



Graveraet Elementary School

611 N. Front Street
Marquette, MI 49855
(906) 225-4210
www.mapsnet.org

Our School Mission

We will grow, motivate, learn and challenge one another to reach our full potential.

Welcome, Parents and Guardians, to the Start of a New School Year!

It is with great pleasure and excitement that I extend a warm and heartfelt welcome to our Graveraet Elementary School students and family members! Together, we embark on a journey of learning, growth, and collaboration that will shape the lives of our students. Our dedicated team of educators and staff is prepared to nurture, guide, and inspire your child(ren) throughout their academic and personal development.

This handbook aims to offer you valuable information that will play a role in enhancing your child(ren)'s successful journey through the school year. Familiarizing yourself with our building policies and procedures will contribute to the seamless and effective operation of our school, allowing us to prioritize student learning and development.

Our aim is to create a well-rounded educational experience that fosters critical thinking, creativity, and a lifelong love for learning. We understand that each child is unique, and we are dedicated to providing a supportive environment that encourages students to grow as individuals. Our 2021 National Blue Ribbon School recognition from the U.S. Department of Education speaks volumes about the level of dedication and hard work our staff provides your child(ren) each day. Graveraet Elementary School is the only school in the Upper Peninsula to ever earn this distinguished award to date!

As we embark on this exciting adventure together, let us remember that education is a collaborative effort. By working hand in hand, we can provide a solid foundation for our students to thrive academically, socially, and emotionally. Effective communication between the school and parents is crucial for the success of our students. We encourage you to actively participate in your child(ren)'s educational journey by attending parent-teacher conferences, school events, and staying engaged with their progress. Our doors are always open, and we value your input and partnership.

Thank you for entrusting us with the privilege of educating your child(ren). Here's to a wonderful school year filled with learning, growth, and unforgettable moments. If you have any questions, please contact me at Graveraet (906-225-4210). On behalf of the entire Graveraet staff, welcome to our 2023-2024 school year!

Dr. Kristen Peterson
Principal

I. BUILDING SECURITY

Building Security/Visitors

We are so grateful for our families and visitors, however, to ensure the safety of our students and staff we are unable to allow parents or visitors into the building (beyond the office). If arriving late or picking up early or dropping off medication/supplies, parents should report to our main office.

Sign Out / Sign In During the School Day

In order to provide the best security possible for your child, we require that all children leaving school during the school day be signed out by a parent/guardian in the school office. If another adult is to pick up your child, please send a note with your child in the morning. If your child returns to school on the same day, please come to the office to sign your child back into school. Parents who are picking up their child during the day will be asked to wait in the office. Parents are not to come to the classroom's exterior doors during the school day.

Parent volunteers will be allowed in the building during the school day. Volunteers will be asked to sign in and out at the office. A volunteer approval form must be completed and cleared before volunteering: [MAPS Volunteer Form](#)

Building Security

Once school commences, all doors are locked. Should you need to enter the building during school hours, you can use the Front Street main office doors. Feel welcome to use the cutout on Front Street for your convenience when picking up your children for appointments and/or dropping them off. This cutout is not for long term parking.

II. STUDENT PROCEDURES

Students enter building 8:50 A.M.

Class begins 9:00 A.M.

Regular Dismissal 3:45 P.M.

Early Release Time 12:00 P.M.

LUNCH & RECESS SCHEDULE

Lunch	Recess
JK & K - 11:15 - 11:35 (20)	JK & K - 11:35 - 11:50
5 - 11:40 - 11:55 (15)	5 - 11:55 - 12:10
1 - 12:05 - 12:25 (20)	1 - 12:25 - 12:40
2 - 12:30 - 12:45 (15)	2 - 12:45 - 1:00
3 - 12:50 - 1:05 (15)	3 - 1:05 - 1:20
4 - 1:10 - 1:25 (15)	4 - 1:25 - 1:40

STUDENT ARRIVAL AND DISMISSAL

Student Busing: Your help is appreciated in preparing our transportation department for student bussing needs. Your input is vital to ensure that each student is either routed or excluded from busing. **Please complete a Transportation Request Form for each of your students.** You can find the Google form on the MAPS website at: <https://www.mapsnet.org/cms/one.aspx?pagelid=132141>

Detailed bussing information is found in Skyward Family Access. You may use the bussing tab in your student's Skyward portal to view this information. Please take the time to review bus safety with your child, <https://www.nhtsa.gov/road-safety/school-bus-safety#the-topic-bus-stop-safety>

Here Comes the Bus: You will be able to view any updated information and access instructions to the "Here Comes the Bus" app. "Here Comes the Bus" is a school bus tracking app that shows the real-time location of your child's bus on a map. It gives scheduled and actual arrival times at home and school for bus routes. All students

riding the bus will receive a bus card that is used for this app. This bus card will remain active throughout your child's academic career with MAPS.

Arrival Procedures: School starts at 9:00 a.m.

- 1. Staff will let students into the building at 8:50 a.m. and close the doors at 9:00 a.m.**
2. If you need to drop your child off prior to 8:50 A.M., the before school program is available. School begins at 9:00 A.M. The GES Playground is not available to students before school.
3. If your child rides the school bus, please refer to the MAPS Transportation website (https://www.mapsnet.org/district_departments/transportation) for the most up-to-date schedules. Copies are also available in the office. You may contact the transportation office at 225-5774.
4. If you are bringing your child to school or if your child walks to school, please time your child's departure from home so that he/she arrives at school between **8:50 – 8:55 a.m.** School begins at 9:00 A.M.
5. Upon arriving at school students will go to their classrooms at 8:50 a.m. Students wanting a school provided breakfast are welcome in our cafeteria upon arrival.
6. Children are expected to be in their classrooms and ready to begin at 9:00 A.M. **Lunch orders are placed at 9:30 A.M.** If your child is going to be late and we don't receive a phone call by 9:30 A.M., you will need to provide your child with a sack lunch. *Please note that we have an answering machine available 24 hours a day.*

Dismissal Procedures: School ends at 3:45 p.m.

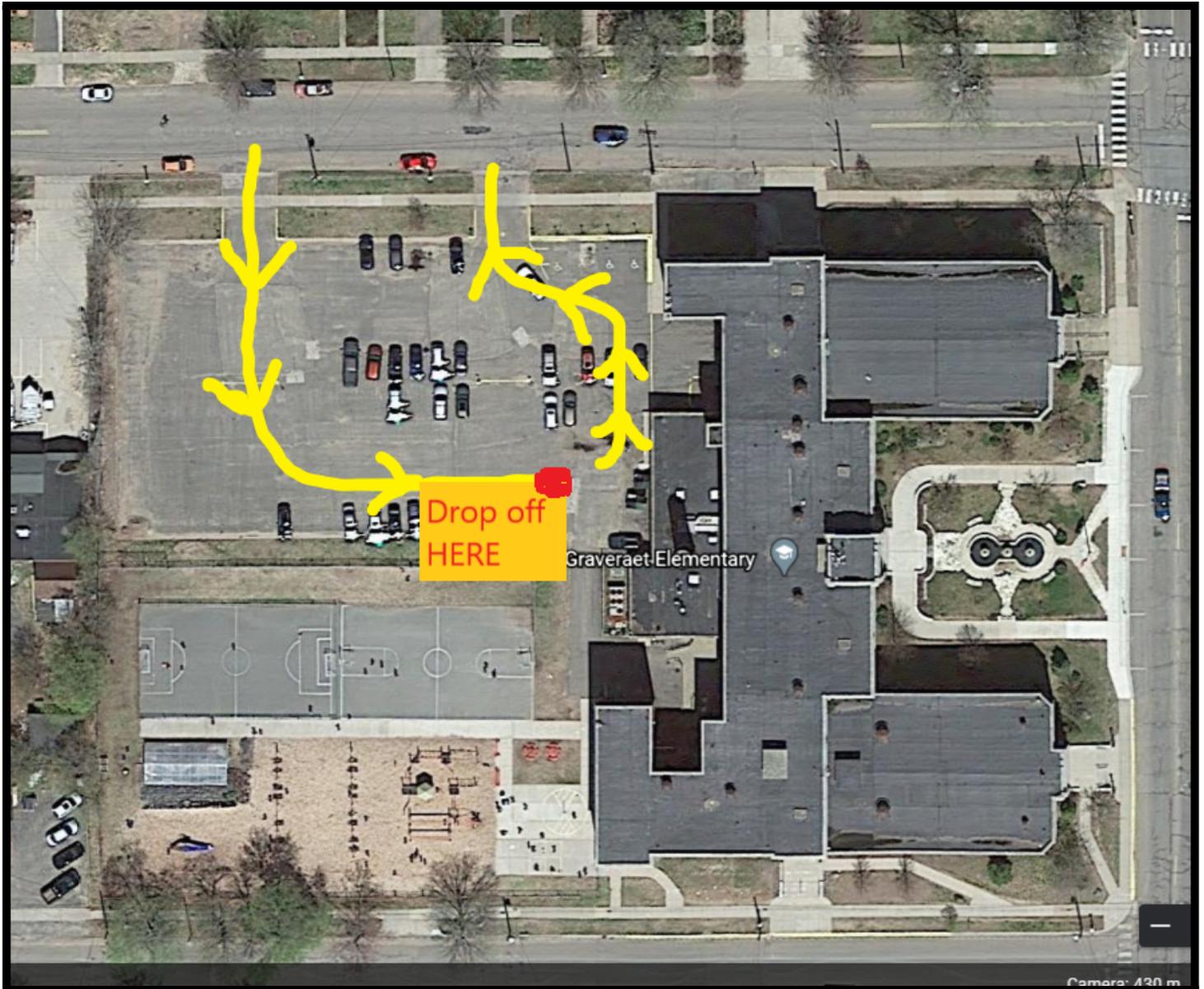
- a. Please communicate directly with your child's teacher if you have not already done so regarding your after school dismissal preferences. **All children will be sent home on the bus unless they are designated walkers or other pick-up arrangements have been made with the teacher.**
- b. In order for your child to ride a bus other than his or her designated bus, a note or phone call from the parent/guardian must be provided to the school the morning of the change.
- c. If you are picking your child up after school you need to pull into our GES parking lot and pull up to the designated DROP OFF/PICK UP location. Please have your **child/ren's FIRST and LAST NAME and their TEACHER'S name displayed in your front window** to help expedite this process.
- d. If you need to contact the school to provide a change in pick-up plans for your child at the end of the day, **please call no later than 3:00 P.M.** We will make every effort to accommodate your changes, but ask that you consider our 300 students and limited time to contact your child's teacher after 3:00 p.m. **PLEASE HELP US HELP YOU, BY CALLING US EARLY IN THE DAY WITH CHANGES IN PICKING UP YOUR CHILD/REN after school! (906-225-4210)** Thank you!
- e. In the event of a lockdown, students will NOT be released until the lockdown is cleared.
- f. **It is very important that we have current daytime contact information for parents/guardians and emergency contacts. If any contact information changes, please contact the school** and keep us informed of the most recent changes. It is equally as important that parents and guardians answer their phone during school hours in the event of sickness or an emergency.

Drop off/Pick up and Parking

1. All vehicles dropping off/picking up children at the start or end of the school day, need to use our ONE WAY parking lot LOOP in the back of the school building. This provides the safest location for your children to come and go from our school building.
2. Families MUST drive into our parking lot and use the **DROP OFF HERE** area designated on the map (below) for both dropping off and picking up children after school. This will provide a safe area for your children that is **NOT on Hewitt Street.**
3. From the drop off area children will enter the building through our cafeteria/playground doors. Parents who are picking up children at 3:45 p.m. MUST pull into our parking lot and wait in line for their children to be dismissed. For after school pick ups we are asking for your help. **Please write your child/ren's first and last name and teacher's name on a sheet of paper and display it in your front window.** This will help us dismiss your children to your car as efficiently as we can.

4. **Neighborhood children** who are walking or biking to school are welcome to use the Hewitt Street doors. There will be crossing guards at the corner of Hewitt and Front Streets and Hewitt and Third Streets both before and after school for your child/ren's safety.
5. **ALL Bus students** will be dropped off and picked up at our Ohio Street doors. Please do not use the Ohio Street side of the building to drop off or pick up your child[ren] as this is for busses only.
6. **ALL parents** who need to come to the building during the school day to pick up your child or drop anything off are able to park on Front Street (fountains side) and use our main office entrance.

Hewitt Street



Ohio Street

ATTENDANCE

Attendance Definitions

Excused Absence: In order for a child's absence to be excused the parent must notify the school on or before the day of the absence.

Unexcused Absence: Any absence will be considered unexcused if the parent does not contact the school on or before the day of the absence.

Tardy: When a student arrives after 9:00 A.M. up to 10:30 A.M. it is considered tardy. When a student leaves prior to 3:45 P.M. the student will be considered tardy.

Excessive Absences/Tardies: Our goal is for students to be in school at least 95% of the time and we want to work with parents to help make that happen. A student who is absent or tardy more than 10% of the time is considered “chronically” absent/tardy. Parents may receive a letter or a meeting may be requested regarding attendance concerns. Further action may be taken if improvement with the child’s attendance is not shown.

Attendance Procedure: Regular school attendance is vital to a child’s success in school. However, please do not hesitate to keep your child home if he/she is not feeling well. It is better to be cautious and safe than to risk the chance of your child becoming seriously ill at school or exposing other students to illness. If your child must be absent or tardy, please call the school office **before 9:30 A.M.** 906-225-4210. This number receives voicemails 24/7.

Children are expected to be in their classrooms and ready to begin at 9:00 A.M. Lunch orders are placed by 9:30 A.M. If your child is going to be late and we do not receive a phone call by 9:30 A.M., you will need to provide your child with a lunch. Please note that we have an answering machine available 24 hours a day.

Sign Out/Sign In During the School Day: In order to provide the best security possible for your child, we require that all children leaving school during the school day be signed out by a parent/guardian in the school office. If another adult is to pick up your child, please know that they must be on your Skyward document. We also ask that you send a note with your child in the morning. If your child returns to school on the same day, please use the Front Street cutout and come to the office to sign your child back into school. Parent/guardians picking up their children during the day are welcome to wait in the office for their child/ren. Parents are not permitted to bring their child to the classroom upon returning to school.

DRESS CODE

Please put your child’s name on their clothing with a permanent marker. That way we can return items to you when they are found.

- a. All apparel should be neat and clean.
- b. Shoes or sandals must be worn at all times.
- c. Dresses that present a health or safety problem, cause a disturbance or distraction, or do not provide adequate body coverage are not permitted.
- d. Hats are not to be worn except when preparing to go outside or for special activities.
- e. Outdoor clothing is not to be worn in class unless permission is given by the teacher and/or building administrator.
- f. On days when physical education classes meet, students must wear athletic shoes. Boots, sandals, or other inappropriate footwear are not safe or conducive to student safety.

III. GRAVERAET SHINING STARS!

School-Wide Positive STAR Behavior Expectations: We share 5 important School-Wide STAR behavior expectations for everyone here at Graveraet -- **Safety first, Teamwork, Always respectful, Responsible, Stay positive.** As a part of our learning community, students are expected to act in a safe, respectful, and responsible manner toward themselves, others, and property. We encourage students to demonstrate these positive behavior traits in several ways:

1. Students can think first, before acting
2. Students can keep hands, feet, and all other objects to themselves
3. Students can act in a courteous manner toward adults and other students

4. Students can follow directions of the teacher/person responsible for the student
5. Students can use appropriate voice levels (0 - no voice; 1 - whisper voice, 2 - indoor conversation voice, 3 - presentation voice, 4 - outdoor voice)
6. Students can respect all property

All students earn STARS tickets for exhibiting positive STARS behaviors, which go into a weekly drawing. Each Friday, one STAR ticket is drawn per grade level, and all school Positive Behavior CELEBRATION Assemblies are held recognizing these students. We are very proud of our students for their positive STARS behaviors and representing our school in a positive manner while at school, on field trips and visits to other places throughout our community.

Students who violate rule infractions while at school; on the bus; or at school sponsored activities are subject to disciplinary action. The Marquette Area Public Schools Discipline Plan/Code of Conduct is included in this handbook.

IV. COMMUNICATIONS

We will use a variety of communication methods including newsletters, calendar updates, and Skyward Family Access email messages and our district website. Other classroom teacher communication may include newsletters; the school website, teacher websites; Weebly's; communication logs; written messages; and telephone communication. To help limit the number of platforms parents need to manage, our K-5 teachers are all using **Bloomz** as their primary communication app! Parent/Teacher Conferences take place in November and March each school-year. The telephone is always another wonderful way for us to stay in touch, 906-225-4210.

Another method for staying informed is to join the [GES PTO Facebook Group](#) and the [GES School Facebook Group](#).

Kindly keep in mind that throughout the school day, our staff is dedicated to direct engagement with students and might not always be promptly accessible to address parent text messages, emails, or phone calls.

If you have a concern regarding an issue in your child's class, please contact your child's classroom teacher first. If the issue remains unresolved after discussing it with your child's teacher, please feel free to contact the building principal. This chain in protocol of communication is helpful to work issues or concerns out directly with the classroom teacher as best as possible.

If you have any general questions or concerns, please contact your child's teacher or our office at 906-225-4210.

V. SCHOOL NURSE / MEDICAL INFORMATION

School Nurse: A school nurse is on-site at Graveraet for a half-day each week. Please contact the office for the specific day/hours as she services all our schools in MAPS.

Immunizations: State Law requires that students have their immunization records or a parent signed waiver (as allowed by law) at the time of school registration. Children who do not have the appropriate immunization records or a parental waiver will be excluded from attending school.

Accidents/Injuries: Minor cuts and scratches are cleaned with soap and water and bandaged. In the event of a serious accident or injury, the parent or guardian will be contacted by school personnel, if possible. Any cost of ambulance service or emergency medical treatment is the responsibility of the parent/guardian.

Emergency Contact Information: Emergency (blue) cards must be filled out completely for each student and are filed in the school office for use in emergency situations. **Please provide the school up to date information with emergency contact names and telephone numbers and contact the school when any of this information changes.**

Concussions: A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body in a rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty speaking.

If a concussion is suspected by a teacher or staff member, the student will be removed from the activity. The student will not be permitted to return to full participation until he or she is evaluated and cleared by a healthcare professional. Parents will be notified.

Health Screenings: Hearing, vision, and scoliosis screenings may occur during the school-year. If problems are discovered, parents will be notified.

Illness: If a child becomes ill, parents will be notified. No student will be permitted to attend or remain in school if they are acutely ill, they have a fever of 100.4 degrees, they are vomiting, they have diarrhea, they have a severe cough, or an infectious rash. **Communicable diseases must be reported to the school including measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), mononucleosis, head lice, scabies, MRSA, and influenza.**

Medications: If your child needs to take any medication at school (prescription or over-the-counter), please bring the medication in the original container with a **medical permission form, completed by your doctor**, to the office. The medication forms are available in the office or on the MAPS website (https://www.mapsnet.org/district_departments/nurses_office). **Do not send any medications to school with your child.**

UPDATE as of September 2019: MAPS Board adopted the addition of the following language to Policy 5330 in order to reflect the current state of the law: Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the Principal or other chief administrator of the student's school.

Peanut / Tree Nut Aware School: Graveraet Elementary is a 'Peanut/Tree Nut Aware' School and provides a PEANUT FREE table in our cafeteria. Recognizing the potential danger of anaphylaxis associated with peanut/nut allergies, we ask your help in trying to minimize these items. Cross contamination also presents a danger and we therefore ask that all snacks in classrooms identified as peanut/tree-nut free be pre-packaged and clearly labeled as being made/processed in a **peanut/tree-nut free** manner.

District Wellness: Part of our District Wellness plan includes promoting healthy snacks and lifestyles. MAPS does not allow bakery items or homemade sweet type classroom snacks. Please have a conversation with your child's teacher before bringing in snacks or special treats. **We do not allow bakery items or homemade sweet classroom snacks.**

VI. BREAKFAST AND LUNCH

This year the USDA will offer free student breakfast and lunch to all GES students! If your child eats school provided meals, it will NOT be necessary for you to add money to your child's account unless they want to be able to purchase a milk when they bring a packed lunch from home. **We will be sending forms for free/reduced lunch and ask that you still complete them.** We utilize our free/reduced lunch forms for eligibility to receive grant money for our school programs. These forms will be available on the district website (https://www.mapsnet.org/district_departments/food_services) and will also be sent home in each child's emergency form packet. Student who pack a lunch from home but want to purchase a school milk, the cost is 85¢.

VII. SUPPORT SERVICES

School Counseling: Graveraet has a full-time school counselor. Students are serviced, depending on need, through individual, small group, and large group services. This includes basic services such as school adjustment, social skills, and crisis counseling. In general, consent is not necessary for the school counselor to interact with a student, however, if you would like to decline this service please contact the counselor or the school directly.

Title I: The federally supported Title I program is available to provide additional support for students performing below grade level in the core academic areas. This support is provided by Title I teachers and paraprofessionals through small group instruction aimed at improving the quality of student performance in the regular classroom.

Section 504: Students enrolled at Marquette Area Public Schools are afforded protections to ensure a Free Appropriate Public Education (FAPE) under Section 504 of the Rehabilitation Act of 1973. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Special Education: Marquette Area Public Schools and Graveraet Elementary School provides a wide range of special education services to eligible students. These include both teacher consult and/or direct services as determined by an Individualized Educational Plan (IEP).

VIII. GENERAL INFORMATION

Assessments (District and State): MAPS students in grades K-5 will be evaluated in reading and math with the NWEA (Northwest Evaluation Association) and Fastbridge Assessments in the fall, winter, and spring. Students in grades 3-5 will take the M-STEP State Assessment each spring. Results of both assessments will be shared with parents when they are made available. Our staff uses these summative assessments, as well as formative assessments, triangulating data to make well informed decisions guiding your child's instruction, growth and academic progress.

Before and After School Programs: Graveraet offers a Before and After School Program. This program offers a safe and caring environment with a variety of activities. There is a fee for this program. Please contact Sue Ridolph at sridolphi@mapsnet.org for more information. Kid's Club Daycare, located on 111 E. Ridge St., also offers before and after school childcare for GES students. Please contact, kidsclubcdcmgt@gmail.com or call (906) 273-1773.

Birthdays and Other Special Events: Student birthdays are special days that are celebrated at school. Please work with your child's classroom teacher directly in advance to make arrangements for your child's classroom birthday or other special event celebration.

Birthday or other invitations will not be distributed through the school. Please contact other families directly for birthdays and other special event invitations. The Graveraet Parent Association (GPA) maintains a list of parent contact information for families who choose to share this information.

Cell Phones / Electronics / Valuables: All electronic devices (including cell phones, iPods, etc.) must be kept in your child's locker/backpack while at school. Due to the age of our students, it is best if electronics or other items of value are not brought to school. These items are easily misplaced or broken, and potentially could result in a loss to you and your child. Students should not bring items to school to trade with other students. The school is not responsible for lost, broken, or stolen items.

Money: Students should not bring money to school except when necessary. If it is necessary to send money to school, please send the exact amount in a sealed envelope with the child's name, teacher's name, and purpose for the money marked on the envelope. Please send money for different activities in different envelopes.

District Provided Technology: All district provided technology is subject to the acceptable use policy. Students will not be permitted to take classroom issued Chromebooks or iPads home. Any damage resulting from a deliberate act may be subject to repair or full replacement costs by the parent/guardian.

Field Trips and Assemblies: Field trips and assemblies enhance classroom instruction through the utilization of community and other resources and are scheduled by the classroom teacher throughout the year. A small fee may be requested for these opportunities. Please contact the office if fees present a concern. We want all children to partake in field trips and special events.

Labeling Children's Belongings/Lost and Found: Because so many items are lost and unclaimed, we urge you to put your child's name on lunch boxes, outerwear, and all other belongings. Lost and found bins are available in the cafeteria. Smaller items of value such as eye glasses, jewelry and electronics will be kept in the office. If your child is missing something, please contact your child's teacher or the office.

Volunteering: We encourage and invite you to be a part of your child's school life by discussing school experiences with your child at home, attending Graveraet Parent Association (GPA) meetings, participating in class and school events as a volunteer, and above all, READING with and to your child, and asking them to READ to you every day!

In order to be a volunteer in Marquette Area Public Schools for any classroom or whole school activities, you will need to **complete a Volunteer Approval Form with the district each school year**. Volunteer forms will be sent home at the beginning of each school year and can be picked up in our office or downloaded from our website (www.mapsnet.org). All arrangements for classroom volunteering must be made in advance with the classroom teacher. All volunteers are required to check in at the office and wear a visitor tag (available at the time you sign in).

IX. MAPS DISCIPLINE PLAN AND CODE OF CONDUCT FOR ELEMENTARY SCHOOLS

The staff at each Marquette Area Elementary School believes that all students can learn and follow rules that contribute to an effective learning environment. It is our expectation that all students will demonstrate acceptable behavior that is consistent with the Marquette Area Public Schools Discipline Regulations.

The following behaviors are expected of all students:

1. Be present and on time for learning
2. Be prepared for and participate in learning activities
3. Observe schoolwide rules and classroom management plans defined by each building
4. Show respect for other persons and others' property
5. Observe safety rules at all times

LEVEL ONE INFRACTIONS will be handled by the classroom teacher or other staff member in charge. Examples of level one infractions include:

- Disrespect or insubordination
- Disobeying rules specific to the classroom or area of activity
- Inappropriate language
- Property misuse
- Dress code violations
- Physical contact
- Disruptive behavior
- Harassment or bullying
- Electronic violation

CONSEQUENCES FOR LEVEL ONE RULE INFRACTIONS—classroom and specific areas:

- Re-teaching, modeling, and reinforcing expected behaviors

- Private conference with the student
- Implementing time-out system
- Loss of privileges
- Parent contact
- Detention—recess, noon, before and/or after school
- Individual behavioral contract
- Consulting school counselor

LEVEL TWO INFRACTIONS are more serious and require a referral to the principal. Examples of level two infractions include, but are not restricted to:

Assault: threats—an attempt or implied promise to inflict harm upon another person or his/her property; no actual body contact is necessary. Board Policy #5600

Battery—the unlawful, intentional touching or application of force to another person in a rude, insolent, or angry manner. Policy #5600

Creating false emergency—pulling a fire alarm, tampering with security system, or in any other manner causing disruption to the school operation which endangers the health, safety, and/or welfare of individuals. Board Policy #5772

Bomb threat— making a bomb threat or involvement in a bomb threat. Board Policy #5600

Destruction of school property: vandalism—the deliberate destruction or defacing of property belonging to or on loan to the school system, or property (including automobiles) of persons employed by the school or in attendance at the school. Board Policy #5513

Disorderly conduct—conduct in or around the building which is dangerous or disruptive. This includes, but is not limited to, throwing snowballs, stones, or other objects; pushing; shoving; shouting; rough play; violation of basic safety rules. Board Policy #5520

Extortion—obtaining money or property (something of value) from an unwilling person by either physical force or intimidation. Board Policy #5517.01

Fighting—the act of provoking a fight or engaging in physical contact in which blows are struck or exchanged with another person in school, on school property, going to or from school, or at any school activity. Board Policy #5517.01

Forgery: Lying—using or writing the name of another person for purposes of gain, giving false information.

Harassment/Bullying- inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Board of Education opposes bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors. Board Policy #5517.01

Insubordination: defiance of school authority—the failure of a student to obey, comply with, or carry out a reasonable request or directions from an adult in charge. Board Policy# 5520

Molesting—deliberate touching of an unwilling person by handling or grabbing inappropriate parts of the other person's body. Board Policy #5517.01

Obscene language or gestures—the deliberate disrespect of school staff or students with profane comments or

gestures, in verbal or written form. Board Policy #5517.01

Persistent disruptive behavior—repeated misconduct or breaking of the same rule. Board Policy #5520

Possession of inappropriate materials—possession or use of items that are disruptive to education, including but not limited to, matches, lighters, radios, tape players, pocket pagers, inappropriate magazines, cinnamon sticks, cap guns, water pistols, personal communication devices. Board Policy #5772; 5136

Possession of weapon—carrying, handling, or storing weapons in school building or on school property. Weapons include articles commonly used to inflict bodily harm or to intimidate other persons, e.g., firearms, knuckles, switchblades, stars, chains, clubs, knives, etc.* (See page 4; reference School Board Policy # 5600; 5772)

Possession of dangerous item—carrying, handling, or storing a dangerous item in a school building or on school property. Dangerous items include articles designed for other purposes, e.g., belts, combs, pencils, scissors, compasses, files, etc., but intended to be used to inflict bodily harm. (See page 4; reference School Board Policy # 5600; 5772)

Use of weapon—the use or threatened use of weapons, in school buildings or on school grounds before, during or after school. Weapons include articles commonly used to inflict bodily harm or to intimidate other persons, e.g., firearms, knuckles, switchblades, stars, chains, clubs, knives, etc.* (See page 4; reference School Board Policy # 5600; 5772)

Use of dangerous item—the use or threatened use of dangerous items, in school building or on school grounds before, during or after school. Dangerous items include articles designed for other purposes, e.g., belts, combs, pencils, scissors, compasses, files, etc., but used with the intention of inflicting bodily harm. (See page 4; reference School Board Policy #5600; 5772)

Sexual harassment—unwelcome sexual advances, verbal or physical conduct of an unwelcome sexual nature. (See page 4; reference School Board Policy #5517)

Skipping school—unexcused absences. Board Policy #5200

Substance abuse—possession, use, or storing of alcohol, inhalants, mind altering substances, chemicals which release toxic vapors, all dangerous controlled substances (as so designated and prohibited by Michigan statute, or look alike drugs in a school building, on school property, or at a school related activity. Board Policy 5530

Sale of illegal substances—selling and/or providing to others substances listed above. Board Policy #5530

Theft—stealing of money or property belonging to the school or another person

Tobacco products—possession, use, or storage of tobacco products in a school building, on school property, or at a school related activity. Board Policy #5530

CONSEQUENCES FOR LEVEL TWO RULE INFRACTIONS will include one or more of the following:

- Office referral
- Parent contact
- Action plan or performance contract
- Detention—recess, noon, before and/or after school
- In School suspension
- Out of school suspension

- Community service in the school building
- Expulsion
- Parent conference; student presence may be requested
- Restitution, repair, or replacement of damaged property
- School counselor referral
- Referral to juvenile court or police
- Make up time missed due to unexcused absence

OUT OF SCHOOL SUSPENSION

The following rule infractions will result in **out of school suspension**. A **parent conference** will be required in order to reinstate the student in school.

<u>Rule Infraction</u>	<u>Length of Suspension</u>	<u>Board Policy #</u>
Knowingly creating false emergency	1 day	5772
Severe, malicious fighting	1-2 days	5517.01, 5600
Possession of weapon; plus [a] below	extended or expulsion	5600; 5772
Use of weapon; plus [a]	extended or expulsion	5600; 5772
Bomb threat; plus [a]	1-3 days, extended, or expulsion	5600
Substance abuse; plus [a], [b]	1 day	5530
Sale of illegal substances; plus [a], [b]	3 days	5530
Use of tobacco products	1 day	5530
Major theft (over \$25); plus [a]	1 day	

[a] = Police Referral (also reference School Board Policy)*

[b] = Substance Abuse Assessment

Mandatory Suspension or Expulsion

It is the policy of the District to comply with the federal Gun-Free Schools Act and sections 1310, 1311, and 1311a of the Revised School Code. Nothing in this section of the Board Policy may be construed to limit the Board’s discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion. The Board directs all administrators to refer all incidents that may result in a mandatory suspension or expulsion to the Board.

For a copy of the policy in its entirety, contact your child's principal, or log on to MAPS' website www.mapsnet.org and select “School Board” then “School Board Policies.”

**Legal reference: MCLA 380. 1311, 380.1312(1), 380.1313

NOTE: District policies and procedures may be revised periodically by the Board of Education and, as revised, students are accountable. All policies and procedures are applicable to all students at all times. For copies of policies, contact your child’s principal, or log on to MAPS’ website www.mapsnet.org and select “School Board” then “School Board Policies.”

Consequences may be modified by the building principal as needed to meet individual circumstances.
(See page 4; reference School Board Policy)

Due Process Rights- MAPS Board Policy #5601

VIII. TITLE IX SEXUAL HARASSMENT

The District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding

implementing regulations. Marquette Area Public Schools designates the following person(s) as the Title IX Coordinator(s):

Kathleen Stiles

Student Achievement Coordinator
Marquette Area Public Schools
1201 West Fair Ave. Marquette, MI 49855
(906) 225-5346
kstiles@mapsnet.org

Regina Rolstone

Human Resources Director
Marquette Area Public Schools
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Graveraet Elementary School Mission

We will grow, motivate, learn
and challenge one another to reach our full potential.