make-Up Test & Other School Work: Students who are excusably absent from school, or who have been suspended, shall be given the opportunity to make up work that has been missed. It is the student's responsibility to consult their teachers as soon as possible to obtain assignments upon their return. The student must arrange make-up work due to suspension with the teacher. For excused absences, the student will have the same number of days absent in which to make up their homework. If a student misses a teacher's test due to an excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a Standardized Test, the student should consult with the office to arrange for taking the test.

Extended Absences: Extended absences which are beyond the student's control such as an accident, hospitalization, death in the immediate family, or severe illness, may be discounted from the total days absent if the following conditions are met: (1) The parent contacts the office at the beginning of the extended absence and provides verification upon request; (2) The student returns with a note from a doctor, when appropriate, stating the number of days it was necessary for the student to be absent.

BICYCLES AND WALKING TO SCHOOL

Students may ride bicycles or walk to school. Bicycles must be parked in the racks provided by the parking lot, and should be locked when not in use. Students must always use appropriate crosswalk with crossing guards when riding their bikes or walking to school. Failure to do so may result in disciplinary action by the school.

BULLYING

The school 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.

We are working with children to help them understand the definition of bullying and the differences between tattling and reporting. The following gives a detailed explanation of tattling and reporting.

Tattling

- Telling an adult a problem that you could solve yourself.
- Telling an adult about a problem when you really just want your own way.
- Telling an adult about a problem when you just want to make yourself look good.
- Telling an adult about a problem because you want to get someone in trouble that you don't like.

Reporting

- Telling an adult a problem when someone is getting hurt: their body, or their feelings, or their friendships, or their reputation, or their property are being hurt.
- Telling an adult about a problem that is dangerous or destructive.
- Bully Reporting slips are available in the office.

**Students sign a "NO BULLY PLEDGE" at the beginning of the year, which is included in this handbook.

BUS POLICY

Responsibility of Pupils

- To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
- To observe classroom conduct (except for ordinary conversation), while getting on or off and while riding the bus.
- To cooperate and obey the driver cheerfully and to report promptly to the school official when instructed to do so by the driver.
- To be ready to board the bus on schedule. The bus driver is responsible for the maintenance of his/her schedule and cannot wait for tardy pupils.

Safety for Riders

- At all times, stay off the traveled roadway while waiting for a bus.
- Buses may be videotaped to help with safety concerns.
- Wait until the bus comes to a complete stop before attempting to get on or off.
- Leave the bus only at the consent of the driver.
- Enter or leave the bus only at the front door, after the bus has come to a stop, except in an emergency.
- Keep hands and head inside the bus at all times.
- Inform driver when absence is expected from school.
- Report to the driver at once any damage to the bus that is observed.
- Help keep the bus clean/sanitary and orderly. No eating on the bus.
- Cross the traveled highway, if necessary, after leaving the bus in the following manner:

1. Make certain the bus is stationary.
2. On alighting, go about ten feet in front of the bus so you can see the driver in the window and wait for the proper signal for crossing.
3. Upon signal from driver, look to both right and left and proceed across the highway in front of the bus.
4. Walk; do not run, in front of the bus when crossing the highway.

Normally, all students are required to ride on a certain bus as assigned by the school authorities. Exceptions to this will be handled as follows: Students eligible for transportation will be picked up and returned home or at a permanent baby-sitters residence only.

Bus Discipline Expected When Misbehavior Occurs

Repeated disturbance will result in:

1. Verbal warning by bus driver.
2. Assigned seat.
3. Discipline slip given to student, which must be signed by parent and returned to driver. Driver will call parent.
4. Second discipline slip given to student. Principal will make contact with student and parent.
5. Third discipline slip - automatic three (3) day suspension from bus. Driver/transportation director will notify parent before suspension takes place and notify principal. Principal will facilitate a conference between driver, student, parent and principal if necessary.
6. Fourth discipline slip - transportation director and principal will meet to decide long-term suspension.

NOTE: Severe cases of discipline--malicious destruction of property, fighting, smoking, disrespect of the bus driver, etc., may result in immediate suspension from school.

CAFETERIA RULES & FOOD SERVICE

Our Food Service Staff tries to provide tasty and nutritious meals each day for students and staff. All elementary students (free, reduced, and paid) wishing to participate in these programs will have the opportunity to purchase breakfast and/or lunch with milk included. Our Food Service Department uses a computer account with their student ID number. Deposits to the student's lunch account can be made by cash or check, or at <https://byroncenter.familyportal.cloud/> in any money amount you desire. Checks for students' lunches/milk should be made payable to **Byron Center Public Schools**.

We try to encourage responsibility in our students; therefore charging for a lunch is discouraged. If your child's account balance reaches \$0 and no deposit is made, a hot meal will still be provided to the student for a period of time. The meal is charged to the account and the student is told that they will need to bring money the next day. We appreciate your prompt attention to this and ask that you send a deposit with your child immediately. The Application for Free or Reduced Price Meals is available in the school office. A parent may choose to fill the form out online. Please go to the **www.bcpsk12.net** website for further instructions.

If your child has an allergy to milk or other food allergies, a note from their doctor is required to make the necessary adjustments to their meal. This note must be turned into the school office at the beginning of the school year. The students are not allowed to have soda/pop or energy drinks in the building or during lunch.

CHANGE OF ADDRESS/PHONE

It is very important that every student maintain up-to-date emergency information. Parents need to notify the school office immediately if there is a change in address, phone or other required information.

CHAIN OF COMMUNICATION FOR THE STUDENT

Issue with Teacher? Discuss with Teacher Discuss with parents & teacher Discuss with Counselor or Assistant Principal Discuss with Principal

CHAIN OF COMMUNICATION FOR THE PARENT

Issue with Teacher? Discuss with Teacher Discuss with Counselor or Assistant Principal Action taken by Assistant Principal or Principal

CHEATING

Byron Center Public Schools considers you are cheating if you:

- Take someone else's assignment and turn it in as your own.
- Copy or duplicate assignments and turn them in as your own.
- Turn in work, which was completed primarily by your parents.
- Reuse work without permission which you submitted to another class.
- State that you read a book or an assigned reading when you did not.
- Submit materials (written by someone else) without giving the author's name and/or source. This is plagiarizing.
- Take credit for group work when you made little contribution to the project.
- Use hidden reference sheets during a test.
- Use programmed material in watches, calculators, or personal computing devices when prohibited.
- Write formulas, codes, or key words on your person when you take a test.
- Communicate information to students in another class section, which will help them on a test or quiz.

Cheating is a serious compromise of a student's integrity and should never be tolerated by the parent or school. If a student is caught cheating, the work will be confiscated and a failing grade will automatically be recorded for the work. The teacher will notify the parent within 24 hours.

CLASS PARTIES

Parties are planned with the assistance of the room parents. Halloween costumes that depict violent characters or include weapons or fake blood are not acceptable.

We cannot afford time from the school day to allow individual birthday parties, but children may bring a simple treat to share with their classmates.

CODE OF CONDUCT

Our discipline philosophy is based on three general goals for Nickels Intermediate School. They are:

1. To provide an effective learning environment for all students,
2. To provide our students with a safe learning environment,
3. For students to show respect for school property, student property and all people

Expected Behaviors: Each student shall be expected to abide by national, state, and local laws, as well as the rules of the school; respect the civil rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; and act at all times in a manner that reflects pride in self, family, and in the school.

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

educational setting. Students who are representing Nickels Intermediate School at an official function or public event will be required to follow specific dress requirements. Usually, this applies to field trips, bands, and other such groups. Personal expression is permitted within these general guidelines:

- Student clothing should be neat and clean.
- Student clothing should protect the health of the student.
- Clothing that will damage school property, such as cleats or chains, may not be worn.
- Student dress that is likely to be distracting to the educational process will not be acceptable.
- Hats, bandanas, and/or hoods are not to be worn in the school.
- No clothing may be worn that advertises cigarettes, alcohol, drugs, weapons, or that have any sexual implications.
- No clothing may be worn that identifies gang affiliation or be worn in a manner that identifies gang affiliation.
- Student clothing is expected to be modest. The following clothing and accessories are not permitted: strapless tops, off the shoulder tops, spaghetti straps, tops that expose the midriff, back-less tops with strings, halter tops, low-cut tops, cut-off (sleeves) shirts, short shorts or short skirts (no more than 6 inches above the knee), exposed undergarments, ripped clothing six inches above the knees, lounge pants, pajamas and/or slippers, blankets, and studded jewelry.
- No sagging of the pants.
- Shoes must be worn at all times in school.

Appropriate clothing will be offered to the student if available. If no appropriate clothing is available, parents will be called to bring proper clothing for the student to wear. The student will remain in the office until appropriate clothing arrives.

Students are not allowed to have bags in classrooms unless special arrangements have been made. Food and candy are not allowed in school, other than in the cafeteria. Drinks are not allowed in class as well, except for water in clear containers with secure lids with permission of the instructor.

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, cash, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. The school is not responsible for lost or stolen items. 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 and his/her parents will be required to pay for the replacement or damage. The student may also be subject to discipline according to the Student Discipline Code.

Manners: Good manners and correct conduct in school are necessary for the general welfare of all. Some main points to be remembered:

- Be polite and courteous to your teachers and fellow students.
 - Students should be seated immediately upon entering a classroom and quietly wait for the beginning of class.
 - The teacher, not the bell, dismisses the class at the end of the hour.
- Always remember to walk down the hall.
- Be careful in your language as well as your actions. What you say and do judges you. Throw waste paper, wrappers and other wastes in the wastebaskets.
- A clean building is appreciated by all who use the building and by visitors seeing our school for the first time.
- Ventilation and lighting are the responsibility of the teacher. Shades, windows and lights are not to be adjusted by students.
- Pride in one's school should also include the school grounds. Ample sidewalks are furnished so walking on the grass in front of the building is unnecessary. A schoolyard littered with papers is an unsightly mess and your thoughtful concern will help keep things neat.
- There will be no gum chewing or candy in the classroom unless the teacher approves.
- Running and "fooling around" in the school is forbidden.
- Snowball throwing, pea shooting, squirt gun shooting, rubber band shooting, etc. or toys of any sort can be fun in the proper place. Around school they are either dangerous or lead to disruption and are therefore prohibited.
- There is to be no pushing or shoving, playing tag or any other games in the halls. The safety of others must always be guarded.

COMPUTER USE GUIDELINES

Before a computer is used by a student, an Acceptable Use Policy (AUP) form must be signed which outlines the conditions under which the student may participate. Computers should be used in appropriate manners and with teacher approval only. Use of the computer for email, instant messaging, Internet game sites, music sites, and chat rooms for personal reasons during school hours is prohibited. Students caught using the computer inappropriately will be removed from the computer, and may be subject to discipline according to the Student Discipline Code. Students who continue to misuse the computer may lose computer privileges altogether and/or be suspended.

Internet & Student Use of District Technology

1. All District owned technology is the property of Byron Center Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on any District owned technology or a school supplied or supported email service.
2. Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
3. While personalized screen-savers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
4. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
5. The District issued device is designed as a tool for learning; misuses of the device may result in disciplinary action.
6. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
7. A student should not share their personal security code with anyone. Responsibility for the contents/actions of the device rests solely with that individual.

COUNSELING SERVICES

Counselor: A professional school counselor is available to assist parents and students. A variety of individual and group sessions are conducted to help with social concerns, family matters, and crisis situations. Procedures to see a counselor is as follows:

- Make an appointment with the counselor through the office.
- Speak to the counselor before or after school to get an appointment.
- Have your parents/guardian call and make an appointment.
- Leave a message in the counselor's box in the office.
- All students must have a pass to see the counselor. The counselor will not see a student unless an appointment is made.

DISCIPLINE PROCEDURES

Discipline procedures include parent contact, student/teacher discussions, lunch detention, after school detention, and in-school and /or out-of-school suspension. Discipline and consequences assigned are designed to motivate students to make better choices and decisions. If it becomes apparent one mode of discipline is not effective, others will be tried. The first step is of course teacher contact with the parent(s) involving misbehaviors of a minor nature. Major discipline problems will be dealt with immediately and contact with parents made after the fact (i.e., smoking, fighting, disrespectful conduct, inappropriate display of affection, etc.).

It is important to remember that the school's rules apply going to and from school, at school, on school property, using school-owned technology, at school-sponsored events, and on school transportation, in some cases, a student can be suspended from school transportation for infractions of school bus rules. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. All discipline procedures and requirements are contained in Board Policy.

Robert L. Nickels Intermediate School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not up for appeal. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the teacher or principal assigning the consequence.

When positive efforts have not succeeded in correcting a student whose behavior interferes with the educational environment, the following corrective sanctions are authorized: warning, reprimand, detention, suspension, expulsion, loss of school bus privileges, restitution and legal charges.

All administrators, teachers, and staff members of Nickels Intermediate School are vested with the legal authority to enforce the policies and regulations set forth by the Board of Education and rules established by the school administration. Refusal on the part of the students to respect this authority at all school functions shall be considered as insubordinate conduct and dealt with accordingly.

The following examples of inappropriate conduct could result in a warning, detention, suspension, expulsion, referral to appropriate law enforcement agencies, or payment of damages, depending upon the circumstances of the case, and could warrant action by the Board of Education for the violation committed. These examples are not the only acts or conditions for which disciplinary action is arranged, nor do they, in any way, limit these regulations and rules. The offenses and actions listed are only guidelines. Actual circumstances, and the severity of those circumstances, may dictate disciplinary actions not outlined.

TYPES OF BEHAVIOR	RECOMMENDED ACTIONS		
	1st Offense	2nd Offense	3rd Offense
General Behaviors			
Actions that disrupt the educational process including, but not limited to excessive talking, dress code violations, use of cell phones or other personal technology devices, displays of public affection, cheating, disobedience, or other actions shown below. *Teacher has full discretion for assigning discipline up to and including in-school or out-of-school suspension.	Up to Morning Reflection	Up to Suspension	Up to Suspension
School/Playground/Lunchroom			
Throwing Food/Leaving a Mess	Clean up/Warning	Clean up/Morning Reflection	Clean up/Morning Reflections
Inappropriate language/Vulgarity	Up to Morning Reflection	Morning Reflection	Up to Suspension
Verbal Harassment/Intimidation Physical Harassment/Intimidation	Up to Suspension	Up to Suspension	Suspension
Fighting or Physical Assault	Up to Suspension	Suspension	Suspension
Hallway			

Tardy (late to class)	Tardy issued	2nd Tardy issued	Morning Reflection
Rough-housing/Rough Play/Running	Up to Morning Reflection	Up to Suspension	Up to Suspension
Skipping Class	In-School Suspension	Out-of-School Suspension	Truancy Referral
Technology			
Inappropriate use of school technology. Please refer to the Byron Center Acceptable Use Policy (AUP) signed by students and parents.	See AUP	See AUP	See AUP
Possession of electronic equipment outside of what the school policy permits (example: cell phone use during school hours).	Device collected by school staff and student may pick up the device at the end of the day	Device collected by school staff and parent/guardian must pick up the device	Device collected and picked up by parents plus morning reflection, or up to suspension if it continues

Types of Disciplinary Action: Every effort will be made to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion will fall into the following categories:

- **Warning** — Spoken or written notice that continuation or repetition of conduct found to be a violation of school rules may be cause for more severe disciplinary action.
- **Morning Reflection** — Morning Reflection will take place two times per week before school. Morning Reflection time starts at 7:30 and concludes at 8:00.
- **After School Reflection** — After School Reflection will take place two times per week after school. After School Reflection time starts at 2:55 and concludes at 3:25.
- **Suspension for Less Than 60 Days from School** — Before making the decision to suspend a student for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is suspected to have committed, and (2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal an administrator’s decision to suspend a student for 10 or fewer school days to the Superintendent. The appeal must be submitted in writing to the Superintendent within 3 calendar days of the suspension. The Superintendent’s decision is final. The student will remain suspended while the appeal is pending.
- **Restorative Practices** - Restorative Practices are used to resolve student conflict and repair relationships when appropriate. Restorative Practices may be used in conjunction with or separate from the disciplinary action.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

DISPLAYS

Posters, displays or other materials affixed to the corridor walls of the schools, other than made through the classroom, must have school office approval.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. The student will be notified of the charges against him/her and given a chance to explain his/her side of the story. If suspended, the parent/guardian will be notified if possible and they may appeal the suspension. See the principal for more information. When a student is suspended, s/he may make up work missed while on suspension and receive credit.

DRINKING AND DRUG

The drinking or possession of alcoholic beverages on school property is strictly against school regulations. Students suspected of drinking will have parents notified and be sent home. The student may also be subject to discipline according to the Student Discipline Code.

Energy drinks will not be allowed at Nickels Intermediate. Energy drinks are carbonated drinks that often contain caffeine like Red Bull, Monster Energy, Amp and Rockstar.

Any student, who intentionally sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including school busses, shall be subject to discipline according to the Student Discipline Code. The infraction will also be reported to the appropriate law enforcement agencies for possible legal action. This policy also includes “look-alike” drugs.

ELECTRONIC DEVICES

Electronic devices are not permitted in school unless they are turned off and stored appropriately. This includes but is not limited to laser pointers, radios, CD players, iPods, electronic games, cameras, or cell phones. Students who bring these devices to school (as requested by their teacher or approved by the principal) must keep them turned off and in their lockers. Cell phone use is not permitted during the school day (7:30 a.m.-2:55 p.m.). Expensive items brought to school 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.** Violations of this policy will result in the following action being taken:

- 1st Offense – Device is taken away for the remainder of the day.
- 2nd Offense – Device is taken away, parents are called, and parents must come pick up device from school.
- 3rd Offense – Parent is called and device is banned permanently from the school for the remainder of the year.

EMERGENCY CLOSING & DELAYS

If the school must be closed, or the opening delayed, due to inclement weather or other conditions, the district will notify radio and television stations (WGRD, WJFM, WLAV, WLHT, WOTV & WCUZ, WOOD, WZZM, WXMI, and WKLQ) as well as E-connection found on BCPS website, or a phone call generated by the district auto-dialing system. Parents and students are responsible for knowing about emergency closings and delays.

Occasions may arise when it becomes necessary to dismiss school once it has been in session. This usually arises from an emergency and on short notice, such as poor weather. Be sure your parents tell you what you should do and where to go if this should happen, especially if no one were to be at home. Plan ahead! Parents, please initiate an emergency plan for your child to follow.

EMERGENCY DRILLS

The school will conduct emergency drills of various nature 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 classroom/building. Evacuation plans will be posted in classrooms. Tornado drills will be conducted to make students aware of the safest location in case of severe weather. Students will also practice emergency procedures in the event an intruder enters the building.

ENROLLMENT & TRANSFER OF RECORDS

Students are expected to enroll in the school district in which they live. Students new to the school system are asked to register at the Byron Center Public Schools administration office. At the time of registration, the following information must be brought to school officials:

- birth certificate
- proof of residency
 - Driver's license or voter's registration card
 - Deed, closing statement, recent tax assessment, mortgage payment book with name & address attached, lease agreement.
 - Current Electric AND Natural Gas/Propane bill
 - Two different pieces of current business mail with parent/legal guardian name with the Byron Center address
- proof of immunizations
- most recent report card or transcript
- custody papers from the court (if necessary)

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The counselor will assist in obtaining the transcript, if not presented at the time of enrollment. Byron Center West Middle School has the right to withhold registration until all records have been received from the transferring school district. In addition, any student with behavioral problems or a criminal record may be required to attend an alternative education program.

If a student transfers to another school district, records will be sent at the new district's request. Parent's written permission is necessary for sending records to any other individual or school district. The only exception to this rule is when the district is required by a court order to release records, or when data for research purposes are released in a way that identifies no specific student. A parent/legal guardian may view their child's permanent school records providing arrangements are made with the office in advance.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students. Any person who 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's Compliance Officer:

Assistant Superintendent of Schools @ 878.6100

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.

EXTRA CURRICULAR ACTIVITIES

We have a lot of opportunities to offer after school, including athletics. Participation in these activities requires students to follow the same rules and expectations as they would during the school day. Below you will find the list of clubs, sports, and activities offered at Nickels.

Sports:

Other Clubs & Activities:

- 6th grade Cross Country (fall)
- 6th grade Boys Tennis (fall)
- 6th grade Wrestling (winter)
- 6th grade Girls Tennis (spring)
- Forte Choir
- Youth Theater
- Art Club
- Bulldog Growl

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

FERPA requires schools, as a condition of federal funding, to honor a parents or eligible students (18 years or older) request to review and inspect the student’s educational records. This provision applies to non-custodial parents as well. Parent/guardian must contact the building principal for an appointment.

FAMILY INVOLVEMENT TEAM

Family Involvement Team (FIT) is responsible for raising funds to support student activities and school improvement. Please see the Nickels FIT facebook page for more information and a list of FIT sponsored activities and volunteer opportunities.

FIELD TRIPS

Throughout the school year a variety of trips may be scheduled to supplement our classroom curriculum. Field trips are considered a privilege for students to attend. Teachers will notify parents of the trips and will often ask for parent helpers. All students must have a signed Field Trip Permission Slip turned in before participating in a field trip. All school rules apply to students on field trips.

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.

General Grading Scale

Grading Periods: Students shall receive a printed report card at the end of each semester 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, the teacher will notify parents.

Types of Assignments: Teachers put assignments into three different categories:

- Classroom Formatives (20% of grade) — These are homework assignments or in-class assignments specific to the classroom teacher.
- Common Formatives (40% of grade) — These are common assignments among all subject teachers that are usually given in the form of quizzes. These assignments can be re-taken if the student scored below 80% on the first try. On the second try, students may only score up to a maximum of 80%.
- Common Summatives (40% of grade) — These assignments are usually tests given in class, papers, or projects. These assignments cannot be re-taken.

PowerSchool Parent Portal (www.bcpsk12.net/powerschool): Parent Portal provides the tools you need as a parent/student to increase communication between the teacher and home providing further success for the student. Information transferred between the school and home is secure and enables the parent to check the student's progress daily. Assigned username and password will stay with the student throughout their high school career. Username and password will be issued for both parents and students. If you need assistance, please call the main office at 878-6400.

93–100%	A	73–76%	C
---------	---	--------	---

90–92%	A-	70–72%	C
87–89%	B+	67-69%	D+
83–86%	B	63-66%	D
80–82%	B-	62% and under	F
77-79%	C+		

HALLWAY & HALL PASSES

Hallways: Hallways are a crowded place. For reasons of safety, cleanliness, comfort and convenience, students are not to use any profane or vulgar language, should never run, and should not yell, scream, hit lockers or otherwise make excessive noise while in the halls. Please take pride in our school and do your part to keep it clean. Please do not litter or mark graffiti anywhere.

Hall Passes: No student is allowed in the school building before or after school hours without permission from a faculty member. Admittance will be through the assigned entry only for these special circumstances. Any student who needs to be in the hall any time during school hours other than regular class break must have a corridor pass.

HARASSMENT

Public Act 241 of 2011 “Matt’s Safe School Law”

Nickels Intermediate School of Byron Center Public Schools is in complete compliance with the above public act. Harassment of students is prohibited and will not be tolerated. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, sexual orientation, marital status or disability. The policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Every student should, and every staff member **MUST** report any situation that they believe to be improper harassment of a student. If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally failing to report a witnessed harassment may result in disciplinary action.

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or staff member, or any person associated with the school district while on district property or at any school related events, on or off district property.

Sexual Harassment

- A. Verbal: Written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- B. Nonverbal: Placing sexually suggestive objects, pictures, electronic communications or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, etc.
- C. Physical: Threatened, attempted; or actually unwanted bodily contact, including but not limited to the following: patting, pinching, pushing the body, or coerced sexual intercourse.

Gender/Ethnic/Religious/Disability/Height/Weight/ Harassment

- A. Verbal: Written or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning another person's gender, national origin, religious beliefs, etc. or conducting a "campaign of silence" toward a fellow student, staff member, or other person, associated with the District by refusing to have any form of social interaction with the person.
- B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
- C. Physical: Any intimidating or disparaging action such as hitting or spitting on another person.

Any student who believes that he/she is the victim of any of the above actions or have observed such actions taken by another student, staff member, or teacher, administrator, or counselor should contact our district office; @ 878.6100, and then take the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact the principal or assistant principal.
- If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the assistant superintendent.
- The student must submit a report in writing and sign it. If the report is made in person or by telephone, the student must follow up with a signed report within two school days. The reporting student should provide the name of the person(s) he/she believes to be responsible for the harassment and the nature of the harassing incident(s).
- The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.
- If the investigation reveals that the complaint is valid, prompt, appropriate disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Discipline may include expulsion, suspension, and verbal or written warning, restriction of privileges (extra and/or co-curricular).

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student abuser be reported to the proper authorities. Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

HOMEWORK

We believe that homework, an integral part of the educational process, reinforces and enhances learning, in order to make homework a meaningful and positive experience, we believe a need exists for cooperation among teacher, students, parents, and administrators.

Homework is an activity assigned for students to prepare (for), reinforce, and extend learning. Homework is designed to strengthen and develop study habits, skills, and responsibilities. The amount of time each student takes to complete assignments will depend on the student's abilities and nature of the assigned work. There are support systems in place for students who need extra time and/or help with homework.

IT IS EXTREMELY IMPORTANT FOR EACH FAMILY TO SUPPORT THE TEACHER'S ENDEAVORS, ENCOURAGE THEIR CHILD TO BE RESPONSIBLE, AND PROVIDE AN ATMOSPHERE FOR LEARNING AT HOME.

HOURS

Office Hours

Office Secretary - 7:30 a.m. – 3:30 p.m.

School Hours

Doors open at 7:30 a.m.

Classes begin for 5th and 6th grade at 7:55 a.m.

Lunches 11:05 a.m. – 11:45 a.m. (Sixth Grade) and 11:55 pm -12:35 p.m. (Fifth Grade)
Dismissal – 2:50 p.m.

IMMUNIZATION

State law requires that all children admitted to public schools must have evidence of successful vaccinations. The Kent County Health Department audits all immunization records for compliance and will notify you if needed.

They also have the authority to remove a student from attendance until the proper records are made available.

ILLNESS, INJURIES AND ACCIDENTS

Students are directed to report any accident, injury or illness to the first staff member available. Parents will be notified immediately, if necessary. Unless excused by a physician, children are expected to participate in PE and recess. We will call a parent to pick up a child for any of the following:

- **An elevated temperature
- **Vomiting or diarrhea
- **After a severe blow to the head
- **Redness, irritation or discharge from the eyes
- **An earache or sore throat
- **Suspected Head Lice
- **Unknown skin rash or open sores
- **Persistent cough or runny nose

Parents are expected to monitor their students for symptoms of illness prior to attending school each day. Students are expected to stay home if symptoms are present. Regular hand washing will be encouraged during the school day. Hand sanitizer will be available throughout the school building.

LEADER IN ME

Nickels teaches character education through the Leader in Me framework. This model focuses on leadership and life skills that lay a foundation for academic success. The 7 Habits taught throughout the school year include: Be Proactive, Begin with the End in Mind, Put First Things First, Thank Win-Win, Seek First to Understand then to be Understood, Synergize and Sharpen the Saw.

LIBRARY POLICIES

Check out Period

Each student is allowed to check out a maximum of 3 items. Each item is checked out for a period of 2 weeks. After 2 weeks, an item may be renewed for another 2-week period. An item can be renewed up to 4 times.

Overdue Books/Fines

While there are no fines on overdue books, books are expected to be returned on time. If students require additional time with a book, students can renew books using Alexandria Researcher both at home and at school. Notices will be given to students when books are overdue and they are expected to return them as soon as possible. Students will not be able to check out additional books until their overdue books are returned to the library.

Consistent Overdue Books

If a student consistently turns in books late, the librarian has the discretion to direct the student to leave the books at school. If a student shows severe lack of responsibility in returning books on time or losing books, the librarian has the discretion, with the approval of the student's teacher, to not allow the student to check out books.

Lost or Damaged Books

If a student loses or damages a book, the student will be charged the replacement cost of the book. Students cannot check out any additional items until the lost item has been paid for. If an item is found after a student has paid for it, a full refund will be made to the student.

Penalties for Student with Overdue Books/Fines from Previous School Year

Students who still have lost books at the elementary buildings will receive a notice with the replacement cost of that book at the beginning of the year. It is their responsibility to pay for any/all lost library books. If the book has been found, please return it to the Nickels library and it will be forwarded to the elementary school building.

LICE & COMMUNICABLE DISEASES

Please report all communicable diseases to the office. Head lice is considered a communicable disease. If your child has head lice, they should be treated with a special shampoo and **must be nit free before returning to school**. Parents should check their child often for nits. Please inform the school if head lice are discovered so further problems may be eliminated.

LIMITED ENGLISH PROFICIENCY (ENGLISH AS A SECOND LANGUAGE)

Limited English proficiency should not be a barrier to equal participation in the instructional programs of the district. Parents should contact Erin Tacoma, Special Education Director, at 616-878-6100 to inquire about evaluation services and programs offered by the district.

LOCKERS

All students will be assigned a school owned locker of their own by the office. Each student will have his or her own locker. Each locker will open automatically so students do not have to use a combination. We ask that students not bring anything that they do not want to lose, as the school will not be responsible for lost articles. Students are not to change lockers unless given permission by the office. Students will not bring a lock from home unless given permission from the principal. Students will be financially responsible for damage to lockers. Locker clean out and periodic inspections will occur.

The school administration retains controls over lockers and desks, they are loaned to students and are school property and can be searched at any time. School officials, therefore, have the right to inspect and search students' lockers if there is any reason to believe there is a violation of a law or school regulation. A search could be made for such items as drugs, weapons, missing library books, or goods stolen from the school or student body. In addition, students should be aware that the administration may make periodic searches of the lockers.

LOST & DAMAGED ARTICLES/LOST & FOUND

Students are reminded that all books as well as personal items are their responsibility. Nickels Intermediate is not responsible for articles misplaced, lost or stolen. School owned articles damaged and/or lost would be billed to the parent. Found articles should be brought to the main office and placed in the lost and found box area.

MEDICATION

If prescription or over the counter medication must be given to your child at school, please contact the office to receive a copy of the ADMINISTRATION OF MEDICATION FORM. If a child requires any type of medication during school hours, it must be administered through the school office. Under law, school office personnel cannot issue aspirins or any other medication to a student unless a parent/guardian and physician gives us permission. Medications must be in their original containers with specific instructions for dispensing. Parents must provide their own over-the-counter pain relievers for students.

NON-DISCRIMINATION DISCLAIMER

It is the policy of the Byron Center Public School District, that no person on the basis of ancestry, age, sex, marital status, handicap or limited English proficiency shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Further, the Byron Center Public School District is an equal opportunity employer and is committed to its own nondiscrimination policy as well as State and Federal law. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the Board does business.

All questions, requests for information, or complaints relating to discrimination in the Byron Center Public School District should be directed to the following address: Byron Center Public Schools, 8542 Byron Center Ave., SW, Byron Center, MI 49315. The telephone number is (616) 878-6100.

PLAYGROUND RULES

- Follow directions of adult on duty
- Play within the assigned area
- Follow the “No Bully” Pledge (To be Kind, Caring & Respectful)
- Take care of the playground equipment

PROMOTIONS, ADVANCEMENTS & RETENTIONS

Promotion, advancement, and retention are based upon an evaluation of academic, physical, social and emotional growth. Parents and teachers will work together to make the best decision for the next year’s placement. .

RELEASE OF RECORDS

The school is required to maintain records (CA60) on all students. Information included in these records may not be released to a third party without the permission of the parents. Parents have the right to review these records according to the Byron Center policy and state law.

REPORT CARDS & PARENT CONFERENCES

Report cards will be distributed each semester. Parent-Teacher Conferences are scheduled twice a year, fall and spring. Parents are encouraged to attend.

RESPECT

For other students: Students are reminded that being respectful of self and others is of value daily in life. Put-downs, name-calling, and/or profanity are unacceptable and could result in a detention. Intimidation or harassment of others is totally unacceptable behavior. Any intimidation or harassment, fighting and/or physical conflict between students may be subject to discipline according to the Student Discipline Code.

For staff members: Under no circumstances will disrespect for any staff member be tolerated. The student may also be subject to discipline according to the Student Discipline Code.

For property: Personal belongings of other students and of teachers should be treated with respect. Students are expected to cooperate in the matter of keeping our building and grounds clean and attractive. Any willful damaging, defacing, or destroying property-either school owned or that of another person-will not be tolerated and a suspension will occur. 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 students parents. When leaving items in the locker rooms students must lock up their belongings. The school is not responsible for lost or stolen items Locks can be obtained from the PE teacher or from the athletic director. Damage to or loss of school equipment and facilities wastes taxpayer’s money and undermines the school program. Therefore, if a student does damage to or loses school property, the student and his/her parents will be required to pay for the replacement or damage. The student may also be subject to discipline according to the Student Discipline Code.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials should contact the principal at 878-6400 prior to coming to the school.

SCHOOL SUPPLIES

The classroom teacher will handle distribution and control of textbooks and school supplies. There will be reasonable limits set on the quantity of supplies that will be distributed to each student. Parents may provide school materials in addition to supplies distributed by the school and are encouraged to do so. Parents will be responsible for replacement of lost or damaged school-owned property.

SEARCH & SEIZURE

Search of a student and his/her possessions may be conducted with or without consent at any time while at school, if there is 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.

STANDARDIZED TESTS

Every year, Byron Center students take state and national standardized tests. Unless exempted by an Individualized Educational Program (I.E.P.), each student will be expected to take the appropriate Michigan Student Test of Educational Progress (M-STEP). The tests' results help teachers and parents see how individual students are progressing in academic areas. Results also help school staff and review committees evaluate what is being taught and how effective that instruction has been. Parents will be advised in advance as to when these tests will be given. Results will be shared at Parent/Teacher conferences whenever possible. These tests are given to students at the following grade levels:

Grade 5: Michigan Student Test of Educational Progress (MSTEP) in Reading, Math, Social Studies, and Science in April.

Grade 6: MSTEP in Reading and Math in May.

Grades 5 and 6: NWEA MAP Testing in Reading, Math, Science, and Language Usage. These tests take place in September, December, and March.

STUDENT RECORDS

The teachers, counselor, and administrative staff keep many student records. There are two basic kinds of records; directory information and confidential records. Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records. Directory information can be given to any person or organization for non-profit making purposes when requested unless the parents of the student restrict the information in writing to the principal.

Each year, the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information" a student's name, major field of study, participation in officially recognized activities and sports, height and weight, if a member is of an athletic team, dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and the Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

SUBSTITUTE TEACHERS, STUDENT TEACHERS, & SUPPORT STAFF

Substitute teachers, student teachers, and support staff are as much a part of our school system as anyone else. Therefore, they are to be extended the respect and courtesy they deserve. Students are expected to make substitutes, student teachers, and support staff feel welcome. Disciplinary consequences are assigned for uncooperative behavior with substitute teachers.

TELEPHONE USE

Classroom and office phones are not to be used for personal calls. Students will not be called to the office to receive telephone calls, due to limited staffing; messages will be delivered to students as soon as possible. Please call the office no later than 2:00 to guarantee the message gets to your student prior to their departure from the building. Students should not ask teachers to make calls from the classroom. Students MAY NOT use personal cell phones during the school day. Student cell phones must be kept in lockers, turned off and not accessed throughout the school day (7:30 a.m. - 2:50 p.m.). All communication with students must be generated through the main office.

VISITORS & VOLUNTEERS

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. Whether you are dropping off something for your child, picking up your child for an appointment, or leaving a message for the teacher, please report to the office. If a person wishes to talk with a member of the staff, he/she should call for an appointment prior to coming to the school. Students may not bring visitors to school during the regular school day, however, parents are always welcome. New student visitation should be set up through the office. Please contact your homeroom teacher for volunteer opportunities.

WEAPONS

Any weapon, cigarette lighter or any harmful instrument deemed dangerous or harmful to a student or staff member will be subject to discipline according to the Student Discipline Code. Proper authorities will be notified. "Weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

