



BOIS BLANC PINES SCHOOL DISTRICT STUDENT/PARENT HANDBOOK

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BOIS BLANC PINES SCHOOL DISTRICT

WELCOME

The faculty and staff of Bois Blanc Pines School District welcome you to what promises to be an exciting school year. Our educators strive for excellence in all they do, and we guarantee a solid, well-rounded education for your children.

This handbook is prepared as a guide for students and parents. It is prepared with as much information as possible to help students have a successful education while attending Bois Blanc Pines School. Careful consideration has been given to all areas when compiling this guide. However, it remains only a condensed guide. Questions may still arise from time to time about policy or other such guidelines. We encourage students and parents to contact the teacher, if questions should arise about the contents of this handbook.

Sherry Corbett
Teacher

BOIS BLANC PINES SCHOOL DISTRICT BOARD OF EDUCATION FORWARD

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the information and keep the handbook available for reference. Additional information is available in the Bylaws and School Policy Guide. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teacher.

This is an every-changing document. We will make every attempt to keep it up-to-date.

Please check out our website at <https://boisblanc.eupschools.org/>

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

Bois Blanc Pines School District
Board of Education

Cindy Riker, President/Treasurer
Suzette Cooley-Sanborn, Vice-President
Chris Hasbrouck, Secretary
Jim Gilligan, Trustee
Dan Reynolds, Trustee

MISSION STATEMENT

In cooperation with parent and community, we at Bois Blanc Pines School District, are committed to providing all students with a safe and positive learning environment. We will strive to provide an opportunity to nurture intellectual, physical, emotional, and social development in children. We will accomplish this through participation in a comprehensive curriculum presented in a positive atmosphere, which will prepare them for roles as productive, responsible citizens. We will work to enhance our children's natural curiosity and instill in them a love of learning that will serve them for a lifetime.

BELIEF STATEMENTS

1. We believe that education is the foundation of our children's future.
2. We believe that education should have no limitations.
3. We believe that all children must have a learning environment that is safe, caring, and fun.
4. We believe children who get respect, give respect.
5. We believe that parents and teachers are partners in educating children.
6. We believe that schools should be a place where parents feel welcome.
7. We believe that communication between home and school is necessary for children to be successful.
8. We believe that education starts at home and continues to expand with student progress.
9. We believe that a student receiving homework enhances a child's education.

EQUAL EDUCATIONAL OPPORTUNITY

The Bois Blanc Pines School District provides equal opportunity for all students, regardless of race, color, creed, disability, religion, sex, age, ancestry, national origin, place of residence, or socio-economic background to learn through the curriculum offered in this District.

NOTICE OF NONDISCRIMINATION

The Bois Blanc Pines School District does not discriminate on basis of race, color, national origin, sex, age, disability, height, weight, religion or marital status in its programs, activities and employment.

MCKINNEY-VENTO ACT

The McKinney-Vento Homeless Assistance Act, Title X, Part C of the Elementary and Secondary Education Act, requires that schools provide students experiencing homelessness with school access and support their academic success. Families eligible for services must lack a fixed, regular, and adequate nighttime residence. If you feel you may qualify for services under McKinney-Vento, please call Sherry Corbett at 231-634- 7225.

THE SCHOOL DAY

The school day begins at 9:00 a.m. Students should not be dropped off any earlier than 8:50 a.m. The school day concludes at 3:30 p.m. Students must be picked up promptly. Students left after 3:30, are not the responsibility of the school.

STUDENT INJURY & ILLNESS

Accidents occurring during school or on the playground are reported to the parent/guardian as soon as possible. The parent/guardian is called and an accident reports is filled out. If a student needs medical attention the parent will be called to pick up the child at the school. We will provide emergency cards and will attempt to have on record for each child the following information:

1. Home Phone Number
2. Parents place of employment and work number
3. An emergency number of a neighbor or close relative

In rare instances, a child will need to be transported to the hospital. A school employee will remain with the child until 911 services arrive. At that time the 911 responders will take charge from the school employee. The school employee must remain at the school from this point on. Keep in mind the hospital must have approval prior to the treatment of the minor. We wish to emphasize that the school district does not provide health or accident insurance for injuries incurred by your child at school. The school is responsible only in cases of negligence.

HOMEBOUND INSTRUCTION

The Board of Education shall provide, pursuant to the requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

ADMISSION STANDARDS

Kindergarten Enrollment

Pupils who are residents of the school district are eligible to enroll in Kindergarten in the Bois Blanc Pines School District if they reach their fifth birthday on or before September 1. If the child is not 5 years of age on or before September 1, but will be 5 years of age not later than December 1 of a school year, the parent or legal guardian of that child may enroll the child in kindergarten for that school year if the parent or legal guardian notifies the public school in writing that he or she intends to enroll the child in kindergarten for that school year. A public school that receives this written notification may make a recommendation to the parent or legal guardian of the child that the child is not ready to enroll in kindergarten due to the child's age or other factors. However, regardless of this recommendation, the parent or legal guardian retains the sole discretion to determine whether or not to enroll the child in kindergarten. All children entering the Bois Blanc Pines School District for the first time must submit a certified birth certificate, proof of immunization and proof of residence.

Transfer Students

New students to the Bois Blanc Pines School District are asked to register before formal classes begin in the fall in order to prepare the proper scheduling. If your child is transferring from another school, you will need to provide the name and address of your former school. Written permission is required to secure student records. Please bring to the school office any pertinent information such as special problems, health records, etc. Please provide notice or a copy, if your child has an existing Individual Education Plan (IEP) indicating special education resource room services, and/or speech, occupational, and physical therapies. This will help facilitate our staff in working with your child.

Scheduling and Assignment

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

Withdrawal/Transfer Out from School

Parents must notify the school whenever a student is being permanently withdrawn from school. This will allow us to make sure academic records are up to date, books and classroom materials returned, and information correctly prepared for forwarding to the school to which the student is transferring. Student records are mailed to the new school. Parents are NOT given these records to transport. Parents must sign a request form for records to be mailed. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student. No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

DISMISSAL

Parents must notify the teacher by 2:00 PM, if they plan to pick up their child before the end of the school day. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

IMMUNIZATIONS

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

MEDICATION POLICY

Pupils requiring medication at school shall be identified by parents to the Teacher. Parents will be required to sign an authorization form before school personnel can dispense medicine during the school day. This written request and instructions signed by the parent AND physician, will be required for each separate medication and will include:

1. Student name, date, birth date address, school and grade.
2. Name of the medication
3. Purpose of the medication
4. Time to be administered
5. Dosage
6. Possible side effects, if any.
7. Termination date for administration

All student medication will be kept in a locked medical cabinet in the school. A medical log will be updated each time medication is administered.

Procedure

Medication and written instructions shall be hand delivered by the parent or guardian to the teacher. No medications, such as Tylenol, will be administered to students under any circumstances by school personnel without following the above guidelines. Diagnosis and treatment of illness and prescribing of drugs are not the responsibility of the school and should not be practiced by any school personnel. Dispensing of non-prescribed, over-the-counter medication by District employees to students served by the District is prohibited.

COMMUNICABLE DISEASES

Head Lice

Head Lice can spread rapidly. To treat lice, use a medicated shampoo from the pharmacy or obtain a prescription from your physician. Follow manufacturer's directions.

Head lice are usually transmitted through: close personal contact with another person who is infested with lice or through the use of shared combs, brushes, and other grooming aids, or sharing caps, hats, or coats or co-mingling of such items at the homes of friends, at school, etc.

Many parents have the impression that a person becomes infested with head lice because he/she is unclean. This is NOT TRUE. Frequent bathing neither prevents head lice nor eliminates the infestation. If your child comes into contact with head lice and is sent home from school, he/she is allowed to return after the medicated shampoo is used AND all nits are removed, and concurrent disinfection is done in the home. Your child MUST see school staff before he/she may return to school. Staff will re-check your child as often as needed.

INTRODUCING THE HIV/AIDS EDUCATION SUPPLEMENT

The Bois Blanc Pines School District Board of Education has approved lessons to be taught on Human Immunodeficiency Virus (HIV) infection and Acquired Immune Deficiency Syndrome (AIDS) as part of our health curriculum. All public schools are required to teach about HIV and AIDS under Michigan law (P.S. 139 of 1990). The Michigan Departments of Education and Public Health has developed comprehensive grade-appropriate lessons to assist schools in their efforts to help young people understand this disease and how to prevent its spread. For more information on the lessons contact your child's classroom teacher. If you do not wish your child to attend the HIV/AIDS prevention education, please contact your child's teacher.

BLOOD-BORNE PATHOGENS POLICY

The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV) in the workplace. These regulations were designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the

very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the federally mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. These are serious diseases, and we sincerely hope that through proper precautions and cooperation, we can prevent them from spreading.

If you have any questions or concerns, please contact the Teacher at 231-634-7225.

INDIVIDUALS WITH DISABILITY

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State Law.

STUDENT RECORDS

In compliance with Federal regulations, the Bois Blanc Pines School District has established the following guidelines concerning student records:

A. The superintendent of schools is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. The school is located at 100 Sioux Avenue.

B. Each student's records will be kept in a confidential file located in the office of the school he/she attends. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 of age or older) and those designated by Federal Law or District regulations.

C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or the District's compliance with the Federal Education Rights and Privacy Act.

D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Teacher in writing within 20 days from the date of this notification that she/he will not permit distribution of any or all of such information:

Name, address; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor roll and scholarships; and any other information the District considers not to be harmful or an invasion of privacy, if disclosed.

E. A copy of the Bois Blanc Pines School District Bylaws and School Policies are available at the school or on the school's web-page.

It shall be the policy of the Bois Blanc Pines School District to comply fully with the provisions of the Family Educational Rights and Privacy Act of 1974, and the regulations implementing this Act. Students' records are to be confidential in nature. Access to student's records will be governed by the following procedures: .

1. Parents are to be notified annually of the rights accorded to them by this Act.
2. Parent requests to examine student records shall be addressed in writing to the Teacher upon forms specified and furnished by the school.
3. A request to examine records shall be honored within ten (10) school days of its receipt by the Teacher.
4. Records may be examined at the school during regular school hours at an agreed upon time.
5. Records may be examined only in the presence of the Teacher or other staff person designated to do so.

Access to Records without Consent

1. Teachers and other school officials.
2. Officials of other schools or systems in which the student intends to enroll.
3. Authorized representatives of the Comptroller General of the United States, Secretary of Education and State Educational Authorities.
4. Persons working in connection with a student's application for financial aid.

Any others must have written permission of the parent. A record of requests for a file will be kept in each student's file.

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

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

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

HOME TO SCHOOL COMMUNICATION

1. Call or email the teacher with questions or concerns. All teachers have email accounts, which can be accessed from their computer. This is probably the most effective means of communication, as email is most accessible to teachers on a daily basis. The teacher's email is:
scorbett@eupschools.org
2. Wait 24 hours for a teacher's response. Please understand that teachers are in class during the school day and are unable to take phone calls or check emails. Teacher work hours are between 8:45 am and 3:45 pm. Teachers may not receive your messages until the following workday.
3. If you do not receive a response via phone call or email within the timeframe, feel free to try again or call the school to speak with the teacher at 634-7225 after 3:30.
4. In case of an emergency, contact school at 231-634-7225.

TEXTBOOKS AND SUPPLIES

Textbooks, workbooks, library books, and regular supplies are provided by the school. There will be no charge for the use of these materials. All parents should understand, however, that their students are responsible for the care and safekeeping of all school materials provided for their use. If a book is lost, stolen, or seriously damaged, the cover ripped off or cracked, missing pages, unsightly permanent marks, profanity or pages ruined in any other way, the student shall be charged the full replacement price.

STUDENT PROPERTY/VALUABLES

1. Student Personal Property: pocketknives, water pistols, any other look alike or objects that could be used as a weapon are not permitted.
2. Money: Please discourage your children from bringing more money than what they need to spend at school each day.
3. Clothing Identification: Please label all clothing including jackets, boots, raincoats, mittens, hats, gym shoes, etc. with your child's first and last name.
4. Care and Use of School Property: The cost of damage resulting from malicious or careless destruction of school property will be paid by the parents of the responsible for that damage. This shall include replacement of destroyed property and labor costs.
5. Classroom Books: When a classroom book is lost or destroyed, the child responsible for the book(s) will purchase a replacement through the school teacher.
6. Electronic Devices - Bois Blanc Island Pines Elementary students are not permitted to have cell phones or other electronic devices in school. Cell phones and/or other electronic devices that are brought to school will be given to and stored with their teacher for the duration of the school day. Students will have their cell phones and/or other electronic devices returned at the end of the day. Bois Blanc Pines School District will not be responsible for cell phones and/or other electronic devices lost, damaged, or stolen. If students are caught with a cell phone and/or other electronic devices:

- 1st Offense - Phones or other devices taken by staff, phone call home and cell phone and/or other electronic device returned at the end of the day.
- 2nd Offense - Phones or other devices taken by staff, phone call home and cell phone and/or other electronic device picked up by parents.
- 3rd Offense - Phone or other devices taken by staff, phone call home and cell phone and/or another electronic device kept for one week. The device will then be available for the parent to pick up at the school.ome and cell phone and/or another electronic device kept for one week. The device will then be available for the parent to pick up at the school.

EVACUATION DRILLS

Throughout the school year, we are required by State Law to have (5) fire drills, (2) tornado drills, and (3) lockdown drills. The purpose of these drills is to teach children how to be safe in the event of an actual emergency. These procedures have been developed *in* collaboration with local and state law enforcement officials.

NOTICE OF PESTICIDE APPLICATION

Public Act 131 of 1993 Pesticide Control Act, requires that parents be notified prior to an application of a pesticide at a school their child attends. The Bois Blanc Pines School District will notify parents, in advance, regarding the date and location of any pesticide use.

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 Policy and asbestos management plan will be made available for inspection at the school upon request.

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, particularly those dealing with the instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

INCLEMENT WEATHER

The Bois Blanc Pines School District will use one of two plans in case of inclement weather; whatever plan is selected, it will be announced by a phone call.

1. The complete closing of school for the day.
2. Closing early due to inclement weather.

SCHOOL VISITS

The Bois Blanc Pines School District welcomes visitors to its school by parents and other citizens. However, prior to visiting any classroom, visitors are to secure permission from the Teacher. In this way, we can notify you if an emergency situation should arise. Pupils belonging to other schools are not allowed to visit our classroom. For security purposes, all doors will remain locked during the school day. **NOTE: 2020-21 School Year, Due to the pandemic all visitors must wear a mask!**

SCHOOL SECURITY

To improve the safety of our students and staff, a security system is in place. This system allows for a secure building using a controlled point of entry. This system provides a much safer environment for your children during the school day.

ATTENDANCE REGULATIONS

School attendance is required by state law for school age children. During the year, students may be absent due to illness. For any absence, we ask the parent or guardian to please inform the school. There are two types of absences:

1. Excused: if a parent notifies the school within 24 hours of the absence by phone or email.
2. Unexcused: if there is no phone call, written notification or doctor receipt after an absence.
3. 3) Tardy: students reporting to school late will be marked tardy.
Student's reporting to school after 9:15 AM. will be marked absent for the first half of the day, unless prior notification is given.

Parents will receive letters regarding absences during the following:

- Absent Letter 1: 5 absences/tardiness of any reason
- Absent Letter 2: 10 absences/tardiness of any reason
- Absent Letter 3: 15 absences/tardiness of any reason and a scheduled meeting with the teacher.
- Absent Letter 4: 18 absences/tardiness and a referral to the Mackinac County Sheriff.

If your child should become ill during the school day, you will be notified immediately. You are expected to provide the school with an emergency telephone number to call. This emergency number should be a local number.

PETS IN SCHOOL

No pets will be allowed without the **permission of the Teacher**. Permission must be secured before bringing a pet to the school.

RECESS PROGRAM

Outdoor play is an important part of the school day because fresh air and exercise are necessary in the development and stimulation of children. All students are to take part in recess activities, unless a WRITTEN statement from a DOCTOR is received excluding a child from participating due to medical reasons. We believe that when a child is well enough to come to school, he/she should spend some time in the fresh air. Play periods are shortened or canceled on extremely cold or rainy days.

VIDEO/PHOTO AGREEMENT

Cameras, both video and still, are occasionally used in our school. Permission to use photographs outside of the classroom for school activities, articles in local newspapers, etc. rests with the parent. The Bois Blanc Pines School District is sensitive to how student activities are publicized. **If you do not want to have your child's picture used, please be sure to indicate that on their Permission to Photograph/Videotape Release to Utilize Form.**

SCHOOL DRESS CODE

Clothing worn by students shall be neat, clean, and in good repair for the personal health and safety of the student. Students are expected to come to school dressed for outdoor recess during the day. We ask parents to pay close attention to how their child is dressed, particularly during the winter months (boots, gloves, hats, etc.). Shoes must always be worn in the classroom (unless directed by the classroom teacher). Open toed shoes, including flip flops, are not recommended at school for health and safety reasons. Gym shoes are required for Physical Education class. Immodest clothing of such types that distracts from the school's mission shall not be worn. Clothing bearing printing, slogans, mottos, and advertisements that violates the school's mission shall not be worn.

CHILD PROTECTION LAW

The Michigan Child Protection Law (PA 1975, No. 238, Sec. 8) requires that schools cooperate with the Department of Human Services during the investigation of a reported case of child abuse and/or neglect. This cooperation includes a private interview with the child without parental consent or knowledge. The law does require parental notification of the contact with the child, although it does not specify responsibility for notifying the parent or guardian. It has been agreed by this District and the Department of Human Services that the Mackinac County Department of Human Services will assume complete responsibility for notifying parents or guardians of any contact that their employees made with students in any of the Bois Blanc Pines School District. School personnel are not responsible for notifying parents or guardians of any such contacts.

SMOKE, DRUG AND ALCOHOL-FREE SCHOOLS

The Bois Blanc Pines School District Board of Education has a policy making all school buildings and properties smoke, drug and alcohol-free. This policy includes all school related activities, such as field trips on and off the island, school picnics, etc.

SCHOOL BOARD POLICY ON SMOKE, DRUG AND ALCOHOL-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include smoking items, any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by the State, the District will also notify law enforcement officials.

STUDENT PICTURES

Our School Board sanctions the practice of contracting with commercial photographers to take pictures and make them available to parents as part of the total school program. No parent shall be pressured to purchase the photographs.

HARRASSMENT POLICY AND PROCEDURE

POLICY SUMMARY

Bois Blanc Pines School District seeks to maintain a safe and orderly environment for all students and staff where individuals respect themselves and others. Harassment is a violation of Bois Blanc Pines School District board policy and may also be a violation of civil or criminal law.

DEFINITION

Harassment affects a student's ability to be in school. It causes fear, anxiety, shame, and embarrassment. Harassment is behavior, displays of gestures, or language that is unwelcome, pervasive (public or recurring), related to gender, and interfering with a student's

educational opportunity. Harassment may occur in school between students or between students and staff.

REPORTING PROCEDURE:

In the event of harassment, students are encouraged to:

1. Tell the harasser to stop, in no uncertain terms.
2. Document in writing, what happened, when and where, and who might have witnessed it.
3. Talk to a teacher and ask for assistance or file a report.
4. Tell your parents/guardians.

EXPLANATION OF ELEMENTARY PROGRAMS

The first years of school are perhaps the most important in a child's life. During this time, the Bois Blanc Pines School District attempts to fill its students with the wonder of discovery, the satisfaction of accomplishment and the desire for success. Our elementary school program combines a strong foundation in the four core content areas with enrichment opportunities such as Art, Music, Creative Writing, Technology, and Physical Education. Our elementary school teachers are dedicated to educating students. Our teacher is fully certified and highly qualified to teach in the State of Michigan. They use a variety of proven, up-to-date teaching techniques to stimulate the educational potential of their students. The classroom instructors are also backed up by specialists in reading, speech therapy, learning disabilities, testing, and audio-visual aids. Our teachers use these resources extensively to strengthen classroom learning programs and to acquaint their students with the tools of research so they can teach themselves. The staff continuously updates instructional programs in Math, Reading, English, Social Studies and Science based upon National Standards. Our science activities are based on experiment labs which utilize the activity-centered experience approach to teaching children.

FIELD TRIPS

Occasionally, a class may take an educational field trip in conjunction with an area of study in the classroom.

1. Parents will receive written notices in advance of all field trips to be taken outside the school community.
2. Each student participating must bring a signed permission slip from his/her parent or guardian allowing him/her to take part in the field trip. These slips are sent home prior to the trip.

Students are not allowed to purchase items that violate this handbook.

STUDENT RETENTION

A student will be recommended for retention if, in the opinion of the teacher, and retention would offer the student the best educational opportunity. Before an elementary student is retained, the following will be done:

1. The parent /guardian will be made aware of the child's lack of progress.
2. The teacher will keep a file of the child's work, exhibiting the child's difficulties and share this information with the parent/guardian.
3. If retention is recommended by the teacher, a meeting with the parents will be held prior to the end of the school year.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the District. Parents should contact the Teacher at 231-634-7225 to inquire about evaluation procedures and programs offered by the District.

ABSENCES FOR RELIGIOUS INSTRUCTION

Upon the signed request of a student's parent, a student will be excused for religious instruction outside of the school building for no more than two (2) class hours per week.

REPORTING PUPIL PROGRESS/GRADES

Parents will receive report cards every nine weeks. Regularly scheduled Parent-Teacher conferences are held each fall and spring. Participation at conferences is encouraged. Conferences provide both the teacher and parent with a greater insight into the development of the child. In addition to the regular scheduled conferences, either parent or teacher may initiate a conference at any time.

TESTING/ASSESSMENTS

A variety of tests are administered to our kindergarten through eighth grade students. In addition to this, various grades participate in the M-STEP. Parents should note that the results of these tests are intended primarily for use by teachers in determining students' strengths and weaknesses. The results of these local and state assessments are available to parents. If you would like to receive a copy of any assessment the school has administered, please contact your child's teacher.

COMPUTER, NETWORK AND INTERNET ACCESS AGREEMENT

All students will be required to sign and submit a computer, network and internet access agreement. This agreement must also be signed by the parents/guardians of the student. Any student who does not submit an agreement form will not be allowed access to any computer that belongs to the Bois Blanc Pines School District. Any student violating the conditions of the agreement will be subject to discipline as stated in the agreement.

CORPORAL PUNISHMENT

State Law prohibits the use of corporal (physical) punishment. The use of reasonable force is permitted, in order to protect people from harm, to take possession of dangerous objects, or to protect school property (Public Act 521, March 30, 1989). Alternatives to physical punishment are loss of privileges, extra class work, make-up time after school or suspension from school.

BOIS BLANC ISLAND PINES ELEMENTARY CODE OF CONDUCT

In order to address school safety, acknowledge students for accomplishments, and effectively discipline students, Bois Blanc Pines School District staff and students will follow a positive school-wide intervention plan. The teacher has the right to keep the students from attending school activities (including off-campus school events) based on behavioral concerns and/or safety concerns. Major offenses such as, but not limited to threatening language, swearing directed toward another person, fighting, (punching, kicking), defiance, harassment/bullying(on-going behavior), leaving school property without permission, lying/cheating will be dealt with by the teacher on an individual basis.

LOCKERS

Lockers are the property of the Bois Blanc Pines School District. Students will be issued a locker at the beginning of the school year for their use and are expected to keep it neat and clean. Student's lockers and their contents may be searched when school officials believe it is necessary to maintain order and discipline in the school. *THE SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN, or DAMAGED ITEMS.*

SEARCH AND SEIZURE

In the discharge of the responsibility of safeguarding the safety and wellbeing of students in their care, school authorities may search the person or property of a student, with or without the student's consent, whenever they have an individualized reasonable suspicion that the search is required to discover evidence of a violation of law or of the school rules. As the intrusiveness of the search intensifies, the standard needed for reasonable search approaches probable cause. More intrusive searches, and those presenting greater possibilities of abuse, will require search warrants. Searches of student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of a student's privacy, such as searches of the student's person, will be conducted only if probable cause exists to believe that the student possesses contraband. A search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or others is immediately threatened. Areas such as lockers and desks, which are owned by the district and jointly controlled by it, may be searched if reasonable cause exists to believe that contraband is inside of lockers or desks. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by school officials. The teacher shall be responsible for the prompt recording and writing of each student's search, including the reasons for the search; information received that established the need for search and name of the informant, if any; the persons present when the search was conducted; and substances found and the disposition made of them. The teacher shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. If law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy. The Board of Education is committed to protect students from individuals not associated with the school system, but also recognized its responsibility to cooperate with law enforcement agencies. When such agencies request permission to interrogate a student at school, the teacher shall inform the Superintendent of the Eastern Upper Peninsula School District and shall attempt to inform the student's parents. Whenever it has been determined that an agency has a legitimate purpose in interrogating a student within the confines of the district, the teacher shall be present throughout the proceedings. The teacher shall also verify that the student has been informed of his or her right to refuse to answer questions, to be informed that anything he or she says may be used against him or her in court, and to consult with and be advised by legal counsel. When an agency requests permission to arrest a student, the teacher shall notify the superintendent. No student shall be released to an agency, other than a law enforcement agency, without proper warrant or parental notification except in the event of an emergency or for the protection of life or property as determined by the teacher.

ZERO TOLERANCE AND SECLUSION & RESTRAINT

Bois Blanc Pines School District has adopted a policy to support new legislation adopted by the State of Michigan in regard to Zero Tolerance and Seclusion and Restraint. *Zero Tolerance law* took effect August 1, 2017 and requires a district to conduct a thorough review of student discipline procedures including considering 7 factors before suspending a student. Those factors include:

1. Student's age
2. Student's disciplinary history
3. Seriousness of offense
4. Whether the student has a disability
5. Whether the violation threatened health or safety
6. Whether to use restorative practices
7. Whether lesser intervention is appropriate

Restorative practice is a process that emphasizes repairing the harm to the victim and the school community caused by the pupil's misconduct. This may include victim-offender conferences, opportunity for the offender to accept responsibility and "repair the harm", an apology, participation in community service, restoration or counseling, or paying restitution. Seclusion and Restraint law also took effect August 1, 2017 and required a district to eliminate the use of seclusion and restraint and encourages the use of proactive and effective strategies to reduce the occurrence of challenging behaviors. Seclusion and restraint may still be used in an emergency in which a student's behavior poses an imminent risk to himself or others or the situation requires immediate intervention, such as breaking up a fight. All school staff will participate in seclusion and restraint awareness training and identify key personnel who will be trained in safe and effective use of restraint training.

RETURN TO THE TEACHER WITHIN THE FIRST WEEK OF SCHOOL

BOIS BLANC PINES SCHOOL PARENT/STUDENT/TEACHER COMPACT:

To demonstrate our belief that high student performance is a shared responsibility by parents, students, and the entire school staff, we the members of the Bois Blanc Pines School District have developed the following compact.

Parent/Guardian Responsibilities:

I will do my best to:

- Set aside a daily time for homework, reading, family conversation, etc.
- * Supervise the completion and return of student homework.
- * Limit student television viewing, computer, and video games.
- * Promote regular, on time school attendance.
- * Attend parent/teacher conferences and school activities.

Parent/Guardian Signature

Student Responsibilities:

I will do my best to:

- * Return homework completed and on time.
- * Follow the school rules.
- * Follow the classroom rules.
- * Respect other people, school property and the community
- * Read at home.

Student Signature

TEACHER RESPONSIBILITIES

I will do my best to:

- * Provide a safe, caring, learning environment where your child will begin to be responsible for his/her own behavior and learning.
- * Follow the core curriculum designed for your child.
- * Identify and build on individual strengths in your child.
- * Help your child follow the school and classroom rules.
- * Keep you informed of your child's progress.
- * Schedule parent/teacher conferences.
- * Be a positive role model for students.

Teacher Signature

RETURNED TO BOIS BLANC PINES SCHOOL ON THIS DATE: _____

We, _____ Parent/Guardian) and

_____ (Student).

have receive and read the *Bois Blanc Pines School Student/Parent Handbook*. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.

Parent/Guardian Signature

Date

Student Signature

Date