



FERNDALE PUBLIC SCHOOLS
ELEMENTARY
STUDENT & PARENT HANDBOOK

COOLIDGE
INTERMEDIATE SCHOOL

2521 Bermuda, Ferndale, MI 48220

248/547-1700 | www.ferndaleschools.org/schools/coolidge

JOHN F. KENNEDY SCHOOL

24220 Rosewood, Oak Park, MI 48237

248/547-0880 | www.ferndaleschools.org/schools/jfk

ROOSEVELT PRIMARY SCHOOL

2610 Pinecrest, Ferndale, MI 48220

248/548-1950 | www.ferndaleschools.org/schools/roosevelt

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FERNDALE PUBLIC SCHOOLS MISSION STATEMENT

Our mission is to provide all our students with quality, educational programs while promoting the values of diversity and responsible citizenship.

GENERAL INFORMATION

Equal Education Opportunity

In its educational programs and employment practices Ferndale Public Schools shall not discriminate on the basis of race, religion, gender, sexual orientation, national origin, marital status, ethnicity, age (except where appropriate in the educational setting), disability or physical condition ("protected categories"), as well as place of residence within district boundaries, or social or economic background.

Any person who believes the school or any staff person has discriminated against a student, has the right to file a complaint. Inquire at the Superintendent's Office, 248/586-8652. The complaint will be investigated and a response, in writing, will be given to the concerned person in accordance with Board policies. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Student Rights & Responsibilities

The rules and procedures of the school are designed to provide each student a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association, and to fair treatment, as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and follow all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before students are removed because of their behavior.

Parents have the right to know how their children are succeeding in school and will be provided information on a regular basis, and as needed, when concerns arise. If necessary, email or regular mail may be used to ensure contact. Parents are encouraged to build a two-way link with their children's teachers and support staff by informing the staff of suggestions or concerns that may help their children better accomplish their educational goals.

The staff expects students to arrive at school prepared to learn. It is each student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, students should seek help from the Principal or Counselor.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If students are aware of any dangerous situation or accident, they must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit a record of their needs, in writing and with proper documentation by a physician, to the school office

Enrolling in the School

Students are required to be residents of the Ferndale Public School district which includes parts of Ferndale, Oak Park, and Royal Oak Township, and all of Pleasant Ridge; unless admitted as a Schools of Choice student; or in extenuating circumstances, in an agreement between the Ferndale Superintendent and the Superintendent in the district of residence. Call the Pupil Services Office for detailed information about residency requirements or enrolling at 248/586-8686.

Transfer Out of the District

If a student plans to transfer from any Ferndale school, the parent must notify the Principal. A transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Pupil Services Office at 248/586-8686 for specific details.

Withdrawal from School

Students under the age of eighteen (18) will not be allowed to withdraw from school without the written consent of their parents/guardians.

Special Education

Ferndale Public Schools provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to

be an active participant. To inquire about the procedure or programs, parents/guardians should contact the Special Education Office at 248/586-8693.

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 also to anyone visiting the school.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents/guardians who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the Special Education Office at 248/586-8693.

Injury and Illness

All injuries must be reported to a teacher or the office. If a minor injury occurs, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Prior to a student's return from illness, the Principal may require a doctor's confirmation.

Immunizations

Each student should have the immunizations required by law or have an authorized waiver. Students who do not have the necessary shots or waivers, may not attend class until they have received up-to-date immunizations and provide documentation to the district. 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 Pupil Services Office at 248/586-8686.

Emergency Medical Authorization

The Board has established a policy that all students must have Emergency Medical Authorization Forms completed and signed by their parents/guardians in order to participate in any activity on or off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school will make the form available to parents/guardians at the time of enrollment.

Use of Medications

The Board of Education shall not be responsible for the diagnosis and treatment of student illness.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. All staff authorized to administer medication or treatment will receive training on appropriate procedures for administering the medication or treatment.

In those circumstances where students must take prescribed or over-the-counter medication during the school day, the following guidelines are to be observed:

- A. The district Medication Request and Authorization Form, which requires a physician's prescription and parent authorization, must be filed with the respective building Principal before students will be allowed to begin taking any medication during school hours. Medication must also be registered with the Principal's office.
- B. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.
- C. Medication that is brought to the office will be kept in a locked storage case in the school office. *Medication must be conveyed to school directly by parents.* Medication **may not** be sent to school in student lunch boxes, pockets, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- D. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Discipline Code/Code of Conduct.
- E. The parents shall have sole responsibility to instruct their children to take the medication at the scheduled time, and children have the responsibility for both presenting themselves on time and for taking the prescribed medication.
- F. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- G. Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines. Students with a need for emergency medication may also be allowed to self possess and self administer such medication, providing that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self possess and administer the medication if they meet the conditions stated above.

Asthma Inhalers

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

- A. There is written approval from the student's physician or other health care provider and parent/guardian to possess and use the inhaler.
- B. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.
- C. There is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Non-prescribed (Over-the-Counter) Medications

Staff members are not permitted to dispense over-the-counter (OTC) medication to any student. OTC medication includes, but is not limited to, cough drops, pain killers, ointment and allergy medication.

Student Records

Many student records are kept by teachers, counselors, and administrative staff. There are two basic kinds of records — directory information and confidential records.

Directory information can be given to any person or organization for non-profit-making purposes when requested, unless the parents/guardians of the student restrict the information, in writing, to the district. At the beginning of each school year, parents receive the *District Waiver and Release Form*, and are given an opportunity to grant or deny release of directory information. The following information is considered "directory" information and, unless parents deny release, may be published at any time during a school year: a student's name; address; contact(s) telephone number and email address; date and place of birth; photograph; participation in officially recognized activities and sports; height and weight and grade level, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; and telephone numbers only for inclusion in school or PTA directories.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the Ferndale Schools are prohibited from releasing confidential educational records to any outside individual or organization without prior written consent of the parents, the adult student, or a surrogate, subject to limited exceptions.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents/guardians have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. In accordance with Board Policy 5017, copying costs may be charged to the requestor. If a review of records is desired, please contact the school principal or counselor in writing, stating the records desired. The records will be collected and an appointment will be made within 45 days of the request with the appropriate persons present to answer any questions.

Student Participation in Surveys or Evaluations

Student participation in surveys, analysis, or evaluations is required to remain consistent with the Protection of Pupil Rights Amendment (PPRA). Students will not be required, as part of a school program or curriculum, to submit to or participate in any survey, or evaluation without prior written consent of parents/guardians. Active consent forms are sent home by the school district prior to any survey or evaluation that reveals information regarding the following:

- Political affiliations or beliefs of the student or student's parents/guardians.
- Mental or psychological problems of the student or student's family.
- Sexual behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized relationships with lawyers, physicians, and clergy.
- Religious practices, affiliations, or beliefs of the students or student's family.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the District will ensure parents may inspect any materials used for any survey, analysis, or evaluation.

Parents will be notified of approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information.
- Administration of any survey by a third party that contains one or more of the items described above. Please Note: Periodically the district participates in confidential surveys that ask for students' opinions about the school environment, risky behaviors, and drug and alcohol use. These are conducted by a third party, and students' identities are never shared with school district personnel. Active consent forms are distributed to parents; and access to survey questions will be made available at each school prior to administration to students.

The Family Policy Compliance Office in the US Department of Education administers both FERPA and PPRA. See the end of this handbook for full policies.

Student Fees, Fines, and Charges

The Ferndale Public School district charges specific fees for the following noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in a denial of privileges.

Student Fund-Raising

All school fundraisers must receive prior approval from the building Principal or designee. Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- No student below 9th Grade may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house fundraising is NOT allowed by any student for any fundraising activity.
- Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will

be monitored by a staff member in order to prevent students from overextending themselves to the point of potential harm.

- No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

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 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.

Food Service

The school district participates in the National School Lunch Program and makes lunches available to students. A fee schedule will be given to each child prior to the beginning of the school year.

Students may also bring their own lunch to school to be eaten in the school's cafeteria. Students are not allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Students who do not receive an application and believe they are eligible, may contact the Pupil Services Office at 248/586-8686 or Food Services at 248/586-8703.

School Closures

All official emergency school closings will be announced on local television channels Fox 2, WDIV-4 and WXYZ-7, and radio stations WJR-760 am, and WWJ-950 am, on the district FACT phone at 248/586-8651. Notifications may also be sent via email or phone from the District's various communications tools, including School Messenger.

Emergency closures may result from inclement weather, equipment failures, power outages, or other unforeseen circumstances. Updates will run on the local cable access educational channel, and on www.ferndaleschools.org. The district will make every effort to avoid cancelling school during the school day.

Fire Drills & Tornado Watch/Warning Procedures

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires.

Ferndale Public Schools will remain in session during a tornado watch or warning. Whenever a tornado watch or warning is issued, all students and staff will remain in the buildings. All after-school activities will be cancelled if a tornado watch or warning is in effect at the end of the normal school day.

If a warning occurs, everyone in the building at the time will take shelter in designated areas. Parents who are at the school when a warning is issued are urged to use caution and stay in the shelter area with their children.

The National Weather Service recommends that people in the path of a tornado should go to a basement or central interior room on the lowest floor possible; abandon cars and mobile homes for a reinforced building, a ditch, or culvert. In the case of a severe thunderstorm, stay in a reinforced shelter away from windows.

Visitors

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school and obtain a pass. Any visitor found in the building without a pass will be reported to the Principal. Anyone who wishes to confer with a member of the staff, should call for an appointment prior to coming to the school to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the Principal.

Use of School Equipment and Facilities

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

Internet Use Guidelines

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must read the Internet Use Guidelines and the Student Network & Internet Acceptable Use & Safety policies and sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Lost and Found

The lost and found area is designated in each school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

Use of School Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Student Sales

No student is permitted to sell any item or service in school without the approval of the school Principal. Violation of this may lead to disciplinary action.

Advertising Outside Activities

No announcements or posting of non-school related activities will be permitted without the approval of the Superintendent. Schools will not distribute flyers without Superintendent approval, clearly marked.

Video Surveillance

Common areas on school property may be under video surveillance.

STUDENT CODE OF CONDUCT

Student Discipline Code

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a safe and orderly environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action.

The Board has also adopted the list of behaviors and the terms contained in the list. Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. Please refer to Board Policy 5610.01 for details on permanent expulsion.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to maintain order. In all cases, the School shall attempt to make discipline prompt and equitable and to have the discipline match the severity of the incident.

1. Possession of a Firearm

All schools in the Ferndale Public School district are Weapons-Free Zones. No one, even those holding a concealed weapons permit, is allowed to carry a firearm on school property, unless permitted by State law or Board policy.

2. Possession of a Weapon or Dangerous Object

A weapon is defined as, but not limited to: firearm, pellet guns, air guns, bb guns, knife with a blade three or more inches in length, pocket knife opened by a mechanical device, dagger, dirk, stiletto, iron bar, artificial knuckle device, club type implements or other devices designed to or likely to inflict bodily harm. It may also include any toy that is presented as a real weapon.

It accordance with State law, any student knowingly possessing a weapon or dangerous object on school property, in a school bus or district sponsored event may be permanently expelled from school subject to possible reinstatement. Criminal charges may be filed for

2. Possession of a Weapon or Dangerous Object, Cont.

this violation. The student may be referred to the juvenile delinquency system and the appropriate county Department of Protective Services or community mental health agency. The student may be suspended pending final determination of expulsion.

It makes no difference whether or not the weapon or dangerous object belongs to someone else unless the student can provide convincing evidence that the weapon or dangerous object was placed in their possession without their knowledge. If it can be confirmed that a weapon or dangerous object on District property was brought by a student other than the one who was in possession, that student shall also be subject to the same disciplinary action.

Any other weapon or dangerous object possessed on school property or at a district sponsored event, which does not fall within the legal definition of a weapon or dangerous object, but where the possession of the same is known and use of same could inflict injury or physical harm, will result in disciplinary suspension of appropriate duration and possible expulsion.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in each Principal's office.

3. Use of an Object as a Weapon

- A.** Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation will result in disciplinary suspension of appropriate duration and possible expulsion.
- B.** Any object possessed on school property or at a district or school sponsored event, which does not fall within the legal definition of a dangerous weapon, but where the possession of same is known and is used in a threatening manner where could inflict injury or physical harm, will result in disciplinary suspension of appropriate duration and possible expulsion.

4. Knowledge of a Firearm, Weapon, Dangerous Object or Threats of Violence

The Board believes that students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of firearms, weapons or dangerous objects or threats of violence to an administrator. Failure to report such knowledge may

subject the student to discipline. This violation may result in disciplinary suspension of appropriate duration and possible expulsion.

5. Purposely Setting a Fire: Arson

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

In accordance with State Law, any student who commits arson in a school building or on school grounds shall be permanently expelled from school, subject to possible reinstatement. The student may also be referred to the criminal justice or juvenile delinquency system and the appropriate county Department of Protective Services or community mental health agency. The student may be suspended pending final determination of expulsion.

6. Criminal Sexual Conduct

In accordance with State Law, any student who commits an act which constitutes criminal sexual conduct upon someone in a school building or on school grounds shall be permanently expelled from school, subject to possible reinstatement. The student may also be referred to the criminal justice or juvenile delinquency system and the appropriate county Department of Protective Services or community health agency. The student may be suspended pending final determination of expulsion.

7. Human Dignity Policy

The Board of Education, recognizing that we are a multiracial, multi-ethnic school district, believes it is a part of our mission to provide a positive, harmonious environment in which respect for the diverse make up of our school community is promoted. A major aim of education in the Ferndale School District is the development of a reasoned commitment to the core values of a democratic society. In accordance with this aim, the school district will not tolerate behavior by students or staff that insults, degrades, or stereotypes any race, gender, handicap, physical condition, sexual orientation, marital status, ethnic group or religion. Prohibited activities include, but are not limited to:

- Spoken or written racial or ethnic slurs.
- Racial, ethnic or religious intimidation.
- Authorship, publication, and circulation of other unauthorized material.
- Possession or distribution of pornographic or obscene material.
- Hazing or initiations.

Appropriate consequences for offending the Human Dignity Policy may include parental contact and disciplinary suspension of appropriate duration.

7. Human Dignity Policy, Continued

- A. Harassment:** The harassment by a student of a staff member, fellow student of this District, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden.
- B. Sexual Harassment:** Sexual Harassment, which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, inappropriate verbal, nonverbal or physical conduct of a sexual nature that is sufficiently persistent as to create a hostile environment or uncomfortable atmosphere, is prohibited by law and School Board Policy. Examples of such harassment include unwanted sexual touching, teasing, jokes, comments, gestures, etc.

Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse or other forms of criminal sexual conduct, with a fellow student, staff member, or other person associated with the District.

C. Gender/Ethnic/Religious/Disability Harassment

Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, sexual orientation, national origin, religious beliefs, etc... toward a fellow student, staff member, or other person associated with the District.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District. 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.

Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

- D. Bullying:** The school believes that every individual deserves to be able to come to school without fear of bullying, demeaning remarks or actions. This conduct is not permitted. This includes any speech or action that badgers or intimidates to create a hostile, intimidating or offensive learning environment.

Reporting Incidents of Harassment

Students who believe they are the victim of any of the above actions or have observed such actions taken by another student, staff member, or other person associated with the District, should make contact with a staff member, counselor, and/or an administrator selected by each building Principal with whom the students would most likely be comfortable in discussing a matter of this kind.

Students may make contact either by a written report by telephone or personal visit. During this contact, reporting students should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each incident reported will be prepared promptly and a copy forwarded to the Principal.

Each 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 is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse that will require the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files an harassment complaint.

8. Drug Violations

All of the Ferndale Public Schools have a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, possession, distribution, of drugs, drug paraphernalia, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This also includes the possession, distribution or sale of over-the-counter medication to another student. If caught, the student will be suspended or expelled, and law enforcement officials may be contacted. Many drug abuse offenses are also felonies.

9. Alcohol Violations

The Principal may arrange for a breath test for blood-alcohol to be conducted on students whenever there is individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

Students will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not students have consumed an alcoholic beverage. The amount of consumption is not relevant, except where a student may need medical attention.

If students refuse to take the test, they will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. Students will then be given a second opportunity to take the test.

The district prohibits the use, sale, distribution, or possession of alcohol, including non-alcoholic beer and wine, during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

10. Tobacco Violations

Smoking and other tobacco uses are a danger to student health and to the health of others. The District prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

- A. TOBACCO POSSESSION:** Possession of tobacco on any Ferndale School property or at any school sponsored activity is **prohibited**.
- B. TOBACCO USE:** State law prohibits the use of tobacco on school property. Violation of this law is a misdemeanor. Use of tobacco, i.e., smoking or chewing on all Ferndale Schools property or at school sponsored activities is prohibited.

11. Physical Assault

Physical assault at school against a District employee, volunteer, student, or contractor, that may or may not cause injury, may result in charges being filed and subject the student to expulsion. Physical assault is defined as “**intentionally** causing or attempting to cause physical harm to another through force or violence.”

State Law (MCL 380.1311a) requires the permanent expulsion of any student in Grade 6 or above who physically assaults a school employee, volunteer, or contractor.

State Law (MCL 380.1308, MCL 380.1310) requires the suspension or expulsion for up to 180 days of any student Grade 6 or above who physically assaults another student on school property, at a school activity, or on any school vehicle.

12. Fighting

Fighting includes but is not limited to, punching, slapping, scratching, biting, kicking as well as inciting a fight. Any fight involving students at school, en route to or from school, at any school function or elsewhere which may result in a disruption of the normal educational process, is prohibited. At no time will the administration condone fighting as an appropriate means to settle a dispute. Self-defense is not considered justifiable grounds for being involved in a fight.

Any offense will result in a parental conference, disciplinary suspension of appropriate duration, possible police contact and possible Superintendent hearing for further discipline including expulsion.

13. Confrontation/Disruptive Disagreements

Defiantly, loudly, or antagonistically confronting another student, district employee, volunteer, or contractor and creating a disruption in the normal educational process, whether or not accompanied by any physical contact, could result in suspension or expulsion.

Any offense could result in a parental conference, disciplinary suspension of appropriate duration, possible police contact, and possible expulsion.

14. Verbal, Written or Cyber Threats

Verbal, written or cyber assault towards a student, teacher, district employee, volunteer, contractor or other school personnel is prohibited. These assaults refer to using words, gestures, writing, or behavior that, in the judgment of the administration would put these protected individuals in fear of injury to persons or damage to property.

15. Disobedience

School staff have the authority to direct students while in school or on school property. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

16. Insubordination

School staff have the authority to direct students while in school or on school property. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

17. Disruption of the Educational Process

All students have a right to a disruption-free learning environment. Any action or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. **Disruptive behavior** includes delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events through persistent talking, throwing of objects, failure to follow rules or policies or other disruptive misconduct, and will not be tolerated.

18. Persistent Absence or Tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school, as well as additional penalties under the Attendance Policy which may include loss of privileges or athletic eligibility. **Violation of compulsory school attendance laws** will result in referral to Oakland County Juvenile Court for legal action for students who are under the age of sixteen.

19. Skipping Classes

Students are expected to be in each and every class. Students who choose to attend some classes but not others, or who choose not to attend classes at all are guilty of skipping.

20. Profanity

Any behavior, language, or gestures on school properties or at school sponsored events, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

21. Possession of Cell Phones

A student may possess a cellular telephone in school, on school property, at after school activities and at school-related functions, provided that the cell phone remains off. The unauthorized use of cell phones to communicate or access information during classes or testing is prohibited. Also, during school activities when directed by the administrator or sponsor, cell phones shall be turned off and stored away out of sight.

The use of cell phones in locker rooms and restrooms is prohibited.

Possession of a cell phone is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Cell phones shall not be connected to any district technology (e.g. computers, printers, etc).

The student who possesses a cell phone shall assume responsibility for its care. At no time, shall the District be responsible for preventing theft, loss, or damage to cell phones brought onto district property.

22. Possession of Electronic Equipment

Students may possess electronic devices such as **CD/MP3/DVD players, electronic toys, pagers, etc**, provided that the devices remain off.

The unauthorized use of electronic devices to communicate or access information during classes or testing is prohibited. Also, during school activities when directed by the administrator or sponsor, electronic devices shall be turned off and stored away out of sight.

The use of electronic devices in locker rooms and restrooms is prohibited.

Electronic devices shall not be connected to any district technology (e.g. computers, printers, etc) with the exception of flash drives

The student who possesses an electronic device shall assume responsibility for its care. At no time, shall the District be responsible for preventing theft, loss, or damage to these devices brought onto district property.

23. Recording without Permission

A student may not record an audio, video or digital image, or sound recording of any School District employee without permission. Students may not record any activities or situations on school ground or school related activities without permission. Discipline may result in parental contact and suspension of appropriate duration or expulsion.

24. False Alarms or False Reports

A false fire alarm, 911 call or emergency report endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Any student who is responsible for false alarms, calls or reports, or, who conspires with others to create such false alarms, calls or reports may be suspended for a period of appropriate duration and possible expulsion.

25. Bomb Threats

A bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Any student who is responsible for a bomb threat, or, who conspires with others to create such a threat, may be suspended for a period of appropriate duration, possible expulsion and possible police contact.

26. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, stink bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension for a period of appropriate duration, possible expulsion and possible police contact. Should there be any damage or destruction of property it will be the responsibility of the student and his/her parents/guardians to pay for any damages and repairs.

27. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension of appropriate duration or expulsion, and possible police contact.

28. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Gambling or possession of gambling paraphernalia (dice, cards, betting slips, etc.) on Ferndale Public School property is prohibited.

29. Falsification of Identification or Forgery

Forgery of hall/bus passes and excuses as well as false IDs and school documents are forms of lying and are not acceptable.

30. Falsification of School Work/Cheating

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

31. Computer Use

Students are expected to use computers in an appropriate and acceptable manner as a tool to enhance their education in accordance with the District's computer use policies. Failure to comply with the District policy or specific school rules regarding computer use may result in a denial of the computer privilege as well as disciplinary action.

- A.** Any of the following acts or behaviors are violations of the Student Code of Conduct and/or state and federal laws:
1. Any unauthorized use of the school's computers, including, but limited to computer hacking, tampering, physical abuse, or vandalism.
 2. Unauthorized copying of software from or to the network, local hard drives, floppy drives, or other available storage medium.
 3. Viewing or altering student files other than one's own or viewing or altering teacher's files.
 4. Use of an assigned user name and password other than one's own.
 5. Viewing non-approved websites
- B.** Appropriate use of computers by students does not permit the consumption or possession of food and/or beverages in a computer lab/room.

32. Theft

When students are caught stealing school or personal property, they will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

LOCKERS are provided to students for the purpose of storing school books and materials and personal items of clothing. **Lockers are the property of the Ferndale School District and are subject to search by authorized personnel.**

33. Damaging Property

Vandalism and disregard for school property will not be tolerated. **Destruction/defacing of school property and/or personal property, misuse of books, equipment, passes, attendance records, etc...** could result in suspension or expulsion.

34. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate.

35. Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension of appropriate duration or expulsion.

36. Student Disorder/Demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If students feel there is need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity.

Any unauthorized demonstration or disruption of the school environment or students who participate in activities which have the likelihood of disrupting the normal functions of the school or activities which create a nuisance, distraction or risk of injury or damages may be suspended for a period of appropriate duration and possible expulsion.

37. Refusing to Accept Discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a more severe action such as suspension or expulsion.

38. Aiding or Abetting Violation of School Rules

Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. Any student who assists another student in violating a school rule will be disciplined and may be subject to suspension and expulsion.

39. Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching or any other contact that may be considered sexual in nature. Such behavior may result in detention or suspension of appropriate duration and possible expulsion.

40. Violation of Bus Rules

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading (on the road and at school) each student must:

- Be on time at the designated loading zone (5 minutes prior to scheduled stop)
- Stay off the road at all times while walking to and waiting for the bus
- Line up single file off the roadway to enter
- Wait until the bus is completely stopped before moving forward to enter
- Refrain from crossing the street until the bus driver signals it is safe
- Go immediately to a seat and be seated

It is the parents'/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the bus trip each student must:

- Remain seated while the bus is in motion
- Keep head, hands, arms, and legs inside the bus at all times
- Not litter in the bus or throw anything from the bus
- Keep books, packages, coats, and all other objects out of the aisle
- Be courteous to the driver and to other bus riders
- Not eat or play games, cards, etc.
- Not tamper with the bus or any of its equipment

Leaving the bus each student must:

- Remain seated until the bus has stopped
- Cross the road, when necessary, at least ten feet in front of the bus, but only after the driver signals the crossing area is safe
- Be alert to a possible danger signal from the driver

Unless drivers have authorization from school officials, they will not discharge students at places other than their regular stop or at school.

Video Surveillance on School Buses

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

Penalties for Infractions

A student who becomes a behavior problem on the bus will be suspended for a period of appropriate duration and may be deprived of the privilege of riding on the bus.

41. Safety Concerns

Students are entitled to a safe and orderly learning environment. Students violating this expectation may be subject to disciplinary action.

- A. Unsafe behavior in classrooms or halls is prohibited. Such behavior includes but is not limited to: Running in halls, throwing objects, pushing or shoving, possessing unsafe objects, or engaging in any behavior which may create danger or threat of injury.
- B. Students may not use rollerblades, bicycles, skateboards and scooters in school hallways or District pedestrian traffic areas. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited.
- C. **Unsafe driving and** on school property or at school sponsored activities is prohibited:
- D. **Unauthorized parking** on school property or at school sponsored activities is prohibited.

STUDENT DISCIPLINE

Discipline

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to maintain order. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) or Section 504 of the Rehabilitation Act of 1973.

Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It may include:

- No Recess
- Change of Seating or Location
- In-School Suspension
- Detention

Students may be detained after school or asked to come to school early by an administrator or teacher, after giving students and their parents one day's notice. Students or their parents are responsible for transportation. Other detentions may be issued at lunchtime or recess.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to ten school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension are entitled to an informal hearing with the building administrator prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

When a student is being considered for long-term suspension or expulsion, a formal hearing is scheduled with the Superintendent and the parents will be given written notice of the hearing and will be expected to attend.

Students involved in co-curricular and extracurricular activities such as marching band and athletics can lose their eligibility for violation of the School rules.

Students who commit crimes while at school or a school-related event may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Short-Term Suspension from School

When students are being considered for a suspension of ten days or less, the administrator in charge will notify them of the charges. Students will then be given an opportunity to explain their side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If students are suspended, they and their parents/guardians will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed to the Superintendent. The request for an appeal must be in writing within two days of the parents/guardians' receipt of the decision.

During the appeal process, the student will not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. Students who are suspended may make up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-Term Suspension or Expulsion from School

When a student is being considered for long-term suspension (more than ten days) or expulsion, the student will receive a formal letter of notification addressed to the parents/guardians that will contain:

- The charge and related evidence
- The time and place of the hearing
- A brief description of the hearing procedure
- A statement that the student may bring parents, guardians, and counsel
- A statement that the student may give testimony, present evidence, and provide a defense
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

Students being considered for long-term suspension or expulsion will be removed from school immediately. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents/guardians, legal counsel, and/or by a person of his/her choice.

Within three days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The Ferndale Public School district 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 cannot be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

Search and Seizure

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal upon request.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Criminal Acts

Any student engaging in criminal acts 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.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including, but not limited to, theft and vandalism, occurring in the school as well as in the community.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A.** Material cannot be displayed if it:
 - 1.** Is obscene, libelous, indecent, or vulgar, promotes activities involving alcohol, tobacco, or illegal substances
 - 2.** Advertises any product or service not permitted to minors by law
 - 3.** Intends to be insulting or harassing, intends to incite fighting, or presents a likelihood of disrupting school or a school event
- B.** Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities that cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic that will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

These guidelines provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will be expected to make up all schoolwork missed in order to receive credit. After ten days of truancy in any grading period, a student will be considered a "habitual truant." The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct and the school attendance policy, which can result in:

- Loss of participation in school activities and events
 - A petition may be filed for a hearing before a judge in a court of law if the student is under 16
 - A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child
-

Excused Absences

Students may be excused from school for one of the following reasons and will be provided an opportunity to make up missed schoolwork and/or tests:

- Personal Illness
- Family Emergency
- Recovery from an Accident
- Required Court Appearances
- Medical Appointments only available during school hours
- Death in the Immediate Family
- School-Related Activities, including College Visits

- Observation or Celebration of a Religious Holiday
- Absences approved by the Superintendent or Principal for good cause

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Each student absence shall be explained by a phone call from the parent or guardian and/or in writing and signed by the student's parents. The excuse shall be provided to the appropriate office within 48 hours of the student's absence. If the absence can be foreseen and the "good cause" is approved by the Principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur, so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than ten days in a grading period, regardless of the reasons, will be considered "frequently absent." If there is a pattern of frequent absence for "illness," the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness."

During the next grading period, "frequently-absent" students will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, students may be denied opportunities to participate in noncurricular school activities and events, and notations will be made on their transcripts concerning frequent absence from school. Such a report may be provided to postsecondary institutions and/or possible employers.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and parents will be subject to the truancy laws of the State.

If students under the age of 16 are truant for more than ten consecutive or fifteen total days of truancy during a semester, they will be considered "habitual" truants and will be reported to the proper authorities.

Notification of Absence

If students are going to be absent, parents/guardians must contact the school within 48 hours of the absence and provide an explanation. If prior contact is not possible, the parents should provide a written excuse or phone call as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

The skipping of classes or any part of the school day will result in students not being permitted to make up classwork. Disciplinary action will follow.

Tardiness

Students are expected to be in their assigned locations throughout the school day. If students are more than five minutes late arriving at school, they are to report to the Office before proceeding to their first assigned location. Any student who is late to any class up to five minutes will be disciplined by the teacher. Students who attend any part of any class shall be recorded as present.

Students Leaving School During the School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by principal.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or guardian whose signature is on file in the school office, or the parent coming to the school office to request the release. Phone requests for early release must be received by one hour before the regular dismissal time. No student will be released to a person other than a custodial parent/guardian without a permission note signed by the custodial parent(s) or guardian. The person picking up the student must report to the school office to sign the student out. Likewise, when returning to school in the middle of the school day, the student must be signed in at the office.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon returning to school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) ahead of time to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

- The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent/guardian or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal. If a student is absent for any other type of vacation, s/he will be considered unexcusably absent from school and subject to truancy regulations.
- The student shall be given appropriate assignments and materials for completion.
- The time missed will be counted as an authorized, excused absence and shall not be a factor in determining grades unless make-up work is not completed.

Making Up Tests and Other School Work

Students who are absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the Principal's Office or the teacher as soon as possible to obtain assignments. A student may make-up units of study with a properly certificated teacher if prior approval has been granted by the principal.

- Make up work due to suspension must be completed and presented to the teacher within 48 hours of his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.
- Make up work due to excused absence must be completed within twice the number of days absent after returning to school.

If students miss a teacher's test due to excused absence, they may make arrangements with the teacher to take the test. If they miss a MEAP Test or other standardized test, students should consult with the Principal to arrange to take the test.

GRADING

Grades K-3

Reporting in these grades will consist of a report card with descriptive marks and a narration. Descriptive marks shall reflect the Standards Based Report Card (SBRC) Marks for Elementary:

Academic Performance SBRC

4 - Consistently Meets Standards

3 - Substantial Progress

2 - Basic Understanding

1 - Area of Concern

NA - Not assessed at this time

Skills for Learners SBRC

S - Satisfactory

N - Needs Improvement

NA - Not assessed at this time

Grades 4-12

Reporting for these grades will be by report card using the following marking system:

A: 90-100, Excellent Achievement

B: 80- 89, Good Achievement

C: 70 - 79, Satisfactory Achievement

D: 60 - 69, Minimum Acceptable Achievement

E: 59 and under, Below Passing

G: Passing (for pass/fail classes)

H: Failing (for pass/fail classes)

I: Incomplete

W: Withdraw

Students will receive one grade per subject at the end of each grading cycle.

The final grading system for each student for each of his/her subjects will be computed with the use of the each of the marking period grades plus the grade on a final assessment, if given. The value of the final assessment will be determined at each building's level.

HOMework

Because education is a lifelong process, it is important that students recognize that learning extends beyond the school and is part of home and community life. Homework is one means of teaching the necessary skills of independent study and learning outside the school and of reinforcing the home-school-community partnership that is basic to student achievement. The Ferndale Public Schools define homework to include not only written assignments, but also such related activities as viewing specific television programs, reporting on news events, and recreational reading. Homework can be any one of a number of activities that are connected to classroom work, but are assigned to be done at home.

Reasons for homework are to:

- Complete assignments started in class
- Expand and/or enrich regular classwork
- Build interest in reading and learning
- Make up work missed due to absence
- Encourage parents' awareness of student learning
- Provide an opportunity to pursue special interests or ability areas
- Increase learning time
- Establish independent study skills

SCHOOL-SPONSORED CLUBS & ACTIVITIES

Students can broaden their learning through curricular-related, and extra-curricular activities.

Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities including recreational sports and drama.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Visit the Ferndale Schools website for current listing of school activities, www.ferndaleschools.org

LEGAL NOTICES

Nondiscrimination policy and complaint procedures

In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975 and the Americans with Disability Act of 1990, it is the policy of the Ferndale Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. To request information, write to Mr. Henry Gold, Deputy Superintendent, Administrative Service Office, 2920 Burdette, Ferndale MI 48220 (248/586-8662).

In the event any student, parent, employee or applicant for employment believes that he/she has been discriminated against because of handicap or in the event he/she believes that discrimination against a handicapped person(s) exists in the administrative policy and/or practice of an educational program, activity or employment relationship supervised or operated by the school district, he/she shall immediately notify in writing, Mr. Henry Gold, Deputy Superintendent, Administrative Service Office, 2920 Burdette, Ferndale MI 48220 (248/586-8662), for the purpose of scheduling a meeting to discuss the complaint. Inquiries concerning equal opportunity on the basis of religion, race, color, national origin or ancestry, sex, age, height, weight, marital status or political belief should be directed, in writing, to Mr. Henry Gold, Deputy Superintendent, Administrative Service Office, 2920 Burdette, Ferndale MI 48220 (248/586-8662), for the purpose of scheduling a meeting to discuss the complaint. The meeting shall be held within five (5) working days, unless a later date is mutually agreed upon or good cause requires a later date.

The complainant shall set forth, in writing, the necessary information (including names, dated subject matter) in order to investigate and process the complaint. Necessary persons or witnesses may also be included at the meeting. The purpose of the meeting is to initiate the fact-finding investigation, which shall include the opportunity to interview all necessary persons or witnesses and review all necessary papers and documentation. Within one (1) month from the date of the initial meeting, unless extended by mutual agreement or good cause, the Deputy Superintendent shall provide a written answer to the complainant.

The written answer shall set forth a summary of the complaint, his/her findings, conclusions and recommendations. Either the Deputy Superintendent or the complainant may bring the complaint/written answer to the Board of Education at its next regular meeting. The Board of Education shall review the complaint and the written answer and issue its determination.

If the complainant believes that he/she still has a complaint or that the complaint has not been adjusted properly, the complainant has the right to file his/her written complaint (with all written answers and determinations) to the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC 20201.

Notification of Family Educational Rights and Privacy Act (FERPA) governs student records

The Family Educational Rights and Privacy Act (FERPA-20 USC 1232g) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-4605.

The Board of Education hereby gives notice of its intent to limit the disclosure of personally identifiable information contained in a student's education records except:

1. Where prior written consent of the student's parent or the eligible student is first obtained;
2. Where the information has been designated as "directory information;" or
3. Under certain limited circumstances permitted by law.

Parents of children enrolled in the Ferndale Public School District and eligible students may obtain a copy of the Board Policy providing for said notification of rights by calling 248-586-8652 or writing Ferndale Public Schools, Attn: Superintendent's Office, Harding Administration Center, 2920 Burdette, Ferndale MI 48220.

Protection of Pupil Rights Amendment

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of

attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Ferndale Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Ferndale Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Ferndale Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Ferndale Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents 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
Washington, D.C. 20202-5901



FERNDALE PUBLIC SCHOOLS
ELEMENTARY
STUDENT & PARENT HANDBOOK

2920 Burdette
Ferndale MI 48220
www.ferndaleschools.org

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