

Heritage School



STUDENT HANDBOOK **2025-2026**

517-851-8600 Phone

517-851-4676 Fax

www.panthernet.net

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Stockbridge Community Schools



2025-2026 Calendar

August '25				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February '26				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

September '25				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

March '26				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

October '25				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Aug 13	Jr/Sr High Registration Day
Aug 14	New Teachers Report
Aug 19 & 21	Teacher Prof. Development
Aug 20	Work Day (optional remote)
Aug 25	Students Return
Aug 29-Sept 1	No School - Labor Day
Sept 17	1/2 Day & Teacher PD
Oct 1	Count Day
Oct 1	7-12 Conferences 4-7pm
Oct 2	7-8 Conferences 4-7pm
Oct 8	1/2 Day & Teacher PD
Oct 14-15	K-6 Conferences 4-7 PM
Oct 17	End of Marking Period
Oct 20	Fall Break
Nov 12	1/2 Day & Teacher PD
Nov 26-28	Thanksgiving Break (No School)
Dec 19	End of First Semester
Dec 22-Jan 2	Winter Break (No School)
Jan 5	Students Return
Jan 19	No School
Jan 28	1/2 Day & Teacher PD
Feb 11	Count Day
Feb 13-16	Mid-Winter Break (No School)
Feb 25	1/2 Day & Teacher PD
Mar 4	7-12 Conferences
Mar 19	K-6 Conferences 4-7 PM
Mar 20	End of Marking Period
Mar 25	1/2 Day & Teacher PD
Mar 30- Apr 3	Spring Break (No School)
May 13	1/2 Day & Teacher PD
May 25	Memorial Day (No School)
May 31	Graduation
June 5	1/2 Day (students)-LAST DAY

April '26				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November '25				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May '26				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December '25				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June '26				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

January '26				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Key	
	Students Return
	Staff Meeting
	No School
	Orientation
	PD
	Work Day
	1/2 Day & PD
	End of Quarter
	Conferences
	School Event
	Count Day

Tentative Agreement with Stockbridge Education Association; Pending union ratification and School Board Approval

FOREWORD

This handbook is intended to be a resource for our students and parents and was created to provide basic, quick reference information for the parents and students of Heritage School. Please keep this handbook in a convenient location so it can be referred to throughout the school year. If you have any questions that are not addressed in this handbook you are encouraged to talk to your teachers or reach out to the building principal.

Our handbook serves as a summary of the policies and procedures established by the school board and school administration. It is designed to provide clear guidelines and expectations for students, ensuring a supportive and effective learning environment. The contents have been reviewed and approved by the Board of Education. We encourage all students and families to familiarize themselves with the information contained within this handbook to fully understand the standards and practices that support their success and well-being in our school community.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules.

If you have any questions or concerns throughout the school year please do not hesitate to reach out to our office, **(517) 851-8600**.

Wishing everyone a great school year!

Meghan Kunzelman, Principal
Josh Nichols, Dean of Culture
Katee Buddenborg, Administrative Assistant

Stockbridge Community Schools' Mission Statement

Stockbridge Community Schools strives to be an exemplary learning community. We create the foundation of this community through meaningful relationships, relevant and rigorous learning, and effective communication. This mission will develop lifelong, confident learners, who have the resources necessary in a changing world.

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as

place of residence within District boundaries, or social or economic background.(See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their 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), while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Name and Title: Amy Hodgson, Assistant Superintendent
Office Address: 416 N Clinton, Stockbridge, MI 49285
Phone Number: (517)851-7770
Email: hodgsona@panthernet.net

Name and Title: Jeff Trapp, Junior/Senior High School Principal
Office Address: 416 N Clinton, Stockbridge, MI 49285
Phone Number: (517)851-7770
Email: trappj@panthernet.net

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Parent and Family Engagement

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education. We look forward to working together with you to support your student(s).

Section 1 – General Information

Directory Information

Heritage School – 517-851-8600

Main Office – Ext. 4115

Transportation – Ext. 5700

Athletics Community Education – Ext. 3207

Special Education – Ext. 4131

Smith Elementary – 517-851-7735

Stockbridge Junior/Senior High School – 517-851-7770

Superintendent's Office – 517-851-7188

DISTRICT INFORMATION

BOARD OF EDUCATION

Ms. Carrie Graham, President

Ms. Kary Gee, Vice President

Ms. Cindy Lance, Treasurer

Mr. Keven Numinen, Secretary

Ms. Erin Gancer, Trustee

Ms. Jill Ogden, Trustee

Mr. Rocky Ramalia, Trustee

The Stockbridge Community Schools' Board of Education meets regularly on the second Monday of the month at 6:30 p.m. in the Junior/Senior High School Media Center. All meetings are open to the public.

CENTRAL OFFICE ADMINISTRATION

Mr. Brian Friddle, Superintendent

Ms. Teresa Zigman, Business Manager

Ms. Jessica Lane, Administrative Assistant to the Superintendent

Ms. Jennifer Goble, Payroll

Central Office is located at 100 Price Ave Suite A, Stockbridge, MI 49285.

Office hours are 7:30 a.m. – 4:30 p.m.

Phone: 517-851-7188

Fax: 517-851-8334

HERITAGE SCHOOL STAFF

Office Staff

Principal – Meghan Kunzelman
Dean of Culture– Josh Nichols
Administrative Assistant – Katee Buddenborg
Curriculum Director – Amy Hodgson
Special Education Director – Kelsey Jennett
Literacy Instructional Coach – Cynthia Stacy
Math Instructional Coach – Angie Nichols

3rd Grade

Shawn Bliss
Emma Gray
Eryn Layman
Abby Marthaler

4th Grade

Kerri Allen
Kevin Macomber
Luke Thorburn

5th Grade

Elizabeth Newburn
Andrea Maples
Kaitlin True
Faith Whitt

6th Grade

Brandon Vince
Melissa Marcum
Laura Groeller
Geoffrey Gauthier

Special Education

Amber Robidou – Resource Room
Lynn Beauregard – Resource Room
Mike Jensen– Resource Room
Kasey Bandy – Speech
Kate Fox – Social Worker

Specials

Donald Anderson, PK-4 STEM
Bryan Gilbey, 5-6 Choir
Jennifer Laverige, PK-4 Music
Jackie Lenneman, PK-4 Art
Josh Nichols, 5-6 STEAM
Patty Pniewski, 5-6 Band/Music
Craig Rehmann, PK-4 PE
David Rowse, 5-6 PE

Support Staff

Robin Bergman, Paraprofessional
Sonja Creps, Paraprofessional
Lynn Balkus, Paraprofessional
Amy VanSchoiack, Paraprofessional
Anthony Steenbeke – Math Intervention
Sabrina Stitt – Math Intervention
Lisa Bolton – Literacy Intervention
Amy Taylor – Literacy Intervention
Deb Wightman – Literacy Intervention

Custodial Support

CJ Jeffers
Connor Goss

Food Service

Kim Machette
Jodi Steenbeke

Parent Communication

It is the mission of Stockbridge Community Schools to effectively communicate with our stakeholders to create an exemplary learning community. We encourage all parents to set up their PowerSchool accounts to easily communicate with teachers, check student grades and attendance. We also encourage you to read all communications sent home. We will communicate in multiple ways: teacher letters/emails, Heritage Happenings school newsletter, school messenger, PowerSchool, social media, as well as other mailings. We also want to hear from you when you have questions, concerns or any other feedback. You can access PowerSchool Parent Portal through our school district website: www.panthern.net.

Tips for better home school communication:

- Get to know the school principal and staff members. Attend school open houses, parent-teacher conferences, and other events.
- If an issue arises, communicate with the staff member or administrator closest to the situation.
- Be aware that answers or solutions may not come right away. Sometimes follow-up activities are required to obtain all the information and to study the implications before a question or concern can be resolved in a way that is fair and reasonable.

School Day

Heritage School Day: 8:50 AM - 3:38 PM

Heritage Office Hours: 8:00 AM - 4:00 PM

Arrival: The main office doors will be open from 8:35 AM - 8:50 AM. Student drop-off will take place in the Heritage School parking lot off of Western Avenue. Parents will pull all the way around and drop their student(s) off at the furthest point along the sidewalk. Students choosing to eat breakfast will be able to enter the building beginning at 8:35 AM and purchase breakfast in the cafeteria. There will be supervision in the cafeteria from 8:35 AM - 8:50 AM for students eating breakfast.

For students being dropped off, please make sure adults are staying in vehicles and pulling ahead when possible to help keep the line moving. If you would like to exit your vehicle and walk your student to the front door, you will need to park in the parking lot. No adults should leave their vehicle in the drop off line.

Students riding the bus will be able to enter the building starting at 8:35 AM. If students arrive in class after 8:50, they will be considered tardy. Students will need to enter the main office and get a pass before going to their classroom.

Early Dismissal: If you need to pick your child up from school early you must sign him/her out in the office. Students will be dismissed from the office. If someone other than a parent or legal guardian will be picking them up please notify us in writing or by

phone. No student will be released to a person other than a custodial parent(s) without permission signed by the custodial parent(s) or guardian. Please call the administrative assistant in the morning if your child needs to be picked up during the day for an appointment. Any changes in after school routines (bus change, pick up, leaving with friends, etc.) need to be called in to the office prior to 3:00 PM on the day of the change.

Dismissal: The bell will ring and teachers will dismiss students at 3:38 PM. All parents should wait in their vehicles in the Heritage parking lot off of Western Ave. The parking lot between Smith and Heritage is used as our bus loop; for student safety, student pick up/drop off should not occur in this lot. Students will exit through the main entrance for pick up. Parents should remain in their vehicles during pick up and pull all the way forward, along the sidewalk, when possible. For student safety, and to keep the line moving, only five to six cars will load at a time along the sidewalk.

Bicycles/Scooters: Students choosing to ride their bicycle/scooter to school should be sure to park them at the rack out front. For student safety, bicycles/scooters should be walked along the sidewalk once arriving on school grounds. Stockbridge Community Schools is not responsible for any lost or stolen bicycles/scooters, so consider locking them up.

SCHOOL CLOSINGS & DELAYS

In the event of poor weather conditions, school may be delayed, closed, dismissed early, or buses may run on main roads only. Parents and students are asked to tune in to the radio or TV for information on school day changes during times of bad weather. We will also notify families via School Messenger and by posting on Social Media. During the school day, parents should stay tuned to the radio or TV if the weather is looking bad.

School officials will notify the following stations directly:

WILX-TV (channel 10)

WFMK-RADIO (99 FM)

WLNS-TV (channel 6)

WIBM-Radio (94.1 FM)

WITL-RADIO

WJXQ-Radio (Q106 FM)

Please note: The TV stations carry school closing information earlier than the radio stations. In addition, the district web site <http://panthernet.net> will carry the current delay/closing information. *A school-wide voice message will also be sent in these incidents.*

Advertising

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

The school has a central bulletin board located in the hallway which may be used for posting notices after receiving permission from the principal.

Flyers, Posters and Petitions

Heritage School students will be allowed to pass out materials protected by the First Amendment as long as they do not materially and substantially disrupt the educational process. Such literature must have the principal's prior approval. In most cases, students will be allowed to set up a table at lunch to distribute flyers or get petitions signed.

Students who are interested in receiving the information or participating in the survey or petition will approach the table.

Posters and flyers are not to be hung in the building without the principal's prior permission. In most cases, these requests will be denied because of a desire to keep the building clean. Those who wish to publicize events may request to put announcements into our daily announcements and rotunda slideshow.

Medical Information

Use of Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the respective building office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. Parents have the responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both bringing himself/herself to the office on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- H. No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without appropriate paperwork complete. .

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member.

Food Allergies: Please send a medical note from a doctor regarding student food allergies to the Food Service Director and to Katee Buddenborg in the office.

Asthma Inhalers and Epi-pens: Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school

principal and updated annually.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

EMERGENCY INFORMATION

On or before the first day of school, we will send home several forms to be completed, including an Enrollment Sheet containing emergency contact information and Medical Authorization. The Board has established a policy that every student must have an Enrollment Form completed and signed by his/her parents.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school could jeopardize a student's educational program.

This information is necessary so that we will know whom to contact if your child is injured or ill and you cannot be reached. **It is important to let us know if there are any changes during the year.** Please note the information regarding permission to have your child treated at a medical facility if you cannot be reached.

Immunizations

Michigan schools are required to report immunization information. Any student who fails to meet the below mentioned immunization requirements shall not be admitted or participate in school classes.

In order for a student to attend school in Michigan, the Michigan Public Health Code requires parent(s)/legal guardian(s) to have one of the following on file with the school:

1. A valid, current immunization record.
2. A medical doctor's (M.D./D.O.) signed State of Michigan 2020 Medical Contraindication Form, which states the medical contraindication(s), the vaccines involved, and the time period during which the child is not able to get the vaccines.

3. A current, certified State of Michigan 2020 Immunization Nonmedical Immunization Waiver Form required under Michigan Administrative Rules.

Screenings

Michigan law requires that children entering Kindergarten have vision and hearing screening tests upon school entrance. Additional tests are provided at designated grade levels during the school year.

Injury and Illness

Students will be successful at school when they are healthy and feeling well. Please do not send your child to school, if he/she has the following symptoms:

- Vomited or had diarrhea in the last 24 hours.
- If a child is unable to eat anything due to an upset stomach.
- A disruptive cough that is frequent and barky.
- A runny nose that a child cannot manage hygienically.
- Has a fever of 100 degrees or more. Children with fevers are usually multiplying a virus and are extremely contagious.
- Has an undiagnosed rash, untreated strep throat, or red-encrusted eyes. These symptoms need medical attention. If your child has an infection requiring an antibiotic, he/she should stay home until they have been on the antibiotic at least 24 hours or more.
- Head lice with visible nits.
- Parents should call the school to report their child's contagious disease.

Students who have been injured at school will receive immediate medical attention. If there are concerns about the injury or the injury is serious, parents will be called immediately. Our policy is to call parents for all head, eye, or bone injuries. We would like parents to make the decision for their treatment.

Parents should be able to be notified for emergencies and have a plan to pick up sick or injured children. Emergency personnel will be contacted through 911, if needed, for assistance with a serious injury.

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission

Control of Casual Contact Communicable Disease and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Non Casual-Contact Communicable Diseases

In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

Building Information

Building Use: Anyone wishing to use the school building for an after school activity must fill out a building request form and submit it to the Community Education or Heritage office for approval. Please note, there may be a fee associated with building use. See the form for details. Students must be under the supervision of an adult. No students will be allowed to use the building without a responsible adult present.

All students who aren't here for a supervised activity will be asked to leave the building.

Library Use: The library will be used as an area for study, not for socializing. While fines are not collected for overdue materials, no new books may be checked out until the overdue books have been returned or the cost of a lost book has been paid.

General Rules:

- Classes must be accompanied by a teacher; individual students must have a pass and adult supervision.
- No food or drink is allowed in the library.
- All materials are due in two weeks; reference materials may not be checked out.
- All general rules of behavior, as found in the student handbook, also apply to the library.
- Please see the Stockbridge Community Schools Acceptable Use Policy for specific rules regarding the computers in the library.

Food Service

Our cook, Kim Machette, will be handling this system. If you have any questions, her extension is 4309. **She is available for phone calls between 8:15-10:30.**

The Nutrition and Health Director is Stephanie White, located at the high school at 517-851-7770 ext. 6308. Menus will be sent home at the beginning of the year. We recommend that you look them over with your children and decide on lunches for the coming week.

Lost and Found

Items that are found will be put in a LOST AND FOUND area, located in the lobby. Please check this area on a daily basis. Items not taken are donated to Outreach in November, March and June.

Fire, ALICE and Tornado Drills

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a specific PA announcement.

ALICE drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for an ALICE drill is different from the alarm system for fires and tornadoes and is made via a PA announcement.

Preparedness for Toxic Hazard and Asbestos Hazard Policy

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* (Board Policy 8405) and asbestos management plan will be made available for inspection at the Board offices upon request.

Visitors

Parents and community members are encouraged to visit our school and participate in activities. If you plan on visiting please inform your child's teacher and sign in at the office. We discourage pets and friends from visiting school unless pre-arranged with the teacher and principal.

Pets

Occasionally a child has a pet, which he/she would like to have the class see. This can be arranged by contacting the teacher to make arrangements for the parent to bring the pet to school at a specific time and then take it home. **Pets cannot be taken on the bus.**

Personal Property

We discourage students from bringing valuable personal property to school because of

possible loss or damage, for which the school is not responsible.

- Please do not send your child to school with large amounts of money.
- Student possessions (outerwear, backpacks, etc.) should be labeled with the student's name.
- Personal items (toys, trading cards, electronic items, etc) should NOT be brought to school.
- Personal items brought to school for pre-approved educational purposes (sharing time or special projects) are to be kept in the classroom or in the office.

If a student chooses to bring devices (i.e. phone, mp3 player, iPod), electronic games, airpods, etc., they shall not be visible during the school day. These and other valuable items can be at school, at the risk of the owner. If used, without permission from a staff member, these items may be confiscated and kept in the office for the remainder of the day. Further consequences may also apply.

Recess

Fresh air and exercise have proven to help in the physical and educational growth of students. Children should be in school only when well enough to go outside. **A doctor's note is required for a student to be excused from outdoor recess.** It is very important that children wear appropriate clothes to participate in recess. The clothing most often lacking includes hats, heavy coats, boots, and gloves or mittens. If you are unable to provide warm clothing, please contact the principal for assistance. During severe rain or cold (0 degrees actual or wind-chill or at the principal's discretion) students will remain indoors for recess.

Student Sales

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

Enrolling in School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following:

- A. birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

If interested in registering a student, please visit www.panthernet.net for more information.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their

previous school in order to have credits transferred. Office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the student may ask for an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Scheduling and Assignment

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

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the principal. The District will provide homebound instruction only for those confinements expected to last at least five consecutive (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Individuals with Disabilities

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the principal to inquire about evaluation procedures and programs.

Student Records

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see Board Policy 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name;
- B. address (except for students participating in the address confidentiality program act);
- C. telephone number;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height and weight, if member of an athletic team;
- H. height if member of an athletic team;
- I. weight, if member of an athletic team which requires disclosure to participate;
- J. dates of attendance;
- K. date of graduation;
- L. awards received;
- M. honor rolls;
- N. scholarships.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to

allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at www.panthernet.net.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to your building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student’s parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;

- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Change of Address

If you have a change of address or phone number or add a P.O. box, please let us know so we can update our records.

Transfer Out of the District

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Heritage School, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Heritage office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Withdraw From School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents.

Parent Involvement

Parent-Teacher Conferences: Conferences are held twice a year, once in the fall and again in the spring. It is important that parents attend to discuss their child's progress with his/her teacher. Prior to conferences, schedules and time request forms are sent home for parents to complete and return.

Parent Teacher Organization: A good school must have an active PTO. Many of the programs, events, and activities are done under their sponsorship. The Panther Cub PTO serves students from both Smith and Heritage Schools. We hope that you will get involved!

Volunteers: Parents are always encouraged to be active in school. Some areas of volunteer interest may include: classroom assistance, help with reading programs, monthly enrichment programs, playground activities, library assistance, etc. Please let the office, or classroom teacher, know if you can give some of your time.

Section 2 – Academics and Student Services

Academic Interventions

When a concern arises regarding a student's progress in a class, the following steps are suggested:

1. Contact the teacher directly with concerns.
2. Set up a time to meet with the teacher before or after school.
3. Remain in contact with the teacher to check on progress.
4. If there are concerns after steps 1-3 that continue, contact the principal regarding other services that the student may be eligible to receive, including special

education.

Field Trips

With the approval of the administration, students will be allowed to take trips with their classes. Parental permission is required. The Field Trip Permission Form is included on the enrollment form. Parents are also encouraged to help chaperone students on trips. In some cases students may have to pay for admission fees, meals, etc.

Brothers, sisters or other relatives under the age of 18 are prohibited from attending field trips. These activities are intended only for students who are in the class. Chaperones other than the child's parents need to be approved by the principal.

Grading

Grading Scale

A	B	C	D	E
Exceeds Expectations	Meets Expectations	Sometimes Meets Expectations	Seldom Meets Expectations	Does Not Meet Expectations
Performs skills independently	Performs skills with minimal assistance	Performs skills with direct teacher guidance	Seldom performs skills	Does not perform skills
Produces high quality work	Produces quality work	Produces inconsistent quality work	Seldom produces quality work	Does not produce quality work
Applies and extends skills and concepts	Applies skills and concepts	Applies skills and concepts inconsistently	Seldom applies skills and concepts	Does not apply skills and concepts
Demonstrates creative and critical thinking skills independently	Demonstrates creative and critical thinking skills with minimal assistance	Demonstrates creative and critical thinking skills with direct teacher guidance	Seldom demonstrates creative and critical thinking skills	Does not demonstrate creative and critical thinking skills
(blank)	Not assessed at this time			
*	Modified grade			

Progress Reports/Report Cards

Parents can access grades online via PowerSchool Parent Portal. Progress reports are provided during each Parent-Teacher Conference, and report cards are provided at the end of each semester.

Student Assessment

Each year students in grades 3-6 will participate in the M-STEP state assessment. Students are tested in reading, math, and writing; fifth graders are also tested in science and social studies. The M-STEP test will be administered in the spring.

All students K-6 are given tests to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Student Success Team

If a parent, teacher, or student has a concern related to academic progress, the principal can be contacted to schedule a SST meeting. A SST meeting is a collaborative meeting with participants potentially including the student, parent(s)/guardian, counselor, principal, with input from all the students' teachers. An action plan is developed to identify strategies for student improvement.

Section 3 - Student Activities

Student Activities

Heritage School provides students the opportunity to broaden their learning through curricular-related activities. The Board authorizes many student groups that are sponsored by staff members. Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Religious Time

Students that would like to participate in religious instruction will be released from school at the principal's discretion. Parents are requested to submit a schedule in writing to the office at least one week before classes are to begin.

Section 4 - Student Conduct and Attendance

Student Attendance

Getting started in the right way is important for success. Getting into the habit of daily attendance is more important than ever. When a student is absent or tardy they are missing important parts of their education. Further, regular attendance in school now is an important lesson to be learned for their future education and on into the world of work. Excessive absences may result in notification from either the school or the attendance officer of the county.

The Importance of Attendance: Every day of school is an opportunity for students to learn, grow, and build relationships with their peers and teachers. Missing even a few days can disrupt their learning process and make it difficult to keep up with coursework. Research shows that students

who attend school regularly are more likely to perform well academically and develop essential life skills.

Our Expectations: At Stockbridge Community Schools, we expect all students to attend school daily and arrive on time. If your child is absent due to illness or another valid reason, please inform the school as soon as possible. Regular attendance not only helps your child succeed academically but also fosters a sense of responsibility and commitment. Our goal is for students to miss less than 10 days of school for the entire year. .

Support for Families: We understand that there may be circumstances that affect your child's ability to attend school. Our school is here to support you. If you are facing challenges related to transportation, health, or other issues, please do not hesitate to reach out to us. We are committed to working with you to find solutions that ensure your child can attend school regularly.

How You Can Help: As a parent or guardian, you play a crucial role in your child's education. Here are a few ways you can help ensure your child maintains good attendance:

- Set a regular bedtime and morning routine to ensure your child gets enough sleep and is ready for school.
- Schedule appointments and family vacations outside of school hours whenever possible.
- Communicate with the school about any concerns or issues that may affect your child's attendance.

Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

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

We recognize that there are situations that require a student to be absent for a reason other than illness. However, since there is great variance in thinking with respect to this issue, the school must stand in the position of judge in order to maintain uniformity in the handling of non-illness related absences. The final decision regarding "excused" or "unexcused" absences rests with the school.

If it is necessary for a student to be out of school, parents must understand that the student will miss class discussion, which can affect the education process.

Parents are required by State Law to ensure that their children attend school until the age of eighteen. It is the responsibility of the school to enforce this law. Parents will be contacted when there is an attendance concern. An intervention meeting may be

requested to discuss the issue and to create a plan. If the problem continues, we may seek help from the Truancy Officer and/or Ingham County Probate Court.

Absences: A student absent from school, except to officially represent the school in a school-sponsored activity, is entered as absent on the school attendance register. A parent will be notified by phone through our school calling system that leaves messages if a student is absent and we have not received notice to consider it excused.

To excuse an absence, parents/guardians must call the attendance line on the morning of the absence, 517-851-8600. Parents are also able to email Buddenborgk@panethernet.net to report an absence. Additionally, the student can submit a signed note from their parent/guardian which contains the following: date of note, name of student, date of absence, reason for absence and parent/guardian signature.

The school robo-call system will call the home of all unreported absences. Parents have 48 hours to notify the school the reason for the absence. After two school days, the absence will be recorded as "unexcused."

A doctor's excuse is required whenever a student exceeds three consecutive absences. Failure to call or provide a note regarding the absence will cause the absence to remain unexcused. An accumulation of unexcused absences stimulates a sequence of actions from the office (calls, letters, meetings) as needed to help ensure the regular attendance of the student. Students with excessive tardies will also be contacted. All absences and tardies are recorded on the student's school records and may ultimately be referred to the county Truancy Officer.

Tardiness: A student who is not in their assigned location by 8:50 AM shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Arriving Late/Leaving Early: Students arriving after 8:50 AM will be considered tardy and must check in to the Heritage office to receive a pass. If students arrive after 10:00 AM, they will be considered absent for the morning. Similarly, if a student leaves before 2:00 and does not return to school, they will be considered absent for the afternoon. Parents should call the office ahead of time if they know their student will be arriving late or leaving early.

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

Attendance at School Events: The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

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

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

Code of Conduct

A major component of the educational program at Heritage School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Student conduct is governed by the rules and provisions established in the Student Code of Conduct.

Expected Behaviors

Each student shall be expected to:

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



	HALLWAYS	BATHROOMS	RECESS	CAFETERIA	CLASSROOM	ASSEMBLIES & FIELD TRIPS	OFFICE
<i>Panthers are</i> SAFE	Walk Keep your hands to yourself Go directly to your location	Use the bathroom appropriately Go, Wash, Dry, Leave	Keep body to self Use equipment as taught Keep snow and wood chips on the ground Stay within boundaries	Sit at a table to eat Walk Raise hand to leave your seat 5 students per table	Sit in chairs Chairs on the floor Walk Use classroom materials as instructed	Stay in assigned groups/ class Walk Listen and follow adult directions Keep hands and body to self	Walk Give personal space to others Stay in the student area until directed to another area of the office
<i>Panthers are</i> RESPECTFUL	Use appropriate language and voice levels 0 for transitions 1 for arrival & dismissal Follow adult directions Keep your locker tidy with the door closed	Use appropriate language and voice level 1 Provide others with personal space Only one person in a stall Keep feet on the floor Clean up after yourself	Use appropriate language Listen to and follow adult directions Take turns Play fair according to the rules	Use appropriate language and voice level 2 Listen to and follow adult directions Wait patiently in line Clean up after yourself	Use appropriate language and voice level Listen to and follow adult directions Practice active listening Try hard and have a positive attitude	Use appropriate language and voice level as directed by adult Respect yourself, all guests and property	Use manners Wait until staff is off the phone to talk The office is a workspace for staff Listen to and follow adult directions
<i>Panthers are</i> RESPONSIBLE	Arrive prepared and walk with purpose Use appropriate language Have permission/pass to be in the hallway during instruction time	Treat school property with care Protect privacy - phones away Use during appropriate times Used paper towel goes in trash	Put away equipment Line up quickly and quietly when recess is over	Keep items on the table Food stays in the cafeteria Place trash in trash bins Where you sit is where you stay	Use class time for learning activities Use technology for its intended educational purpose Hold yourself accountable for work and actions See something say something	Stay in assigned groups/ class Use appropriate applause and cheering Participate when asked Be aware of your surroundings Show Panther Pride!	Have a pass from teacher Go straight back to class after leaving office Inform teacher if going home
<i>Panthers are</i> KIND	Smile & wave to each other Keep hands off walls and displays	Report issues and concerns to adults Encourage positive behavior	Use appropriate language Invite others to play Treat others how you want to be treated Help others who need it	Report issues and concerns to adult Invite others to sit with you Use manners	Be actively involved Help others when appropriate Use kind words when speaking with your peers Value others opinions and ideas	Use manners Help others Encourage positive behavior	Be a positive model for others Be quiet Be patient

Positive Behavior Intervention and Support (PBIS)

As a staff we have worked together to encourage positive behavior and create a positive school-wide system of support for students to make good choices. We believe that in addition to educating our students academically, we have a responsibility to foster the development of personal traits.

Code of Conduct Purpose

The purpose of this Code of Conduct is to foster an environment that is safe and conducive to learning. Within our school, the administration and all other school personnel are responsible for creating and supporting such an environment. To achieve this goal, faculty, staff, parents, students, and other members of the community must have a clear understanding of the school's expectations for student behavior.

The Code of Conduct provides those expectations by:

- Integrating various sources of authority including state law, Board of Education policies, and administration guidelines,
- Identifying expectations and responsibilities of students,
- Defining the conduct that violates those rights and responsibilities,
- Standardizing the procedures that the school will use in responding to conduct violations,
- Assuring the rights and responsibilities of students when disciplinary action is taken.

The Code of Conduct applies to any student who is on school property, traveling on school-affiliated transportation, attending school or any school-affiliated activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Disciplinary consequences are assigned considering (a) prior infractions; (b) intent of the student; (c) actual or risk of harm to student(s); and (d) the severity of the infraction.

These consequences may include:

Warning	Student conference
Lunch Detention	Before/After School Detention
Loss of passing time with peers	Parent Conference
Restorative conference	Community Service
Loss of bus riding privileges	In-School suspension
Out-of-School suspension	Referral to law enforcement
Expulsion	Loss of recess time with peers
Suspension from extracurricular participation and attendance	

Out of School Suspension: On the basis of present law, the administration at Stockbridge Community Schools are delegated the authority by the Board of Education to temporarily separate or suspend a student from school and school property. Violators will be prosecuted to the full extent of the law. Suspensions of more than ten days require Board action.

Out-of-School suspension is one or more days during which the student is barred from attending all classes and school sponsored events. Students receive out-of-school

suspension due to one major violation of the Student Code of Conduct or a series of violations, which result in a higher level of consequence.

If a student is suspended by a school administrator, the administrator will:

- A. Notify parents as soon as possible of the suspension, the reasons for it and the steps necessary for the student to return to school.'
- B. Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.

If the parents or guardian are dissatisfied with this action they may appeal to the Principal/Superintendent to review the decision.

Suspended students may not be on school grounds or attend school activities during suspension (including other Dansville Schools activities such as football games, etc). Students are expected to complete all schoolwork.

Suspension Appeal Process:

1. The request for a hearing must be in writing and received by the superintendent's office within five (5) days following the disciplinary decision.
2. Upon receipt of a timely appeal and acceptance for a hearing the superintendent's office will notify the parent and student of the date, time and location of the hearing before the Board of Education and the procedures to be followed in the Board meeting.
3. Upon receipt of the appeal, the superintendent will decide, based on the record before the hearing panel, whether the student will remain suspended until the Board of Education decision.
4. The superintendent's decision concerning continued suspension will be based upon the reasonable belief that the record establishes the student to be a danger to himself, herself, to other students, school personnel or the educational process of Heritage School.

Due Process Procedural Rules and Regulations for the School Community: The constitutional rights of individuals assure the protection of the due process of law; therefore, this system of constitutional and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. An effort shall be made by administration and faculty members to resolve problems through effective utilization of school district resources in cooperation with the students and his/her parent or guardian.
3. A student must be given an opportunity for a meeting with the appropriate school administrator if the student or his/her parents desire one. A meeting shall be held to allow the student and his/her parent or guardian to contest the facts that may lead to a suspension or if the student and his/her parent or guardian alleges prejudice or unfairness.

Explanation of Terms Applying to the Code of Conduct

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

Alcohol, Drugs, Tobacco/Electronic Cigarettes, or Any Controlled Substance: The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, tobacco products, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student. No student is to be under the influence of drugs or alcohol on school property

Use of Tobacco, e-cigarette or vaporizer products: Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses and at any District-related event when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

"Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

Arson: A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Bomb Threat/False Alarm/False 911 Call: Bomb threats and similar threats, including false alarms, directed at a school building, school property, or a school related event are violations of State Law.

Book Bags, Hats and Purses: Book bags, hats and purses are not allowed in classrooms and must be stored in students' lockers during the day. Book bags, purses and coats should be placed in the locker at the start of the day and then can be taken/worn out of the building.

Bullying: Bullying can take many forms and can be very subtle. Ultimately, it is bullying when someone hurts or scares another person repeatedly and over a period of time. Bullying may take the form of physical or verbal aggression or intimidation or social alienation. Bullying may take place in a face-to-face situation or through online social networking or through text messaging. Some examples of bullying include, but are not limited to:

- Punching, shoving and other acts that hurt people physically
- Threatening people
- Excluding certain people out of a group
- Deliberately making someone feel uncomfortable or embarrassed in a social situation
- Teasing people about personal things when it makes them feel uncomfortable

Any incident of bullying behavior should be reported immediately to the building administration. All reports will be investigated and proper disciplinary measures may be taken against the bullying student up to and including suspension from school.

Possession of a weapon: A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

Use of an object as a weapon: Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

Knowledge of Dangerous Weapons or Threats of Violence: Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

Physically assaulting a staff member/student/person associated with the District:

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

Verbally threatening a staff member/student/person associated with the District:

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Explosives: Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

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

Gambling: Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Falsification of school work, Identification, Forgery: Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

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

False alarms, false reports, and bomb threats: A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Explosives: Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

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

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

Disobedience: School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

Damaging property: Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

Persistent absence or tardiness: Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to truancy.

Unauthorized use of school or private property: Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

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

Aiding or abetting violation of school rules: If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of affection: Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

Plagiarism/Academic Dishonesty: The integrity of a school depends on the honesty of those involved in the learning process. Students who choose to be academically

dishonest cheat not only themselves and their teachers, but also all other students who choose to show academic integrity in their work. Academic dishonesty in any form is a serious offense and will result in penalties including possible failure and expulsion. Plagiarism is the use of and the representation of other people's work and ideas, in whole or in part, as the student's own work. This definition applies to words and ideas taken without proper acknowledgement from any source including the Internet, books or magazines or newspapers or essays from other students. It could possibly include class notes from the student's teacher or another teacher.

Plagiarism and Academic Dishonesty may take the following forms:

- Copying word-for-word from a source without proper acknowledgement. Applies to the use of an entire paper, the use of entire sections and "cutting and pasting", and the use of a few words or phrases.
- Paraphrasing ideas from a source without proper acknowledgement.
- Submitting in whole or part a paper written by another person.
- Allowing one's essay, assignment, or test answers to be copied by another student.
- Submission of a paper from a research service or term paper mill in an effort to earn credit.
- Copying homework.
- Looking at another's test or quiz.
- Permitting another student to look at a test or quiz.
- Using secretive methods of getting test answers or doing class work.
- Taking papers from the Internet, other publications, or another student.
- Taking any part of a test for personal use or to give to others.
- Taking ideas and representing the ideas as the student's own.

Plagiarism and Academic Dishonesty will not be tolerated as it undermines the integrity of the academic community of Stockbridge Community Schools.

Profanity/Obscenity/Inappropriate Language: School employees will not tolerate profane or inappropriate language at any time. Profanity or inappropriate language directed toward others is particularly offensive and is considered a more serious violation than incidental profanity. The act of using obscene or inappropriate language or demonstrating in verbal or written form or in pictures, caricatures or gestures is prohibited in or on any school property.

CELL PHONE/ELECTRONIC DEVICE POLICY: Heritage School has a Cell Phone-Free Policy for the benefit of our school environment and the engagement of our students. Cell phones and all other personal electronic devices (i.e AirPods, earbuds, Smartwatches, etc.) are not permitted to be used during the school day. Upon entering the building, students will be required to place their electronic devices in the secured designated area. Devices will remain in the designated area for the duration of the day. Upon dismissal from school, students may retrieve their device from the designated area to take it home.

- Students may not use any electronic communications device to send or receive personal messages, data or information that would contribute to or constitute cheating on quizzes, tests or other assessments.

- Students may not use a cell phone or electronic communication device to take pictures or videos of other students or staff in educational settings without prior permission of the Principal. This includes pictures that are not saved to the phone used in instantaneous communication programs (Instagram, snapchat, etc.).
- Heritage School is not responsible for the loss, theft, damage, or vandalism to a student's cell phone or ECD. Students are strongly encouraged not to leave them unattended or unsecured.

In the event that a student violates the Cell Phone policy, his/her device will be placed in the office for the remainder of the day. Additionally, the student will receive:

1st Offense - Lunch Detention and Parent Communication

2nd Offense - Lunch Detention(s), Parent Communication & Research Assignment

3rd Offense - Parent/Guardian Conference with Phone Plan

In addition to consequences, devices operated in violation of this policy or for any illegal purpose may be confiscated and/or held until it is deemed appropriate to return.

Violation of individual school/classroom rules: Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Disruption of the educational process: Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Harassment: Any harassment of a student or staff member by another student, which takes place on school grounds, is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment for our students to learn in. Harassment can take two forms both are defined below:

Sexual Harassment: Any unwelcome sexual advances or any form of improper contact or sexual remarks will be considered harassment and is strictly prohibited.

Harassment: Any unwelcome speech or action that creates a hostile, intimidating or offensive learning environment. Any form of racial, ethnic, or verbal or physical harassment is strictly prohibited.

Any incident of harassing behavior should be reported immediately to the building administration. All reports will be investigated and proper disciplinary measures may be taken against the harassing student up to and including suspension from school.

Insubordination: Refusal to comply in a timely and orderly fashion with the request of a

school employee or volunteer.

Intimidation: Intimidating others by the real or implied infliction of physical, verbal, written, electronically-transmitted, or emotional abuse, which includes posturing or attacking the property of others for the purpose of intimidation.

Lying/Dishonesty to a Staff Member: Attempting to make a person believe as true something false, which includes, but is not limited to: failing to disclose information, hiding or covering up information and/or evidence, or giving a false name to a staff member or volunteer.

Minor Physical Incident: Physical incident where there is no imbalance of power and there is no intent to cause harm. Not limited to, but may include: pushing, shoving, slapping, wrestling, and horseplay.

Persistent Misbehavior: Students who accumulate five or more discipline referrals to the office in a given school year.

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

Computer Technology and Network: Electronic Information Access and Use For Educational Purposes Policy

Stockbridge Community Schools (SCS) encourage and strongly promote the use of electronic information technologies in educational endeavors. The District provides access to a variety of information resources for the development of information management skills. Together these allow learners to access current and relevant resources, to provide the opportunity to communicate in a technologically rich environment, and to assist them in becoming responsible, self-directed, lifelong learners.

The District’s information technologies are the District’s property and are intended for use for educational purposes. Computer, electronic, and voicemail communications are District records. Communications sent and received through the District’s systems are District records and are the property of SCS. The District retains the right to access and review all electronic and voicemail communications, computer files, databases, and any other electronic transmissions and devices contained in or accessed by the District’s information technologies. SCS reserves and intends to exercise periodically the right to access, monitor, and disclose use of the District’s systems and contents of communications sent or received over the District’s systems to determine whether there have been breaches of security, violations of policy, or other misuse.

The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All District information technologies are provided on an **“as is, as available”** basis.

Each user is responsible for her/his use of technology, whether personal or District-provided. While using District and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, at home, as well as using District technology resources off-campus, users must act in an appropriate manner consistent with school, District, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about their responsibilities and to establish expectations when using technology.

Using the Internet and Information Resources¹

District technology resources are provided to users to conduct research, complete assignments, and communicate with others in furtherance of their education. The District's systems are not a public forum and access to technology is a privilege and not a right, extended to users to enhance learning and educational information exchange and to conduct educational business. As such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Users must comply with District standards and honor this agreement to be permitted the use of technology.

All digital storage is District property, and as such, administrators will review files and communications to maintain system integrity and ensure that users are using technology responsibly. Users should not expect that any information contained on any District system is confidential or private.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable users to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, users may find ways to access these other materials as well. SCS does not condone or permit the use of this material and uses content filtering software to protect students to the extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible, including personal devices with Internet connectivity. Users are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. SCS believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If students accidentally access inappropriate material they should back out of that information at once and notify the supervising adult.

¹ (Information resources include email, websites, multifunction cell phones, MP3 players, pagers, text messaging, instant messaging, blogging, podcasting, wikis, video games, multi user role-playing environments, listservs, social networks, social bookmarking, and/or other emerging technologies.)

Proper and Acceptable Use of All Technology Resources

All District technology resources, including but not limited to District computers, communications systems and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of SCS.

Activities that are permitted and encouraged include:

- school work;
- original creation and presentation of academic work;
- research on topics being studied in school;
- research for opportunities outside of school related to community service, careers or further education.

Activities that are not permitted when using District or personal technologies include but are not limited to:

- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;
- representing Copyright ©, Registered ®, and/or Trademark ™ materials or any material taken from the Internet (i.e., artwork/photography) as one's own work without permission from the creator;
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, vocation, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying equipment/devices or networks;
- intentional or neglectful transmission of viruses or other destructive computer files;
- hacking into District or external computers/devices;
- intentionally bypassing District filters;
- installing VNC server or client software or password cracking utilities/devices;
- use of USB, bootable CDs/media, or other devices/technologies to alter the function of a computer/device or a network, including remote access to devices;
- connecting devices to District networks/resources, unless approved by technology staff
- installing file-sharing clients/software, including downloading music, videos, pictures and any other copyrighted material
- removing antivirus or spyware protection software;
- subscription to any online services or ordering of any goods or services;
- non-educational use of personal email accounts on the District network unless approved; (District-provided email accounts are available for staff and for students with approval.)
- online sharing or web publishing of any student/staff name, home address, phone number or other personal information; including student's last name, non-group photos or school work; (any website pages with SCS student information may use student's name, photo, or school work, together or separately)
- online/web publishing of materials not related to curriculum, instruction, school-authorized activities, or general information that is not appropriate and of interest to students, parents, staff, community members, and the general public
- non-educational uses such as games, role-playing multi-user environments,

- gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or forums or course discussions, instant messaging, or any social online resource or similar information resources unless specifically assigned by a teacher for educational purposes;
- use of District resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or a local, state, or Federal law.

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Dress Code: The purpose of the dress code is to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. While it is recognized that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any hairstyle or apparel which is disruptive, distracting, unsanitary or unsafe is prohibited.

The guidelines serve to inform students of appropriate as well as unacceptable dress. Such guidelines shall prohibit dress or grooming practices which:

- Present a hazard to the health of safety of the student or to others in the school
- Interfere with school work, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

The guidelines are not all-inclusive; the absence of any particular form or mode of dress does not indicate the dress is appropriate.

The following are specific expectations on student dress:

- Any dress or appearance that contains profanity, pornography; drug, cigarette, or alcohol messages; double meanings deemed inappropriate or demeaning; derogatory racial and ethnic slogans (including Confederate flags); or is identified as gang affiliated attire will not be tolerated.
- Any dress or appearance that disrupts the learning environment is not allowed.
- Undergarments shall not be displayed at any time, however bra straps may be displayed
- Clothing that is too tight or revealing will not be allowed.
- Sunglasses and other tinted lenses will not be worn in the building without a prescription.
- Shoes and/or sandals are to be worn at all times.
- Hats are not allowed and hoodies must be worn down.
- Costumes are not allowed, unless given approval by the principal ahead of time.

Discipline of Students with Disabilities: Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

SEARCH AND SEIZURE:

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

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

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

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

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

COMPLAINT/GRIEVANCE PROCEDURE: If any person believes that the Stockbridge Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Brian Friddle, Supt.
100 Price Ave Suite A
Stockbridge, MI 49285

Section 5 - Transportation

Transportation Changes: Please notify transportation of any address or pick-up/drop-off changes. If you have any questions regarding bus transportation,

schedules, late buses, etc. please call the transportation department at **517.851-8452**.

General Transportation Rules:

- Students who regularly ride a bus must ride the bus home unless they bring a note signed by a parent advising us of a change for that day. We cannot give students a bus pass for a different bus without written permission from a parent.
- No bus passes will be given the first 2 weeks of school.
- Students should bring notes to the office when they arrive at school, not at the end of the day. This procedure will help to avoid confusion and insure that your child will be transported to the correct place.

Student Conduct on School Transportation:

1. Bus riders must be at the bus stop, ready to board the bus when the bus arrives.
2. Pupils shall comply properly with suggestions of bus drivers.
3. Pupils shall stay off the roadway at all times while waiting.
4. Pupils shall keep hands and head inside the bus at all times.
5. Pupils shall occupy any seat assigned by the driver.
6. Pupils may be suspended by the Principal or Superintendent from riding the bus when such action is advisable. In conjunction with this, the Michigan State General School Laws Relating to Transportation state that any transported pupil may be suspended from the privilege of riding on a school bus for any willful disobedience of rules.
7. Pupils shall keep the bus clean, sanitary and orderly.
8. Pupils shall report to the bus driver at once any damage to the bus.
9. According to State Regulations, the Bus Supervisor may remove a student who is responsible for unsafe conduct and destruction to school vehicles
10. Any damage to the bus shall be paid for by the rider inflicting the damage.
11. Pupils shall not leave the bus without the driver's consent.
12. Pupils shall avoid loud, boisterous or profane language or indecent conduct of any kind.
13. Pupils shall not open windows or doors except by permission of the bus driver.
14. Pupils shall not enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
15. Pupils shall not board the bus until the driver is in the bus.

These rules are not intended to be complete, they only serve as a guide.