

**Beechnau Elementary School  
Student Handbook  
2024-2025**



**RAVENNA PUBLIC SCHOOLS**  
[www.ravennaschools.org](http://www.ravennaschools.org)



## Where did we get the name Beechnau Elementary?

Dr. Louis H. Beechnau embodied the standards of responsibility, community involvement and selflessness. He was a beloved citizen of the Ravenna Community and one of Ravenna Public Schools most ardent school boosters. Dr. Beechnau has been described, affectionately, as a true “country doctor” who possessed outstanding communication skills and a deep understanding of the community.

Dr. Beechnau was Ravenna School District’s Sports Team Doctor for thirty-five years. He provided his services free of charge. Even the small fees charged for team physicals would find themselves back into the school district’s coffers.

Dr Beechnau graduated from Michigan State University and the Chicago College of Osteopathic Medicine. He held the post of Chief of Staff at Muskegon General Hospital and practiced medicine in the Ravenna Community for nearly thirty-eight years. Dr. Beechnau has been recognized and awarded many honors throughout his career including the 1987 Michigan’s Osteopathic General Practitioner of the Year and formal tribute from both the Michigan House of Representatives and the Senate.

### ***Beechnau Elementary School Staff Goals and Commitments:***

**PURPOSE STATEMENT:** The purpose of our staff at Beechnau Elementary School is to provide quality teaching and learning experiences, and growth opportunities which ensure the highest levels of student performance and student learning in a collaborative school culture of relational trust and effective communication.

### **2024 - 2025 GOALS:**

1. To foster a culture of positive behavior, critical thinking, literacy goals, high expectations, quality instruction, and a growth mindset in all aspects with all stakeholders at Beechnau .
2. To develop and enhance open, honest, authentic relationships with our colleagues and students in order to cultivate respect, understanding, and trust.
3. To positively encourage and challenge each other to work effectively together with best practices that will challenge students to grow while protecting their dignity.
4. To create a challenging and positive school environment promoting curriculum, communication, multi-tiered systems of support, and positive behavior.

**STAFF COMMITMENTS:** As a staff member of Beechnau Elementary School, I will make the following commitments to the students and parents that we serve, to our principal, and with my colleagues as we work to accomplish our collective purpose, our school’s vision of high performance, and being a true Bulldog with PRIDE.

1. Will focus on a growth mindset; challenging, supporting, and improving our curriculum, instruction, and assessments.
2. Will commit to self reflection and remain open to constructive feedback that will lead to improved performance.
3. Will focus on, reflect, and expect my best in every moment, with every decision, and every initiative as a member of Beechnau; will expect my best in focusing on the Beechnau Commitments.
4. Will work together with my colleagues and principal to grow, challenge, support, and improve my curriculum, instruction, and assessment.
5. Will use feedback (positive/constructive) as a strategy of support to learn and grow, and willingness to give feedback to my peers when behaviors align or do not align with our goals and commitments.

## Contacts

Office of the Superintendent

231-853-2231

Beechnau Elementary School

231-853-2258

### BEECHNAU ELEMENTARY SCHOOL STAFF

**Principal**  
**Dean of Students**  
**Administrative Assistant**  
**Office Paraprofessional**

Ms. Wendi DeJonge  
Mr. Chris Norkus  
Mrs. Gera Wier  
Mrs. Wendy Kloostra

**Tuition Preschool**  
Mrs. Angela VanEns  
Mrs. Cindy Spoelman

**Head Start**  
Ms. Renae Eacker  
Ms. Shelby Castenholz  
Mrs. Karina Mares

**GSRP**  
Ms. Danielle Burns  
Ms. Sandra Lamb  
Mrs. Karen Crowley  
Mrs. Tricia Hendricks  
Mrs. Kelly Robinson  
Mrs. Jennifer Sherman

**ECSE**  
Mrs. Aubree Janose  
Mrs. Patty Kohanski

**Special Education**  
Mrs. Alexa Andriessen  
Ms. Carsyn Dragoo

**Speech-Language  
Pathologist**  
Mrs. Lindsey Sherman

**Social Worker**  
Ms. Heather Westbrook

**Psychologist**  
Ms. Shelby Howard

**Kindergarten**  
Mrs. Sara Pattyn  
Mrs. Justine Waller  
Mrs. Jennifer Wilthof

**1st Grade**  
Mrs. Kelly Hecksel  
Mr. Jason Nutt  
Ms. Jessica Zayaz

**2nd Grade**  
Mrs. Laurie Postema  
Mrs. Kari Spencer  
Mrs. Brenda Theile

**3rd Grade**  
Mrs. Mari Porter  
Mrs. Alyssa Wahr  
Mrs. Aimee Westhouse  
Mrs. Kathleen Zimmer

**4th Grade**  
Mrs. Ashley Gerth  
Ms. Melissa Jurries  
Mrs. Katie Payne  
Mr. Adam Twa

**Instructional  
Paraprofessionals**  
Mrs. Angie Curell  
Mrs. Maria DeVoogd  
Mrs. Kirsten Dobberstein  
Mrs. Carmen Dodge  
Mrs. Jennifer Drummond  
Mrs. Jamie Hawkins  
Mr. Graysen Kloostra  
Miss Amy Lugo  
Mrs. Melissa Olsen  
Mrs. Kaitlynn Pant  
Mrs. Jessica Russell  
Mrs. Lisa Villarreal

**Art**  
Mrs. Kristi May

**Music**  
Ms. Ambre Slater

**Health/P.E.**  
Mrs. Katie Wilson

**State/Federal Programs**  
Mrs. Amy Sitzer

**Title I Interventionist**  
Ms. Kelly May

**Reading Interventionists**  
Mrs. Sherrie Jawor  
Mrs. Liz Olrich

**Kitchen**  
Ms. Mary Hansen  
Mrs. Melisa Hiler  
Mrs. Lois Krepps

**Custodial**  
Mr. Todd Schaffer  
Mrs. Leigh Ann Straub

**Non-Instructional  
Paraprofessionals**  
Mrs. Brooke Flanery  
Miss Amanda Lugo  
Mrs. Tessa Wolters

**Family Resource Center**  
Mr. Steve Carlson

## STUDENT CODE OF CONDUCT

Students, parents, teachers, administrators, and the Board of Education share the responsibility for maintaining an environment conducive to education for all students attending Ravenna Public Schools. A favorable atmosphere is essential to the learning process. It is expected that all personnel connected with the education setting, in cooperation with home, will help individual students adapt to constructive limits and controls. A student's individual rights must be protected. The rights of the student body, the school staff, and the school district must also be protected.

**Beechnau Elementary's motto is PRIDE.**

**P**repared

**R**espect

**I**ntegrity

**D**etermination

**E**xcellence

### **Bulldog PRIDE Song**

Beechnau bulldog kids have PRIDE, come in

**Prepared**

Beechnau bulldog kids have PRIDE, **Respect**

everyone


Have **Integrity**, **Determination** too.

Beechnau bulldog kids have PRIDE, **Excellence** in

all we do.

PRIDE.

# Beechnau PRIDE Matrix

	Classroom	Bathroom	Office	Library	Cafeteria	Hallway	Recess	School Related Activities
<b>Prepared</b> <i>Ready to learn</i>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Bring needed materials</li> <li>Attend class on a daily basis</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0 or 1</li> <li>Use and cruise</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Enter quietly</li> <li>Voice level 1 or 2</li> </ul>	<ul style="list-style-type: none"> <li>Return books on time</li> <li>Use spot holder when picking a book</li> <li>Voice 0 or 1</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 1 or 2</li> <li>Follow directions</li> <li>Make a smart seat choice</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0 or 1</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Dress for the weather</li> <li>Line up quickly</li> <li>Listen and follow all directions</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice level</li> <li>Follow directions</li> </ul>
<b>Respect</b> <i>Making a commitment to yourself and others</i>	<ul style="list-style-type: none"> <li>Raise Hand to contribute</li> <li>Keep your area clean</li> <li>Take turns</li> <li>Whole body listening</li> </ul>	<ul style="list-style-type: none"> <li>Keep the bathroom clean</li> <li>Allow privacy</li> <li>Wash your hands</li> <li>Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help</li> <li>Wait your turn</li> <li>Be polite</li> </ul>	<ul style="list-style-type: none"> <li>Be a good listener</li> <li>Treat books kindly</li> <li>Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands and feet to yourself</li> <li>Stay in your space</li> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hand, feet, and objects to yourself</li> <li>Be mindful personal space</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Include others</li> <li>Keep your hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Listen attentively to adult in charge</li> <li>Respect property of others</li> <li>Keep your hands, feet, and objects to yourself</li> </ul>
<b>Integrity</b> <i>Do the right thing</i>	<ul style="list-style-type: none"> <li>Use class time</li> <li>Share the learning space</li> <li>Do your own work</li> <li>Make a good choice</li> </ul>	<ul style="list-style-type: none"> <li>Keep your feet on the floor</li> <li>Return promptly</li> <li>Tell an adult about misuse</li> <li>Use resources</li> </ul>	<ul style="list-style-type: none"> <li>Sit safely on office furniture</li> <li>Work quietly on tasks</li> </ul>	<ul style="list-style-type: none"> <li>Be a good helper</li> <li>Pick books from the correct shelf</li> <li>Choose books for you</li> </ul>	<ul style="list-style-type: none"> <li>Eat your own lunch</li> <li>Help others</li> <li>Sit on your pockets to eat</li> <li>Eat purposefully</li> </ul>	<ul style="list-style-type: none"> <li>Keep locker clean</li> <li>Only open your locker</li> <li>Turn in found items</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Return small equipment to basket</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your group</li> <li>Help each other</li> <li>Give friendly reminders</li> <li>Set a good example</li> </ul>
<b>Determination</b> <i>Not giving up</i>	<ul style="list-style-type: none"> <li>Bring a positive attitude</li> <li>Ask for help</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help when you need it</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently for an adult</li> </ul>	<ul style="list-style-type: none"> <li>Remember: right book</li> <li>Ask for help</li> </ul>	<ul style="list-style-type: none"> <li>Raise your hand for help</li> <li>Wait your turn</li> <li>Make eating your first priority</li> </ul>	<ul style="list-style-type: none"> <li>Move purposefully and safely</li> <li>Go where you need to go</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> <li>Follow rules</li> </ul>	<ul style="list-style-type: none"> <li>Positive attitude</li> <li>Ask for help if you need it</li> </ul>
<b>Excellence</b> <i>Try your best</i>	<ul style="list-style-type: none"> <li>Use devices appropriately</li> <li>Encourage others</li> <li>Actively participate</li> </ul>	<ul style="list-style-type: none"> <li>Report unsafe conditions</li> <li>Use at the right time</li> <li>Leave it clean/dry</li> </ul>	<ul style="list-style-type: none"> <li>Return to class in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Find a book</li> <li>Find a seat</li> <li>Read</li> </ul>	<ul style="list-style-type: none"> <li>Say please and thank you</li> <li>Clean your space</li> <li>Use polite table manners</li> </ul>	<ul style="list-style-type: none"> <li>Look for ways to help others</li> <li>Face forward, head up and eyes open</li> <li>Greet others kindly</li> </ul>	<ul style="list-style-type: none"> <li>Help others</li> <li>Be kind with your words and actions</li> <li>Report problems to adults</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> <li>Report unsafe behaviors or conditions</li> </ul>

# Student Recognition and Awards

Students will receive recognition and awards for following our Bulldog PRIDE expectations.

Type	What?	Who?	When?	Where?	How?	To Whom?	Why? (purpose)
<b>High Frequency</b> In the moment, predictable, happens all the time (i.e. high fives, Pride Tickets)	Pride Tickets	All staff members in building	When any students exhibits PRIDE behavior	Throughout the school: <ul style="list-style-type: none"> <li>Classrooms</li> <li>Hallways</li> <li>Playground</li> <li>Cafeteria</li> <li>Library</li> </ul> Pride Tickets will be in the PBIS binder	Staff member writes student name and circles Pride ticket with exhibited PRIDE behavior. Keep the name part, send home the part that has the behavior circled on it. Name part will be put in the doghouse by the student	All students	To acknowledge PRIDE behavior expectations
<b>Redemption of High Frequency</b> What happens once one gets a high frequency acknowledgement? (i.e. school store, drawings)	Pride Tickets -daily drawings	Admin/Staff during lunch time	Daily	Students place Pride tickets in grade level baskets, in the doghouse, in the hallway.	<ul style="list-style-type: none"> <li>Random drawings</li> <li>Student names are announced at lunch</li> <li>Students come up and pick up out of treasure box</li> </ul>	3-5 students per grade level	To provide a public acknowledgement
<b>Unpredictable/ Intermittent</b> Surprise acknowledgement, not frequent, may be based on data	Pride Pack	Each Teacher	Once per month	Teachers fill out the info on the Google sheet	Teachers pick a student that exhibits the targeted/all Pride trait(s). September: P October: R November: I December: D January: E Feb.-May: All/Any	Any student exhibiting Pride behavior	To encourage students to exhibit Pride behavior
	Bulldog Pride	Any staff	Throughout	Anywhere	When a staff	Classroom	To encourage

## STUDENT DRESS CODE/STUDENT APPEARANCE

Students should look presentable and respectable at all times.

Students are required to wear: • A shirt with solid fabric covering the front (including midriff), back, and sides under the arms • Bottoms with solid fabric covering the buttocks and upper thigh.

- Clothing length must be appropriate for the professional/ educational setting. Professional, tailored sleeveless clothing will be appropriate.
- Clothing choices should not disrupt the learning environment.
- Students can not wear:
  - Spaghetti Strap Tank Tops
  - Pajamas (unless it is a spirit day)
  - Violent language or images.
  - Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
  - Hate speech, profanity, pornography.
  - Images or language that creates a hostile or intimidating environment based on any protected class.
  - Clothing that does not cover private parts of the body or allows undergarments to be visible (bra straps are not considered undergarments).
  - Tube top
  - Hats or Hoods

### Dress Code Enforcement

- Violations of the dress code should be treated as minor on the continuum of school rule violations.

- Students should lose minimal class time, solely as a result of a dress code violation.
- Students will be given the opportunity to correct any dress code violations.
- **Staff should discreetly contact the front office for enforcement of a dress code violation.**
- Administration will follow up with enforcement as appropriate and necessary.

## **SCHOOL HOURS**

The school day at Beechnau Elementary begins when our children enter the hallways at 7:40 am. Instruction begins at 7:50 am. Dismissal is at 2:45 pm.

All students are to leave the building by 2:50 pm, unless a teacher has arranged for the child to stay. Students who come in after 7:50 am will be marked tardy. Parents must sign students in and out at the office after 8:00 am.

## **PICKING UP/DROPPING OFF STUDENTS**

If you bring your student to school, they should be dropped off at the front of the building between 7:35 am and 7:45 am. Students should not be dropped off before 7:35 am. When picking up students after school, parents should wait outside for their children to be released.

If a child needs to leave school during the day, please send a note to THE OFFICE ahead of time so the matter can be cleared by the office before your arrival. You will be able to pick up your child in the office (NOT THE CLASSROOM). You will need to sign your child out (and back in).

A student's parents or guardians must contact the office via written note or phone call in order to change transportation plans. The policy is without a note or phone call to the office, a student who routinely rides the bus will be put on the bus and a student who normally walks home will be sent home with the walkers.

**CONTACT FOR ALL CHANGES IN END OF THE DAY ROUTINE MUST BE MADE TO THE OFFICE BY 2:00 PM; EX: RIDING A BUS OR BEING PICKED UP. NO LATE CALLS WILL BE ACCEPTED.**

Students in 2<sup>nd</sup> – 4<sup>th</sup> grades are allowed to walk out of the building to their parents' cars **IF THEY HAVE A SIGNED PERMISSION FORM ON FILE**. All other students must wait for their parents to get them. Your cooperation in this matter of student safety is appreciated.

## **SCHOOL CANCELLATION AND EMERGENCY DRILLS**

Dismissal instructions come from the superintendent's office. If the superintendent decides to cancel or dismiss school early, parents will be notified via a school messenger phone call. **PLEASE DO NOT CALL THE SCHOOL.**

Parents should explain to their child at the beginning of the school year where the child should go in case of an emergency when the parents are not at home. For the safety of our students, emergency procedures are held in confidence by each staff member having a direct responsibility in the implementation of the plan.

Ravenna Public Schools follows all state guidelines regarding mandatory drills including fire, tornado and lockdown drills throughout the year.



## **ELEMENTARY ATTENDANCE POLICY**

Students not in attendance are marked absent. Any student arriving after 7:50 am will be considered tardy. If a student arrives at school after 9:00 am, they will be considered absent for the A.M. If a student is picked up before 2:00 pm, they will be considered absent for the PM. If your student is arriving after 7:50 am or leaving before the end of the day they must be signed in/out by an adult in the school office. If your child is tardy 5 mornings in a trimester it will be changed to an unexcused absence. For the safety of our students, **please call the office (853-2258) before 9:00 A.M. on days your child will be tardy or absent.**

Good attendance is an important factor in your child's success at school. You are urged to plan family vacations to coincide with school vacations. If it is absolutely necessary for your child to be absent for a period of time, please contact the office in advance. Any essential arrangements can then be made with the classroom teacher. It is imperative that students are present during State testing.

If a child is absent a significant amount of time, we will follow the guidelines set forth by **Muskegon County's Operation Graduation**. For more details, visit: <http://www.muskegonisd.org/adminservices/truancy/>

### **Excused Absence Policy**

For pupil accounting purposes, we are asking all parents to call in when their students will not be in school. Excused absences include: sickness with doctor's note, injury, attending a funeral, doctor or dentist appointment, family obligations, or school related business.

### **Extended Absence for Illness**

In the event of an anticipated, prolonged illness or disability, it is important to notify the teacher and principal when the child will be returning to the classroom. Any student who will be out of school for six weeks or longer is eligible for the services of a homebound teacher through the Muskegon Intermediate School District.

## **PARENT INVOLVEMENT/POLICY**

### **Parent Involvement Policy**

#### **Part I. General Expectations**

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- play an integral role in assisting their child's learning;
- are encouraged to be actively involved in their child's education at school;
- are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Beechnau Elementary School agrees to implement the following:

- Each family will receive a digital copy of the School-Parent compact form through Seesaw in the fall to complete and submit.
- Each trimester teachers of grades K-4 will update parents with information about his/her child's STAR Reader scores.

#### **Part II. Implementation of Parental Involvement Components**

- Beechnau School will involve parents in the development/review of its school-wide parental involvement policy.

- Beechnau School will recruit parents to participate in the process of school review and improvement to improve student academic achievement and school performance.
- Beechnau School will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school.
- Beechnau School will develop jointly with parents and staff-school-parent compact that outlines how parents, school, staff and students will share the responsibility for improved student achievement. The compact will include:
  - The school's responsibility is to provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student achievement standards.
  - The parent's responsibility is to support their children's learning in various ways.
  - The student's responsibility is to fully participate and take advantage of learning opportunities.

### **Part III. Adoption**

This Beechnau School Parental Involvement Policy has been developed jointly with, and agreed upon with parents of students in our building, including those involved in Title I programs.

#### **PARENTS AND THE SCHOOL**

You are strongly urged to be a partner in your child's education and our school program. Please take the time to get to know your child's teacher, and learn what we are trying to do for your child at Ravenna. Please feel free to express your suggestions and concerns to the teachers and the principal.

#### **VOLUNTEERS**

Parents and other community members enhance the school environment in many ways. Reading to children, listening to children read, and working with small groups under teacher direction, will help us give each child more individual attention. Contact the school office or your child's teacher if you are able to volunteer at school. **ALL VOLUNTEERS MUST COMPLETE THE VOLUNTEER APPLICATION found on the district website under "Our District" BEFORE VOLUNTEERING IN THE SCHOOL.**

**Please do not bring younger siblings in the building or on field trips while you are volunteering and/or chaperoning for a classroom teacher.**

Parents that are not volunteering or do not have an appointment are not allowed in the halls during school hours.

#### **SCHOOL AGE VISITORS/PETS**

Parents need to request permission if they wish to bring in a pet for show and tell or have a relative/friend visit.

#### **DROPPING OFF ITEMS**

Please bring items to the office and we will deliver them or we will call the child down to pick them up.

#### **LOST AND FOUND**

Lost and found articles are kept near the gym and may be claimed there. Unclaimed articles are turned over to a local social agency for distribution to the needy. **Please label or mark your child's name on ALL ARTICLES he/she may bring to school such as coats, jackets, boots, lunch boxes, etc.**

## ILLNESS OR ACCIDENTS AT SCHOOL

If a child becomes ill or is injured at school, the parents will be contacted and arrangements will be made before the child is released from school. If parents cannot be reached, contact will be made with the person designated by the parents on the emergency information sheet. **PLEASE KEEP THESE NAMES AND NUMBERS UP-TO-DATE IN THE DEMOGRAPHICS SECTION OF POWERSCHOOL. IT IS IMPORTANT THAT WE ARE ABLE TO REACH SOMEONE IF YOU ARE NOT AVAILABLE AND THE CONTACTS SHOULD BE ABLE TO REACH THE SCHOOL WITHIN 30 MINUTES.**

## ADMINISTRATION OF MEDICATION

1. No medications will be administered in school without the parent/guardian's permission given by completing a Medication Consent Form. This includes both prescription and over-the-counter (OTC) medications.
2. The parent/guardian is responsible for completing the Medication Consent form and obtaining a physician's signature on all prescribed medications that are to be given during school hours. This is required every school year for each new or continuing medication or if there is a change in dosage or time of administration. (A physician may use office letterhead or prescription pad in lieu of completing a new form). Information necessary includes: student's name, diagnosis, medication name, dosage, frequency, time of administration, any side effects, physician signature and telephone number for contact, and date. OTC medications require a Medication Consent form completed and signed by parent/guardian. OTC medications will only be given according to labeled amount and frequency for student's age/weight, unless prescribed differently in writing by a physician.
3. The medication must be delivered to the school by the parent/guardian. Under no circumstances will the school personnel accept medication brought in by the student. **No child is allowed to have medication in his/her possession.** Prescription medication must be in the original container from the pharmacy and labeled correctly, matching the Consent Form information. Physician samples must be appropriately labeled by the physician. OTC medications must be in their original container. If the seal is broken on any medication, the parent/guardian takes responsibility that the medication brought in is what is labeled on the container. Medication in plastic bags and/or envelopes will not be accepted. No outdated medications will be accepted.
4. School personnel shall not administer any medication where the administration of the medication requires specialized knowledge or training such as injection of medication, unless that person has the required knowledge or training.
5. The first dosage of any new medication must be given at home before it can be administered at school.
6. Students with asthma and/or allergic reactions must have an Asthma Action Plan and/or an Anaphylaxis Care Plan completed by the prescribing physician. This is required every school year that emergency medications, i.e. Albuterol and Epinephrine are needed. This is also mandatory if the student carries their rescue medications with them. It is imperative the students understand the necessity for reporting to either the school nurse or school staff that they have self-administered their inhaler without improvement or have self-administered an epinephrine injection, so that 911 may be called.
7. In an emergency, a designated staff member will notify the parent/guardian as quickly as possible.
8. A designated staff member will call the prescribing physician, as allowed by Health Insurance Portability and Accountability Act (HIPPA), if a question arises about the student's physical condition and/or the student's medication.
9. Designated school staff shall exercise the utmost care in administering medications to students.

## **IMMUNIZATIONS, HEALTH RECORDS, BIRTH CERTIFICATES AND PROOF OF RESIDENCY**

The State of Michigan requires that all students attending public schools be properly immunized against a variety of diseases. A listing of required immunizations may be obtained from the designated school official. Students will be denied entry into the Ravenna Public Schools if proper proof of immunizations cannot be produced. The Muskegon County Health Department offers the necessary immunizations to citizens of the county. You may contact the health department to receive information on this service.

Students entering the Ravenna Public Schools for the first time must produce a valid birth certificate upon registration. Students may not be registered without producing this document. Proof of residency will be required before students are enrolled.

If a parent chooses not to immunize their child they must set up an appointment with the Muskegon Health Department to get a signed waiver form to be put on file for the student. Appointments are made by contacting the Health Department at 231-724-6311.

## **COMMUNICABLE DISEASES**

The Board of Education of the Ravenna Public Schools recognizes its responsibility to minimize the spread of contagious diseases among students and staff. The Ravenna School District will, therefore, work cooperatively with the Muskegon County Health Department to enforce and adhere to the Michigan Public Health Code for the prevention, control and containment of communicable disease in the schools.

School principals will not permit a child to attend school who is out of compliance with the immunization schedule required by the Michigan Public Health Code. A decision to close schools due to communicable disease outbreaks shall be made by the superintendent, or designee, in consultation with the Muskegon County Health Department staff. A communicable disease case considered to be of serious concern to the community and/or the afflicted individual may be referred by the superintendent, or designee, to a "Communicable Disease Review Panel" for a recommendation regarding the most appropriate educational environment for an afflicted person. The decision as to the placement will be made by the superintendent or designee. This decision will take into account the afflicted individual's civil rights as well as the health and safety of the school and community.

## **DISEASE OF SERIOUS CONCERN**

There are certain communicable diseases of a serious concern to the community and/or the afflicted individual, the parent/guardian or responsible adult.

A. These diseases include, but are not limited to the following:

1. Hepatitis B
2. ARC (Aids Related Complex)
3. HTLV III Virus/LAV - Human T-Cell Lymphotropic Virus Type III Lymphadenopathy (AIDS)
4. Other like diseases that may be included by the Health Departments which may present potentially serious health problems for those who come in contact with either the disease and/or the disease carrier, such as COVID-19.

B. The entire Communicable Disease Policy is available upon request in the superintendent's school office.

### Communicable Disease

If your child develops a communicable disease, please inform the school. If your child does in fact become infected with a contagious disease, you are requested to call the school. Your child will be readmitted to school according to the guidelines given to us by the Muskegon County Health Department.

### Head Lice (Pediculosis)

If a student is found to have head lice, they will need to be checked by a designated staff person and found free of lice or nits (lice eggs) before being allowed back into class. They will need to be brought to school by

an adult, who is asked to stay until after the student's head is checked and found clean of lice or nits. This procedure will be followed until no lice or nits are found.

#### Fever

A fever is a warning sign that all is not right in your child's body. The best way to check for a fever is with an oral or ear thermometer. No child with a fever of 100.4 or higher should be sent to school. Your child must be fever free **WITHOUT MEDICATION** for 24 hours before returning to school.

#### Rash

A rash may be the first sign of one of childhood's many illnesses. Do not send a child with a rash to school until your doctor has said that it is safe to do so.

#### Vomiting/diarrhea

If vomiting/diarrhea occurs, please keep your child home for at least 24 hours from the ending of the vomiting/diarrhea episode.

### **HEALTH SERVICE**

We do not have school nurses in our buildings. If you have need for a nurse's services, please contact the Muskegon County Health Department at 724-6311 or your personal physician.

### **REPORT CARDS**

There are three trimesters in the school year. Progress is reported to parents in October, March, and June.

Our grading scale is a number system (1-3).

1= Working Below Grade Level Expectations

2= Making Progress

3= Meeting Grade Level Expectations

Our report cards provide scores for the Essential State Standards for each grade level.

### **ACCESS TO STUDENT RECORDS**

The following statement briefly summarizes the parents legal access to their child's records, (the CA-60 Folder.) Parents and legal guardians can request a scheduled conference to review the records in the presence of the principal or his/her designees- such conference will be held within two weeks of the request but under ordinary circumstances never to exceed six weeks. We will try to accommodate your request as soon as possible.

### **RELEASE OF STUDENT/FAMILY NAME LISTS**

Lists of student and/or family names, addresses and telephone numbers may be released for use by school personnel or parents for approved school activities such as school parties. Parents who prefer this information not be released as described should notify the school office.

### **PLACEMENT POLICY**

Each spring classroom teachers and the principal work as a team to determine student placements for the next school year. Consideration is given to learning styles of students, teaching style of teachers, work habits and discipline concerns. Every attempt is made to make each class a balance of abilities, gender, and special needs.

A **Student Information Form** will be sent digitally in the Spring for parents to fill out to assist the team with the placement process. This form is used to gather information from the parent concerning their child, but it is **NOT** intended to be a **TEACHER REQUEST**.

## **PROMOTION / RETENTION**

Progress through school is a matter of achievement in the basic skills as well as age, maturation, social and civic development.

It is expected that the majority of pupils will be well adjusted in school, and under competent instruction, will move through the adopted course of study from K-12 in 13 years.

It is also recognized that occasionally children, because of health problems, irregular attendance, immaturity of age or other reasons, have difficulty mastering the academic phases of the school program and will benefit from an extra year of school. Parents are notified of a possible retention recommendation at spring conferences.

## **HOMEWORK POLICY**

Homework is any activity where learning is extended after school. It gives students practice in persevering and accomplishing goals and helps them learn to take responsibility for keeping their minds active. Homework supports and extends the learning that takes place in the classroom. Although we recognize that the primary responsibility of homework is the student's, maximum success will be attained with the support and encouragement of parents and teachers.

## **MAKE-UP WORK**

A student who has missed **3 or more days of school, in a row**, may request make-up work for missed time. Work should be ready within 24 hours after request has been made.

## **FOOD SERVICE**

Breakfast will be universal at Beechnau this school year and provided to all students in their classrooms.

Hot lunch, for students from K to 4th grade is available every full-day of school. Students may purchase one of the hot lunches offered which includes milk, or bring their complete lunch from home. Milk may be purchased as needed.

The cost of the hot lunch, including milk and the individual price of milk, is determined annually. These costs, including the cost of milk purchased by the semester, will be made available to you by the Food Service.

Beechnau Elementary provides free or reduced-rate hot lunches for families who qualify. We encourage everyone to complete the eligibility form to see if they qualify for free or reduced cost lunches and breakfast. These forms can be obtained from the Beechnau office.

MDE has notified the food service department per regulation negative balances are not allowed. Students with a negative balance of \$7.25 or more will receive a peanut butter and jelly sandwich for lunch. The food service department will call, mail, and email each parent once your student's balance is negative \$3.00.

## **RECESS**

Teachers will take the students out for recess when they feel it is appropriate. The recess time will fluctuate depending on what is happening with the educational process in the room.

All students grades K - 4 will have a lunch recess period. Unless the weather is inclement or extremely cold (temperature and/or wind chill of 10°F or less) we will go outdoors for recess. This requires that each child come to school dressed for the weather.

There may be occasions when it is necessary for individual children to remain indoors for the recess period because they are just recovering from an illness, tonsillectomy, etc. **In these cases a note to the teacher or office from the physician is REQUIRED**. The child will report to the office while they stay indoors.

## RECESS RULES

Prepared <i>Ready to Learn</i>	Respect <i>Making a commitment to yourself and others</i>	Integrity <i>Do the right thing</i>	Determination <i>Not giving up</i>	Excellence <i>Try your best</i>
<ul style="list-style-type: none"> <li>• Dress for the weather</li> <li>• Line up quickly</li> <li>• Listen and follow all directions</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns</li> <li>• Include others</li> <li>• Keep your hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment correctly</li> <li>• Return small equipment to bag</li> </ul>	<ul style="list-style-type: none"> <li>• Play fairly</li> <li>• Follow rules</li> </ul>	<ul style="list-style-type: none"> <li>• Help others</li> <li>• Be kind with your words and actions</li> <li>• Report problems to adults</li> </ul>

## PARTIES

Classroom parties are scheduled during the school year. These typically are connected to holidays or special events. Teachers and our school may also plan other celebrations of learning or accomplishment. Since we have students with allergies, please **consult with your child's teacher before sending in a treat.**

## BIRTHDAY TREATS AND PARTIES

We would love for your child to donate a book to the class with your child's name in it and the year. If you desire to provide a treat for your student's class on their birthday, treats need to be individually wrapped. Please check with the teacher regarding allergies. Birthdays will be celebrated during the last 5-10 minutes of the day. If, however, you are planning a party at your home, please mail invitations rather than distribute invitations at school.

## AFTER-SCHOOL ACTIVITIES

Students must be supervised until they have left the building. The school will not be responsible for the safety of those children here for special activities.

## STUDENT/FIELD TRIP PERMISSION

The Student Field Trip Permission Form is part of the Demographic update on PowerSchool. This permission will be considered permanent for the entire school year. If you do not have the money to pay for a trip, call the office. Scholarships can be made available if you make arrangements in advance.

A Volunteer Consent Form (background check) must be completed. The Volunteer Consent Form can be found on the district website under "Our District."

Students are required to ride the school bus to ALL field trips. After the field trip activity, students may be signed out by their parents to ride home with them from the field trip. If the sign out occurs before 12:00 pm the child will be marked absent for the afternoon.

Parents will be notified by the teacher if students are leaving the Beechnau campus for a walking field trip or if their student is riding a bus to the high school or middle school for an event.

## **STUDENT PICTURES/VIDEOS FOR PUBLICATION**

During the course of the school year, occasions may arise when photographs of students will be taken for newspapers, school publications or other media. Usually, the student is identified in these pictures. **Parents are to provide written indication of any objections to their child's picture being published in this fashion at the beginning of each school year.** School pictures are offered in the fall of the year.

## **SPECIAL SERVICES**

The Special Education team composed of the school psychologist, speech pathologist, social worker, and special education teachers is assigned to the elementary school to aid and assist children with learning or social difficulties.

Title1 is another support program also available to assist students and teachers. This program is made available through Federal Grants. Questions regarding this may be directed to the principal.

## **GUIDANCE AND COUNSELING**

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

## **FEES/FINES**

Each grade level will charge specific fees for field trips and other special activities. Such fees or charges are determined by the cost of admission and transportation..

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.

## **LOCKERS**

All lockers and other storage areas provided for students use on school premises remain the property of the school corporation and are provided for the use and convenience of the students. Under state law, students do not have any expectation of privacy in their locker or its contents. The principal, or designee, may search a particular student's locker and its contents if there are reasonable grounds for that search. If possible, the student whose locker is to be searched shall be present at the time of the search.

## **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers and or contracted K9 search services.

### **School Property and Equipment, Personal Effects of Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.



## **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

## **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **CHEATING, PLAGIARISM AND ACADEMIC DISHONESTY**

For daily work, projects, papers, tests and quizzes - First Offense: Zero on assignment, parent contact, and parent signature on work that was dishonest. Students must not digitally, or physically, submit work that they did not complete on their own merits or with unauthorized assistance. Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own.

## **FIGHTING**

Students will not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, principal, or other appropriate adult. If a student is a victim of a sudden, unprovoked attack or fight, he/she may defend himself/herself long enough to disengage from fighting to report it to an appropriate school official. The penalty for fighting is a one (1) day out of school suspension for a first offense. Continued incidents may result in an escalation of consequences.

## **SEXUAL HARASSMENT AND SEXUAL ASSAULT**

Sexual harassment and sexual assault have no place in school setting and will not be tolerated. Sexual harassment and sexual assault may consist of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. Note, sexual harassment and sexual assault are not the fault of the victim. Retaliation for reporting an instance of sexual harassment or sexual assault will not be tolerated and lead to a consequence, including, but not limited to: suspension, long-term suspension, recommendation for expulsion and a report made to law-enforcement. The Board of Education's policy prohibiting sexual harassment, sexual assault and related grievance procedures may be obtained from the building principal. All reports of sexual harassment should be made to the school's building principal.

## **PUBLIC DISPLAYS OF AFFECTION**

Students who show public displays of affection can be disrupting the educational process. Students who display inappropriate affection in public may face disciplinary action by the staff, including detentions and possible referrals, which could result in suspensions.

## **PHYSICAL ASSAULT**

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence." Any student who physically assaults a school district employee, volunteer, or contractor shall

receive a consequence from the chart below depending on the severity and number of offenses. A student who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall receive a consequence from the chart below depending on the severity and number of offenses.

## **BULLYING, INTIMIDATION AND HARASSMENT**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct. No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

## **HAZING**

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. Any student proven guilty of hazing will be subject to discipline up to and including expulsion from school.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
  - (a) be a threat or an attempted intimidation of a staff member; or

(b) endanger the health or safety of students, staff or school property.

## WEAPONS POLICY

Federal "Gun-Free Schools Act of 1994" and State Law regarding "Weapon-Free School Zones" (PL 103-227 and SB 966) states that is illegal for any person on school property or attending a school-related event to possess a weapon, use a weapon, or threat of bodily harm with a weapon.

The person will receive an immediate expulsion from school for a minimum of one year. This expulsion is from all public schools in the state of Michigan. Parent(s) /guardian(s) and the local law enforcement agency must be notified. Authorities will charge the person with a misdemeanor or felony. It will be the responsibility of the parent, guardian, or adult student to prepare and submit a petition for reinstatement.

A weapon is defined as a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical blade, iron bar, club, brass knuckles, or other weapon.

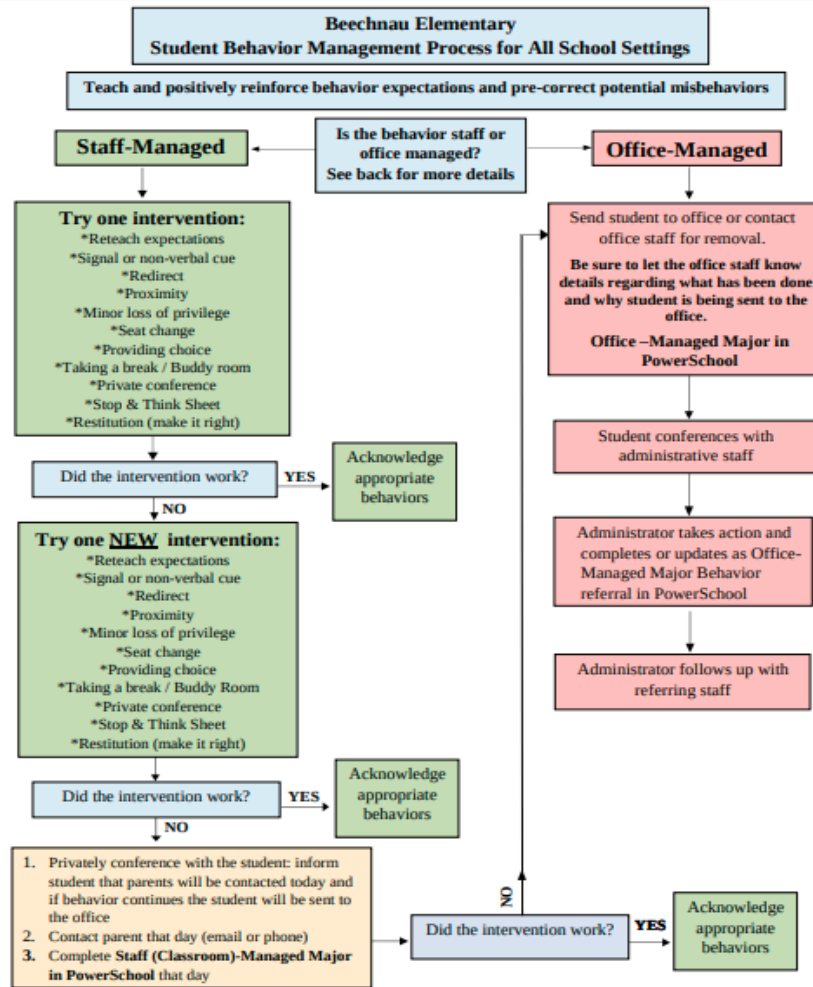
## Gang & Gang Related Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## PBIS Behavior Interventions

	Minor Problem Behavior Staff Managed	Major Problem Behavior Staff Managed	Major Problem Behavior Office Managed
<p><i>It is not the severity of the consequence that matters- it is the consistency of the consequences.</i></p> <p><i>The goal is to change behavior.</i></p>	<p><b>Interventions and Responses</b> <i>The list below provides possible interventions or responses at the discretion of the teacher</i></p> <ul style="list-style-type: none"> <li>• 4:1 positive to corrective interactions</li> <li>• Specific verbal praise</li> <li>• Ignore</li> <li>• Proximity</li> <li>• Signal, non-verbal cue</li> <li>• Re-direct</li> <li>• Provide choice</li> <li>• Time owed (on bench, in class)</li> <li>• Positive practice</li> <li>• Restitution</li> <li>• Taking a break</li> <li>• Phone call home</li> <li>• Reteach behavioral expectations</li> <li>• Discuss briefly an alternative action to inappropriate behavior</li> <li>• Opportunity for apology</li> <li>• Complete Think Sheet w/ teacher</li> <li>• Minor loss of privilege</li> <li>• In class recovery (i.e. Time out in class)</li> <li>• Seating change</li> <li>• 15 second intervention</li> <li>• Private, one-on-one conversation with student (required prior to moving to staff managed major)</li> </ul>	<p><b>Interventions and Responses</b> <i>The list below provides possible interventions or responses at the discretion of the teacher</i></p> <ul style="list-style-type: none"> <li>• Phone call home (required when filling out a staff-managed referral)</li> <li>• Any intervention from Staff Managed Minor</li> <li>• Relocation to a buddy class</li> <li>• Taking a break</li> <li>• Parent conference</li> <li>• Conflict resolution</li> <li>• Consult with administrator or social worker for ideas to use in the classroom</li> <li>• Behavior point sheet/informal behavior plan/contract</li> <li>• Reminder of behavioral expectations/reteach expectations</li> <li>• Discuss briefly an alternative action to inappropriate behavior</li> <li>• Opportunity for apology</li> <li>• Complete Think Sheet w/ teacher</li> <li>• Loss of privilege</li> <li>• In class recovery (i.e. Time out in class)</li> <li>• Assign seating, change line order</li> <li>• Stop and Think Sheet</li> </ul>	<p><b>Interventions and Responses</b> <i>The list below provides possible interventions or responses at the discretion of the administration</i></p> <ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent contact</li> <li>• Parent conference</li> <li>• Restorative justice/restitution</li> <li>• Behavior contract</li> <li>• Reconnection Card</li> <li>• Recess or after-school detention</li> <li>• Social Work/Counseling Referral</li> <li>• Referral for Tier 2 Support (ex- CICO)</li> <li>• Referral to Student Support Team</li> <li>• Mediation or conflict resolution</li> <li>• In school suspension</li> <li>• Out of school suspension</li> <li>• Severe/illegal infractions will be handled according to Board Policy/Student Code of Conduct</li> <li>• Police referral</li> </ul>

# PBIS FLOWCHART



## BEHAVIORS

Administrator discretion will be utilized to determine appropriate consequences for negative student behavior. The incidents and associated consequences listed below are intended to serve as guidelines. Disciplinary measures may include:

Behaviors that fit into this category may be handled by ANY staff member at Beechnau and will be recorded. <b>A student may be referred to the office for repetitive occurrences of Level 1 Behaviors.</b>	
Staff Managed Problem Behaviors	Possible Consequences
Defiance/ Disrespect/Non-Compliance	<ul style="list-style-type: none"> <li>• State Rule/Redirect</li> <li>• Conference with Student</li> <li>• Re-Teach Rule</li> <li>• Loss of Privilege</li> <li>• Clean Up Duty</li> <li>• Use Fellow Teacher for Time out</li> <li>• Time Owed</li> <li>• Stop and Think Sheet</li> <li>• Call Parents</li> <li>• Behavior Contract</li> </ul>
Disruption	
Dress Code Violation	
Inappropriate Language	
Physical Contact/Physical Aggression	
Property Misuse	
Other	

Violations of these more serious infractions will result in consequences that will be determined by the Administration from the list below or a different appropriate consequence. The Administrator may determine if the discipline for misconduct should be progressive in nature. **Law may govern the consequences for these more serious infractions and the principal will comply with these laws.**

Office Managed Problem Behaviors	Notification of Parent and Possible Consequences
<p><b>Persistent Disobedience (Habitual Offender)</b> A student that does not change their behavior and continues not to follow the school rules.</p>	<ul style="list-style-type: none"> <li>- 1- 5 days of loss of recess</li> <li>- ISS (progressive based on offenses)</li> <li>- OSS (progressive based on offenses)</li> </ul>
<p><b>Fighting</b> Two or more students are active participants which do or could cause bodily harm such as hitting or kicking</p>	<ul style="list-style-type: none"> <li>- 1- 5 days of loss of recess</li> <li>- ISS (progressive based on offenses)</li> <li>- OSS (progressive based on offenses)</li> </ul>
<p><b>Physical Assault</b> This act is different from fighting because it involves a single student. It does include acts which do or could cause bodily harm such as hitting or kicking.</p>	<ul style="list-style-type: none"> <li>- 1- 5 days of loss of recess</li> <li>- ISS (progressive based on offenses)</li> <li>- OSS (progressive based on offenses)</li> </ul>
<p><b>Use of Obscene/Profane language</b> In verbal or written form in pictures, caricatures, gestures directed at school personnel</p>	<ul style="list-style-type: none"> <li>- 1- 5 days of loss of recess</li> <li>- ISS (progressive based on offenses)</li> <li>- OSS (progressive based on offenses)</li> </ul>
<p><b>Threatening/Dangerous Behavior</b> Behavior that endangers the safety of school Personnel</p>	<ul style="list-style-type: none"> <li>- 1- 5 days of loss of recess</li> <li>- ISS (progressive based on offenses)</li> <li>- OSS (progressive based on offenses)</li> </ul>
<p><b>Hitting, pushing or physical contact to school personnel</b></p>	<ul style="list-style-type: none"> <li>- 1- 5 days of loss of recess</li> <li>- ISS (progressive based on offenses)</li> <li>- OSS (progressive based on offenses)</li> </ul>
<p><b>WILLFUL destruction or defacement of school property (Vandalism)</b> Students who destroy or damage school property either intentionally or as a result of inappropriate behavior. i.e. writing on a desk, breaking a window, etc.</p>	<ul style="list-style-type: none"> <li>- 1- 5 days of loss of recess</li> <li>- ISS (progressive based on offenses)</li> <li>- OSS (progressive based on offenses)</li> </ul>
<p><b>Inappropriate use of an electronic device</b> This includes, but is not limited to cellular phones, and electronic game devices that are capable of communicating with other devices wirelessly. Misuse includes using these devices to bully and/or harassment of others. Dialing 911 or an emergency service is covered under this section.</p>	<ul style="list-style-type: none"> <li>- 1- 5 days of loss of recess</li> <li>- ISS (progressive based on offenses)</li> <li>- OSS (progressive based on offenses)</li> </ul>

Behaviors in this category are extreme in nature and will require more severe consequences. They may also be covered under Michigan and/or Federal Law. The penalties may also be stated within the Law.

Office Managed Problem Behaviors	Notification of Parent and Possible Consequences
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<b>Possession or use of dangerous weapons</b> Students having real or look alike weapons or using an object which could inflict bodily harm to another student.	<ul style="list-style-type: none"> <li>● 1-10 days OSS/Confiscation</li> <li>● Recommended Expulsion/Confiscation</li> </ul>
<b>Possess, use or under the influence of Alcohol, Marijuana, Tobacco, illegal drugs and other controlled substances</b> This includes but is not limited to diet aids, look alike drugs, counterfeit drugs, or prescription drugs	<ul style="list-style-type: none"> <li>● 1-10 days OSS/Confiscation</li> <li>● Recommended Expulsion/Confiscation</li> </ul>
<b>Possession or use of fireworks or other noxious substances</b>	<ul style="list-style-type: none"> <li>● 1-3 day OSS/Confiscation</li> </ul>
<b>Arson</b>	<ul style="list-style-type: none"> <li>● 1-10 days OSS</li> </ul>
<b>Calling in a false fire alarm and/or bomb threat</b>	<ul style="list-style-type: none"> <li>● 1-10 days OSS</li> </ul>
<b>Criminal Sexual Conduct</b>	<ul style="list-style-type: none"> <li>● OSS, and/or Recommended expulsion</li> </ul>

### OUT OF SCHOOL SUSPENSION

Please note: Students may not be on school property during suspension periods. This means students may not attend any school activities, athletic events, or practices.

1. Students are to remain off school property during the entire suspension period. Exceptions may be granted by administration. The suspension period ends at 11:59 p.m. on the last day of suspension.
2. Students may not take part in any school-related activities while suspended.
3. If a test is administered while a student is suspended, the student must make up the test within 3 days of their returning to school.

### CLOSED CAMPUS POLICY

Beechnau Elementary is a closed campus facility. During the school day students must remain in the school buildings or appropriate designated areas. Exceptions may be authorized by teachers or staff.

### TRESPASSING

All persons (other than school district employees, pupils and persons present on school district business) shall upon entering (during the school business day) the building or grounds of the elementary immediately report to the office and identify themselves and state the nature of their business.

The administration is authorized to deny permission to visitors to remain in or on school property if there is reason to believe the presence of such visitor would:

- a. endanger the health, moral, safety or general welfare of the students;
- b. materially or substantially disrupt or interfere with normal school functions or the use of school property for scheduled activities;
- c. be likely to cause damage to school property;
- d. interfere with the rights of others lawfully on the premises, including the rights of such others to the free access to an egress from any part of the school premises; or
- e. interfere with any other legitimate interest which the school has a right to protect.

Whenever the administration grants visiting privileges, they shall have further authority to impose reasonable limitations on the exercise of these privileges as the circumstances may require. Any person denied visiting privileges, or those who have been granted such privileges and willfully exceeds the scope of the permission granted to him/her, shall leave the premises immediately. Any person failing to comply with a request to leave the premises shall be subject to prosecution of trespassing.

## **ELECTRONIC DEVICES**

It is recommended that all electronic devices, games and personal valuables be kept at home. If they are brought to school, the school is not responsible if they are lost, broken, or stolen. All cell phones must remain off and in students' lockers during the school day. They are not to be used during school hours by any student.

## **Technology Use and Responsibilities**

Ravenna Public Schools Technology Vision states that, "each student will acquire the technology skills needed to succeed in an ever-changing world." Consequently, "Ravenna Public Schools provide(s) access to (multiple) technology resources including access to the Internet. The purpose is to provide access to electronic resources to promote and enhance student learning consistent with the District's educational goals and objectives." Every user must have a signed Technology Use Agreement on file with the district.

### **Acceptable Use Policy**

**Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.** The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Board has the right at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

### **Disclaimer**

The District will observe all requirements of CIPA and COPPA. The District has taken precautions to restrict access to controversial materials via procedures and web filtering. On a local or global network, however, it is impossible to control all materials and a user may discover controversial material and visually explicit materials. The District makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by unforeseen network problems or a user's errors or omission. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine whether it is being used properly.

### **Safety Warning**

In general, it is important to be respectful of the rights and privacy of others. Always be courteous and err on the side of safety first.

Including but not limited to: Web pages, E-mail, and social media, two-way communications:

- Never ask for nor give information about (you, friends, teachers, locations)
- Never list personal information, pictures, last names, and rosters on web sites or web pages.
- Never give your password to anyone for any reason. You are responsible for all activity in your account.
- Do not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name, team name or any other information that may give others information to identify you in any way.
- Do not reveal the identity of others. This includes their name, personal address, phone number, location, city, school name, team name or any other information that may give anyone information to identify others (friends, teachers) in any way.
- Tell your parents, teacher, or other adult immediately if you come across information or individuals that make you feel uncomfortable in any way.
- Immediately tell an adult if you receive anything that is inappropriate, threatening, or uncomfortable.
- Never agree to get together or meet with anyone you meet online without permission of an adult.
- Never send photographs or anything else without permission of an adult.
- Never use, nor accept abusive language, threats, or harassment.
- Never get involved with discussions on violence, hate issues, race, or ethnic issues.

### **Consequences for Violation of Policy/Rules**

Technology resources and the associated hardware and software are public property. Any misuse or abuse of the resources may result in punishment. Misuse and abuse are generally classified as

- Trespassing: The act of being where you are not supposed to be.
- Vandalism: Harming someone else's property or wasting resources.
- Piracy: Taking something without making proper payment for it.

The punishment will be determined by the type or level of misuse. Possible consequences include, but are not limited to, restriction or loss of use of the technology resource, restitution, legal action, law enforcement notification, responsibility for unauthorized charges or mandatory training before further use is allowed. If technology is an essential component of education or job function, it will be revoked only as a final option.

## **BUS TRANSPORTATION**

The primary purpose of the transportation system is to provide safe transportation for eligible students from the vicinity of their homes to the school they attend. All Students may walk up to 1 ½ miles from their home to a bus stop. Driveways and private roads are not included in that distance. Transportation shall be provided for those students qualified by law and in accordance with the provisions of the Student Transportation Code as adopted by the Board of Education. It is our sincerest goal to transport your child(ren) to and from school in the safest most professional manner possible. As part of the education team at Ravenna Public Schools, we are committed to excellence. We appreciate your confidence and trust in our department to serve your family with the safest and most reliable school transportation we can provide you.



## **Section I – Rules For Bus Riders**



1. Be at the stop early – at least five (5) minutes before the bus is due to arrive. The bus will wait only ten (10) seconds and continue on and will not wait for you.
2. Stay off the roadway at all times while waiting for the bus. Most accidents to student riders occur off the bus and with another vehicle.
3. No student shall enter or leave the bus until it has come to a full stop and the driver has opened door. Remember; be seated as soon as you enter the bus.
4. If it is necessary for you to cross the roadway to get to your home, **CROSS ONLY IN FRONT OF THE BUS WHEN THE DRIVER SIGNALS YOU TO DO SO.** With our red lights flashing, we have more control of the traffic and your safety in crossing.
5. Do not exit the bus except at your assigned stop unless you have prior permission to do so.
6. Windows and doors are to be opened only with permission of the driver. The emergency door is just that, *for emergencies only*. Windows may only be down half way.
7. Live animals, pets and/or glass containers cannot be transported on the school bus.

**Student Pick Up and Drop Off**

1. Students may only ride their assigned bus; Students may not ride home with friends.
2. Students may have only ONE pick up and ONE drop off only.
3. If a student does not ride for three (3) consecutive days, they may be removed from the bus route.
4. Please notify the bus garage if your student is not riding.

**Students Rules of Conduct On The Bus**

Stay seated when the bus is moving

Arms, head, and legs must not be out of the windows or in the aisle

Fighting, pushing or shoving is not acceptable behavior

Every student is responsible for his/her own actions

Treat others with respect

Your driver is in charge – listen, obey the rules and report safety violation

**Section II – Loss of Riding Privileges**

***Riding the bus is a privilege, not a right.*** If the student consistently disobeys the safety rules or the rules of the school, that student is subject to time off the bus. Drivers do not like to remove students from the bus, but may have to if unacceptable behavior continues. Most safety violations or conduct violations result in a day off the bus. The student will be verbally warned and/or a bus behavior notice may be sent home for the parent to sign with a warning that the student will receive time off the bus if the behavior continues. If the student does get time off the bus, a BUS CONDUCT REPORT will be sent home with the student, and the time off the bus usually will be the following day after the student receives the notice. There are some serious violations that may get no warning and have severe punishment attached for a first offense. These violations include, but are not limited to, the following:

If you have any questions about any incident on the bus that results in the removal of a student, please feel free to call the bus garage at 231-853-6311.

INCIDENT	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Adverse disrespect and/or defiant behavior toward students or staff member; assault or attempted assault on staff member.	3 day suspension	5 day suspension	10 day Suspension	15 day Suspension/Behavior plan agreement

Assault, Criminal Sexual Conduct, Fighting, Ethnic Intimidation, improper touching.	2-5 day suspension	5-10 day suspension	Suspension for remainder of year	
Bullying, excessive teasing, harassment, retaliation or sexual harassment	1-3 day suspension	5-7 day suspension	10 day suspension/behavior plan	
Destruction (willful) of property of the school, a staff member, or student-vandalism, stealing, theft, larceny.	1-3 day suspension and restitution of repair/replacement	3-5 day suspension and restitution of repair/replacement	10 day suspension and restitution of repair/replacement	Suspension of bus for remainder of school year
Drugs; Use or possession of illegal drugs, look alike drugs, alcohol, mind altering drugs, related paraphernalia, etc...	10 day suspension Possible Expulsion	Possible Expulsion		
Eating, Drinking, Littering the bus	Warning/ 1 day suspension	3 day suspension	5 day suspension	7 day suspension/Behavior plan
Excessive Mischief	Warning/1 day suspension	3 day suspension	5 day suspension	7 day suspension/Behavior plan
Usage of electronic communication devices, cell phones, laptops, laser pointers, etc...	Warning	Probation	1-3 day suspension	2-5 day suspension
Possession of knife or dangerous devices not covered under Michigan Weapons Law	Confiscate; 1-5 days off bus	Confiscate; 2-5 days off bus	Confiscate; 10-15 days off bus	Confiscate; Suspension for remainder of year
Unacceptable Language	Warning	1 day suspension	3 day suspension	5-7 day suspension

Use or possession of Tobacco or related paraphernalia including electronic cigarettes	10 day suspension	15 day suspension	Suspension for remainder of year	
Violation of Safety Procedures	Warning/1 day suspension	3 day suspension	5 day suspension	7 day suspension and Behavior Plan
Improper use of Emergency Exit	15 day Suspension	Remainder of school year		

### **School of Choice Transportation**

Students who are eligible for School of Choice are able to be transported under normal transportation guidelines to and from school given the following conditions are met: Students must go to an approved bus stop “within” the district lines closest to the student resident address; There must be sufficient room/capacity on the bus route for which the student would require to ride and not cause an overloading issue or additional cost to the district; the district’s school of choice transportation request form shall state that School of Choice transportation is merely a courtesy and a privilege, subject to termination if any of the above conditions change.

### **Walk Zones for School Buildings**

Ravenna Middle/Ravenna High Schools – A walk zone for a resident student shall be considered for all students residing more than ½ mile from the school building due to traffic flow,, construction of roads and other hazardous conditions which exist.

### **School Bus Bullying**

#### **What is Bullying? How do I recognize Bullying?**

- Fear of going to school or riding the bus
- Habitually delaying or deliberately trying to miss the bus
- Continually asking for rides to school or finding excuses to ride with friends

Students, who are being bullied, may not want to approach the driver, adults, for help because of fear of being retaliated against. Adults can recognize the signs.

#### **What are the Different Types of Bullying?**

- Direct
- Indirect
- Cyber

#### **Is it Bullying or Conflict? - How can I tell the difference?**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include: An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

#### **What should I do if I believe my Child is a victim of Bullying?**

While it is understandable to want to rush into the situation and protect your child, there are steps that must be taken to prevent or stop bullying. You should notify the bus driver or Transportation Administrator at once. Call (231) 853-6311 or Email: [cwarren@ravennaschools.org](mailto:cwarren@ravennaschools.org) – Again, Bullying is not tolerated on our buses.

### **COMPLIANCE - NONDISCRIMINATORY COMPLIANCE**

Ravenna Public Schools’ Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion,

military status, ancestry, or genetic information (collectively, “protected Classes”) in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

The Board designates the following individuals to serve as the District’s “Compliance Officers” (also known as “Civil Rights Coordinators”).

Greg Helmer, Superintendent  
Ravenna Public Schools  
12322 Stafford Street  
Ravenna, MI 49451  
231-853-2231  
ghelmer@ravennaschools.org

Justin Wilson, Principal  
Ravenna High School  
2700 S. Ravenna Road  
Ravenna, MI 49451  
231-853-2218  
jwilson@ravennaschools.org

Parents/students who believe they have been unlawfully discriminated/retaliated against can utilize the complaint process set for in [Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity](#).

**504/ADA**

The Board of Education also designated the above mentioned Compliance Officers to serve as the District’s 504 Compliance Officers/ADA Coordinators. The District Compliance Officer(s) are responsible for coordinating the District’s efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. Each building principal shall serve as their Building Section 504/ADA Compliance Officer.

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the [Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability](#). At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, they may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at: U.S. Department of Education, Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115, (216) 522-4970, FAX: (216) 522-2573, TDD: (216) 522-4944, E-mail: OCR.Cleveland@ed.gov, Web: <http://www.ed.gov/ocr>

**Title IX**

The Board of Education designates and authorizes the following individuals as Title IX Coordinators to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Justin Wilson, Principal  
Ravenna High School  
2766 S. Ravenna Road  
Ravenna MI 49451  
231-853-2218  
jwilson@ravennaschools.org

The Title IX Coordinators will oversee the investigation of any complaints of discrimination based on sex, which may be filed pursuant to [Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities](#). Title IX Coordinators shall report directly to the Superintendent.

## **BOARD POLICY**

To read Board Policy regarding the following topics, please go to <http://www.neola.com/ravenna-mi/> and select the appropriate section:

- Student Conduct – 5500
- Dress and Grooming – 5511
- Care of District Property – 5513
- Anti Harassment – 5517
- Disorderly Conduct – 5520
- Student Discipline – 5600
- Suspensions and Expulsions - 5605

## **WEBSITE**

Ravenna Public Schools maintains a website with information about the school, district, staff members, and a district calendar.

Please visit the district web site at: <http://www.ravennaschools.org>