



# Hedke Elementary Student/Parent Handbook

3201 Marian  
Trenton, Michigan 48183  
734-692-4563  
734-692-6355 – FAX

Vince Porreca – Principal

This Student/Parent handbook has been designed to make you aware of common district wide and building specific practices, policies, and procedures. Please go to the Trenton Schools website to download an electronic copy to your home computer, print a copy, or have internet access. If you do not have access to the internet at home, a hard copy will be given to your child for you.

Follow the directions below to access the Student/Parent Handbook

[www.trentonschools.com](http://www.trentonschools.com) -> click on OUR SCHOOLS -> HEDKE -> OUR SCHOOL -> BUILDING OFFICES -> Documents and Forms -> Parent Student Handbook

**Please cut on the line below and return the signed slip to the school**

---

I have reviewed a copy of the Parent/Student Handbook and discussed it with my child:

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Trenton Public Schools Directory**

### ***Elementary Schools***

Office Hours  
8:00 - 4:30

#### **Jesse L. Anderson**

2600 Harrison  
Trenton, MI 48183  
(734) 676-2177  
(734) 692-6354 - FAX

#### **Richard C. Hedke**

3201 Marian Drive  
Trenton, MI 48183  
(734) 692-4563  
(734) 692-63545- FAX

### ***Middle School***

Office Hours  
7:00 - 3:45

#### **Boyd W Arthurs**

4000 Marian Drive  
Trenton, MI 48183  
(734) 676-8700  
(734) 676-7364 - FAX

### ***High School***

Office Hours  
6:45 - 3:15

#### **Trenton High School**

2601 Charlton  
Trenton, MI 48183  
(734) 692-4530  
(734) 692-4615 - FAX

### ***Service Building***

Office Hours

#### **Facilities\Transportation**

2601 Veterans Parkway  
Trenton, MI 48183  
(734) 676-0401  
(734) 676-5156 - FAX

### ***Central Office***

Office Hours  
8:00 - 4:30

#### **Board of Education**

2603 Charlton Road  
Trenton, MI 48183  
(734) 676-8600  
(734) 676-4851 - FAX

## **Hedke Elementary School Hours –**

Trenton Public Schools implement a safe and secure environment for all students and staff. Once school is in session, the building is under lock down. All visitors must enter through the main entrance.

CARE club opens	6:45 AM
School office opens	8:00 AM
Morning Paraprofessionals report	8:15 AM
	(for their safety, do not drop student off at school earlier than this)
Students may enter the building	8:25 AM
Class begins	8:30 AM
	(student are considered tardy if they arrive to class after 8:30)
	(students are considered absent for the AM if they arrive after 10:00)
Late start days students may enter	10:20 AM
Lunch	11:45 – 12:30
	(the end time is when students should be back in class – students are considered tardy after that time)
Dismissal for half days	11:30 AM
	(lunch will not be served on half days – check with latchkey about the availability of extended latchkey on half days)
	(students are considered absent for the PM if they arrive after 2:00)
Dismissal for the day	3:30 PM
Administrative Assistant leaves for the day	4:00 PM (office considered closed though Principal is on duty until 4:30)
Attendance is taken twice daily (AM and PM)	

## **A Message from your school Principal:** A Message from Mr. Porreca

Welcome to Hedke School! I hope you find your school a warm and welcoming place and that you and your child/ren feel at home while you and they are here.

The staff and I are committed to providing a great education that meets the needs of the whole child academically, physically, socially and emotionally.

Academically - We focus on the core subjects of Reading, Writing and Math as the Tier I goals of an elementary education with the inclusion of science and social studies as Tier II goals and the special subjects of Physical Education, Music, Art, and Computers included as the Tier III subjects that makes for a well-rounded elementary education. The curriculum is enriched by assemblies and field trips (including 5<sup>th</sup> grade camp) and a before school instrumental music program for 5<sup>th</sup> graders.

Physically – Weekly physical education focused on individual fitness and coordination is provided. We also have daily recess around the lunch period and teachers take classroom recesses as it fits the needs of their class and their daily academic schedule. We have a daily snack time each morning and incorporate movement opportunities within the classrooms. We also provide breakfast and lunch as well as before and after school latchkey.

Socially – The staff and PTO provide many activities after school and in the evenings for students to enjoy each other's company and to learn to work and play together (These skills are stressed in Physical Education as well.).

Emotionally - A loving household is supported by a caring and friendly teacher and an enthusiastic and caring Principal. The concepts of a strong community and community pride as well as patriotism are stressed through our PBIS, Anti-bullying programs and Daily Pledges. School social work services and referrals to outside agencies can also support students and families experiencing loss, trauma, or crisis.

We hope you find that district and school policies and staff support the goals and values you have for your family and child/ren. It is our goal to support you in raising a healthy, balanced, and productive child who will be proud of themselves, their homes, and their community and will look back upon their childhood and say "We're from Trenton! Who could be prouder?"

## **The Pledge of Allegiance**

I pledge allegiance - to the flag - of the United States of America - and to the republic - for which it stands - one nation - under god - indivisible – with liberty and justice for all.

## **Hedke Student Pledge**

I am a good person. I can and I will learn! I will work toward appropriate goals with the help of my parents and my teachers. I am proud of myself, my home and my community. I am a Hedke School student.

## **Board of Education Strategic Plan Goals**

### **1. Student Achievement**

Increase student achievement in a learning environment that inspires and supports all students

### **2. Teaching and Learning Practices**

Expand curricular, instructional, and assessment practices that promote student engagement.

### **3. School and Community Relations**

Collaborate with families and the community to support student learning

### **4. Financial Responsibilities and Operations**

Maintain a sustainable budget and optimize the use of resource to enhance the quality of educational programs and facilities

### **District Vision for Student Learning**

Educational Excellence: Inspiring students today for their success tomorrow!

We commit to continuous growth and improvement by:

- Creating a culture for learning by working together
- Providing a curriculum that challenges and engages all students
- Implementing research based strategies to maximize student learning
- Monitoring and supporting each student's achievement

### **Student/Parent/Teacher/Principal Compact**

The teachers and staff of Hedke Elementary and the Trenton Public Schools are happy to help each student grow and learn. We are committed to working cooperatively with our students, parents, and community to provide the best educational experience possible.

**As a student, it is important that I do the best I can. Therefore, you can count on me to:**

- Attend school daily and be on time for class.
- Come to school prepared to learn.
- Complete my assignments to the best of my ability and turn them in on time.
- Be a good link between school and home.

**As a parent/guardian, I want my child to succeed. Therefore, you can count on me to:**

- See that my child has good attendance.
- Make sure my child has proper sleep and nutrition so s/he is ready for school each day.
- Support the school discipline policy.
- Read with my child as often as possible.
- Look daily for information coming home from school.
- Provide supervision, a quiet place, support and time for my child to do school work.
- Attend parent-teacher conferences and as many other school functions as possible.

**As a teacher, it is important that students achieve. Therefore, you can count on me to:**

- Provide a positive and safe atmosphere for learning.
- Prepare lessons that help maximize student learning.
- Provide appropriate and meaningful homework.
- Keep parents/guardians informed of their child's progress.
- Provide for your child's unique learning needs.

**As a principal, I support the aforementioned commitments. Therefore, you can count on me to:**

- Provide a positive and safe atmosphere for learning.
- Assist students, parents, and teachers to ensure a successful school experience.
- Promote communication between home, school, and the community.
- Provide leadership and support for attainment of the curriculum standards.
- Support and attend school and community functions.

#### **I. EXPECTED STUDENT BEHAVIOR**

School Wide rules include:

Be Respectful,

Be Responsible,  
Be Safe,  
Use your best effort  
Behavior matrices with examples of what those principles would look like in various settings were developed and implemented in the 2012-13 School Year.

- A. GENERAL BUILDING RULES
    - 1. Follow directions of all Staff.
    - 2. Demonstrate safe and appropriate behaviors.
    - 3. Use appropriate language at all times.
    - 4. Be responsible for what you do and don't do.
    - 5. Respect one another and all property.
  - B. CLASSROOM RULES
    - 1. Your child's teacher will publish classroom rules that pertain to that classroom.
  - C. PLAYGROUND RULES
    - 1. Students will follow directions.
    - 2. Students will use the playground equipment in a safe manner.
    - 3. Throwing of objects is prohibited.
    - 4. Games involving bodily contact (ie. Tackling to the ground, are not permitted).
    - 5. Students will remain on the playground during recess.
    - 6. Students will line up when the whistle is sounded.
  - D. Lunchroom Rules
    - 1. Remain seated during lunch.
    - 2. Eat all of your food in the lunchroom.
    - 3. Food and paper will not be thrown.
    - 4. Pick up after yourself.
    - 5. Students will follow the directions of the lunchroom supervisors.
- 

In essence: be respectful, be responsible, and be safe ("the 3 to B")

**II. CODE OF CONDUCT – DETAILED EXPLANATION OF EXPECTATIONS.** *In accordance with the the provisions of law, the Board of Education has set forth in this Student Code of Conduct the rules governing the most serious and obvious types of student misconduct which are applicable to all students. This list along with the Prohibited Acts should not be construed as all-inclusive or as a limitation upon the authority of school officials to deal appropriately with all types of conduct that may interfere with the good order of the school system.*

### **ACCIDENT AND INJURIES**

Any injury to a student that occurs on school property, no matter how trivial, must be reported immediately to the classroom teacher or building administrator. The school has a legal responsibility to maintain accurate files. If injury makes it necessary for the student to leave the building before the end of his/her scheduled school day, the student must report to the Main Office so that a parent/guardian may be notified.

### **ATTENDANCE POLICY**

The administration and faculty of Hedke Elementary believes that classroom experiences and teacher-student interaction are essential components of learning. The promotion of life-long habits of self-discipline, good attendance and punctuality are important in the development of a productive student and citizen. Poor attendance may be symptomatic of other problems. If there are issues that may be causing

excessive absences, please contact the school and arrange for a meeting with the building principal. If you anticipate that your child will be absent from school for a number of successive days, contact your child's teacher so that a work package can be sent home.

The attendance policy is based on the State Law of Michigan which requires that "every parent, guardian or other person in this state, having control and charge of any child between the ages of 6 and 16 years, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled." (380.1561-M.S.A. 15.4156), Revised 1976)

- Parents of young people within the Trenton School District are required by law to see to it that their children attend school continuously and consecutively until they have reached the age of 18.
- State reporting rules define a truant student as one with 10 or more unexcused absences during a school year.

### **BEHAVIOR AT EXTRA-CURRICULAR EVENTS**

An extra-curricular event is a school sponsored activity either on or off school property. All standards of behavior as described in the Student Handbook apply regardless of the location of the event. Loitering, disruptive behavior and refusing to take reasonable direction from those in authority will result in removal from the event.

### **BEVERAGE /FOOD**

NO GLASS containers of any kind are permitted in the school.

### **BICYCLE POLICY**

Riding a bicycle to school is, for safety reasons, restricted to students in grades 3-5. Students under 3<sup>rd</sup> grade may ride their bike **if** accompanied by an older sibling **and** with parent permission. Before a student may ride a bike to school the student and parent must review the bicycle rules below:

#### **BICYCLE RULES**

##### **(Adopted from the City of Trenton Bicycle Rules)**

1. No handlebar riding. The rider must use a permanently attached seat.
2. Bicyclists shall ride as near to the right hand side as practicable.
3. Where a useable path exists (sidewalk), adjacent to the street or highway, bicyclists shall use the path. The Police Department recommends that children under twelve (12) years of age use the sidewalk.
4. Bicyclists shall not hitch on to a moving vehicle.
5. **Bicyclists riding on the sidewalk shall yield the right-of-way to pedestrians**, and shall give an audible signal before passing a pedestrian.
6. Bicycles ridden in the street must be ridden in the same direction as a car at all times and obey the same traffic signals and signs.
7. All bicycles shall be licensed in the City of Trenton.

#### **Richard C. Hedke School – Bicycle Rules**

1. All bicycles must be walked on school property.
2. Children in grades Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup>, because of safety reasons, are requested **not to ride** their bicycles to school unless accompanied by a parent/guardian or older sibling.
3. All children must cross at the school guard crossing and walk their bicycles across the street.
4. **Helmets are encouraged and recommended.** "Riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. We conclude that bicycle safety helmets are highly effective in preventing head injury. Helmets are

particularly important for children, since they suffer the majority of serious head injuries from bicycling accidents.” from the New England Journal of Medicine.

5. All bicycles must be kept in the **bike racks** and **LOCKED**. Students must be able to unlock bicycles without assistance.
6. Children may ride their bicycles to school after reading and agreeing with the above rules. Rollerblades, skateboards, scooters and similar modes of transport are not allowed at school.

### **CLASS PLACEMENT/TEACHER REQUESTS**

Student placement is a question of importance to teachers, parents, and children. The data we collect includes information about a child’s strengths/weaknesses, learning style, level of dependence on adult direction/independence, social level of development, academic progress, friends, interests, personality, special needs, and classroom location. Parents are welcome to become a part of this process. We invite parents to note factors that they feel are important for us to take into consideration when making decisions about placement. Written input is due no later than June 1<sup>st</sup> of each school year.

### **COLD / WINDY WEATHER POLICY**

For the general good health of children, it is recognized that children should play outside every day except in cases of extreme cold, rain or extreme wind. Outdoor play is healthy for many reasons: (1) it provides open space to decrease the spread of infections, (2) play provides a variety of opportunities for gross motor development and balance and (3) opportunities for social interaction.

The following guidelines are to be considered when determining the use of outside recess/play:

- The temperature must be twenty degrees or more. Wind chill is also taken into consideration.
- Due to the number of large trees, if the wind speed gusts are consistently 40 or more miles per hour, the lower elementary playground (east side of property) may be closed due to risk of falling branches. Wind speeds above 40 mph are considered dangerous by weather and tree experts as the risk of tree limbs breaking and danger from loose debris is heightened.
- The length of time the children will be outside.
- The condition of the blacktop and playground facility.
- Because weather conditions change throughout the day, it is often a discretionary decision based on the observations at the present time.
- Please make sure your child/ren are dressed appropriately with hats, boots, gloves, etc. in the winter. A wise guideline is that temperatures should be consistently above 60 degrees before students are allowed to wear shorts. If the decision to go outside is made, all students will go regardless of how they are dressed so please choose wisely.

If your child is ill or has some other medical reason to stay in a doctor note should be submitted to the school office.

### **COMMUNICATION WITH THE SCHOOL**

Here are several suggestions to help you express your concerns to the school more effectively:

1. Get to know the staff members, especially your child’s teacher and the school principal. Attend school events and learn what is going on in the classroom and what is expected of students.
2. If a concern arises, first, communicate with the staff member closest to the situation. Contact the principal if the matter is unresolved. Communicate with the appropriate person by phone, email, or in writing by note or letter (the daily planner or folder is an excellent resource for this). Be sure to provide sufficient details so that the staff can deal with the situation effectively.
3. Be aware that answers to concerns may not be immediate. In some instances, additional information may need to be gathered thus delaying a resolution or response to your question.
4. Staff cannot guarantee that each question will be answered or situation adjusted to everyone’s satisfaction. Sincere attempts will be made to find an answer or solution that is fair, reasonable and expedient.

5. Let the staff member know when you are pleased about something as well as when you are dissatisfied.

### **COMPUTER NETWORK – ACCEPTABLE USE POLICY**

- All use of the network must be in support of education and research, and consistent with the purpose of Trenton Public Schools.
- Any use of the network for commercial or for profit purposes is prohibited.
- Extensive use of the network for personal and private business is prohibited.
- Any use of the network for product or political lobbying is prohibited.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Users shall not intentionally seek information or obtain copies of or modify files of other data or passwords belonging to other users or misrepresent other users on the network.
- All users shall adhere and comply with the copyright laws and the rules of licensing.
- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system is prohibited. Disciplinary action and/or financial responsibility may be enforced by the school district.
- Harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Disciplinary action will be enforced by the school district.
- The illegal installation of copyrighted software for use on district computers is prohibited. Disciplinary action will be enforced by the school district.
- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited. Disciplinary action will be enforced by the school district.
- From time to time, Trenton Public Schools will make determination on whether specific uses of the network are consistent with the acceptable use practices. Staff, students and parents will be notified of all Board of Education approved changes in the Acceptable Use Policy.
- Student users of the network are required to complete and submit the District's Internet and Electronic Mail Permission Form prior to use. Parents of student users are required to acknowledge and complete the Internet and Electronic Mail Identification Form prior to student use.

### **CONFERENCES (Parent – Teacher)**

Conferences are held in November and March. These conference times are very valuable to the overall educational program. It is not necessary to wait for a scheduled time if a parent has a concern. Parent conferences are encouraged, and can be arranged at any time of the school year.

### **COPYRIGHT COMPLIANCE**

Students are expected to be in full compliance with the Copyright Law (Title 17, United States Code), specifically when duplicating, reproducing, retaining or using copyrighted material. The staff will present appropriate guidelines and act as a resource for copyright questions and concerns.

### **DRESS CODE**

Although dress and appearance of students attending Hedke Elementary School is basically the responsibility of the home and the individual, the school bans **unsightly dress and appearance that is deemed to be of a distracting or disturbing nature**. The enforcement of the dress code is the responsibility of the entire staff and is enforceable at all school functions and events. The following guidelines will be used in evaluation of all dress (appropriate dress includes the wearing of footwear).

- Outerwear garments are to be removed and placed in lockers upon a student's arrival into the building. A jacket that is lined, has fasteners all the way down, and is designed for warmth and/or protection from the elements is defined as an outerwear jacket.
- Articles of clothing which present words, phrases, or characters that are inappropriate for students are not to be worn. Alcohol or tobacco products, profanity, violence and/or sexual messages may not be promoted through clothing directly or via innuendo.
- Shoes or other footwear **and** socks must be worn at all times.
- No hats or head coverings are to be worn (this includes hoods).
- No midriffs, backs, or chests may be exposed. A shirt must overlap the pants. Transparent clothing is only appropriate when worn over attire that would be considered appropriate alone. An outfit may not reveal the chest and/or sides of the student's body through the splitting or cutting of a hole in its side. Shirts should cover the shoulder from the vicinity of the neck to the edge of the shoulder at minimum. (Ex. Spaghetti straps or small tank tops etc. are not considered appropriate)
- Pants worn that are not pulled to the waist and leave the student's undergarments exposed are not permissible.
- In instances of concern, the principal has the right to deem clothing inappropriate based on the following threshold test established by the Supreme Court. This two-part test asks: (1) whether the student intended to convey a particular message, and (2) whether reasonable observers would understand this message.

### **ELECTRONIC DEVICES**

- Electronic devices, cellular phones, pagers, radios, CD players, MP3 players, I-pods, toys, etc. are not permitted for use in school during school hours.
- **Cell Phone Use** : Students are not to use cell phones at any time during the school day during school hours. Phones are to be **OFF** and **OUT OF SIGHT** during this time. Violation of this expectation will result in confiscation of the phone (parental pick-up during school hours). The cell phone is to be turned in intact upon request.
- In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capability to take "photographs" of any kind be allowed without the knowledge, permission and supervision by a school staff member.
- All such devices will be confiscated, the parent notified, and the student subject to disciplinary action. Too frequently these items are disruptive to the learning process and are very vulnerable to theft. The only exception to this policy is when a teacher gives written permission and that said property is to be used for the instructional program. These items are to be taken to the classroom at the beginning of the school day and picked up at the end of the school day. Trenton Public Schools and/or its employees are not responsible for lost, damaged, confiscated or stolen equipment.

### **EMERGENCY CARDS**

The school requires parents to keep us informed with up to date information such as home and work phone, doctor's name and phone number, and the name and phone number of another adult to contact if an emergency situation should arise with your child and we are unable to contact the parent. An emergency information card must be completed and on file in the school office. Students will be unable to attend school without a current Emergency card on file. Parents must contact the school office if there is any change in the above information.

### **FIELD TRIPS**

Various field trips are provided as a learning experience for students. Only in-class students and chaperones may attend. Any child going on a field trip must have a signed parent authorization on file. If a teacher does not have authorization on the day of the trip, the student cannot partake in the experience.

Chaperones must be cleared through the Michigan Internet Criminal History Access Tool (ICHAT) and school administration.

### **FIRE DRILLS**

We are required by State law to have a minimum of five fire drills per year. The Fire Marshall has carefully worked out the fire escape routes as indicated on the floor plan posted in each room. The following procedures must be followed:

- At the sound of the fire alarm, students shall stop all activities and prepare to leave the room. Never assume that the alarm is a false alarm. State fire regulations require that a building must be evacuated whenever an alarm is sounded.
- The teacher will give the order to leave the room.
- Students from each classroom stay with their class through the entire drill.
- Stop for nothing - no books, clothing, etc.
- Walk; don't run. No pushing, shoving, or talking. No laxity of discipline is permitted. (Do not fool around – treat each alarm seriously!).
- The first students out of the building should not stop until the entire group is at least fifty yards from the exit. Teachers should have determined alternate routes of exit in advance in case the assigned route is blocked.
- It is the responsibility of each teacher to see that his or her students are out of the building. Check attendance when safely outside.
- Students and teachers will wait outside at destination until signal is given to return. In cold and stormy weather this signal will be given immediately after the building is clear.

### **FREE AND REDUCED BREAKFAST / LUNCH**

The Michigan Department of Education annually announces household income guidelines for free and reduced price meals and free milk through the National School Lunch, School Breakfast, Special Milk, and Child and Adult Care Food Programs. Trenton Public Schools provide a form for applying for free or reduced price meals. Only one application is required per household (applications are available online on our website and at the Board Office). Children who are recipients of Michigan's Family Independence Program, Food Assistance Program, or Food Distribution Program on Indian Reservations households, or enrolled in Head Start, Even Start, an At-Risk afterschool center, or an emergency shelter automatically qualify for free meals. Households with incomes less than or equal to the guidelines qualify for free or reduced price meals or free milk. These forms must be resubmitted annually to requalify. Last years' qualification is good for the month of September of the next year.

### **HEALTH & MEDICATION**

Nursing and health education services are available to us through the Wayne County Health Department. A school nurse is on call during school hours.

Michigan Law requires that all students be immunized against vaccine preventable diseases to attend school. Students may be excluded from school until proof of immunization is presented. Additionally, a child may be excluded from school if it is suspected that a child has a contagious disease or active bug infestation. Lastly, parents should be sure to make the school aware of any specific health problems their children may have.

Trenton Public Schools will cooperate with parents when medication has been prescribed by your doctor to be taken during the school day. The school principal and his/her designee **can administer medication under the following conditions:**

1. The medication has been **prescribed by a doctor.**

2. An **Adminstrion of Medication to Pupil Permission form** is on file in the office and signed by a pyhsician.
3. The medication is in its **original container** with the student's name, doctor's name, date and dosage indicated on the label.
4. No over the counter medication will be administered unless accompanied by a note from a doctor indicating the child's name, the medication, the correct dosage, and the dates to be given.
5. Medicine MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person. Please deliver any medication for your child to the office in person.

### **HEALTH ISSUES AT SCHOOL:**

It is the intention of the staff at Hedke to keep a student at school if at all possible. Students frequently complain of stomach, headaches, joint aches etc. or come in after falling down, skinning a knee, hitting a body part, not feeling well or being tired. The office staff including the Health Aide, Administrative Assistant and Principal are skilled at triaging students to find out if they are truly ill from those that are in tired, homesick, sad and those that are in injured or in distress from those that are merely uncomfortable. The following common sense and "home remedies" are used to comfort students who are thought to be able to remain at school:

#### If a student comes to you and is feeling sick or has an ailment follow these steps:

1. Ask questions about ailments and pinpoint problem.  
Be confident that the child will be fine and this will make the child feel better and more likely to return to class. No matter what don't panic.
2. TAKE TEMPERATURE :
  - A. If temperature is 99 – 100: Have student rest and retake in about 5-10 minutes. If temperature is still 99 or higher, and hasn't come down, call the parent. Children heat up faster during physical exertion and resting can allow them to cool off.
  - B. If temperature is 100 or over, call parent to pick up child.
3. IF CHILD VOMITS – they must be picked up (unless the reason for vomiting is gagging on food or otherwise known as non-medical)

Due to State law, we are unable to distribute medication of any kind without a medical release form. Therefore a parent is the only one able to give a student medicine unless we have a form on file. They cannot give you permission over the phone or in note form.

Here is a list of our home remedies:

Headache- Have them quietly rest, cold wet compress on forehead, and plenty of water.

Nauseous/Stomachache- Crackers. Lie down and rest with a trash can nearby until feeling better.

Dizzy/ light headed- Juice. Lie down and rest until they feel like they feel steady.

Sore throat- Gargle with salt water, maybe a mint. Compress on throat.

Ice packs – work on most anything to make a child feel better and relieve site discomfort

IF THERE ARE ANY QUESTIONS CONTACT:  
Principal/Health Aide/Administrative Assistant/School Nurse

**HOMEWORK:**

Homework assignments are well planned and reasonable in length. They are clearly explained in school and usually begin under the supervision of the teacher. Homework assignments supplement and reinforce daily classroom learning. Students are responsible for their homework assignments and **the textbooks** that they bring home. Parents are requested to monitor their child's assignments and assist their child when he/she needs help.

**LATCHKEY PROGRAM**

Latchkey services are available for a fee for children in grades K-5. Applications are available in the school office. The latchkey program runs from 6:45 AM to 8:30 AM and from 3:30 PM to 6:00 PM. If you need further information, please call the Curriculum Director at 692-4516. Student behavior that is deemed unacceptable may lead to dismissal from the program.

**LEAVING DURING THE SCHOOL DAY**

Students may become ill, have a scheduled appointment or need to leave with parent or guardian for other reasons at the discretion of the parent. If this is the case the responsible adult must enter the office and sign the student out. No person, without verbal permission, may remove a student if they are not on the emergency medical card (yellow card) or student contact card. If someone not on the card is to pick up a child, the parents must notify the office in writing at the beginning of the day, in person, or by phone call. If a person not on the cards attempts to remove a child a parent contact will be made by the office. If contact is not able to be made the child will not be allowed to leave the school. People picking students up may be asked for photo identification to confirm their identity.

**LIBRARY/COMPUTER LAB**

The Elementary Library is a comprehensive resource facility that is the information and technology center of the building. Multiple computer and technology resources extend students' critical thinking and problem solving opportunities. The staff provides technical direction in the use of computers assistance in locating and utilizing research and reference information, as well as helping students find books for recreational reading.

Notice of **Free Online Resources** to use with your child at home:

As a student at Hedke Elementary School, your child has free access to the following informational reference collections. These can be used at home for reading, research, parent / student web quests or other activities.

The sites are linked to on the Trenton Schools Web Site ([www.trentonschools.com](http://www.trentonschools.com)) through the following chain of links:

[Richard C. Hedke Elementary School](#) ▶ [Academics](#) ▶ [Hedke Media Center](#)

## Elementary Research Resources

---



**Britannica School Elementary:** Grades 3-4. School code is mel5. Find information on countries, animals, and people in articles, media, and a world atlas. Watch and learn with videos, games, and activities.



**Britannica Learning Zone:** Pre K - 2nd grade. School code is mel5. Activity-centered learning to explore, play, read, and build technology skills. Letters, numbers, geography, shapes and much more are included.



**Early World of Learning:** Grades PreK-5. Follow Trek and Taffy the cat around the world learning about colors, numbers and other fun things. Strengthen reading foundations with stories, activities and videos. Explore the Know It encyclopedia designed especially for early readers. Includes materials for educators.



**Kids InfoBits:** Grades PreK - 5. Especially for beginning researchers in Kindergarten through Grade 5. Covers geography, current events, the arts, science, health, people, government, history, sports and more. Curriculum-related and age appropriate content is from the best elementary reference sources and magazines.



**World Book for Kids:** Grades PreK - 5 Contains eight major subject categories: Arts, History and Government, Living Things, People, Places, Science and Mathematics, Sports and Hobbies, and World Religions. Has full-featured pictures, sounds and videos. Also includes a section for teachers.

These sites support the Common Core Standards in Reading and Writing (ex. Common Core Writing Standard 7 all grades). I hope you find time to visit and utilize these sites with your child.

### **LOCK DOWN DRILLS**

The State requires three lock down drills per year. One is for an internal threat and one for an external threat. No one can exit or enter the building during the drill.

### **LOCKERS AND LOCKS**

Hallway lockers are assigned to each student for the school year. Lockers are not to be locked and must be accessible to school staff.

### **MONEY AND VALUABLES**

Money and valuables **should not be sent to school** unless they are for a specified school-related fee. The school will not be responsible for lost or stolen items. When necessary, please place money in an envelope with the child's and teacher's name on it and the amount enclosed.

### **MOVING**

Those students who withdraw from school should use the following procedure:

1. Notify school officials a few days before moving. We will need to know your new address, the date of the move, and the name of the new school.
2. Students that are officially withdrawn should: (1) return all books (textbook and library books), (2) settle any outstanding debts (i.e. lunch), and (3) collect all personal items from school locker and/or office.

### **POLICE INVESTIGATIONS AND ARREST**

The District's practice, in compliance with state law, is to cooperate with local police authorities in the interest of the welfare of all citizens and the school community.

### **RESTITUTION OF SCHOOL PROPERTY**

If a student causes or actually damages, breaks, steals or defaces school, staff, or other student's property, accidentally or on purpose, restitution in full is expected.

### **SCHOOL CANCELLATION**

On certain occasions, school may be cancelled due to severe weather or other causes. Please anticipate a phone call through the automated phone system AND postings on local television (i.e. WDIV) and radio (i.e. WJR 760) as well as the district web site ([www.trentonschools.com](http://www.trentonschools.com)) as soon as it is possible.

### **SCHOOL PICTURES**

Pictures are taken of all children each fall and spring. Purchase of student pictures is optional. Additional information will be sent home.

### **SEARCHES/INSPECTION**

Lockers, vehicles, personal property and individuals are subject to search/inspection in accordance with the United States Supreme Court decisions involving school safety.

### **SPECIAL SERVICES**

Students with Special Needs can access a variety of resources including:

- Reading specialists
- Speech therapists
- Social workers
- School Psychologists
- Homebound teachers
- Teacher Consultants
- Resource Room Teachers
- Title I Study Groups

Parents and / or school staff have the right to initiate communication concerning these issues.

### **STUDENT'S RIGHT TO PUBLISH**

1. Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process and must be approved by a school administrator. All written expressions must be signed by the authors.
2. Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.
3. Libel, obscenity, and personal attacks are prohibited in all publications.
4. Unauthorized commercial solicitation will not be allowed on school property at any time.
5. The distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political candidate or political organization is prohibited.

### **STUDENT'S RIGHT OF SPEECH AND ASSEMBLY**

1. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks directed at school personnel will result in disciplinary action.
2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.

3. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. A school administrator must approve all such assemblies. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

### **TORNADO WATCH/WARNING/DRILLS**

- A tornado watch or warning will be determined by the National Weather Service Alert System broadcast. As a general policy, under conditions of a tornado watch, students will be kept in school.
- State law requires 2 tornado drills/year
- A public address announcement will be used to begin a tornado warning alert or drill.
- Keep calm as you line up to move to your assigned safe area. Keep classroom windows and doors closed.
- Students walk to the safe area (tunnels). Keep together. **Only use designated areas!**
- Students sit on the floor, facing the wall with their knees drawn up to their chests.
- If no space is open against the wall, students sit in a row behind one another. Leave an open walkway down the middle of the hallway.
- After an all clear is sounded, students return to your classroom.

### **TRANSPORTATION RULES AND INFORMATION**

The following rules have been developed to ensure that all students are provided with safe transportation to and from school.

1. Respect Driver.
2. Follow directions.
3. Understand that all school rules apply.
4. Do not distract driver.
5. All parts of body and objects stay inside the bus.
6. No eating or drinking on the bus.
7. Stay in your assigned seat.

### **VISITOR POLICY**

All visitors must report to the general office upon entering the building.

Parents are always welcome to visit however, an appointment to confer with a teacher or administrator should be arranged by telephone. Leave a message with the school receptionist asking a teacher to return the call to confirm your appointment.

Students are not allowed to bring visitors to school. Former students are encouraged to meet with teachers **after** the regular school day. Unplanned interruptions interfere with the teacher's responsibilities and the continuity of instruction. Any visitor entering the building between 8:15 and 4:45 must check in with the office and obtain a pass. Unauthorized persons will be asked to leave the school and school grounds. Failure to comply with this policy will result in immediate police notification and a charge of trespassing.

### **OK 2 SAY!**

The State of Michigan Attorney General's office maintains a 24/7 reporting system for use by any person who feels threatened or endangered in schools or becomes aware of any threat to the school or the safety of our students and staff. The web site is [www.mi.gov/ok2say](http://www.mi.gov/ok2say) to report.

#### **What is OK2SAY?**

OK2SAY is a program designed to empower Michigan students, parents, school personnel, community mental health service programs, and law enforcement to share and respond to student safety threats.

**A Culture of Silence**

In the majority of violent incidents that occur in our schools, someone other than the perpetrator of violence knows of a threat before it's carried out but fails to report it. Often, students choose to keep quiet because they fear retaliation, rejection, or stigmatization by their peers. The result is a culture of silence in which students suffer harm that could have been prevented if another had chosen to speak out.

**A Commitment to Safety**

The goal of OK2SAY is to stop harmful behavior before it occurs by encouraging anyone to report threatening behavior to caring adult authorities who can help. OK2SAY encourages Michigan residents to confidentially submit tips 24/7 using the OK2SAY mobile app, online, email, texting, or by calling trained program technicians. Upon receipt of a tip, specially trained OK2SAY technicians address the immediate need and forward the information to the appropriate responding law enforcement agency or organization. Tips go to schools, local law enforcement agencies, community mental health agencies or the Michigan Department of Health and Human Services.

### **III. PROHIBITED ACTS**

The prohibited acts listed in this handbook are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with other types of conduct which interfere with the good order of the building, school system, the proper functioning of the educational process, or the health and safety of students.

**Prohibited acts that involve violations of public law may result in police action. Moreover, all such acts are reportable offenses under Michigan law.**

Each prohibited act listed sets forth the discipline which may be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, then the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Handbook shall be deemed to be guilty of a gross misdemeanor and will be disciplined. Additionally, a student who engages in a prohibited act, which violates law, may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student engages in a prohibited act:

1. on school property;
2. in a motor vehicle being used for a school-related purpose;
3. at a school-related activity, function or event;
4. en route to or from school;
5. involving another student who is en route to or from school;
6. off school premises, which act, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees and/or would endanger the proper functioning of the educational process; or
7. when the student was not enrolled in the Trenton Public Schools or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Trenton Public Schools.

#### **Definitions of Discipline**

1. **Administrative Intervention** - Disciplinary action which does not result in a student being suspended from school. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, revocation of the privilege of attending after school functions and activities, events, etc.
2. **Discipline Agreements – Voluntary** - At any time during disciplinary proceedings, the Principal or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian(s) setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and not be later challenged by the Principal or his/her designee or the student and/or his/her parent(s) or guardian.
3. **Suspension** - Exclusion of a student from school for a specific period of time or exclusion of a student from school whose exclusion terminates upon the fulfillment of a specific set of conditions.
4. **Expulsion** - The permanent exclusion of the student from the school system.

#### **ARSON**

A student shall not burn, attempt to burn any tangible property or intentionally set, or attempt to set, a fire on school property or cause or attempt to cause an explosion on school property.

**Penalty:** suspension to expulsion

#### **BULLYING AND HAZING**

##### **Recommended Policy Revision – School District Bullying Policy**

Book Trenton Public Schools Board Policy

Section 8000 -- Students

Title Bullying Prohibited

Number 8260

Status Active

Legal MCL 380.1310b

Adopted September 1, 2006; May 14, 2012

Last Reviewed April 30, 2012

### **Bullying Prohibited**

It is the policy of the Trenton Public School District to provide an emotionally and physically safe educational environment for all students.

For the purposes of this policy, "bullying" is **defined as:**

Any repeated, written, verbal, physical act, gesture or electronic communication that is intended to or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

Substantially interfering with educational opportunities;

Adversely affecting participation in programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;

Having an actual or substantial detrimental effect on a student's physical or mental health; and/or

Causing substantial disruption with the orderly operation of the school.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district. Bullying, whether by other students, staff, or third parties, is strictly prohibited. All students are protected under this Policy, and bullying is prohibited regardless of subject matter or motive.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle and those occurring off of school property if the student or employee is at any school- sponsored, school approved or school-related activity or function.

### **Implementation and Notification**

The Superintendent shall be responsible for the implementation of this policy, and may develop further guidelines, in addition to this policy. The Superintendent may develop programs that will increase awareness of the problem of bullying and may provide training on preventing, identifying, responding to, and reporting incidents of bullying. Notice of this policy will be circulated annually, including posting on the district website and incorporating into staff, student, and parent publications.

### **Procedures**

Any student who believes he or she has been the victim of bullying should immediately report the situation to the building Principal or Assistant Principal. The student also may report concerns to a teacher or counselor who will be responsible for notifying the Principal or Assistant Principal.

Complaints against a Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged and every staff member is required to report any situation that they believe to be bullying toward a student. Reports shall be made to those identified above.

Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal or Assistant Principal shall promptly investigate and document all complaints about bullying. If the investigation finds an instance of bullying has occurred, it will result in prompt and appropriate remedial action. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Parents/Guardians of the alleged victim(s) of bullying, as well as of the alleged aggressor(s) shall be notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements.

The Principal or Assistant Principal shall document all reported incidents and report all verified incidents of bullying, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation / False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying (as witness or otherwise), or is the target of the bullying being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

Retaliation and false reports may result in disciplinary action.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by state or federal law. **Penalty:** administrative intervention to expulsion

7 step process to deal with reported bullying.

1. Make it easy to receive initial complaint
2. Identify alleged bully and witnesses
3. Complete a Written Incident Report
4. Start the Investigation/Interview Process
5. Make a decision
6. Notifications to involved parties
7. Start the Sequence of Interventions

### **COERCION, EXTORTION OR BLACKMAIL**

A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not secure or attempt to secure money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

**Penalty:** suspension to expulsion

### **COMPUTER NETWORK MISUSE**

A student shall not violate or attempt to violate the Acceptable Use of Technology Policy. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

**Penalty:** administrative intervention to expulsion

## **DISCRIMINATORY HARASSMENT**

Discriminatory harassment of students by School District elected officials, employees, vendors, contractors or others doing business with the School District, students, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated. Similarly, student-on-student discriminatory harassment is prohibited, equally, and will not be tolerated.

Discriminatory harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex, race, color, national origin, age, religion, height, weight, marital status or handicap/disability when :

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District, or,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District, or
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Any student who believes that he or she has suffered harassment shall immediately report the incident(s) to his/her school Principal, or an Assistant Principal, or the Director of Curriculum, or to the following person :

The Superintendent of Schools  
Trenton Public Schools  
2603 Charlton Road  
Trenton, Michigan 48183  
Phone : (734) 676-8600

Should the complaint be against the Superintendent, the incident shall be reported to :

Vice-President of the Board of Education  
Trenton Public Schools  
2603 Charlton Road  
Trenton, Michigan 48183  
Phone : (734) 676-8600

The School District guarantees that a student reporting an incident(s) of discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The building Civil Rights Coordinator, or his/her designee, has the responsibility of investigating the complaints of discriminatory harassment of students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

The School District considers discriminatory harassment based on religion, race, color, national origin, age, sex, height, weight, marital status, handicap, or disability to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he/she may hold. Sexual harassment may include, but is not limited to, the following :

- Verbal harassment or abuse,
- Pressure for sexual activity,
- Repeated remarks with sexual or demeaning implications,
- Unwelcome touching,
- Sexual jokes, posters, cartoons, etc., and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Upon completion of, or at any point in the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, U. S. Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address :

Office for Civil Rights  
 U.S. Department of Health and Human Services  
 233 N. Michigan Ave., Suite 240  
 Chicago, IL 60601  
 Voice Phone (312)886-2359  
 FAX (312)886-1807  
 TDD (312)353-5693

**Penalty:** suspension to expulsion

### **DISRUPTION OF SCHOOL**

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other student(s) to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offences encompassed within this rule, but it must be remembered that any conduct which causes disruption, is likely to result in disruption, or interferes with the education process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room without the permission of a building principal;
- Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity.

**Penalty:** administrative intervention to expulsion

### **DRUGS AND ALCOHOL**

A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverage, intoxicant, drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption. A student shall not sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine,

vitamin or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling No-Doze as “speed” or “crack”) or sell, manufacture, possess, use, deliver or transfer “designer” drugs.

A student shall not inhale glue, aerosol paint, lighter fluid or any other substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required). This includes the use, possession, or being under the influence of any and all anabolic steroids (this includes any illegal performance enhancing drug).

**1<sup>st</sup> Offense/Penalty:** administrative intervention to suspension

**2<sup>nd</sup> Offense/Penalty:** suspension to expulsion

Use, possession or being under the influence of any narcotic drug, look alike drugs, marijuana, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, intoxicant (glue, aerosol paint, lighter fluid or any other substance for the purpose of becoming intoxicated) or a controlled substance analogue of any kind other than those prescribed by a physician.

**1<sup>st</sup> Offense/Penalty:** administrative intervention to suspension

**2<sup>nd</sup> Offense/Penalty:** suspension to expulsion

Possession with the intent to sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind other than those prescribed by a physician.

**Penalty:** suspension to expulsion

### **FALSE ALLEGATIONS**

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

**Penalty:** administrative intervention to expulsion

### **FALSIFICATION OF RECORDS**

A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records.

**Penalty:** administrative intervention to expulsion

### **FIGHTING, ASSAULT AND/OR BATTERY ON ANOTHER PERSON**

A student shall not physically assault, or cause, or behave in such a way to cause, or threaten to cause physical injury to a school employee, (including a substitute and student teachers), student, volunteer, chaperone or other person (e.g., fighting).

**Penalty:** suspension to expulsion

### **GAMBLING/INAPPROPRIATE BEHAVIOR**

Any behavior or act that can be construed or interpreted as gambling will not be tolerated.

**Penalty:** suspension to expulsion

### **INDECENCY**

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

**Penalty:** administrative intervention to expulsion

### **LITTERING**

Littering, on or off-campus, will result in disciplinary action.

**Penalty:** administrative intervention to suspension

### **LOITERING**

Students on the way to or from school and during lunch periods are prohibited from loitering. This prohibition includes the off-campus areas defined by legislation as the drug-free and weapons-free zones.

**Penalty:** administrative intervention to suspension

### **REFUSAL TO IDENTIFY SELF**

All persons must, upon request, identify themselves to school personnel in the school building, on school grounds or at school sponsored events. School personnel includes administrators, secretaries, teachers, custodians, paraprofessionals, cafeteria workers, bus drivers or any other person authorized by law or by the school principal to deal with matters of a student's behavior or discipline.

**Penalty:** administrative intervention to suspension

### **SCHOOL DISHONESTY**

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.

**Penalty:** administrative intervention to expulsion

### **SMOKE BOMBS, FIREWORKS AND OTHER DANGEROUS OBJECTS**

A student shall not attempt to or knowingly possess, use, transmit or sell or threaten to use an object on school grounds that is actually or reasonably appears to be a smoke bomb, fireworks, explosive or other dangerous object of potential harm or disruption to students at Trenton High School.

**Penalty:** suspension to expulsion

### **SMOKING AND SMOKELESS TOBACCO (Chewing Tobacco)**

Smoking or chewing tobacco is a serious health concern. It is unlawful, under State of Michigan Statute, for any person to smoke or chew tobacco in a school building or on campus. A student shall not smoke, chew or otherwise use tobacco on school property or at any school function sponsored by the school. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form. Adult (non-student-18 years and above) tobacco use is prohibited on school grounds by board policy. This includes the building, campus, and sidewalks adjoining the campus. The Michigan law is quite clear on possession and use of tobacco regardless of age or parent's permission. Students may be issued a ticket by the Trenton Police Department.

Students who are found smoking, chewing tobacco, or in possession of tobacco will be subject to disciplinary action.

**1<sup>st</sup> Offense/Penalty** - administrative intervention to suspension

**2<sup>nd</sup> Offense/Penalty** - suspension to expulsion

**3<sup>rd</sup> Offense/Penalty** - suspension to expulsion

### **SNOWBALLING**

There is inherent danger involved in throwing snowballs. Students must think before acting.

Unintentional injury is no less serious than an intentional assault.

**Penalty:** administrative intervention to suspension

### **SUSPENDED/EXPELLED STUDENTS ON PROPERTY OR ATTENDING ACTIVITIES**

A suspended student who enters onto school property without the permission of a building administrator shall be deemed to be trespassing and further disciplinary action may result. A suspended student shall

not attend any school-related activity, function or event held off school premises without permission of the building administrator.

An expelled student who enters onto school property without the permission of a building administrator shall be deemed to be trespassing.

**Penalty:** administrative intervention to suspension

### **THEFT/POSSESSION AND/OR DAMAGE OF PROPERTY**

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

Possession of lost items : items found not belonging to you must promptly be returned to the Lost and Found in the main office. Failure to do so may be considered theft.

**Penalty:** suspension to expulsion

### **UNDUE FAMILIARITY**

It is expected that all students will observe acceptable standards of behavior in school. Undue familiarity, public display of affection or amorous behavior, is considered to be inappropriate in a school situation.

**Penalty:** administrative intervention to suspension

### **VANDALISM**

Any student found guilty of vandalism to any student's or school personnel's personal property shall face disciplinary action and be turned over to the police authorities. If a student defaces or damages school property (by carelessness or intentionally), the student shall make restitution.

**Penalty:** administrative intervention to suspension

### **VERBAL ASSAULT**

A student shall not commit a verbal assault against a person employed or engaged as a volunteer or contractor by the School District. "Verbal assault" means words, writing or behavior that, in the judgment of administration, would put reasonable school personnel or students in fear of imminent injury to persons or property.

**Penalty:** administrative intervention to suspension

### **WEAPONS FREE SCHOOL POLICY**

As provided in the Gun-Free Schools Act of 1994 and Michigan's Law being Act 328 of the Public Acts of 1994, a student shall be expelled for 180 days if it is determined that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free zone, committed arson in a school building or on school grounds, or raped someone in a school building or on school grounds.

1. A dangerous weapon means:

1.1 Any firearm (including a starter gun and BB gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or the frame or receiver of any such firearm.

1.2 Any firearm muffler or firearm silencer.

1.3 Any explosive, incendiary or poisonous gas device [i.e., bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having the explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or device similar to any of these devices].

1.4 A dangerous weapon shall also mean a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.

1.5 A student shall not possess, handle or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

2. A weapon-free school zone means school property (building, playing field, property used for school purposes, including functions and events sponsored by a school) and a vehicle used by a school to transport students to and from school.
3. A building administrator shall report any student violating this policy to the local police and shall notify the student's parent(s) or legal guardian. A building administrator shall refer any student expelled under this policy within three (3) days of expulsion, to the Wayne County Department of Social Services or the Wayne County Community Mental Health Agency.
4. Students are NOT permitted to bring any weapons/and or tools that can cause bodily harm or injury (regardless of the dimensions and/or size of said weapons and/or tools).

**Penalty:** administrative intervention to expulsion

#### **IV. STUDENT SUSPENSION AND EXPULSION POLICY**

The Superintendent, building Principals, committee of certified employees, individual teachers (for up to one school day only – see Suspensions by Teachers, Class, Subject or Activity Suspensions) or a Board appointed hearing officer may suspend, either for a short-term or long-term, or may make a recommendation to the Board regarding the permanent expulsion of a student guilty of any of the following :

- Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the Board,
- Willful misconduct which substantially disrupts, impedes, or interferes with the operation of any school,
- Willful misconduct which substantially impinges upon or invades the rights of others, or
- Disobedience of an order of a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

#### **Suspensions**

The Board authorizes the Superintendent to suspend or expel a student for up to 180 school days without Board action or approval. A suspension may be for a short-term not exceeding ten school days, or for a longer term, exceeding ten school days. Should a suspension be imposed for a number of days exceeding the remaining days in a semester, the days remaining on the suspension will commence with the beginning of the next semester unless otherwise determined by the Superintendent.

A short-term suspension may be imposed immediately upon a student without first affording the student or the parent(s)/guardian(s) a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

A long-term suspension shall not be imposed upon a student unless the student has first been suspended for a short-term and not until an opportunity for a formal hearing on the suspension has been afforded the student.

#### **Suspensions by Teachers**

##### **Class, Subject or Activity Suspensions**

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the class, subject, or activity effectively, or the student's behavior interferes with the ability of the other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school's Student Code of Conduct.

Any student suspended from the same class, subject, or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board of Education Policy for suspensions of ten days or more.

### **Application to Students with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

### **Implementation**

The Superintendent shall develop detailed written regulations to implement this policy in compliance with state law requirements. He/she shall ensure uniform and consistent application of the policy and shall report to the Board as required on its effectiveness.

The regulations shall include safeguards for the dismissal of students suspended for more than ten accumulative days, procedures for reporting violations of this policy to appropriate members of the District's administration, and procedures for calling an immediate conference with parent(s)/guardian(s) subsequent to the student's suspension.

### **Expulsion**

No student may be permanently expelled from the District until an opportunity for a formal hearing before the Board has been afforded the student.

### **Appeals**

The student and parent(s)/guardian(s) may appeal to the Board or a Board appointed hearing officer a long-term suspension ordered by the Superintendent or a building level administrator.

### **Hearing Officer**

The Board may appoint one or more hearing officers for purposes of hearing appeals made in cases of long term suspensions. The hearing officer shall be a member of the Board or a certified employee of the District.

Whenever a Board appointed hearing officer hears any appeal, a written report shall be provided the Board. After receiving the report, the Board shall determine the appeal with or without an additional hearing. Any appeal determination by the Board in accordance with this policy and administrative procedures shall be valid to the same extent as if the matter were fully heard by the Board without a hearing officer.

### **Written Notices**

All required written notices may be mailed to the residence of the parent(s)/guardian(s) at the address on file in the school records of the student. In lieu of mailing the written notice, it may be personally delivered.

***The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.*** The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520