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Delton Kellogg
Elementary School Staff

Preschool
Mrs. Michelle Blackburn
Mrs. Cindy Malachowski

Second Grade
Mrs. Stephanie Diller
Mrs. Sara Mast
Mrs. Lisa Kellam

Kindergarten
Mrs. Becky Boze
Mrs. Laurie Shipley
Mrs. Jenny Wandell
Mrs. Val Whaley

Third Grade
Mrs. Mary Humphrey
Mrs. Natalie Pickett
Mrs. Shasta Waller

First Grade
Mrs. Karmin Bourdo
Ms. Nikki Massanari
Mrs. Jodi Skinner

Fourth Grade
Mr. Ryan Bates
Mrs. Amy Butchbaker
Mrs. Sunday Matousek
Mrs. Julie Renaudlo

Support Teachers
Counselor
Mrs. Sandy Dancy

Media Center Director
Delton District Lib.

School Psychologist
Mrs. Sandy Hawkins

Special Education
Mrs. Deann Grabemeyer
Mrs. Kirsten Herpst
Ms. Kim Nguyen
Mrs. Tracey Webster

Speech
Mrs. Susan Egelkraut
Mrs. Suzanne Shorey

Title I
Mrs. Julie Osgood

Cafeteria Staff
Mrs. Janie Tolles
Mrs. Robin Reynolds
Mrs. Jan Cole

Delton Kellogg
Board of Education

Marsha Bassett, President
Jennifer Bever
Kelli Martin
Andrew Stoneburner

Vic Haas
Jim McManus
Ben Tobias

These pages were produced to provide a fund of common knowledge for use in maintaining smooth school operation. It is not all-inclusive, nor is it to be considered final in any way. It is designed to be used in conjunction with the Board Policies. (Board Policies can be found in the Superintendent’s Office and on Delton Kellogg’s Web Page)
Welcome to the Delton Kellogg Elementary School. We are delighted to have you here as we work together to build a foundation for each child to succeed. We will provide a safe, caring, and stimulating learning environment.

The administration, instructional staff, and support staff believe that students are more successful when parents/guardians are informed about school activities, expectations and rules. This handbook was developed to answer questions about DK Elementary School. It is designed to reflect the school policies established by the Delton Kellogg Schools’ Board of Education. It will answer questions you might have regarding procedures and polices at our school. However, no attempt has been made to include everything; various situations will arise from time to time that will be addressed on an individual basis.

We wish to work cooperatively to ensure that the education of all students will be meaningful and successful. Should you have any questions or concerns, please contact the school at 623-1530.

MISSION STATEMENT
Delton Kellogg Schools: “Success for All”

VISION STATEMENT
Delton Kellogg Schools: “A Community Committed to Educational Excellence.”

DISTRICT BELIEFS
We believe all relationships should be built upon respect and responsibility. We believe our school should create quality learning opportunities for all. We believe our school should reflect leadership which builds consensus, ownership and accountability.

NOTICE OF NONDISCRIMINATION POLICY
It is the policy of the Delton Kellogg Board of Education not to discriminate against any student or employee on the basis of race, color, national origin, sex, or handicap, and to provide a free and appropriate public education for each student and an appropriate work environment for each employee within its jurisdiction.

Student/Parent Concern Procedure
There may be a time when you have a question, problem or concern. Your teachers, counselors, principal, and all other staff members will be more than happy to help you.

Delton Kellogg Schools believes that problems can be solved by conversations among the involved parties. We recommend that you refer to the following steps. If you don’t achieve satisfaction, try the next step:

1. Contact the teacher or counselor.
2. Contact a building administrator.
3. Contact the Superintendent’s office.

Bus concerns should be directed to the transportation department (623-1515).
All needed phone numbers are on page 3 in this handbook.

The contents of this handbook have been approved by the DK Board of Education.
Delton Elementary
2014-2015
Elementary Daily Schedule

Doors open to students .. 7:45 a.m.
School Begins............. 7:55 a.m.
School Dismisses......... 3:20 p.m.
1/2 days Dismiss......... 11:30 a.m.

Buses arrive at school about 7:45 a.m.
Students who eat breakfast are expected to go directly to the cafeteria. Students who do not eat breakfast are expected to go directly to their classroom. Announcements are done daily at 8:10. Attendance is taken following announcements. Students reporting after announcements are tardy and should sign into the office.

Late School Arrival

Students arriving before 9 a.m. will be marked tardy. If the student is signed in after 9 a.m. the student will be marked absent for the a.m.

Leaving School Early

All children need to be signed out in the elementary office when leaving early during the school day. Parents or guardians should come directly to the office. Parents are welcome to have the secretary call their child out of the classroom to meet them in the office. If the child is at lunch/recess, the secretary may radio the paraprofessional and have them send the student to the office with his or her belongings. It is important that all students be signed out in order to assure their safety. It also serves to reassure other family members who may arrive to pick up a student to know who picked up the student. For the safety of our students, Only Parents/Guardians and those listed on the student’s Emergency Card/Blue Note may sign out a student.

Leaving before 2:30 will result in being marked absent for the p.m.

Student Dismissal/Pick Up Procedures

PICK-UPS

- ALL K-4 students who are picked up at the end of the day will be escorted to the gym. Students can ONLY be picked up by an approved (Must be listed on student’s enrollment/information card) parent, guardian, or childcare provider.
- It is vital to the success of safety, security, and organization of all students that adults wait for their child in the gym. For the safety of our students, people picking up students may be requested to provide identification.
- Please refrain from picking up students prior to the end of the school day.

BUS RIDERS

- Teachers will escort all bused students to the buses.
- Parents, guardians or siblings may NOT remove students off of school buses.
- A DKES staff member is the only adult allowed to retrieve a student from a bus for the parent/guardian/sibling and must notify the elementary office prior to removing the student from the bus.

CHANGING YOUR STUDENT’S END OF THE DAY PLAN

Students will follow their normal transportation plan unless one of the following is done!
1. The student brings a signed note from a parent or guardian to school and gives it to his teacher. This change will be logged in the office and the student should take the note with him/her at the end of the day.
2. A parent or guardian can call the office 623-1530 Prior to 2:00 p.m., and change the student’s normal dismissal plan. Changes to this plan will not be accepted after 2:00 p.m. except in the case of an emergency situation!

Attendance

It is important and expected that students will be in school each school day. We realize there are some reasons why a student may be absent. The following would be considered excused absences:
1. Illness
2. Recovery from accident
3. Required court attendance
4. Professional appointments (doctor, dentist, etc.) which cannot be made before or after school.
5. Death in the immediate family.
6. Observation or celebration of a bona fide religious holiday.
7. Such other good cause as may be acceptable to the Superintendent.
8. Failure to contact or notify the school office of an absence within 24 hours of the day of return will result in an unexcused absence.
9. DKES requests that you provide documentation for excused absences including extended absences due to serious illness, professional appointments, required court appearances, and funerals.

An unexcused absence is when there is no communication from the home as to where the child is OR...
Attendance cont.

when there are repeated absences with suspicion as to the best interest of the child’s educational concerns. According to the Michigan Compulsory Attendance law, children between the ages of six and eighteen must regularly attend school. When a student has accumulated 10 unexcused absences, or 20 total absences, the parent or guardian will receive a letter from the school to notify them of our concern about the amount of missed instruction. At that time the school may request the parent/guardian to attend a meeting to discuss the concern and work towards a solution. In the event of continued absences, the Barry County Intermediate School District Superintendent, School Liaison Officer, and/or Youth Services Bureau Representative may become involved.

Attendance Procedures

If a student is absent for any reason parents or guardians are to call the school at 623-1533 by 8:30 a.m. on the day of the absence, if not pre-arranged. This will make it possible for us to keep precise track of each student in our care.

If the parent/guardian does not contact the school before 9:00 a.m. on the day of the student’s absence, an automated call or school personnel may attempt to contact the parent/guardian at home or work.

When students...

Come in before 9:00 a.m., they are tardy.
Come in after 9:00 a.m., they are absent a.m. only.
Leave before 2:30 p.m., they are p.m. absent.
Leave after 2:30 p.m., they are present all day.

CLOSED CAMPUS

Delton Kellogg Elementary School is a closed campus. This means as soon as you arrive at school, whether you walk, ride your bike, ride the bus, or are dropped off at the door, you are not to leave the elementary school grounds until dismissal at 3:20 PM. Students are not allowed to go to the other buildings on campus unless they are going there for a school sponsored event and are under the supervision of a staff person or have a pass to do so.

Visitors — (Volunteer Form Required)

For safety and security reasons, visitors are to report to the office at the time of their arrival. After signing in at the office, visitors will be given a badge to be worn while at school. Badges are to be returned to the office at the end of the visit. Visitors must enter through the elementary office. Visitors are defined as individuals spending limited time in our building other than simply dropping off or picking up children at the start and end of the school day.

Guests

If a student wishes to bring a guest to school, approval must be obtained from the classroom teacher and the office. A guest will not be allowed to ride the school bus, thus other transportation must be arranged. Please realize and respect the fact that a teacher may indicate a certain day is not a good day for visitors, due to previous plans or commitments.

Volunteers

Parents, Grandparents and Community Members are encouraged to volunteer in our school. For the safety of our students, ALL volunteers are required to complete an annual background check prior to volunteering. Those wishing to volunteer throughout the year are encouraged to complete the background check form at the start of the year.

DKES is always looking for volunteers for the following programs:

- DELTON KELLOGG SCHOOL BOARD POLICY 4120.09
- DOGS (Dads of Great Students)
- Chess Club
- Classroom Volunteer/Room Parent
- Field Trip Chaperones
- Junior Great Books
- Odyssey of the Mind (OM)
- P.I.E. Partners In Education
- School Improvement Team
- Etc...

If you are interested in helping with any of these programs, please inquire in our office.

Assemblies and Field Trips

Throughout the year, elementary classes will be invited to participate in assemblies and field trips. These activities are considered an extension of the classroom. Student and chaperone behavior at these events is a reflection of our school and community, thus students and chaperones are expected to demonstrate self-control and respect so that participation by all may be enjoyed. Teachers are responsible for setting specific behavior guidelines prior to taking a trip outside of the building. Should a concern arise that a student has repeatedly demonstrated the inability to follow such guidelines, a teacher and administrative decision may be made that a student be accompanied by a parent on the trip. In extreme situations, it may be determined that a student not go on a field trip. Parents will be notified of any such decisions prior to the trip.

Because of the expected responsibilities and duties involved in chaperoning on field trips, parents are not to bring other children. Chaperoning experiences are a special time for parents and children and can be enjoyed more when there are not added responsibilities of children outside of that grade level. Due to the tobacco free policy of our district, parent chaperones are requested to
Assemblies & Field Trips cont.

refrain from smoking while on a field trip.

For the safety of our students, Field Trip Chaperones are considered to be volunteers and must comply with volunteer background checks two weeks prior to a scheduled field trip.

It is our policy that all students attending a school-sponsored field trip ride the school bus with their classmates and teachers to the location of the trip. Parent chaperones may ride the school bus or drive to the destination. Depending on available seating on the bus, parents may be asked to drive separately.

Enrollment Procedures

Michigan law requires children entering Michigan Public Schools for the first time to furnish a record of immunization signed by a physician or health department, a state-certified birth certificate and Proof of Residency. Upon entry, children coming from a divorced home must provide custody papers. The student will have thirty (30) days from date of enrollment to produce a birth certificate before the student would be excluded from classes. The only exception to these procedures is if the student qualifies as homeless.

If a student’s parents have chosen not to immunize their child, the parents are required to sign a waiver in order for their child to attend school.

Definition of Homeless Children & Youth

The term “homeless” children and youth means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Children/youth sharing the housing of others due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement.
- Children/youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings.
- Children/youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Child Protection

All school personnel/employees are identified as mandated reporters under the Child Abuse and Prevention Act. Meaning school personnel must make a report to the local Child Protective Service (CPS) department if there is a reasonable cause to suspect abuse or neglect. The MI Child Protection Law defines child abuse and neglect as harm or threatened harm to a child’s health or welfare by a parent, legal guardian or any other person responsible for the child’s health or welfare. In Michigan it is then the responsibility of the Department of Human Services/CPS to investigate reports of suspected child abuse and neglect. Act No. 238, Public Acts of 1975 722.623, Section 3, as amended by 2002 PA10.

Medication

All medication should be given at home when possible. When medication must be given during school hours, please follow the medication procedure below as recommended by the Barry-Eaton Health Department.

1. A Medical Administration Form must be completed, signed by a parent/guardian doctor, and turned in to the school office. These forms are available in the elementary school office or your doctor is welcome to fax the form to our office at 623-1538.

2. Medication MUST be in a container identified with the student’s name, pharmacy Rx number, name of medication, dosage, and time to be administered. Medication must be brought to school by the parent/guardian unless other safe arrangements are necessary and possible.

3. Any medication left over must be picked up at school by an adult or it will be discarded.

4. Aspirin, cough syrups, cough drops, antihistamines, etc. may be brought in by a parent. Parents need to sign medication slip.

Questions concerning specifics dealing with the administration of medication may be directed to the elementary school office.
EMERGENCY ENROLLMENT CARD INFORMATION
It is imperative that the office has accurate and complete address and telephone information, so that a family member or friend can be contacted in case of an emergency. Only those people listed on this card and on Blue Note are authorized to pick up students. Please notify the office whenever any information changes. Also, let the school know any special health problems, conditions or medications.

EMERGENCY SCHOOL CLOSINGS AND DELAYS
Please do not phone the school or bus garage!
In case it is necessary to cancel, delay, or close school, Delton Kellogg will activate its auto contact system. This system will call and e-mail all phone numbers/emails loaded in our system.
In case it is necessary to cancel, delay, or close school, the following radio and television stations will be notified:

Television:
- Kalamazoo: WWMT Channel 3
- Battle Creek: WOTV Channel 41
- Grand Rapids: WOOD Channel 8
- Grand Rapids: WXMI Channel 17

Radio:
- Kalamazoo: WQLR 106.5 FM
- WKZO 590 AM/WKMI 1390 AM
- Battle Creek: WBCK 930 AM
- Hastings: WBCH 1220 AM, 100 FM
- Grand Rapids: WGRD 1410 AM, 97.9 FM
- WOOD 1300 AM, 105.7 FM

To effectively execute our District Crisis Plan, our partnership with you at home is vitally important. Parents need to be certain that their children know where they are to go in the event of an emergency dismissal of any kind. Be certain that you talk with your child (ren) regarding safe alternatives if you are not home and school is dismissed during the day. With younger children, it may be wise to attach names, addresses, and phone numbers on the inside of a backpack. It is also crucial to keep school secretaries informed in advance of all potential emergency contacts for your family. All students are required to have an Emergency Evacuation Plan on File with the Elementary Office. Should a emergency evacuation be required, students will follow their plan.

When schools are closed due to severe weather, after school activities are also cancelled, unless announced otherwise.

EMERGENCY PROCEDURES
We work hard to create a safe and friendly place for students and to prevent harmful events from ever happening. The District Crisis Plan is in place with procedures and teams of staff at each building who are ready to respond to emergencies, which might arise.

Code Red: Lock Down
This is a life-threatening situation in progress occurring at a school site. Students remain with their teachers in the classrooms or at an evacuation area to await further instructions and people arriving at the building are restricted. Attendance is taken to account for each student. All other areas of the school campus are placed on a Code Yellow. A planned evacuation of students on school buses to an off campus location is executed with law enforcement officials.

Code Yellow:
This is a situation that warrants moving to a secured area, but is not considered immediately life threatening. Students remain with their teachers in the classrooms to await further instructions and people arriving at the building are restricted. Attendance is taken to account for each student. In some cases, Code Yellow is used to ensure privacy and clear access to the event that a person requires emergency medical attention from EMS staff. In other cases, it may serve as a precautionary safety measure because of a potential problem with the school facilities of a breach of school security. An orderly, regular dismissal from school may occur in collaboration with area law enforcement officials.

Fire Alarms:
The sounding of the first alarm is the signal for evacuation of the buildings. The entire building must be evacuated under all circumstances when this alarm sounds. Maps for leaving DKES are posted in each classroom and the instructors will explain exits to students. During lunches, before and after school and between classes, students are to use the nearest exit. Please keep in mind that in a real fire, intense heat may cause windows to explode outwardly, therefore, safe evacuation should not only be swift and orderly, but students and staff should be at least 100 feet from the building. Only if and when the all-clear signal is given should students return quickly and orderly to their classrooms.

Severe Weather Alarms:
A tornado watch means tornadoes are expected to develop; a tornado warning means a tornado has been sighted. The severe weather announcement will be broadcast over the public address system or by verbal dismissal from office personnel if electrical power is out. Maps of severe weather safety routes and area are posted in each classroom and will be explained to students by their instructors. During severe weather, students should not be within 25 feet of doors and should also be at least 10 feet from windows. Students should be in a kneeling position with hands clasped around the back of the neck. In open country, as in outdoor physical education activities move away from the tornado’s path at a right angle. If there is not time to escape, lie flat in the nearest depression such as a gully, ditch, or ravine.
1. Students will be dismissed from school if time allows them to reach home safely.
Severe Weather Alarms (Cont.):

2. Buses will be notified to begin runs if time allows them to reach home safely.
3. Shelter and supervision will be provided for the students in the school if time does not allow students to reach home safely.
4. In the event of a tornado watch students will remain on campus until dismissal time and after school activities will be cancelled.
5. In the event of a tornado warning, students should follow emergency procedures as directed by school personnel and all after school activities will be cancelled. Students will not be released until the all clear signal has been issued. **Parents should not attempt to pick up their child in these events.**

Health Concerns

When a child is ill or has a contagious disease, he or she should remain at home. When calling in the child’s absence, please notify the office of the illness, and symptoms so that we are able to accurately record the information on our required weekly report to the Barry-Eaton Health Department. Notes will be sent home alerting parents if a child in the classroom has a contagious disease. Upon re-entry to school, a doctor’s note may be required.

If a student becomes ill at school, the parent or guardian will be called. When parents are called, it is expected that they will make arrangements to pick up their child right away so that he/she can feel the comfort of his/her home environment and loved ones.

Per the Barry-Eaton Health Department’s recommendations, students should not return to school until they have been symptom and fever free for 24 hours.

When at school, it is expected that students participate in all of the regular activities of their class, including gym and recess. In the event that a child is not able to participate in regular activities due to health issues, we request that a note be provided from the child’s doctor indicating date that the child can participate.

**Should a student have any medical condition that requires special attention in any way (i.e. asthma, allergy), parents are requested to complete a medical form that is available in the office.** This form requires both parent and physician verification. It is important that the school be aware of and have access to any necessary treatment that may be needed for the safety of the child.

**Head Lice - Should a child be determined to have head lice, the parent will be called to pick-up the student. Upon return the student must be accompanied by the parent in order to be rechecked in the office before going back to their classroom. Students determined to have head lice are not able to ride the bus. It is our desire to prevent the spread of lice by maintaining a nit-free environment.**

**CELL PHONES/ELECTRONIC COMMUNICATION DEVICES/ELECTRONIC DEVICES**

Per DK Board Policy 5136: A student may possess a cellular telephone or other electronic communication devices … provided that during school hours, school events and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, … and provided that the cell phone … remains off. The unauthorized use of cellular phones and ECD (Electronic Communication Device)/ESD (Electronic Storage Device) to communicate or access information during classes or testing is prohibited. Also, during school activities when directed by the administrator …, cell phones and other ECD/ESD shall be turned off and stored away out of sight. Use and Possession of a cellular telephone or other ECD/ESD by a student 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. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the device, suspension, and or the device being handed over to law enforcement. The use of cell phones and other ECD/ESD in locker rooms or restrooms is prohibited. The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage, nor shall the District be responsible for investigating any theft, loss, or damage.

**Voice Mail**

All classroom teachers have a voicemail account. During the day callers will be sent to the teachers voice mailbox. Teachers will check their voice mail daily by 2 pm. All time sensitive messages (Such as a change in the child’s end of the day routine) should been left with the Elementary Office, not in a teachers voice mailbox.
Personal Belongings
Delton Kellogg Elementary School is not responsible for lost, misplaced, or stolen items. Students are encouraged not to bring personal belongings to school (i.e. toys, skateboards, tennis shoes with wheels, IPODS, CD players, head phones, handheld games, cell phones, etc.), however if they choose to do so, it is with an understanding that: 1) this is a privilege and 2) they do so at their own risk. If a student does bring a personal belonging, it is suggested that his/her name be on the item and that it be kept in a desk or with a teacher in an arranged safe place. Should personal belongings cause interference to student learning or become a problem or a safety issue to have at school, they may be taken away from the student until such time that a parent can come to school to retrieve them. Parents will be notified in the event that students have lost the privilege of bringing personal items to school.

Recess and Playground Guidelines
1. Be SK2R
   (Safe, Kind, Respectful, Responsible)
2. Follow directions given by the adult supervisors.
3. Be courteous to others. When a problem arises use your words to help solve it. We solve problems by talking them through.
4. Use hands, feet, and objects in a safe manner.
5. Be responsible for your actions. Do not blame others.
6. Take turns on the playground equipment.

Students will remain inside during inclement weather, i.e. rain or wind-chill temperature of 10 degrees or below. Due to the safety factor of providing supervision to all students, it is our policy that all students go outside during their scheduled recess.

Telephone Use
Students are permitted to use the telephone in the office, if they have written permission from their teacher, and may be used for discipline, illness and emergency calls only.
If parents wish their child to use a cell phone, they are to report to the office and make the call in the presence of office personnel. In all cases, students must have permission to use phones during school hours. Making false 911 phone calls is illegal and will be referred to law enforcement officials.

Pets
Pets should not be brought to school unless approved by the principal and teacher. Some children are allergic to certain types of animals. When pets are brought to school, an adult should bring them in and take them home in a secured manner. If students bring insects to school, it is suggested they be carried in a plastic or metal container.

School Parties
Several school-wide parties are scheduled throughout the school year (dates and times for each to be announced). Each teacher will determine a classroom policy for birthday treats. Please contact your child’s teacher when planning any treats.

Transportation
Problems relating to bus transportation should be directed to the transportation coordinator at 623-1515. A complete Transportation Handbook is delivered to each student which addresses student bus conduct, expectations, and consequences.

Please be aware that children who ride the bus to school will also be put on the bus after school unless a note from the parent is received in the Elementary office. Please notify the office before 2:00 p.m. if your student has a change in bus schedule.

Due to space availability on our buses, students are not able to ride any other bus other than their own. If a friend is coming for a sleep-over or for a birthday party, separate arrangements will need to be made with the elementary office for a parent pick-up. Arrangements for a bus drop-off change must be made in advance with the transportation office.

1. You may park in the front parking lot or the parking lot between the Middle School and Elementary when bringing your children in to school in the morning. Walking or driving between the buses is not allowed.

2. Bicycles may be ridden to school, but they should remain in the assigned location until the end of the school day. It is highly recommended that bikes be chained and locked.
CHILD STUDY TEAM PROCESS
1. The Child Study Team Process (CST) is initiated to implement early academic and/or behavioral interventions for students who are having difficulty in social, emotional and/or academic areas.
2. The CST process utilizes a systematic problem-solving process that links functional assessment with strategic peer-reviewed evidence or research-based interventions.
3. The CST process will prepare, through collaborative consultations involving educational professionals, identified strategies to implement in the classroom, along with instructional assistance and/or available supports that impact and increase student learning and success.
4. The CST may consist of parents, classroom teachers, Title One teachers, (when applicable), school psychologist, administrator and the school counselor.
5. A CST meeting may be requested by the classroom teacher, the administrator, or the parent/guardian.

SELLING/TRADING
Selling or trading personal goods is not allowed at school. Items sold or traded may be confiscated by school staff. Delton Kellogg Schools does not accept liability for items that are stolen, damaged, unpaid for or not returned. We recommend these items not be brought to school, sold or traded.

SEARCH AND SEIZURE
To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, their locker and his/her possessions including vehicles, and may seize any illegal, unauthorized, or contraband materials discovered in the search. A search may be conducted at any time and 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.

Student lockers and the parking lot are school property and remain at all times under the control of the school district. School authorities for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant. A student’s person and/or personal effects (e.g., purse, book bag, athletic bag, cell phone, or vehicle) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. No search warrant is required by law. If the search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities and are subject to all school and states code for disciplinary action.

All computers located in the 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 searches and seizures, as provided in this policy, will be considered grounds for disciplinary action and the search will be completed without the student’s consent.

SURVEILLANCE/PHOTOGRAPHY/VIDEOS
The DK Board of Education authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Students in violation of board policies, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recording may become a part of a student’s educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Crosswalk
Our community has a crosswalk located directly in front of the elementary school. We encourage any student who must cross M-43 to cross at the crosswalk. Students will be escorted to the breezeway doors and then released to the crosswalk by school personnel. A crossing guard is available at the crosswalk from 7:45-8:05 a.m. and 3:20-3:30 p.m.
Food Service

CAFETERIA — BREAKFAST/ LUNCH/ PROCEDURES & WELLNESS

Come prepared to the cafeteria by bringing your lunch, money, jacket, recreation equipment and anything else you may want during this time. Passes are required to leave the cafeteria.

Food service staff appreciates deposits to lunch accounts being made before school starts (7:45 – 8:00AM) or can be dropped off at the Elementary Office.

Students are expected to behave in a respectful manner. All students are responsible for cleaning up after themselves. All trays, dishes, eating utensils, etc... are to be taken care of properly. Open beverages and food are not to be taken from the cafeteria. Tables must be wiped clean.

Disregarding lunchroom procedures may result in cafeteria clean up, detention, assigned seating, loss of recess privileges, referral to team and/or problem solving room or documentation as a minor misconduct violation.

Students are expected to remain inside the designated boundaries during lunch/recess. Boundaries are posted in the cafeteria.

The Delton Kellogg Food Service staff provides a number of nutritious meals for breakfast and lunch.

Breakfast: Breakfast (hot and cold entrees) is served each day from 7:45 AM to 8:10AM to allow you time to get to class by 8:15AM.

Breakfast WILL be served on half days.

Lunch: Every day students have their choice of a main dish (A), alternate dish (B), Cold Lunch (C), or choice of Sub Sandwich, Peanut Butter & Jelly Sandwich or Yogurt & Cheese (D).

You may pay cash for your breakfast and lunch as you go through the line, or you may purchase lunch credits from the cashier (preferably before school starts). Lunches may not be charged. You may be given an account number. Please do not give your account number to anyone. When eating breakfast or lunch, all you need to do is give your number to the cashier. The same applies for the pre-payers, free and reduced breakfast and lunch applicants.

Parents can be notified of their child’s account balance through Power School Access. Register for this service by contacting the school office.

WELLNESS – DKES supports student wellness. We recommend healthy snacks for our students. Energy Drinks (Beverages that contain large doses of caffeine, and other legal stimulants like ephedrine, guarana, and ginseng), are known to have dangerous side effects for children and are not permitted for student consumption on school grounds during the school day. (This includes transportation and as a lunch beverage.)

Send money in an envelope with your child’s name and their teacher’s name on it. Envelopes can be dropped off at the officer or turned into the classroom teacher.

Breakfast.........................................$1.30
Lunch..............................................$2.15
Milk ................................................     40¢
Adult Breakfast .............................. $1.75
Adult Lunch.....................................$3.00
**Responsible Thinking Classroom**

The purpose of the R.T.C. is to provide additional training for students to take ownership of their behavior and be SK2R. If a child chooses inappropriate behavior as a result of a problem, he/she may be removed from the situation and directed to report or escorted to the Responsible Thinking Classroom. There the child will be guided through a process in an attempt to help him/her to self evaluate and work on a plan to change the behavior.

**Student Conduct**

Our standards of conduct while at school have been kept simple and easy to remember. At DKES we are SK2R (safe, kind, respectful and responsible). It is the philosophy of Delton Kellogg Schools that children have control over the choices they make and must be held responsible for those choices. When unacceptable choices are made students will be asked to evaluate their behavior, identify acceptable alternatives, and create a plan to guide them in the future.

- DKES has made a commitment to creating and maintaining a bully-free environment. To support that goal, we have established a Bully Prevention Rubric. This rubric identifies bullying behaviors and steps in the consequence process.
- Bullying may be any look, gesture, word or action that hurts a person’s heart, body, friendships or property. While not all instances of inappropriate behavior constitute bullying, any behavior that meets the definition of bullying will be investigated.
- It is crucial to our success that parents and educators work together to solve mutual concerns. At all times, in all situations, with all members of our school family (bus drivers, cafeteria staff, office staff, custodial staff, paraprofessionals and visitors) students are expected to observe the school rules.

**Cell Phones/Electronic Communication**

See Cell Phone Section under General Information for more detail and DK Board Policy (pg. 10). It is not advised that these items be brought to school. If a student makes that choice, they shall be turned off and remain in a student’s backpack or turned into the elementary school office. Under no circumstances should they be present during instructional or class time, during passing time, restroom/drink/hall breaks, breakfast and lunch time and at school-sponsored events where there is a reasonable expectation of quiet. Use of the devices shall be limited to the period before classes begin in the morning and after the student’s last class in the afternoon. Any other use of cell phones will occur in the presence and supervision of school staff.

FIRST VIOLATION – confiscated and returned at the end of the school day; SECOND VIOLATION – confiscated and parent/guardian required to retrieve; THIRD VIOLATION – loss of privilege to bring cell phone to school.

**Personal Belongings / Disruptive Items**

Defined as: belongings that cause interference to student learning or become a problem or safety issue to have at school.

DKES is not responsible for lost, misplaced, or stolen items. Students are NOT encouraged to bring personal belongings to school. However, if they choose to do so, it is with an understanding that: 1) this is a privilege and 2) they are doing so at their own risk.

If brought to school, students are to keep CD/MP3 players, electronic toys, trading cards, other types of toys and electronic devices in their backpacks during instructional hours or make arrangements for safe keeping with the office or classroom teacher. Items that cause a disruption or interference may be confiscated by staff or administration and held until the end of the school day or a parent may be required to pick up the item/s at school. Parents will be notified in the event that students have lost the privilege of bringing personal items to school.

**NOTE**: In certain instances teachers may approve the use of a personal radio/headphones. All media will be monitored in these situations.
STUDENT APPEARANCE

The school does not rule a student’s taste in dress. However, the school does require certain standards that are based upon factors of health, safety and maintaining the orderly function of the school. It is expected that students should come to school clean, well groomed and in attire that is not offensive or distasteful. Examples of clothing and accessories not considered appropriate for the school environment include, but are not limited to:

1. Headwear. For example: bandanas, hoods, caps, hats, and scarves.
2. Sunglasses.
3. Clothing, jewelry, wallets with sharp studs, spikes, and chains.
4. Clothing that is deemed sexually provocative including garments with a sexual message, profanity or that advocates or depicts violence, discrimination, the use of alcohol, tobacco, or any controlled substance.
5. All shirts and pants are to be worn so no midriff or undergarments show.
6. The following shorts shall not be worn during the school day: boxer, biker, spandex, swimming trunks or any other style of shorts deemed inappropriate by school staff for administration. There will be no short shorts or short skirts allowed. Check point: if you can’t tuck it in, don’t wear it
7. Beach tops, half shirts, low cut tops, mesh shirts, or suggestive or revealing garments. Check point: if you hold your neck with your right hand, placing the first finger and thumb over your collar bone, the border of the garment you are wearing has to be hidden by the bottom of your hand.
8. Undergarments worn as out garments.
9. Outside coats shall not be worn in the classroom.
10. Book bags, backpacks, large purses and duffle bags will not be allowed in the classroom.
11. Gang clothing, symbols, signs or paraphernalia.
12. Clothing that promotes racist, sexist, bigoted or offensive ideas.
13. Flannel, lounge-like pants will be considered acceptable school attire with the exception of: clothing obviously intended for sleep (pajama-sheer, sleep like prints, open fly, etc…). Other dress code expectations are still in effect such as: no undergarments showing, provocative or suggestive or revealing garments. Students should not write on the skin of themselves or others with ink/paint etc….

Student appearance expectations are in effect at all school sanctioned events unless stated otherwise. For safety sake, footwear must be worn at all times. At the discretion of the administration, students who violate the dress code may rectify the situation in school or will be asked to call home for a change of clothes. If this cannot occur, students/parents will be given the option of wearing alternative clothing provided by the school. Students will not be allowed back into the general school environment and will remain in the in school suspension area, until the violation of the dress code can be rectified.

SUBSTITUTE TEACHER/VOLUNTEERS

Substitute teachers, volunteers and student teachers are as much a part of our school as anyone else. They are guests in our building therefore, they are to be extended the respect and courtesy they deserve. Students are expected to make substitutes, volunteers, and student teachers feel welcome.

VI. STUDENT DISCIPLINE

Student behavior to, from and at school and school events, as well as all student behavior on Delton Kellogg School property is expected to follow the regulations set forth in the code of conduct.

Delton Kellogg Elementary School reserves the right to set forth as part of this code of conduct those rules and regulations necessary and proper for carrying out the execution of the educational programs of the school, which are not specifically stated herein, as the need arises. The examples listed below are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit these regulations and rules. The offenses and penalties listed are only guidelines. Actual circumstances and the severity of those circumstances may dictate disciplinary actions not outlined.

DISCIPLINE PHILOSOPHY

Two of the most important lessons at DKES teaches respect and responsibility. DKES promotes a positive behavior support system and students are expected to behave in an acceptable manner and always consider the rights, safety, property, and feelings of others. All behavior has consequences. Students exercising self-discipline, respect, and responsibility will have positive consequences for their choices. Students who choose inappropriate behavior will face appropriate consequences. Each situation will be assessed individually.

DKES has an obligation to its students and their parents to provide an atmosphere where students can learn and develop to the best of their abilities. Positive consequences and discipline will be used to provide a safe and orderly environment for everyone.

Student Responsibility: Students are expected to follow the student Code of Conduct and be aware of its content. Students are expected to take responsibility for their actions. Students must be aware of the consequences for continued unacceptable behavior.

Teacher Responsibility: When teachers are having difficulty with individual students regarding behavior and/or academics, they will choose the appropriate strategies/consequences for working with the students and keep a written record of their efforts.

Parent/Guardian Responsibility: Parents/Guardians are expected to review and have awareness of the student Code of Conduct.
MINOR BEHAVIOR VIOLATIONS

The teacher/staff, working with the student, initially handles minor behavior violations. Warnings, reminders, phone calls etc. may occur to help children become aware of expectations. Following warnings/reminders offenses will be dealt with as described in the section: Procedures for Minor Behavior Violations.

Examples – but not limited to:

1. Tardies
2. All Behavior – potentially disruptive or unsafe: running, pushing, shoving, horseplay etc... on any school grounds/ bus stops.
3. Cafeteria Behavior: throwing food, not taking care of trays and water properly, not staying in the cafeteria and/or designated areas.
4. Food/Beverages in halls/lockers: Open food and beverage containers are not allowed in halls/lockers. These items will be confiscated and only returned upon discretion of the teacher/staff member.
5. Insubordination: refusal to follow a reasonable request/directive by school personnel.
6. Student Appearance: clothing determined to be in violation of our dress code.
7. Personal Items: CD players, MP3 players, electronic toys, cameras, and other toys such as yo-yo’s which cause disruption etc...
8. Uncooperative Classroom Behavior: not following directions, throwing paper, spit wads, interrupting or talking out, disrespect, and/or using put-downs.
9. Classroom Ethics: cheating, plagiarism, forgery, etc....
10. Pubic Displays of Affection: romantic affection such as hand holding, arms around each other, hugging, kissing, etc... are not permitted on school grounds or during school sanctioned events.
11. Teasing/Bullying: persistent unwanted joking/ teasing, unwanted comments and disrespect for another person’s property/self; may include verbal, electronic or written bullying.
12. Behavior with a Substitute Teacher/Volunteer: uncooperative behavior with substitute teachers may range in consequences from classroom removal to suspension.
13. Misuse of Internet/Network/Technology (minor): may result in restriction from internet usage or DK technology of up to one week.
14. First time possession of media (CD, magazine, video/music clip etc...) with inappropriate content depicting/ advocating use of for violence, sex, drugs, alcohol, etc...
15. Inappropriate language or gestures: use of offensive or vulgar language or acts.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting".
17. Unauthorized areas: for example: dugouts, high school, playgrounds....

PROCEDURES FOR MINOR BEHAVIOR VIOLATIONS

Initially handled by teacher/team/staff members. Upon repeated warnings/reminders/conversations the Level System will begin. In all instances, problem solving conversations will occur with the referring staff member.

Level One: a behavior plan will be developed by the student and be approved by staff and parent; Level Two: a behavior plan will be developed and require signatures, the teacher will also contact the parent/guardian. Level Three: there will be a referral to the problem solving room and administration. Notification will be sent home informing the parent/guardian of the level three status and potential future consequences if behavior persists (Persistent Misconduct). The student will again develop a behavior plan, confer and receive agreement from the teacher and obtain parent signatures. Note in some instances a student may be required to serve lunch detention to write plan or confer with the teacher. In other instances a student may be released from another class to confer/ problem solve with the referring staff member.

The goal of this process is to help students make more responsible choices. Therefore, if a student has shown improvement by making appropriate choices, they could remain at the same point in the process if they are written up again. This decision will be made by the teacher/team and/or administration.

Minor Behavior Violation Consequence Options (but not limited to):

In some cases, consequences will be issued in addition or in lieu of developing a problem solving plan and consulting with the staff member. These consequences may include: lunch detention, before school detention, letters of apology, written acceptance of responsibility, assigned seating, loss of recess, time-out, meetings with counselors or school liaison officer, and/or special project work/community service. In or Out of School Suspension.

MAJOR BEHAVIOR VIOLATIONS

When, the judgment of the administration, faculty or staff, a student’s behavior adversely influences others, interferes with the educational process, or infringes on the rights of others, this behavior may be grounds for suspension and possible expulsion from the Delton Kellogg Schools.

Examples – but not limited to:

1. Persistent disruptive, disrespectful, disobedience misconduct
2. Gross insubordination: blatant, disrespectful, disruptive refusal to follow a reasonable request/directive by school personnel
3. Profanities/Obscenities: gross use of unacceptable, offensive or vulgar language or acts
4. Bullying/Intimidation: severe/persistent use of physical aggression or taking the victim’s property; verbal or physical harsh, hurtful teasing or intimidation; attempting to control relationships by persuading rejection of others; this may include verbal, electronic or written intimidation because of a person’s race, ethnicity, color, religion, gender, national origin, sexual orientation, disability or physical characteristic(s).
5. Harassment: prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or legally protected characteristics
6. Extortion: obtaining another’s possessions through the use of verbal intimidation or threats. (1 – 5 day/s in or out of school suspension
7. Fighting
   Verbal Altercations: verbal utterances of violence or alluding to violence between two or more students
   Physical Altercations: physical acts of violence or leading to violence between two or more students.
8. Theft: taking of someone else’s property (+ over $100, ^ under $100)
9. Vandalism: intentional property and/or equipment damage (+ over $100, ^ under $100)
10. Truancy: time will be made up during lunch detentions or other detentions/suspensions before or after school/events or through community service if available
11. Possession of a laser pointer: 1st offense – the laser will be confiscated and kept in the office until a parent picks it up. 2nd offense – will result in a minimum 1 – 3 day suspension
12. Second offense or Serious Misuse of Internet/Network will result in a minimum 1 – 3 day suspension and a loss of access to the internet and/or computers for a minimum of one week. Continued misuse will lead to increased consequences. Some examples of misuse are: sexually explicit material or information which could present a safety threat to persons or property.
13. Second time possession of media (CD, video clip, magazine, etc…) with inappropriate content depicting/advocating use of/violence, sex, drugs, alcohol, etc…
14. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting”.
15. Possession/Use/Sale of lighters, matches and/or drug paraphernalia is prohibited on school premises
16. Possession/Use Sale of non-prescription drugs (out of accordance with the mediation policy) is prohibited on school premises

UNLAWFUL BEHAVIOR
Students are expected to obey state laws. Any students engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. 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.

Key
+ Violation of these Standards of Conduct Must be Reported to the Local Police or School Liaison Officer (MCL 80.13.08)

* These behaviors, by law, will lead to a recommendation for expulsion from Delton Kellogg School.
^ These violations may be reported to local police or the school liaison officer. (MCL 380.1308)

1. *Intimidating/Threatening Behavior: the threat/behavior could either be spoken or written and could be a direct or implied threat which implies serious harm/harassment will come to the victim.
Student–to–student shall result in a 1 – 10 day out-of-school suspension, with possible recommendation for extended suspension or expulsion by the Superintendent or Board of Education.
Student–to–adult shall result in a 5 – 10 days out-of-school suspension with possible recommendation for extended suspension or expulsion by the Superintendent or Board of Education. Police may be notified.

2. Physical Assault/Battery: Intentionally causing, attempting or threatening to cause physical harm to persons or property through force or violence. Law requires referral to Board of Education.
Student–to–student shall result in suspension or expulsion up to 180 days as required by law. Grades 5 – 8 Police may be notified. MI Revised School Code 1310(1)
**Student–to–adult shall result in permanent expulsion of 180 days with possible application for reinstatement. Police may be notified. Grades 6 – 8. (10 days suspension and referral to DK Board of Education for permanent expulsion)

NOTE: 5th grade students who commit the above offense will receive a 3 – 10 day out of school suspension with possible referral to the superintendent of extended suspension.

3. *+ Criminal Sexual Misconduct (CSC): Sexual conduct in a school building or on school property. This can include consensual sexual contract between individuals. (10 day suspension and referral to Delton Kellogg Board of Education for permanent expulsion)
MI Revised School Code 1311(2)

4. Sexual Harassment: does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual Harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature.

5. *+ Possession of dangerous weapons:
Students are prohibited from possessing a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical de-
7. **Possession of weapons/look-alikes/explosives:** Students are prohibited from possession of look-alike weapons, blades under three inches, any item intended to be used as a weapon, or any item with potential of being used as a weapon, fireworks and/or explosives.

8. **Bomb Threat/Similar Threat:** Threat to school property/activity. 5th Grade – shall receive suspension. Grades 6 – 8 shall receive suspension or expulsion. MI Revised School Code 1311a(2)

9. **False Fire Alarms/911 Calls** to falsely report a dangerous condition

10. **Arson:** willful or malicious burning or attempting to burn property. 10 days suspension and Grades 6 – 8 shall be referred for permanent expulsion of 180 school days. MI Revised School Code 1311(2)

11. **Controlled Substances:** Possession, use, or distribution of alcohol, Tobacco Products, E-Cigarettes, illegal drugs, prescription medication, inhalants, steroids, look alikes or what is represented as any of the above.

    **Possession/Use/Under Influence** Students possessing, using or under the influence of any of the above will receive an immediate 1 – 10 days out of school suspension with the possibility of a reduction after the completion of a substance abuse evaluation (Verification of completion would be required.) Students suspected of being under the influence or the mere presence of a substance may be subject to disciplinary action.

    **Sale/Distribution** Students caught selling/distributing any of the above will be referred to the police and receive an immediate 5 – 10 days out of school suspension, and may be referred to Delton Kellogg Board of Education for further disciplinary action up to and including expulsion.

   **Possession/Use/Distribution/Sale** of controlled substances on school property or at school sponsored activities is prohibited. *YOUTH TOBACCO ACT PA314 (1988) prohibits minors from: possessing or smoking cigarettes or cigars, chewing, sucking or inhaling tobacco in any form.*

**PROCEDURES FOR MAJOR BEHAVIOR VIOLATIONS**

Major Behavior violations will be referred to administration in writing by teachers and/or staff members. Informal investigation will occur and students will be afforded their due process rights. The administration has final decision as to what consequences will be issued.

Students who are assigned suspension by a building administrator will be afforded the opportunity to make up all class work missed for credit.

In some instances, contingencies may be put in place prior to a student returning to school or the classroom. Also, a reduction in the number of days served as suspension may occur if written documentation is provided for appointments/attendance at rehabilitation services, substance use/abuse classes etc... Parents/Guardians are responsible for all such costs.

**NOTE:** When deemed by administration that major behavior violations have occurred five times, a five day out of school suspension will be issued. At ten major behavior violations, consideration will be given to increased out of school suspension days or referral to the Superintendent and Board of Education.

**CONSEQUENCES FOR MAJOR BEHAVIOR VIOLATIONS**

Committing any major behavior violation may impact a student’s ability to participate/attend curricular and non-curricular field trips. Committing an unlawful behavior violation will result in a denial of an invitation to non-curricular trips, or curricular trips where content can be delivered at school. Decision to be made by administration. Note: if a student is denied attending a curricular trip, an alternative form of the curriculum covered will be provided.

**Other Major Behavior Consequence Options Include (but are not limited to):**

1. Conferences – meetings may include students, teachers, parents, counselors, and administration.
2. Time Out - isolation of a student for the purpose of calming them down and/or removing them from a situation.
3. Community Service – providing service for the school and/or community, for example, light custodial work (generally served after school in one hour increments)
4. Referral to outside agencies
5. Classroom suspension – removal of the student from a specific classroom/class.
6. Suspension (1-10 days) out-of-school suspension (OSS) or in-school-suspension (ISS). The administration has the final authority as to whether a suspension is in-school or out-of-school. During the time of any suspension or expulsion, students are not allowed on school property at any time (not including time spent in the building for ISS). This means you will not be allowed to attend and/or participate in any school sponsored athletic program or other school sponsored activities.

7. Detentions (Lunch/Before School) – isolation from student population during these times. Students serving lunch detention will have the same lunch choices as other students. Students may choose to pack a lunch while serving lunch detention. Pop and sweet snacks are not allowed.

8. Contracts – include targeted behavior (daily) and progressive disciplinary action for failure to meet expectations/positives for meeting expectations.

9. Re-Entry Conferences – a conference with parents and teachers and/or administrators may be required before a student will be allowed to return to the classroom.

10. Adjusted school day – a reduction in the hours of the school day or number of days per week in attendance.

11. Police reports – the police will be contacted if deemed necessary.

12. Meetings with Superintendent/Board of Education members – before recommending further disciplinary action or expulsions.


VII. ADDITIONAL DISCIPLINARY INFORMATION

While most disciplinary actions are final, a parent/guardian who believes the suspension is unjustified may proceed as follows:

1. Initiate appeal by contacting the principal within 24 hours of the suspension to request a meeting.

2. If dissatisfaction still exists at this level, a meeting may then be requested with the superintendent. Contact must be made within 24 hours of the previous action taken.

3. Appeal meetings/hearings are expected to be held during school hours.

4. During the appeal process, the student will be allowed to attend classes at the discretion of the principal. Separation of the student from the school may be necessary to ensure the safety and welfare of all concerned.

5. The student has the right to be represented by legal counsel at any point in the process.

DUE PROCESS

1. The student shall be informed of the reason for his/her possible disciplinary action/suspension. Provisions shall be made for the student to be heard and to present his/her view of the occurrence.

2. An informal investigation shall be conducted by the administration for the purpose of obtaining all information pertinent to a fair decision.

3. Access to an appeal procedure.

ISSR/RTC PROCEDURES

1. If serving ISS report to PSR upon arrival. Being tardy will result in issuance of lunch detention or community service. In School Suspensions start at 8:00 AM and end at 3:20 PM.

2. An assignment will be given to the student to work on while in suspension. When that assignment is completed, it should be brought to the room supervisor and another assignment will be given to the student. Only one assignment will be handed out at a time. All class work is to be done in the room and checked on a daily basis.

3. All Delton Kellogg Elementary School Code of Conduct rules apply.

4. There is to be no eating, other than during the specified lunch period – this includes chewing gum.

5. There is to be no talking/communication between or among students, absolute silence will be enforced. This will include note passing, hand signaling etc.

6. Students are not allowed to sleep during suspension/detention/time-out hours.

7. Visitors are not allowed.

8. There are to be no personal radios, CD players, or any other electronic devices of any kind in the room.

9. Illness negates the day and another day is assigned so that the full suspension time is spent in the room.

10. Upon entering, students will be assigned a seat and they may not leave their assigned seat for PSR/ISSR for any reason without permission. Restroom breaks will occur in the morning and afternoon. Students must raise their hand and request permission to use the restroom at times outside of the designated break times, and will use the restroom located in the room.

11. Students may not attend assemblies, after-school activities, athletic practices or games or participate in any events on the day(s) that they are assigned to in-school suspension.
REMOVAL FROM THE ISSR/PSR— Violation of room rules or the school code while in attendance in the room will result in the following:

- Immediately sent home, remainder of ISS days converted to OSS, 1 extra day OSS, parental conference with administration.

SUSPENSION
Suspensions from school are a serious consequence. State law in Michigan recognizes that schools have the right and obligation to suspend and/or expel students for gross misdemeanors or persistent disobedience. Suspension and/or expulsion from school will be used to maintain safety and order, and to demonstrate that certain types of behavior, which are detrimental to the learning environment, will not be tolerated. Parents will be notified of a decision to suspend, the reasons behind the decision and length of suspension. If parents cannot be reached, the student may be kept at school, but out of class (debarment) until the end of the day. Administrator and/or teaching team, parent and the student will discuss plans for successful reinstatement into the classroom. Students are allowed to complete their class assignments and earn credit for them. Arrangements for due dates need to be made with the teacher and are the responsibility of the student. Depending on reasons for suspension, a re-entry conference and/or plan for improvement may be required upon the students’ return to school.

SUSPENSION AND/OR DISCIPLINE OF SPECIAL EDUCATION STUDENTS
Policies shall be applied in a manner consistent with the rights secured under federal law to those pupils who are determined to be eligible for special education programs and services.
DELTON KELLOGG SCHOOL PARENT COMPACT

We, the Delton Kellogg Elementary School community, establish this Compact to support the success and foster the improvement of our students. We believe this can be done with a planned partnership of families, students, and the school.

**Parent/Guardian Responsibilities**

We will:
- Make sure that our child attends school regularly, is on time and is prepared to learn with homework completed.
- Read with your child each day.
- Do activities at home that continue our child’s classroom learning.
- Attend parent-teacher conferences and school functions to our student’s learning.
- Support the school in its effort to maintain proper student behavior for successful learning.

**Student Responsibilities**

I Will:
- Come to school and be ready to learn.
- Complete and return my homework on time.
- Be SK2R (Safe, Kind, Respectful and Responsible)
- Take home and return school materials.

**School Responsibilities**

We will:
- Provide an environment that promotes learning.
- Have high expectation for ourselves and our students.
- Maintain open lines of effective communication.
- Seeks ways to involve parents in school activities.

Delton Kellogg Elementary School
School Song:

Rah! Rah! Rah! Rah! Rah! Rah!
Cheer cheer for dear old Delton
School we love best.
It’s fun to learn here,
Make friends and have recess.
Rah! Rah! Rah!
Delton is the best of all
We are number one.
Even while we’re learning
We have a lot of fun!
Rah! Rah! Rah! Rah! Rah! Rah!
Delton, we love you!
Delton Kellogg
Equals Success