

# **Bloomingtondale Public Schools**

## **Student Handbook 2015-16**

### **Bloomingtondale Elementary Pullman Elementary**

**The Elementary School staff will accept and nurture the unique human potential of everyone sharing in our learning experience. Therefore, we will accept the responsibility for instructing all students in basic academic skills, developing a positive self -concept and fostering an appreciation for learning.**

# **Bloomington Public Elementary Schools**

## **Statement of Belief**

We at Bloomington and Pullman Elementary Schools believe that all students can learn in an orderly environment. The following Student Handbook has been created to help all students know the proper manners expected of them when they are with others.

If all students treat each other with respect and show consideration for those around them, care for school and personal property, and contribute positively to their communities, the staffs will be able to concentrate on the academic needs of each student.

This Handbook is not intended to cover all situations that arise. Therefore, please, feel free to contact your child's teacher or principal in the event you have an unanswered question.

## **NOTICE OF NON-DISCRIMINATION**

The Bloomington Public School District does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, height, weight, or marital status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Mrs. Deb Paquette, Superintendent  
203 North Van Buren Street  
Bloomington, MI 49026,  
(269) 521-3900

The district reserves the right to use students' pictures or video of students in district publications. If you prefer not to have your child or your child's work utilized in the way, please notify, in writing, the appropriate elementary office.

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# SCHOOL HOURS

## Bloomingtondale and Pullman Elementary Schools

**7:35 A.M.** Breakfast begins at Bloomingtondale

**7:30 A.M.** Breakfast begins at Pullman

**Any student not in his/her classroom at 8:00 A.M. will be counted as tardy.**

**3:10 P.M.** Students are dismissed on a regular school day.\*\*\*  
(On a half day, students are dismissed at 11:20 AM.)

\*\*\*Any students who are in attendance for 1-3 hours in a given day will be credited with only one-half day of attendance. Any student in attendance for less than an hour will be counted as a full day absent.

In order to ensure the safety of all students and minimize educational disruptions, please report to the office if you are picking up your child prior to the end of the school day.

## Special School Closings

There are times when the weather, or other unforeseen circumstances, prohibits the opening of school at the regular time, or requires that we close school early.

If there is a closing or delayed opening a phone message will be sent via School Messenger.

**The information will also be carried on:**

### **Radio:**

COSY	103.7 FM	South Haven	WZXC	100.9 FM	Otsego
WKZO	590 AM	Kalamazoo	WQLR	106.5 FM	Kalamazoo
B93	93.7 FM	Grand Rapids	WHFB	99.9 FM	Benton Harbor

### **Television:**

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

## Two-Hour Delay

Breakfast **WILL** be served when there is a two-hour delay. School doors will open for students at **9:30 A.M.** Children must be in their classrooms at **10:00 A.M.** Your child's bus will arrive two hours later than the normal bus stop time.

## **Emergency Information Card**

You must complete all information on an Emergency Information Card and return it to the school office within one week of registering your child. You must then keep the school office informed of any changes. That information must include address, home and emergency telephone numbers, work telephone number, who may pick up your child, the name of your doctor and the hospital of your choice.

## **Emergency Closings**

Please decide with your child what your emergency plan will be if we must send your child home early for weather or other unforeseen emergency. You must return your Emergency Plan Worksheet to the school office within one week of registering your child. Please do not call the school office during an emergency as the phone lines must be kept open for emergency instructions. **A message from School Messenger will sent from the district as soon as a decision is made.**

## **Tornado Watches and Warnings**

If there is a tornado watch, the children will be kept at school and sent home as usual. If there is a Tornado Warning, the children will be kept at school until a parent picks them up, or it is safe to transport them home.

## **ATTENDANCE, TARDIES AND EARLY CHECKOUTS**

### **Tardies and Early Checkouts**

It is extremely important to the success of all children that students be on time and remain in school the entire day. **When a child is late, or leaves early, it disrupts the academic day.**

When a child is tardy, he/she must obtain a pass from the school office before being admitted to his/her classroom. If you are removing your child from school early, you must sign him/her out at the office.

If a child is tardy three times, the office will make an attempt to notify the parents that there is a problem.

A student will receive one ½ day absence for each four tardies. If a student leaves school between 2:45 and 3:05 he is marked “R” for Early Release. A student will receive one ½ day absence for each four “R”s.

### **Attendance**

Regular school attendance is vitally important to each student as it affects his/her progress academically and his/her development of attitudes and habits for later life. Absenteeism is one

of the most frequent causes of poor school work. Those students who attend regularly find it much easier to keep up with their daily assignments and find success with their academics.

**If A Child Is Absent:**

1. The parent must contact the school to inform the office staff that the child will be absent that day. To be an excused absence for an extended illness, a child must bring a note from the doctor.
2. If the office is not contacted, someone will attempt to contact the parent at home or work.
3. If the parent does not call the school informing the office why their child is absent, the parent must send a note to school with the child when he/she returns. The note must state why the student was not in school.
4. Truancy letters are sent home when a student receives 8, 12, and 16 absences in a school year. See guidelines and procedures below for unexcused and excused absences:
  - a. 8 unexcused absences in the school year = a warning letter issued to the parent or guardian
  - b. 12 unexcused absences in the school year = a letter issued inviting the parent or guardian to meet with the building principal.
  - c. 16 unexcused absences in the school year = a letter issued inviting the parent or guardian to meet with the building principal and the Truancy Office
  - d. 18 excused and/or unexcused absences = a letter issued inviting parents or guardian to a meeting with the building principal and the Truancy Officer.
  - e. The courts will be contacted when a student receives excessive absences.
  - f. Exemptions will be made for medical purposes that are substantiated with a note from the doctor.
5. If a student exceeds 18 excused or unexcused absences in a single school year, retention may be considered. This “18 ABSENCES RULE” is consistent with the No Child Left Behind federal policy. While we realize that students will need to miss school for various reasons, please be aware that only in rare cases, such as extended illness and deaths in the immediate family, can absences be exempted from inclusion in the maximum 18 allowable absences within a school year.
6. See individual building attendance contract.

**Communicable Diseases**

Students may not attend school if they are contagious with any communicable disease. Students do not perform well in school when they are not feeling well. Staying home will likely shorten the length of the illness and will hopefully interrupt the “sharing of germs” in school.

**Please keep your child home:**

1. If the child has a temperature in the morning over 99.6 degrees. The child should remain home until they have been temperature free for 24 hours.

2. If the child is vomiting, feels nauseous, or has diarrhea. The child may return to school when they have been symptom free for 24 hours.
3. If the child has a cough that cannot be silenced.
4. If the child has a sore throat for 3 days and it hasn't improved. The child should stay home and see a doctor.
5. If the child has yellow or green-colored phlegm or nasal discharge. The child should stay home and see a doctor.
6. If the child goes to bed with a stomachache and wakes up with a stomachache, they should stay home until they feel better.
7. If the child has more than one of the above symptoms, call the doctor.

## **Lice**

Bloomington Public schools has a lice-free policy as recommended by the Center for Disease Control. Students may not attend school with live lice and must be brought in by a parent to be checked before they may return to school.

## **PARENTS PICKING UP CHILDREN**

**Parents picking up children at the end of the day**, please **DO NOT** pick your child up in the area where the buses are loading. A special place is provided at each school for parents to pick up children. Please park in the visitor parking lot.

It is important for children to attend school each day from the opening to the closing bell at 3:10 PM. If it is **ABSOLUTELY** necessary for you to pick up your child before the closing bell, you must stop in the office and sign out your child. Children will be released **ONLY** to a parent or person specified on the emergency plan form, **unless we have a note or telephone verification from the parent/guardian**. Please communicate with your child at home regarding their after-school arrangements. If there is a change from the normal routine, send a note to school in the morning for the classroom teacher. Changes in plans and phone calls to the office should be in emergency situations only. Please plan ahead and communicate with your child before they arrive at school.

**If there is a custody issue, please inform the principal/secretary of this situation. Court documentation must be provided.**

If a child is checked out for a doctor's appointment, ask the doctor's receptionist for a slip to give to the child's teacher or school secretary.

## **ALTERNATIVE ARRANGEMENTS AFTER SCHOOL**

Bus riders will be put on their regular take-home bus unless that child has a note from his/her parent/guardian specifying that an alternative arrangement has been made.

If the student is to go home with another student, each student must have a note from their parent/guardian. This indicates to us that both sets of parents are aware of this new arrangement. **Without the proper notes, a student will not be allowed to change his/her normal going home arrangements.** Please advise your child **in the morning** where he/she will be going after school.

### **Children Left After School Hours**

Parents/Guardians must make sure children have a way home after school. The school doors will be locked at 3:15 P.M. If children are left after this time on a regular basis, and we are unable to contact parents, we will select one of the following options:

1. Contact the emergency number;
2. Contact FIA;
3. Contact the police.

# MEALS

## **BREAKFAST & HOT LUNCH**

A breakfast and hot lunch program will be in operation at each school. **Money for the week will be collected each Monday.**

### **BREAKFAST**

FREE to all students

### **LUNCH**

Full Paid ..... \$ 1.60                      Reduced ..... \$ .40

Milk ..... \$ .50

**It is the parents' responsibility to provide either money for meals or a sack lunch.**

Students at Pullman and Bloomingdale Elementary Schools will be allowed to have up to a negative (-) \$12 balance on their lunch account. After the student accumulates a negative (-) \$12 lunch balance they will receive a cheese sandwich lunch with sides and milk. If a student lunch balance reaches negative (-) \$20 a meeting will be held with the parents, principal, and food service director to discuss how we can best resolve the situation.

Parents will have a negative lunch balance notification sent home weekly informing them of their student's lunch balances.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**Forms for receiving Free or Reduced Breakfast and Lunch are available in the school office. If you feel that your child is eligible for free or reduced meals, please inquire in the office.**

# **GENERAL INFORMATION**

## **Enrolling in School**

Parents should bring the following information when enrolling their children in school:

- a. Birth Certificate
- b. Immunization Card

Parents need to complete the following information sheets:

- a. Family Data Sheet
- b. Transportation Request Form
- c. Home Language Survey
- d. School Lunch Application
- e. Emergency Plan
- f. Concussion Form

Students may begin school two school days after their date of enrollment. Students also must be enrolled at Bloomingdale Public Schools for one week prior to attending field trips or off campus activities.

## **Scheduling and Assignments**

Your child will be assigned to the appropriate grade level and classroom. Assignments will be up to the discretion of the building principal.

## **Withdrawing from School**

If you are withdrawing your child from Bloomingdale Public Schools, you must notify the office of your intent. State and Federal law mandates that official student records must be requested by the new school and sent from the previous school. Records may not be given to parents when a student withdraws from school. Copies of records may be made with one day advance notice.

## **BEHAVIOR EXPECTATIONS & SCHOOL RULES**

It is our goal to provide a safe and orderly environment for all students to ensure academic, social, and emotional growth.

Each teacher will develop and provide students with a list of classroom rules and regulations. These will be discussed with students. Parents will be provided with a copy of classroom rules, a school handbook and building discipline policy. Parents will be mailed a copy of any discipline memorandum their child receives. If a parent has concerns, they need to first contact the staff member that issued the discipline referral, then the building principal. If the issue remains unresolved, the parent should then contact the superintendent's office.

### **Children and Adults will be expected to:**

- a. Follow directions the first time given.
- b. Act and speak with respect at all times.
- c. Walk while in the school building.
- d. Care properly for school property.
- e. Follow the dress code.
- f. Not chew gum in school.
- g. Not disrupt the learning of others.
- h. Not bring personal items to school.

If non-academic items are brought to school and they are a disruption to the learning process, they will be taken and may not be returned. Items will be returned to parents upon request, and this will be considered a warning. If an item is taken a second time, it will not be returned until the end of the year. Electronic devices may be brought to school for the purpose of learning with the permission of a classroom teacher. Any electronic devices/non-academic personal items brought to school are not the responsibility of the school and will not be replaced if lost or stolen.

## **DISCIPLINARY ACTION**

### **The following behaviors will result in disciplinary action:**

- a. Fighting
- b. Using profane or obscene language
- c. Throwing objects
- d. Leaving school grounds without permission
- e. Stealing
- f. Being uncooperative with adults

- g. Carrying weapons
- h. Intimidation or harassment of others
- i. Using or possessing drugs or drug paraphernalia
- j. Use of alcohol or tobacco products
- k. Disrupting the learning of others
- l. Inappropriate touching of others.

Each situation and child is unique in its own way. Therefore, disciplinary action is at the discretion of the principal. See the individual school's discipline policy for consequences.

**Exception: Situations involving weapons and assault will be handled in accordance to state law.**

## ACADEMICS

### Grades

Student progress will be reported every 6 weeks. Students not meeting grade level expectations will receive a mid-marking period progress report.

### Promotion, Placement & Retention

Students will be promoted to the next grade level if they have met the current grade level expectations. These expectations are assessed using a variety of classroom and district assessments. In special circumstances, the teacher, parent and building principal may agree to place a student in the next grade with a plan of assistance. Students not meeting grade level expectations may be retained.

## **SPECIAL SERVICES**

Special services are available for every student in the school in compliance with Americans with Disabilities Act, Section 504. These services include assistance with educational planning, interpretation of test scores, occupational information, tutoring help with home, school and/or social concerns, or any question the student and/or parent may feel he/she would like to discuss. These services may be provided by: a counselor, reading specialist, Special Education teacher, occupational therapist, speech therapist, school social worker, school psychologist, student assistance specialist, Title I teacher, Family Links coordinator or home-bound teacher. If you have questions regarding any of these services, call your building principal.

## **SPECIAL ACTIVITIES AND FIELD TRIPS**

Special activities and field trips are offered to extend the educational opportunities for students beyond the classroom. There are times when students require additional assistance to participate in these activities and trips. At least one chaperone is required for every ten students.

### **FIELD TRIP GUIDELINES**

1. A child must be enrolled at least five days before being allowed to attend special activities or field trips off campus.
2. Students must ride on the bus to and from the destination.
3. Students and chaperones must stay with the trip for the duration unless there is an emergency.
4. The trip is under the teacher's supervision.
5. Any student suspended from bus transportation cannot attend a field trip scheduled for those dates.
6. Some students may have their parent required to accompany them on the trip.
7. No pre-schoolers or other siblings may attend the trip.

### **CHAPERONE EXPECTATIONS**

1. Chaperones may be any family member at least 21 years of age.
2. Chaperones will receive information outlining their responsibilities.
3. Any adult who goes on the trip will be considered a chaperone and will be assigned students.
4. Chaperones must accompany the students they are responsible for during the entire trip, including time spent on the bus.
5. Chaperones may not smoke for the duration of the trip and must use appropriate language at all times.
6. Chaperones may not leave with their own child until after the group returns to school.

## **DRESS CODE**

### **Student dress must be neat, clean and in good taste.**

1. Shoes or sandals must be worn at all times.
2. Sandals and shorts may not be worn between October 1st and April 30th. However, weather permitting, sandals and shorts may be worn between October 1st and April 30th.
3. No wearing of headgear in the school building.
4. No wearing of sunglasses in the school building.
5. No demeaning or obscene T-shirts, beach-wear, halter tops, bare midriffs, or tank tops.
6. Students may wear shorts if they are at or below fingertip length.
7. Skirts must meet the length requirements of shorts.
8. Sleeveless shirts (not including tank tops) may be worn. The top of the shirt should reach the end of the shoulder.
9. Pajama pants, or other leggings designed as sleepwear, are not appropriate for school.

## **HOMEWORK**

Students are required to complete assignments in their classes. If these assignments are not completed during the school day, students must take them home and complete them before school the next day. This is a great opportunity for parents to support what the students and teachers are trying to accomplish in the classroom. Incomplete assignments will be dealt with firmly. This can include: loss of recess, after-school detention, parent conferences, etc.

Parents can help by providing a workspace at home which is quiet and by following-up with the classroom teachers when reports indicate that assignments are missing.

## **MEDICATIONS**

Medications subscribed or over-the-counter, may be administered to a student who is under school supervision only if:

1. A written Medication Request has been completed by the parent and submitted to the school office. This request gives the school staff permission to administer the medication and specifies the dosage and frequency which is written on the original container. (These forms are available in each office.)
2. The medication is taken in compliance with a doctor's written instructions.
3. The medication is in the original container.

All medications subscribed or over-the-counter, must be given to the office by a parent or guardian.

## **PARENT INFORMATION**

### **Reviewing Educational Materials**

Bloomington Public Schools encourage parents to review instructional materials. Those interested should contact the building secretary.

### **Reviewing Student Records**

Student records are kept for each student. Parents wishing to review their child's records may make an appointment with the building principal.

### **Lost or Damaged School Property**

Students are expected to pay for the replacement of any school item that is lost, stolen or damaged.

### **Lost & Found**

Each building will have a lost and found area. Check in the office for lost items. Unclaimed items will periodically be donated to charity.

### **Student Sales**

Periodically, each elementary building has fund-raisers to support extra activities. When a child participates, it is the parents' responsibility to return the money and/or the product. All student sales must be approved by the building principal.

### **Search & Seizure**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with School Board Policy and Procedures.

### **Student Rights of Expression**

All students have the right to an education and the rights of citizenship. The District shall attempt to offer students opportunities to express themselves appropriately in accordance with their age and maturity level.

Students may express themselves in ways which maintain respect for the rights of others, obedience to school authority and compliance with the guidelines and rules of the District. Inappropriate expression will be addressed through the school's discipline policy.

## **Safe and Drug-Free Schools**

The misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools strive to prevent drug abuse and keep students from becoming drug abusers by educational, rather than punitive means.

The use, possession, concealment or distribution of any drug at any time is prohibited on District property or at any District-related event. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct as with any school rule.

School counselors will provide information and student assistance about any drug and alcohol counseling. The counseling staff will assist in locating rehabilitation and re-entry programs available to students and their families.

### **SPECIAL COMMUNITY PROGRAMS**

We have several groups which offer programs for students. Notes will go home throughout the school year for available activities such as 4-H, Girl Scouts, Boy Scouts, Rocket Football, Summer Baseball, etc. Each program relies on parents and community volunteers. Please check with the office for more information.

### **PARENT ORGANIZATIONS AND INVOLVEMENT**

The Parent/Teacher Organization (PTO) and Parent Volunteers are important members of the school team and work with the School Improvement Committee. Together they assist and supplement the learning of our children. For these groups to best serve both students and teachers, we need your continuing interest, support and participation. Whether you are working full-time or part-time outside or inside the home, please, ask what you might be able to do to improve your child(ren)'s school. The school staff can help you find a way of helping.

### **TELEPHONE USE**

*Students will be discouraged from using the telephone unless it is an emergency.*

If a student must use the school telephone, the following will take place:

1. The homeroom teacher will make sure the use of the telephone is justified. The classroom phone is to be used whenever possible. If unavailable the student will be

sent to the office to use the telephone. The student will have a note from the teacher indicating the reason for using the phone.

1. The student will ask the secretary, or principal, to use the telephone, showing the permission slip from the teacher.

## **ELECTRONICS POLICY**

If an electronic device is brought to school, school staff and administration will enforce the following policies:

1. All electronic devices should be turned off.
2. Electronic devices should remain in student backpacks and out of sight at all times.
3. The school is not responsible for any lost, stolen, or damaged electronic devices.
4. If a student does not follow the school policy, the electronic device will be placed in the school office until a parent or responsible adult is able to pick up the electronic device.

## **USE OF SCHOOL FACILITIES**

Any parent, community member or organization wishing to use school equipment or facilities must complete a Building Use Form. Forms may be found at our website online.

## **VISITORS**

Students are NOT to invite students from other schools to visit during the school day unless permission has been granted before hand by the school principal. Each teacher has the right to not admit visitors into the classroom. If this should happen, visitors are to return to the principal's office.

# **BUS POLICY**

## **Bus Behavior**

Bus transportation is a “privilege” not a “right.” For the safety of all students, it is necessary that riders:

1. Cooperate fully with the bus driver.
2. Remain seated.
3. Speak in quiet tones of voice.
4. Be courteous, use no offensive language including racial slurs.
5. Not eat or drink on the bus, including candy and gum.
6. Keep the bus clean.
7. Not deface any parts of the bus.
8. Keep hands and feet to themselves and inside the bus.
9. Not throw objects.
10. Not fight.

*For more detailed rules contact the transportation office.*

## **BASIC RULES FOR BUS STOP CONDUCT**

1. Be about ten minutes early. Plan ahead, get up early and allow time enough to eat, get dressed and be at the stop ten minutes early without hurrying. Remember that other people are waiting, the driver cannot and will not wait for you.
2. Dress for the weather and the time of day. If the driver is late, you will be comfortable.
3. If you know you will not be riding the bus, let the driver know this ahead of time.
4. If you are walking to the stop, walk facing traffic on the left-hand side of the road, single file, and as far from the edge of the road as possible.
  1. Wait away from the edge of the road. A bus stop is no place to play. Help your friends and watch out for the younger children, because they learn from watching you. Line up with the little ones first.
  6. Stand back from the road as the bus approaches. Let the bus come to a full stop. Use the handrail and take steps one at a time.
  7. Cross the road only after the bus has stopped completely, and the driver signals you. Cross at least TEN (10) feet in front of the bus. NEVER cross in back of the bus.
  8. On the return trip home, you will be expected to use the jump seat. Upon departure, you must be TEN (10) feet from the bus. The driver will signal you across the road. You must be at least SIXTY (60) feet into your yard when the bus leaves, do not stop at your mailbox or walk around until the bus is out of sight.

## **BASIC RULES FOR BUS RIDING SAFETY**

1. Walk quickly to the seat assigned to you by the driver. Sit facing forward with your feet on the floor and your books, etc., on your lap. Keep feet out of the aisle.
2. Do not open windows except with the driver's permission. Windows may only be opened half way down. Keep head, hands and arms inside the bus at all times.
3. Musical instruments must be held by the owner. Do not leave them at the front or emergency exit door.
4. Expect to be required to sit three (3) in a seat when asked. All the buses, except for the Special Education bus, will seat at least 72 passengers when necessary.
5. Remain seated until the trip is over and the bus has come to a full stop. Enter or leave the bus only at the front except in the case of an emergency or drill.
6. Do not leave the bus without the driver's consent, except at home or school. No unauthorized stops will be made.
7. Use classroom conduct. Be courteous. Use no obscene language or gestures. Do not shout at passing persons or vehicles or make unnecessary disturbing noises.
8. Help keep the bus clean. No eating, no drinking and no smoking on the bus!
9. Fighting, pushing, shoving, shooting paper wads, throwing objects or other rowdiness will not be tolerated.
10. Report any damage you observe to the driver. Persons responsible for the damage to the exterior or interior of the bus will be responsible for payment and may be denied bus-riding privileges.
11. School bus transportation is a privilege, not a right.
12. On the return trip home, students may be discharged other than at their regular stop, only if permission is granted in writing on a signed bus permission slip from one of the office staff, and providing that he/she has received a written request from a parent.
13. Request for a visitor to ride the bus must be handled in writing, as Rule 12, and prior to the date of riding the bus.
14. Students must ride the bus they are assigned to at all times unless they follow the procedure stated in Rule 12.
15. Each bus will conduct an emergency evacuation drill at least three times a year. Students are to obey the directives of the driver and return to the bus after the driver gives the "all clear".

16. In bad weather or emergency situations, school may start late, close early or be cancelled for the day. Be informed! Listen to one of the following radio stations for announcements when the weather is bad.

WCSY	South Haven	103.7 FM
WQLR	Kalamazoo	106.5 FM
WOOD	Grand Rapids	105.5 FM 1300 AM
WKZO	Kalamazoo	590 AM
WAOP	Otsego	980 AM

## **BUS RIDING DISCIPLINE**

### **Category I**

1. Possession of weapons: No student is to have any weapons. The possession of a weapon in school or on the way to or from school will result in referral of the case to police and suspension from school with referral to the Board of Education for permanent expulsion as required by law.
2. Use of Weapons: See #1 Possession of Weapons.
3. Injury to others with a weapon: See #1.
4. Physical or verbal abuse of school bus driver:

**Disciplinary Action:** Loss of riding privileges up to ONE HUNDRED EIGHTY (180) days, and possible expulsion from school.

1. Gross insubordination - needing to be removed from the bus.

**Disciplinary Action:** The number of days of suspension will be determined by the building principal and/or assistant principal within FIVE (5) working days. A meeting will be held at the request of the driver, parent(s), and principal or assistant principal.

### **Category II**

Substance Abuse, Theft, Fighting, Vandalism, Arson, Insubordination, Smoking, Sexual Harassment, Talking or Yelling at RR Crossing, and Throwing Hard Objects:

**Disciplinary Action:** Up to TEN (10) days suspension from riding privileges and possible school expulsion and/or loss of riding privileges, up to ONE HUNDRED EIGHTY (180) days. The number of days of suspension will be determined by the building principal and/or assistant principal within TWO (2) working days. A meeting may be held at the request of the driver, parent(s), or principal or assistant principal.

### **Category III**

Small Incidences - Yelling, Swearing, Racial Slurs, Standing, Moving to Another Seat, Picking on Others, and Throwing Soft Objects, Etc.

#### **Disciplinary Action:**

1st Slip - Depending on the circumstances a warning slip may be issued. If a warning slip is issued, it must be signed by the parent or legal guardian indicating that they have read it. The slip must be returned to the bus driver before the student may return to riding the bus. If the situation warrants, the driver may elect to go directly to the next step.

2nd Slip - TWO (2)-day suspension from riding starting with the next day after the slip is issued. The signed slip must be returned to the driver after TWO (2) days off the bus.

3rd Slip - Five (5)-day suspension from riding starting with the next day after the slip is issued. A conference with student, parent(s), bus driver, principal and/or assistant principal may be held if requested by any of the above parties.

4th Slip - Up to TEN (10)-day suspension from riding starting with the next day after the slip is issued. A conference must be held with student, parent (s), bus driver and principal and/or assistant principal.

5th Slip - NINETY-TWO (92) day suspension from riding starting with the next day after the slip is issued. A conference must be held with student, parent(s), bus driver and principal and/or assistant principal.

All discipline slips that are not served out completely by the end of the school year will be fulfilled in the following school year.

**BLOOMINGDALE PUBLIC SCHOOLS BOARD OF EDUCATION  
GRIEVANCE PROCUDURES  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967  
AGE DISCRIMIINATION ACT OF 1975**

**Section I – Right to Invoke Grievance Procedure**

Any persons, including students, parents or employees, who believe that they have been unlawfully discriminated, harassed or retaliated against, denied equal opportunity or that the Bloomington Public School District or any part of the school organization has unlawfully discriminated against or harassed, based upon a protected class as defined by (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination of Employment Act of 1967, (5) Title II of the Americans with Disability Act of 1990, and (6) the Age Discrimination Act of 1975 may forward a complaint, which shall be referred to as a grievance to:

Deborah Paquette  
Civil Rights Coordinator  
203 North Van Buren Street  
Bloomington, MI 49026  
(269) 521-3900

If the Complaint is against the Civil Rights Coordinator, the Complaint may be filed with the Board of Education President.

**Section II – Civil Rights Coordinator**

The District's civil Rights coordinator is responsible for overseeing legal requirements of the laws identified in Section I and providing for proper, prompt and equitable administration of this grievance procedure. The Civil Rights coordinator may be contacted through the District's Administration Offices: c/o Deborah Paquette, Superintendent, 203 North Van Buren Street, Bloomington, Michigan 49026

### Section III – Notice of Policy

Notice of the existence of this procedure will be provided on a regular basis to students, parents of students, and employees by placement of the procedure in student handbooks and the staff handbook, on the district's online website and in conspicuous locations in each building. The civil Rights Coordinator will provide this procedure to any individual upon request, or upon filing of a complaint under this procedure.

### Section IV – Reporting and Investigative Requirements

Any person, including but not limited to students, parents and employees, may report allegations of unlawful discrimination on the basis of sex, race, color, national origin, disability and age, including harassment or retaliation, to the Civil Rights Coordinator even if the allegations may also raise criminal or other disciplinary concerns. In the event that any person makes such a report to an employee other than the Civil Rights Coordinator, the employee who received the report must inform the Civil Rights Coordinator of the report. The District, through the Civil rights statutory/regulatory purview of the statutes and/or that assert that unlawful discrimination, harassment, or retaliation has occurred regardless of any criminal investigation related to the same or similar grievance or complaint. An impartial investigation will include interviewing witness reasonably likely to have relevant information and provide the parties, including the complainant, with the opportunity to present witnesses, other evidence and review relevant records. Criminal investigations will not eliminate the need for an independent district investigation.

With respect to any discrimination, harassment and/or retaliation that the District knows or reasonably should know about, the District will take immediate action to eliminate it, prevent its recurrence and address its effects. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

### Section V – Grievance Procedure Process

Any person, student, parent or employee, who believes a valid basis for grievance exists may discuss the grievance informally with, or provide a complaint in writing to the Civil Rights Coordinator. The grievance is to be promptly reported, generally within thirty (30) calendar days. The Coordinator shall investigate the complaint and generally reply with an answer to the complainant within five (5) business days. Additional time may be necessary to conduct the investigation.

#### Step 1

The complaint shall to the extent possible identify the nature of the complaint, the facts underlying the complaint, any witnesses, and the relief sought. If the investigation takes longer than five (5) business days, the Civil Rights Coordinator shall notify

the complainant in writing within five (5) days, and furnish the complainant with the reason for the delay and an estimation of when the investigation will be completed. The Civil Rights Coordinator shall use a preponderance of the evidence standard to evaluate the evidence presented and obtained through his or her investigation. Following the conclusion of the investigation, the Civil Rights Coordinator shall make recommendations as to the findings and remediation, if any, in writing, to the parties. The Civil Rights Coordinator will further inform the complainant of his or her appeal rights.

### Step 2

If the complainant remains unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Civil Rights Coordinator response in step one. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties (should it be appropriate under the circumstances and should all parties so agree – for example, a victim of sexual harassment will not be required to meet with the alleged harasser), and/or their representative within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

### Section VI – Remediation

The District will take the steps to: 1) prevent the occurrence or reoccurrence of any unlawful discrimination, harassment or retaliation; 2) provide a safe and nondiscriminatory environment for students, parents, employees and applicants for employment; and 3) to the extent provided by law without impeding the investigation, protect the confidentiality of complainants, the accused and witnesses. To the extent reasonably practicable, the District will take Reasonable, timely, age appropriate and effective action designed to remediate the effects of any unlawful discrimination on any complainant or others, to eliminate any hostile environment that has been created, and to prevent the recurrence of any unlawful discrimination, harassment or retaliation. Remediation may include, but is not limited to, student discipline, expulsion or expulsion, from school property. The District will also take steps to protect any complainant as necessary, including to the extent such steps must occur prior to the final outcome of the District's investigation.

### Section VII – Protection Against Retaliation

This Policy and the laws in Section I prohibit relation against any individual who files a complaint or participates in an investigation pursuant to this procedure.

## Section IX – US Department of Education Contacts

Anyone at any time may contact the U.S. Department of Education Office for Civil Rights to file a complaint, as well as for information or assistance at the following: U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750 Cleveland, OH 44114-2602; phone (216) 522-4970; email: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov)

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