

Gordon G. Barkell Elementary School  
1201 N. Elevation  
Hancock, Michigan 49930

(906) 487-9030  
Fax: 1-(989) 455-4142

Student Handbook 2016-2017

**Mission Statement of Barkell Elementary:** In the Barkell Elementary School (BES) we provide a safe, caring atmosphere, encouragement and high expectations so that students can reach their potential. There will be ample time for learning and our students' progress will be closely monitored. By developing good study skills and a positive self-concept, our students will become responsible, productive citizens and lifelong learners.

Our personnel recognize the needs to approach their vocation with a positive, caring and cooperative effort in order to develop lifelong learners. Through communication, community involvement and sharing expertise we strive to develop an atmosphere of leadership in encouraging and enabling individuals to achieve maximum potential.

Through positive communication as partners in the learning process, the home, school and community relationships will foster an appreciation of our American Heritage and the importance of continuing education in our ever-changing world.

**Mission Statement of the Hancock Public Schools:** Our mission in the Hancock Public School system is to educate our students and help each one become an independent learner. In a climate of high expectations, we foster good study skills and a healthy self-concept. Through interest, support, and involvement, parents and community members play an integral role in helping us develop responsible, productive citizens.

**Board of Education**

Mr. Charles Paoli, President  
Mrs. Paula Nutini, Vice-President  
Mr. Steve Lancour, Secretary  
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**Administration**

Ms. Monica M. Healy.....Superintendent  
Mr. Dan Vaara .....Principal  
Mrs. Karen Eddy.....Assistant to the Principal  
Mrs. Sandy Maki.....Administrative Assistant  
Mrs. Risa Williamson.....Guidance Counselor

# Welcome to Barkell Elementary School

Parents and Students:

The faculty and staff of Barkell Elementary School welcome you to another year of learning, discovery and opportunity for growth. The elementary school years are important years in the development of students into life-long learners and responsible citizens. We are here to help you in every way we can.

This handbook is prepared as a guide for students and parents. Read it carefully, as much of the information pertains to you and the elementary school's daily routines, rules and procedures. Please feel free to call the office at 487-9030 if you have questions about a school rule or policy.

Good luck on a productive and rewarding school year.

Sincerely,

Dan Vaara

Barkell Elementary School Principal

### **Please Note:**

This handbook is a general guide for students and parents. It is not intended to be all-inclusive, as situations arise that cannot be foreseen. However, the major rules and policies of the school have been included, and parents and students are urged to contact the office if they have questions about any school rule or policy.

Parents play a crucial role in developing and maintaining positive student behaviors and attitudes. Parental attitudes toward school set the tone for how children feel about school. Discipline problems are most effectively dealt with when there is strong parental support.

**Statement of Compliance with State and Federal Law:** The Hancock Public School District, as an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Educational Amendments of 1972 and section 504 of the Rehabilitation Act of 1973. It is the policy of the Hancock Public School District that no person on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, or handicap, shall be discriminated against in employment, educational program, and activities or admissions.

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinator") (hereinafter referred to as the "COs").

Superintendent  
Hancock Public Schools  
906-487-5925  
501 Campus Dr.  
Hancock, MI 49930

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

**New Regulations Required of Michigan Schools:** School districts in Michigan began operating under the Revised School Code July 1, 1996, Public Act 25 of 1990 and 335 of 1993 added several options to the school code, which are popularly referred to as school improvement requirements.

These include core curriculum, accreditation, school improvement plans, annual education reports, student portfolios, state endorsed diplomas, and site-based decision making. The Hancock School District wishes to avoid state aid deductions and therefore strives to take all action possible to uphold the standards set by state mandate.

## Hancock Public Schools - Calendar for 2016-2017

Wednesday, August 31 Teacher In-Service Day

Tuesday, Sept. 6 First Day of School for Students

Friday, Oct. 14 Half Day for Students & Teacher In-Service (Afternoon)

Thursday, Nov. 10 Half Day for Students

MS/HS In-Service 12:00 – 3:30/Conferences 4:00-6:30 p.m.

Elementary - Scheduled Conferences

Friday, Nov. 11 Half Day for Students

Conferences 1:00-3:30 MS/HS & Elem. In-Service 12:00 – 3:30

Thurs. & Friday, Nov. 24 & 25 Thanksgiving Recess

Thurs., Dec. 22 – Mon., Jan. 2 Christmas Recess (Classes Resume on Tuesday, Jan 3.)

Thurs. & Fri, Jan. 19 & 20 Half Day for Students - Exams (teacher in-service p.m.Thurs.)

Friday, Jan. 20 Teacher Records Time Afternoon (End of Semester)

Thursday, Feb. 23 Half Day for Students & Teacher In-Service (Afternoon)

Friday, Feb. 24 No School – Mid Winter Break

Thursday, March 9 Half Day for Students

MS/HS In-Service 12:00 – 3:30/Conferences 4:00-6:30 p.m.

Elementary Scheduled Conferences

Friday, March 10 Half Day for Students

MS/HS Conferences 1:00-3:30 & Elem. In-Service 12:00 – 3:30

Mon., March 27 – Fri., March 31 Spring Break (Classes Resume Monday, April 3)

Thursday, April 13 Half Day for Students Teacher In-Service

Fri., April 14 & Mon., April 17 Easter Break

Friday, May 5 Half Day for Students Teacher In-Service

Saturday, May 27 Graduation Day

Monday, May 29 Memorial Day Recess

Thurs. & Friday, June 8 & 9 Half Day for Students - Exams (teacher in-service p.m. Thu)

Friday, June 9 Teacher Records Time Afternoon (End of Semester)

# Daily Schedule

8:15	Morning Bell Rings
8:17	School Begins
10:00 - 10:30	Morning Recess for Young Fives – Grade 5
11:00 - 11:35	Young Fives & Kindergarten Lunch/Recess
11:15 - 11:50	First Grade Lunch/Recess
11:25 - 12:00	Second Grade Lunch/Recess
11:35 - 12:10	Third Grade Lunch/Recess
11:50 - 12:25	Fourth Grade Lunch/Recess
11:55 - 12:30	Fifth Grade Lunch/Recess
1:25 - 1:40	Afternoon Recess for Young Fives - 2nd Grade
3:18	Dismissal

## CHILD CARE SERVICES

### **Great Explorations**

The Barkell Elementary School offers the Great Explorations After-School programs for children in kindergarten through grade 5. This program will be available on days that school is in session. Hours will be from 3:18 PM (dismissal) until 5:50 PM. The program will begin on the first day of school and follow the school calendar including holidays, vacations, etc. If a teacher in-service is scheduled or school is canceled due to inclement weather, the program will not operate.

Low cost user fees will be charged the help operate and sustain the program. To enroll your child, please call the Great Explorations office at 483-3918.

The Great Explorations Program is a partnership of Hancock Public Schools, four additional surrounding school districts and BHK Child Development Board. It is funded through a 21st Century Community Learning Centers grant from the Michigan Department of Education. The program is licensed by the State of Michigan. Program curriculum includes a healthy snack followed by tutoring or homework help, hands-on learning and enrichment activities including art, science, sports, health, drama, music, outdoors, recreation and interest or explore clubs.

### **Rainbow Kids Child Care Program**

Rainbow Kids is a preschool/childcare program run from Barkell Elementary School. Hours of operation are from 7:30 AM to 4:30 PM. For any questions you can contact 487-9030 ext. 6217.

## INCLEMENT WEATHER PROCEDURES

As weather approaches, it is time to plan ahead for those days when school will be closed for the entire day; starting at a later time in the morning; or dismiss early due to inclement weather. The following information should be helpful to you.

**SNOW DAYS** - In the event of inclement weather when it is too severe for buses to be on the highways, school will be cancelled for the entire day. This announcement is usually broadcasted as early as 6:00-6:30 AM by the local radio stations, it will be posted to the Hancock Public Schools website, and you are able to sign up for REMIND101 which will send you a text message. If you have any doubt concerning school closings, you could also tune into WMPL, WCCY/WOLV or TV 6 News. An email will also be sent out to the parent listserv with this announcement.

**LATE STARTS FOR GRADES K-5** - In recent years, delayed starts have become an alternative to full snow days. On days such as these the storm usually passes and the county snowplows only need

some extra time to clear the roads. Again, such announcements will be broadcast by local radio stations starting between 6:00-6:30 AM and it will also be posted to the Hancock Public Schools website. An email will be sent out to the parent listserv. On delayed start days, school will begin at 10:20 AM. The bus drivers will begin their routes 2 hours later than usual. You will need to calculate the adjusted time for the bus to arrive at your home on delayed start days by using the information mentioned above. On late start days, dismissal will be at 3:13 PM.

**PLEASE NOTE THAT BREAKFAST IS NOT SERVED ON LATE START DAYS.**

**EARLY DISMISSAL** - On occasion school must be dismissed early in the morning or afternoon due to an approaching storm. In such instances the announcements will be broadcast by the radio stations during short intervals to alert parents. An email will also be sent to the parent listserv. Please be sure that the early dismissal information that you provided at the beginning of year is current. Also, please inform your child where he or she should go in case of an early dismissal.

**GE & AFTER SCHOOL ENRICHMENT CLASSES** - These classes will be canceled when school is not in session due to inclement weather.

**RAINBOW KIDS CHILD CARE PROGRAM** - There will be no childcare on snow days. Childcare will be open until 3:30 PM on early dismissal days. On late start days, childcare will be open at 7:30 AM.

#### **BIRTHDAY PARTIES OR TREATS**

Teachers are happy to celebrate a child's birthday. **Please contact your child's teacher in advance by phone or note so that she/he is aware of your plans.** Most often children simply bring cupcakes or small pieces of candy to share. Due to food allergies, we ask that you not bring in foods containing peanuts, nuts or coconuts. All birthday activities are optional. We encourage birthday invitations to be handed out outside of school. We are not allowed to give out names, addresses or phone numbers of students.

#### **ANIMALS**

Live animals may be brought to school for educational purposes with the principal's and classroom teacher's permission. Visiting animals may not remain in the classroom for the entire day, will not be transported on the bus, and must be brought in by a parent. To ensure safety, pets are not permitted in the school hallways immediately before or after school, even when accompanied by a parent.

#### **BICYCLES**

Riding to school is a privilege. Students and parents must sign a "Bicycle Contract" acknowledging rules that must be observed by the bike riders. **A new contract is required each year** in order to ensure that students annually review how to ride in the safest manner.

#### **BICYCLE RULES**

1. Students in Grades 3 - 5 may ride bikes to Barkell School but must have signed parent permission to do so. Students younger than 3<sup>rd</sup> grade may ride to school when accompanied by an adult.
2. A bike license is not required to ride a bike to school. Parents and students should write down the serial number, brand, color and the rim size (24"- 26"-28") of the bicycle. That information will be needed if the bicycle turns up missing from home or school. (Although we try to provide a safe and secure area for bicycle storage, neither Barkell Elementary School or the Hancock Public School District can take responsibility for the loss, stolen or vandalized bicycles on either school property or while enroute to or from school.)
3. Bike riders must wear safety helmets for their own protection when riding bikes to school.
4. Bicycles must be walked on sidewalks in front of the school and on any school walk or corridor.
5. Use hand signals to let cars know which direction you're turning. Straight-arm signals left; bent elbow signals right.
6. Bicycles will be parked and locked in the bicycle racks located outside the playground area.
7. Standing around in the bike rack area is not permitted. Lock your bike and leave the area immediately.
8. Pedestrians **always** have the right-of-way.

Unsafe practices are, but not limited to:

- Weaving in and out of traffic
- Riding directly in car traffic lanes
- Making abrupt turns in front of cars
- Riding through the parking lot
- Riding up behind someone at high speed to frighten them
- Riding side-by-side instead of single file in bike lanes
- Violation of any bicycle rule

### **INTERNET ACCESS**

Students enjoy a variety of computer experiences at our school including the Internet. Students must have a Barkell Elementary Internet Permission Slip completed and signed by a parent before he/she can access the Internet at school. Although the Barkell Elementary School will try to prevent a student's access to offensive sites by Internet filtering software and adult supervision, it cannot guarantee that a student will not access offensive sites. Students are prohibited from knowingly accessing offensive sites and should immediately exit and inform an adult if they accidentally access such a site. Failure to comply with these measures will result in the immediate revocation of the student's ability to use the Internet at school. The Hancock Public School District network uses district wide Internet filtering system.

### **ACCIDENTS**

All accidents in the school building, on school grounds, or at school-sponsored activities are to be reported to the principal's office. The supervisor of the activity must fill out an accident report.

### **ANNOUNCEMENTS**

General announcements to the students concerning school activities and procedures are made in the morning, are posted on bulletin boards and are sent to the parent email list. Groups, clubs, organizations, etc., wishing to post an announcement are to bring a copy of the announcement to the principal's office by 3:00 PM on the day prior to when the announcement is to be posted. The principal must approve all flyers, posters, brochures, etc., prior to being posted.

### **ASSEMBLY PROGRAMS**

Assemblies are held in the gymnasium. All students are expected to participate in assemblies unless they have specific permission to be excluded. Students are to sit in their assigned sections unless specifically directed to sit elsewhere. Appropriate behavior is expected at all assemblies and students whose behavior is inappropriate may forfeit their privilege of attending future assemblies.

### **ATTENDANCE**

The Michigan School Code requires that student attendance be "continuous and consecutive". The code also indicates that absences are permissible only with "valid excuses". There are two aspects to attendance: *presence and promptness*. Both are very important. A student's attendance record is a measure of his/her ability and willingness to accept responsibility. Students learn as a result of being involved in the varied experiences provided during class time. Not all learning can be measured by tests or homework grades. Absences and tardiness will deprive the student of many educational benefits.

Barkell Elementary School is a full-time school and all students are expected to be in attendance daily. Students with chronic attendance problems will be referred to the Copper Country ISD's truancy officer. The truancy officer may talk to a student prior to referral if absences are becoming excessive.

The importance of regular attendance cannot be over emphasized and is essential for learning. Students are expected to be in the classroom when school begins. Students who enter the classroom late disrupt instruction. Students are also expected to remain in their class until the end of the day.

**Parents are expected to call the school attendance line at 487-9030 (choose option 2, then 1) when they know their child is going to be absent. Please provide a note to the teacher if your child is to leave early or be dismissed in an alternate manner than usual.**

## Recording Attendance

Attendances are recorded twice a day: once in the morning and then again in the afternoon. Teachers mark students as either present, absent, or tardy. Students are expected to be in their seats ready to begin working two minutes after first morning bell. **Students will be marked tardy after the second bell (8:22 AM). Student will be marked absent if they have not arrived to school by 9:00 AM. Parents may not walk their child to class once the bell has rung. For the afternoon session students will be marked absent if they have not arrived to school by 1:00 PM.**

## Excessive Absences

Excessive absences from school are defined as ten or more days absent (excused or unexcused) and/or ten or more tardies.

1. At 10 days absent and/or 10 tardies, parents will receive a letter indicating the total days of absence and the total number of tardies recorded.
2. At 15 days absent and/or 15 tardies, parents will receive a second letter indicating the total days of absence and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies. The principal will then confer with the parents to determine the circumstances surrounding the absences and/or tardies and to determine if further action is necessary. A truant officer may be needed at this time to help determine the necessary action.
3. At 20 days absent and/or 20 tardies, the principal will determine whether to contact the truancy officer for resolution or seek an alternate remedy.

**State law requires attendance in school. State law also mandates sending parental notification letters on all excessive absences and/or tardiness issues whether excused or unexcused.**

**Parents/guardians must sign students out of the building at the office for all early dismissals.**

Parents may check on their child's absences by checking the PowerSchool website or calling the office.

## **EARLY PICK UP OF STUDENTS**

Parents picking up their child, prior to the end of the day, need to inform the office and then wait by the office area until their child has been released. Parents outside of classroom are a disruption to the learning process for the entire classroom.

## **BUSING**

Bus transportation is provided for students who do not live within reasonable walking distance of the school. Students who ride a bus must conform to the rules governing school bus travel.

### **The rules are:**

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

**If the bus rules are not followed, it may lead to a loss of riding privileges.**

## **DISCIPLINARY POLICY/PROCEDURE**

All students will be treated with courtesy and respect by the staff at Barkell Elementary School. It is expected that the students at BES will treat all staff with respect and courtesy.

Students are responsible for their own behavior and should know the consequences of inappropriate behavior. These consequences are provided to help a student become an educated, self-disciplined person.

The classroom teachers and other school staff will handle minor discipline infractions as they occur. Examples of minor discipline infractions include: talking without permission, disruptive behavior, and disobeying classroom rules.

Consequences of these violations or similar infractions will be handled by the teacher/staff member and may include:

- ~ Warning students regarding their inappropriate behavior and clarification of expected behavior
- ~ Parent contact and/or parent-teacher-student meeting
- ~ Loss of privileges in class

Discipline infractions serious enough in nature to warrant a referral to the principal include: repeated minor infractions, fighting, obscene language and/or gestures, and insubordination.

In the case of persistent disobedience or gross misconduct, exclusion of the student for a specified period of time may be necessary. Parents will be notified of these situations. These exclusions fall into three categories:

1. Temporary/In-School Suspension "exclusion of a student from a class/classes for a time period not exceeding five days." The principal assigns in-school suspensions. During an in-school suspension, a student is isolated for up to an entire school day, including lunch. The student must do any work assigned by his/her teachers for that day to have successfully completed the in-school suspension.
2. Suspension "exclusion of a student from school and all school activities for a period of time not exceeding 180 school days." The principal assigns suspensions. The student is responsible for completing missed class work. It is the teacher's decision as to allow make-up work or not.
3. Expulsion "permanent separation of a student from school." If problems persist, and all efforts to correct student behavior have failed, a recommendation for expulsion may be made or a court referral for incorrigibility will be made.

A notice of the offense and action taken will be sent to the student's parent/guardian in each of these cases. The following is a detailed review of the procedures regarding suspension and expulsion.

Suspension Procedure:

1. The student will be informed of the specific complaint against him/her.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended, the administrator will notify the student's parent by phone if possible. If a parent cannot be reached by phone a written notice will be sent.
4. The parent may appeal to the superintendent if the suspension is greater than two days and he/she disagrees with the decision of the administrator.

Expulsion Procedure

When an incident occurs that could be the basis for an expulsion, the principal shall investigate the nature of the alleged offense. Unless the student is unavailable or unwilling to discuss the incident, this investigation shall include a discussion with the student so that the student can present his views and defense for the alleged incident. If the principal believes an offense has occurred which warrants expulsion, the superintendent shall be notified immediately. The superintendent shall notify the student and his/her parents that it is intended that the student will be expelled, the reasons for the intended expulsion, that the student and parent or representative will be given the opportunity to appear before the superintendent to challenge the reasons for the intended expulsion or otherwise explain the student's actions, and the time and date for the hearing. The hearing shall be held not less than three or later than five days after the notice is given, except in cases where a



student has been removed from school premises, in which case a hearing shall be held not later than 72 hours from the time the student was removed.

A student may remain in school pending an expulsion hearing; however, if a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school, the principal may remove a student from school premises immediately. The principal shall deliver to the superintendent the cumulative record, a complete report of the incident, and any additional background information of value or pertinent to the case. The student and parents shall have the opportunity to present any pertinent information in the student's defense. After the hearing the superintendent shall make a final decision and notify the student's parents within 24 hours by certified mail.

**Students who are exhibiting conduct that endangers fellow students, staff, or school property, or is of a serious nature, will be removed immediately.**

## BEHAVIOR MATRIX Barkell Elementary

Expectations	Be Responsible	Always Do Your Best	Respect Self & Others	Keep Safe
Bathrooms	<ul style="list-style-type: none"> <li>Flush toilets after use</li> <li>Put paper towels in garbage</li> <li>Return to room promptly</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Give others privacy</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap</li> <li>Keep water in sink</li> </ul>
Bus	<ul style="list-style-type: none"> <li>Walk directly to/from bus</li> <li>Keep track of personal items</li> <li>Give notes to bus driver when entering bus</li> </ul>	<ul style="list-style-type: none"> <li>Be helpful</li> <li>Share your seat</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language &amp; quiet voices</li> <li>Obeys bus driver/supervisor</li> <li>Keep bus clean</li> </ul>	<ul style="list-style-type: none"> <li>Enter &amp; exit correctly</li> <li>Stay seated</li> <li>Keep body &amp; belongings inside bus/inside seat</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Hold tray with both hands</li> <li>Get all utensils/food before sitting down</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Make wise food choices</li> <li>Take only the amount of food you can eat</li> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>Follow supervisors' directions</li> <li>Use quiet voices</li> <li>Be aware of others' personal space</li> <li>Chew with mouth closed</li> </ul>	<ul style="list-style-type: none"> <li>Turn away from food/others when coughing or sneezing</li> <li>Keep food to self</li> <li>Sit on seat with feet on floor facing table</li> </ul>
Classroom & Instructional Areas	<ul style="list-style-type: none"> <li>Be on time &amp; ready</li> <li>Complete work on time</li> <li>Keep track of personal items</li> </ul>	<ul style="list-style-type: none"> <li>Keep desk space neat</li> <li>Always give best effort</li> <li>Always tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Wait your turn</li> <li>Follow teachers', supervisors' directions</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands &amp; feet to self</li> <li>Walk</li> </ul>
Hallway & Commons Areas	<ul style="list-style-type: none"> <li>Keep halls clean</li> <li>Go directly to your location</li> </ul>	<ul style="list-style-type: none"> <li>Use polite words</li> <li>Be helpful</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Hold doors for others</li> <li>Walk around people who are talking</li> <li>Keep hands &amp; feet off walls</li> </ul>	<ul style="list-style-type: none"> <li>Always walk</li> <li>Stay to right when walking</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Stay within assigned play areas</li> <li>Bring in what you take out</li> <li>Line up quietly when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Play fair &amp; follow game rules</li> <li>Show good sportsmanship</li> <li>Always tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Include everyone</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Walk to &amp; from playground</li> <li>Report problems to playground supervisor</li> <li>Use equipment appropriately</li> </ul>
Special Events & Assemblies	<ul style="list-style-type: none"> <li>Walk</li> <li>Exit quietly with class upon signal</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Give full attention</li> <li>Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Respond appropriately with good manners</li> <li>Use quiet voices &amp; feet</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands &amp; feet to self</li> </ul>
Office	<ul style="list-style-type: none"> <li>Get adult permission to go to the office</li> <li>Always report to the secretary first</li> <li>Focus only on your reason for being in the office</li> </ul>	<ul style="list-style-type: none"> <li>Be friendly &amp; courteous</li> <li>Always tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn on the bench</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> </ul>

**Barkell Elementary – Rubric for Positive Behavior Change**

- Minor offenses should be dealt with by staff with an immediate redirection whenever possible
- 1 Recess – Either one am or one pm recess (time served in Community Room while writing letter)
- 2 Recesses – One am & one pm recess (time served in Community Room while writing letter)
- Silent lunch – Students spend lunch and lunch recess in Community Room without speaking
- Suspension – One full school day served in the office separated from the classroom (schoolwork required)  
At home suspensions will occur, if necessary, to ensure the safety of all students
- Behavior Referral – Required part all discipline referrals (point at which further action is determined)
- Student Accountability Report – If action is taken (include responsibility letter, consequence, and signatures)
- Behaviors – Some examples or descriptions are given, but not all possibilities are listed
- Processing – The behavior expectation will be re-taught by staff
- Counseling – If the circumstances warrant, counseling sessions may also be scheduled
- Consequences – Administration reserves the right to modify consequences in unique/severe circumstances or to give warnings, if deemed appropriate, before enforcing the next consequence
- Main school rules: **BARK**, “**B**e responsible! **A**lways do your best! **R**espect self and others! **K**eeP safe!”
- Barkell Elementary – A “Paws”itive Place to Learn

<b>Behavior</b>	<b>1<sup>st</sup> Consequence</b>	<b>2<sup>nd</sup> Consequence</b>	<b>3<sup>rd</sup> Consequence</b>
<b>Minors (Required behavior referral by staff)</b> Mild Teasing/Inappropriate language/Gestures Name calling or insults	Miss 1 Recess	Miss 1 Recess	Miss 2 Recesses
Mild Physical Contact (pushing, tripping, etc.) Throwing snowballs or shooting spitballs Unsafe play or actions, including on bus Property misuse Disrespect/Disruption/Defiance	Miss 1 Recess	Miss 2 Recesses	Miss 1 Recess & Silent Lunch Lose bus privileges (if appropriate)
<b>Major (Must be reported to Principal)</b> Property damage Writing on walls, desks, or in books Carving initials into a chair Plugging toilets or sinks Tearing or crumpling textbook pages	Miss 2 Recesses  Clean/pick up Pay for damages (if necessary)	Miss 2 Recesses & Silent Lunch  Clean/pick up Pay for damages (if necessary)	Miss 4 Recesses & 2 Silent Lunches  Clean/pick up Pay for damages (if necessary)
Insubordination/Severe disrespect or defiance Cheating/Theft/Forgery Severely disrupting the educational process Actions putting self and others at risk Harassment/Abusive language or gestures Threats, intimidation, & isolation Swearing/Lying	Miss 2 Recesses & Silent Lunch	Miss 4 Recesses & 2 Silent Lunches	Suspension and Parent meeting
Major Physical Contact Swinging or throwing dangerous objects Behavior that injures or intends to injure	Miss 4 Recesses & 2 Silent Lunches	Suspension and Parent meeting	2 Suspensions and Parent Meeting
Fist Fighting Severe Physical Aggression Severe Harassment/Bullying Credible threats of violence	Suspension and Parent meeting	2 Suspensions and Parent Meeting	3 Suspensions Counseling Parent Meeting

**\*Please know that this is a general guide. The principal reserves the right to modify these consequences in order to meet the needs of each student.**

## STUDENT CONDUCT

According to Section 1311 (2) of the Revised School Code, a pupil who is in possession of a dangerous weapon/firearm, commits arson in a building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, shall be expelled from the district permanently, subject to possible reinstatement after a specified period has passed. A pupil who is expelled under Section 1311 is considered to be expelled from all public schools in the state. A student who is permanently expelled from school will be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral. The Hancock School Board reserves to itself the authority to expel students. Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis. The individual may petition for reinstatement after 150 school days after the date of expulsion but may not be reinstated before the expiration of 180 school days after the date of expulsion. Students are prohibited from engaging in behavior that endangers or threatens to endanger the safety of themselves or others, is contrary to the law, or impedes the orderly conduct of the school program or any school-related activities or programs.

Prohibited behavior shall include, but not be limited to, the following:

### BOMB THREATS/FALSE FIRE ALARM

Students shall not activate a false fire alarm or file threats concerning placement of bombs. Punishment will range from suspension to expulsion and referral to the police.

### BUS MISCONDUCT

Students must abide by the rules established for bus students. These rules are posted on every bus. Students who do not abide by bus rules will have their privilege of riding the bus revoked for a period of time consistent with the offense or the frequency of offenses.

### CHEATING/PLAGIARISM

Students shall not obtain homework, quiz answers, test answers, or any work that is not their own. Any written work derived from another source shall credit that source. Cheating or plagiarism will result in a grade of "E" on the affected assignment/test. A second offense in a semester will result in failure for the marking period involved.

### DISTURBANCES

Students shall not create disturbances or disrupt any class or school activity. Punishment shall range from reprimand to suspension.

### EXTORTION

Students shall not attempt to obtain money, any item of value, or special favors from any person under implied or expressed threat. Extortion will result in punishment ranging from detention up to and including expulsion.

### FIGHTING

Students shall not engage in fighting or in any act of violence toward another person. Students fighting in school or on school property will be reported and consequences will be assigned in accordance with *Rubric for Positive Behavior Change* (pg. 10).

### GAMBLING

Students shall not participate in games of chance or skill for profit. Punishment shall range from detention to suspension.

### HARASSMENT

Harassment of students is prohibited and will not be tolerated. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. Any student who feels they have been subjected to sexual harassment shall report the incident to the guidance counselor or building principal. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the legal obligations of the school. Punishment will range from reprimand up to and including expulsion. See *Board of Education Policy 5517 for a complete copy of the District's policy. Please refer to the Barkell Elementary Rubric for Positive Behavior Change* (pg. 10).

#### INSUBORDINATION

Students shall comply with reasonable rules and requests by school officials. They must not engage in verbal abuse or derogatory gestures toward school officials. Punishment shall range from reprimand to expulsion.

#### LARCENY/THEFT

Students shall not take the property of another without permission of the owner. Punishment shall range from reprimand and restitution to suspension and possible referral to the police.

#### LOITERING

Students shall not be in a school building or on school property during school hours at a site other than where the student is enrolled or has a valid consultation for. Any student asked to leave the premises by school officials shall comply immediately with that request. Punishment shall range from reprimand to suspension.

#### MALICIOUS MISCHIEF

Students shall not engage in malicious mischief including malicious injury, defacing or destruction of any school property. Punishment shall range from detention and restitution for repairs to expulsion.

#### POSSESSION, USE, DISTRIBUTION, OR INFLUENCE OF ALCOHOLIC BEVERAGES ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES

Possession of alcoholic beverages is illegal and a violation of school policy. In addition to the range of punishment given, the student will be referred to the substance abuse counselor for evaluation, education, and/or counseling. The range of punishment is from a minimum of three days of suspension to expulsion.

#### POSSESSION, USE, OR DISTRIBUTION OF CONTROLLED SUBSTANCES

It is illegal to possess controlled substances without a valid prescription; other substances are illegal to possess by anyone. Any mood altering substance not legitimately obtained falls under this provision. The punishment will range from a minimum of three days of suspension to expulsion and referral to the police.

#### PROFANITY

Students shall not use profanity, obscene language, gestures, or depictions. Punishment will range from detention to suspension.

#### TOBACCO

Students shall not use or possess tobacco in any form in school, on school property, or at school-sponsored events. Students in possession of tobacco will be suspended.

#### UNEXCUSED ABSENCES OR TARDINESS

Students between the ages of 6 and 16 are of compulsory school age. Students who are chronically absent or tardy may be referred to the courts for violation of the compulsory school attendance laws. Please see *“Attendance”*.

#### UNLAWFUL CONDUCT

Students shall not engage in any form of unlawful conduct on school property or at school-sponsored events. Students who commit a crime on school property or at school events will be suspended or expelled and referrals will be made to the police.

#### VERBAL ABUSE

Students shall not engage in name calling, ethnic or racial slurs, or derogatory statements or depictions regarding other persons. All forms of harassment are strictly prohibited. Students shall not use threats, stated or implied, that cause another person to believe that they will inflict harm or damage to the person or his/her property. Consequences will be in accordance with *Rubric for Positive Behavior Change* (pg. 10).

#### WEAPONS

Students shall not possess or use weapons or other dangerous objects, such as firecrackers, smoke bombs, etc. Students in possession of a dangerous weapon/firearm on district grounds, in district buildings, or at a school-sponsored event will be permanently expelled from school as required by law.

### **PROHIBITED ITEMS**

Problems arise when students bring items to school that are hazardous to the safety of others or interfere in some way with school procedures. This includes, but, is not limited to items such as toy weapons, water pistols, bean shooters, slingshots, water balloons, smoke bombs, laser pointers and

items of a sexually explicit nature are not permitted on school property. If these items are confiscated from a student, they will not be returned. If misused, additional discipline will result. **Additionally, the use of hand-held electronic games, cell phones, MP3 players, iPods, or other similar electronic devices with headphones is prohibited in classrooms and hallways during regular school hours.**

#### **LOCKERS (Cubbies)**

Each student is assigned a cubby, which they are expected to keep neat and orderly. Although every effort will be made to find or retrieve missing items, THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS MISSING FROM CUBBIES. Missing items should be promptly reported to the office. Student cubbies are the property of the school district. The principal or her designee for any reason may conduct periodic general inspections of cubbies at any time, without student notice or consent and without a search warrant.

#### **DRESS CODE**

Students are expected to dress in good taste and in a manner that recognizes school as a learning environment, calling for different attire than that worn at times outside of the school setting. Reasonable standards of cleanliness and personal hygiene must also be maintained at all times. Any attire, or the lack thereof, which creates a disturbance, is immodest or in poor taste, or is detrimental to the health and safety of the student, will not be permitted. Also, students representing the school in any extra-curricular activity must be appropriately dressed and properly groomed.

The following are generally accepted guidelines, but are not all-inclusive:

- A. No articles of apparel may be worn in violation of Federal, State or local flag codes of etiquette.
- B. Hats, bandannas, and other head apparel are not to be worn in the building.
- C. Garments designed to be worn as undergarments or sleepwear are not to be worn as outer garments.
- D. Shoes must be worn at all time in school.
- E. No sayings that are obscene, vulgar, or in any way immorally suggestive are to be worn on clothing. Placement of patches/pins on clothing is likewise not to be suggestive of obscenity, vulgarity or immorality.

***Keep in mind; Barkell Elementary School is a drug free zone. If the apparel you are wearing doesn't support this message, it will be deemed inappropriate.***

- F. Coats and jackets are to be stored in the designated area within the classroom, unless the student has the teacher's permission.
- G. Dresses, skirts and shorts are to be at least mid-thigh length.
- H. Midriffs are to be covered during the school day.
- I. Skin tight shorts/tights, tank tops, or any low cut clothing which reveals undergarments or are immodest in any other way are not to be worn during the school day.

If necessary, students inappropriately dressed will be sent home to change clothes and the time missed will be unexcused. Repeated offenses will result in detention and/or suspension.

#### **FIRE AND OTHER DRILLS**

A minimum of five fire drills is held each school year as required by law. It is essential that when the signal sounds, each person in the building respond promptly and calmly. Exit routes are posted in each room and the assigned route should be followed as quickly as possible. Classroom doors and windows must be closed and lights turned off when exiting. Once outside, students must be a safe distance from the building, and not standing in an area that might block emergency vehicles. Fire drills are held with the safety of all in mind. The building must be emptied quickly and in an orderly manner.

Tornado (2) and lock down (3) drills are also required to be conducted during the school year. Directions will be given on the PA system. Staff and students are to follow those directions quickly and calmly.

### **HOMEWORK**

Although it is not recommended to take children out of school for an extended period of time, if a parent/guardian makes a decision to remove his/her child from school for an extended period (three or more days), the teacher and the school principal must be notified of the intended absence at least one week in advance of the first day of the absence. Advance assignments and sending classroom materials, etc., will be limited and at the discretion of the teacher, recognizing that homework may not always be ready or available at that time. Lesson plans are for school use and are not provided to parents. If you take your child out of school for an extended amount of time, teachers are not required to prepare a separate curriculum or re-teach a lesson and parents are responsible for assisting their children with required missing work.

### **SCHOOL SUPPLIES**

Children are held responsible for the condition of all textbook and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear. The school may supply pencils, paper, crayons, scissors, rulers and other necessary supplies.

### **HEALTH REGULATIONS**

In accordance with state health regulations, all students must be immunized from communicable diseases or you need to complete immunization waiver through the local Health Department. Proof of the immunizations must be provided at the time of registration. Parents are required to complete, each school year, an updated emergency card that contains important health information, in addition to other data. Parents are urged to notify the school of any significant changes in health that occur in a child.

Parents should keep children home when they show symptoms of illness. If symptoms occur while in school, parents (or emergency contacts) will be called to arrange for the child to be taken home. In the event of an accident at school, every effort will be made to reach and notify the parent of the injured child. If medical attention is required and parents or other family cannot be reached, 911 may be called. (Information on the emergency cards will be used for these procedures.)

All communicable diseases must be reported to school including German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pinkeye), mononucleosis, scabies and lice. Students will not be permitted to attend school if they are acutely ill, have a fever, have a severe/persisting cough, are vomiting or have diarrhea.

Children who have been out of school due to lice need to be checked at the elementary office before returning for three consecutive school days. Children need to be "nit free" before they may attend classes.

### **SEXUALITY EDUCATION - HIV/AIDS**

The Hancock Board of Education endorses a program that involves instruction and discussion in human sexuality. The district Reproductive Health Committee (RHC) has approved the material. In fourth and fifth grades, a lesson is taught about HIV/AIDS. The lesson is thirty-five minutes and though sex and needles are a huge emphasis on the spread of HIV/AIDS, these areas are left to the parents to discuss or introduced in later grades. If questions arise during the lesson that lead to these topics, staff will redirect the students to ask their parents. The focus will be on the function and health of the immune system and how to protect themselves from diseases. Another objective is to educate and eliminate or at least reduce fear related to the misconceptions related to HIV and AIDS.

According to the State School Aid Act, parents have the right to review any curriculum materials when teaching any of the aforementioned areas. In compliance with this statute, the Hancock Board of Education will make the materials available for parents to preview. The statute also allows parents to excuse their child from classes in which health education, sex education, and/or HIV/AIDS and other serious communicable diseases are topics of instruction.

### **FOOD SERVICE REGULATIONS**

Students are required to eat their breakfast and lunch in the school cafeteria. Both meals are available for purchase. Forms for free and reduced price meals are available in the principal's office.

An application must be completed and returned to the office. The school will contact those eligible. No child will be discriminated against regardless of ability to pay.

### **WELLNESS COMMITTEE**

The mission of the Barkell Elementary Wellness Council is to promote and enhance wellness among students, staff and families as outlined in the Barkell's Wellness Policy. This will be done by improving the nutritional value of food sold in the school cafeterias, nutrition and fitness education, physical education and by creating school environments that promote and protect children's health. This continuing advisory board will monitor and guide program development and curriculum, organize school specific programs, and perform annual evaluations. The goal of the Wellness Council is to instill lifelong healthy habits for all students.

### **GUIDANCE AND COUNSELING**

Guidance services are available to students and include the following services: test administration and interpretation; study skills assistance; and assistance with personal concerns. Contact the guidance counselor for assistance.

### **HALL PASSES/SIGN OUT**

Students leaving a class must have a hall pass and/or sign a sign out sheet. Students who misuse the hall pass/sign out procedure will forfeit the privilege and may also be subject to additional disciplinary action.

### **GRADE APPEAL PROCESS**

The teacher based upon evaluation criteria established by the teacher for his/her class determines marking period and semester grades. In the situation where the student believes that a grade determination made by a teacher is inaccurate or does not represent the student achievement fairly, an appeal must first be made to the teacher of the class to resolve the matter. If mutual satisfaction cannot be established, an appeal can be made to the principal. The teacher together with the building principal will do a review of the grade.

### **GRADING**

Individual teachers devise their own grading system based on mastery of objectives for each course. The grading system is designed prior to the beginning of the class, written in the teacher's records, and clearly presented to the students at the start of the course. Teachers use a variety of criteria strategies that may include written and oral tests, demonstrations, writing exercises, individual and group projects, performance portfolios, and samples of superior work. The course grade a student earns shall NOT be based or determined in a manner that is unrelated to the achievement of relevant objectives criteria.

Attendance, class participation, behavior, and similar factors are proper educational values bearing on the academic achievements of a student. If these criteria are used to determine the grade of a student, this information should be recorded as part of a teacher's grading policy and communicated to the students.

A student's daily grades for each class are available via PowerSchool Parent Access.

It is a student's responsibility to make up any incomplete or missing work. Students are encouraged to check their grade book on PowerSchool frequently throughout the year.

Each semester grade for third, fourth and fifth grade students are based on grades from the two marking periods. Semester grades for third, fourth and fifth grade students are based on the two marking period grades (terms) weighted equally.

Grades are automatically calculated by the PowerSchool Grade book software. Students are graded on a percentage basis.

Grading for kindergarten, first and second grades use Academic Performance Levels for Content Standards. See below:

- 4 Demonstrates consistent performances that is above the grade level expectations
- 3 Consistently meets the grade level expectation



2 Inconsistently meets the grade level expectation  
1 Consistently does not meet the grade level expectation  
A blank section indicates the skill is not addressed in marking period  
CR - Credit

### **ANNUAL GRADE PROMOTION/PLACEMENT**

Each student's progress is reviewed to determine probable placement for the fall of the coming school year. A committee consisting of the principal, guidance counselor, grade level teachers, and/or parents/guardians may make the review. Factors to be considered are: previous retention, age of the student, attendance, effort in class and ability as determined by staff and standardized tests. The goal is to make a placement that will best meet the needs of each student. The recommendation may be:

1. **Promotion:** The student has successfully completed all requirements.
2. **Retention:** The student has not met minimal requirements in a certain course and will repeat that course.
3. **Placement:** The student is placed in the next grade but has not met the requirements for promotion.

### **HOMEBOUND STUDENTS**

Students who are unable to attend school for an extended period of time due to injury or illness may be placed on homebound status. Absences incurred during homebound periods do not count towards the 85% attendance requirement. A written verification of the illness/injury and estimate of the time needed at home is required from the student's physician/health care professional prior to approval. Arrangements for assignments and testing will be made with the teacher.

### **INSURANCE**

It is strongly recommended that all students have health insurance. Hancock Public Schools does NOT provide health insurance for students. Parents may, however, purchase accident insurance through the School District.

### **MEDICATIONS**

Medications include both prescription and non-prescription medications taken orally, via inhaler, injected, applied as drops to eyes or nose, or directly applied to the skin. Only when absolutely necessary, parents may bring their child's medication into the school building with the understanding that the medication will be stored in the principal's office. The student will come to the office to have the medication administered. As per Board policy, a *Medication Prescription/Parent Authorization Form* must be on file in the principal's office. A parent/guardian as well as the prescribing physician must sign this form.

### **PARENT ACCOUNTABILITY**

It will be expected that parents take part in the accountability of their child's behavior. Under certain circumstances the school may request a parent to take an active role in the discipline process (i.e. team meetings, student shadowing, student counseling, etc.). In some cases this type of intervention will be used as alternative to, or prior to, a suspension or expulsion. If a parent fails to take the responsibility to follow through with this commitment, suspension or expulsion may result.

### **PARENT-TEACHER CONFERENCES**

Formal parent-teacher conferences are held twice yearly, in November and February. Parents are encouraged to attend these conferences to enable them to meet their child's teachers and discuss mutual concerns. Each teacher also has conference time during the school day, and parents who need to discuss their child with a teacher should call and set up an appointment. If parents have a concern about their child, they are encouraged to discuss their concern(s) with the teacher(s) involved.

### **PEST MANAGEMENT PROGRAM - PARENT ADVISORY**

As part of the Hancock Public School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to

the school grounds and buildings. In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need notification prior to pesticide application, please contact the school office at 487-9030. Simply state your name and indicate that you wish to be notified prior to a pesticide application.

### **REPORT CARDS AND SCHOOL RECORDS**

To keep parents informed of the student's progress, report cards are available via PowerSchool Parent Access at the end of each nine-week marking period. Hard copies may be sent home to parents. The student's permanent file (CA 60) may be reviewed by the student's parents at any time. Other parties (except school personnel) may review the student's records only with permission of the student's parents.

### **POWERSCHOOL PARENT ACCESS**

This access allows parents to view student information including: individual class grades, end-of-term grade book, discipline, lunch accounts, etc. To subscribe, please call the Barkell Elementary School Office.

### **STANDARDIZED TESTING**

The Michigan Educational Assessment Program (M-STEP) tests are given each fall in the areas of English/language arts and math at each grade level starting in third grade. Writing will be administered during fourth grade and science will be administered during fifth grade.

### **EQUAL EDUCATION OPPORTUNITY**

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The Board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

### **VISITORS/GUESTS**

We would like to indicate that parents are always welcome to visit the school. Please make an appointment through the child's teacher or with the office. When you do visit, please make your presence immediately known by stopping in at the office to receive a school pass. Children will not be allowed to bring visiting friends or relatives to school because it creates unnecessary interruptions.

### **WITHDRAWAL FROM SCHOOL**

State law requires that minors attend school. Students who transfer to another school must complete the following procedures:

1. Sending school must obtain request for records from receiving school.
2. Return all textbooks and school materials to the principal's office, library, and/or classroom(s).
3. Clean the locker assigned to you.
  1. Pay any financial obligations to the school.
  2. If you are transferring to another school, leave your new school's name and address.

### **DIRECTORY ASSISTANCE**

In compliance with the Family Educational Rights and Privacy Act of 1974, the Hancock School District follows these policies with regard to directory information, which is defined as a student's: name, address and telephone number, date and place of birth, major field of study, school activities records, attendance records, honors and awards, other information generally found in school yearbooks. The Hancock School District may release directory information without specific permission of a student or his/her parents. However, the district does not honor list requests for groups, organizations, or individuals that do not have a specific school purpose.

***Any student or his/her parents who do not wish to allow the release of directory information must file a request in writing to that effect with the principal. The annual publication of the handbook is considered to be annual public notification of these policies.***

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