

## **CHECK LIST FOR ENROLLING STUDENTS**

Received from students:

- \_\_\_\_\_ Certified copy of birth certificate or “other reliable proof” and affidavit
- \_\_\_\_\_ Immunization records
- \_\_\_\_\_ Transfer records – review for special education considerations
- \_\_\_\_\_ Decision making authority – power of attorney, guardianship or court order
- \_\_\_\_\_ Emergency information
- \_\_\_\_\_ Student handbook acknowledgment form

Provided to student:

- \_\_\_\_\_ Class schedule
- \_\_\_\_\_ Student handbook
- \_\_\_\_\_ School transportation information
- \_\_\_\_\_ Annual notice of “Family Educational Rights and Privacy Act”  
(including directory information)

# **INTRODUCTION AND STAFF**

## **Carl D. Mayes Elementary School Parent/Student Handbook**

It is the desire of the Board of Education that two-way channels of communications be kept open at all times between the school system and the people of the school district. The board will continuously attempt to create and maintain schools that reflect the public's wishes, and will do its best to keep the people informed of the affairs of the school system.

The Beal City School Board of Education holds regularly scheduled monthly meetings on the 3rd Monday of each month, unless otherwise posted.

### **ADMINISTRATION**

Superintendent of Schools:	Mr. William Chilman IV
Elementary Principal:	Mrs. Diane Saltarelli
High School Principal:	Mr. Jeff Jackson

### **BOARD OF EDUCATION MEMBERS:**

Mr. Terry Hutchinson  
Mr. Rod Cole  
Mr. Frank Fox  
Mrs. Kari Rojas  
Mr. Bob Pasch  
Mr. Ed VanAvery  
Mrs. Denise McBride

**BEAL CITY PUBLIC SCHOOLS  
DISTRICT MISSION STATEMENT**

Beal City Schools, in harmony with the home and community, will educate our children in a positive learning environment that meets individual needs and goals in order that all students successfully function in an ever-changing global society.

**CARL D. MAYES  
ELEMENTARY MISSION STATEMENT**

We will work together to create a safe and caring environment that will allow students to utilize their potential. School and home will work cooperatively to promote a positive self-concept. Through the use of problem-solving and decision-making skills, we will work to prepare students to function effectively in a democratic society.

**SCHOOL BUILDING INFORMATION**

Superintendent’s Office Phone	989-644-3901
Elementary Office Phone	989-644-2740
District Web Site	<a href="http://www.bealcityschools.net">www.bealcityschools.net</a>
Elementary Office Hours	7:15 a.m. – 3:15 p.m.
Student School Day	8:00 a.m. – 2:50 p.m.

**SUPPORT STAFF**

Mrs. Linda Fussman	Principal’s Secretary
Mrs. Sue Higgins	Elementary Teacher Assistant
Mrs. Kim Kile	Elementary Teacher Aide
Mrs. Jayne Wilson	Elementary Teacher Aide
Ms. Lauri Hovey	Middle School/Elementary Teacher Aide
Mrs. Karen Faber	Middle school/Elementary Teacher Aide
Ms. Patty Carrick	Preschool Assistant Teacher/ Elementary Teacher Aide
Ms. Jill Cotter	Preschool Assistant Teacher/ Elementary Teacher Aide
Mrs. Marci Faber	Food Service Director
Ms. Melinda Skinner	Head Cook
Mrs. Jodie Atkinson	Food Service Worker
Mrs. Brandy Atkinson	Food Service Worker
Mrs. Brenda Garrett	Food Service Worker
Mr. Joe Judge	Technology Director and Civil Rights Compliance Officer

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**ELEMENTARY FACULTY**

Ms. Tracy Natzel	Preschool Teacher/ First Grade Teacher
Mrs. Michelle Maxon	Kindergarten Teacher
Ms. Rachel Leff	Kindergarten Teacher
Mrs. Carrie Smith	Kindergarten Teacher
Mrs. Susan Tormanen	First Grade Teacher
Mrs. Julie Farrell	First Grade Teacher/Title 1
Mrs. MariAnne Reihl	Second Grade Teacher
Ms. Jen Courtright	Second Grade Teacher
Mrs. Brandi Snyder	Third Grade Teacher
Mrs. Kris Weis	Third/Fourth Split Teacher
Mr. Jeff Klapp	Fourth Grade Teacher
Mr. David King	Fifth Grade Teacher
Mr. Scott Bloniarczyk	5 <sup>th</sup> /6 <sup>th</sup> Grade Split Teacher
Mrs. Karey Wentworth	Sixth Grade Teacher
Mrs. Mary Kattreh	Resource Room Teacher
Mrs. Amy Sharrar	Music Teacher/Bilingual
Mr. Dan Beckwith	Phys. Ed. Teacher/Remediation
Mrs. Brenda Rau	Librarian/Media Center

# **GENERAL SCHOOL INFORMATION**

## **ADDITIONAL HELP**

Teachers are here to assist students as much as possible. If a student is having trouble in class, he/she should ask for help immediately. The teacher can arrange for the paraprofessional to give extra help to any student requiring it. Parents -- don't hesitate to call the school if you have any concerns about your child's progress.

## **AFTER SCHOOL ACTIVITIES**

**STUDENTS MUST HAVE WRITTEN PARENTAL PERMISSION TO STAY AFTER SCHOOL FOR ANY ACTIVITY. NO STUDENTS SHOULD BE IN THE SCHOOL AFTER REGULAR SCHOOL HOURS UNLESS THEY ARE AT AN ADULT SUPERVISED ACTIVITY. WAITING AROUND SCHOOL FOR THE EVENING'S SPORT ACTIVITY IS NOT ACCEPTABLE.**

## **ARRIVAL AND DEPARTURE TIMES**

Students should not be at school before 7:35 a.m. and must be picked up no later than 3:00 p.m. Students being dropped off early and picked up late will not have adult supervision and parents will be contacted by the principal.

## **ASBESTOS NOTICE**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. In Accordance with the Environmental Protection Agency Regulations, the Beal City Public Schools has been inspected for Friable (easily crumbled) and Non-Friable materials which contain asbestos. Asbestos has been found in the school building and procedures have been taken to cover this asbestos. The material is inspected regularly as governed by law. Should any further questions arise, please contact the Superintendent's office (644-3901).

## **ASSEMBLIES**

There will be school assemblies throughout the school year. They are prepared for your education, entertainment and general well being. If parents are interested in attending any assembly, they should call the office for performance times, etc. Elementary students may attend high school assemblies upon invitation.

## **CAFETERIA AND LUNCH HOUR RULES**

Our lunch program is set up on a computer similar to a bank checking account. Your payments are deposited and the account is charged when meals are purchased. All students in grades 3 – 12 are issued a PIN (Personal Identification Number). Students in Kdg. – 2<sup>nd</sup> grades do not need a PIN; their accounts are controlled by cafeteria staff. For security purposes your PIN should be memorized and not shared with anyone.

Students need to prepay their accounts, no money will be accepted in the lunch line. To insure proper credit to your account, please pay by check or money order. You

may also pay on-line by going to the Beal City School website and clicking on the e-funds button. It is easy to set up an on-line account and make a deposit (the money will be in your child's account within 15 minutes). Lunch money is collected from students daily. Lunch money envelopes are available in classrooms and at the cashier station in the cafeteria.

Students may charge up to three meals. Parent contact will be made after the third charge. If payment is not made and the account brought up to a positive balance the next day, students will be offered Cook's Choice (sandwich, fruit, and milk for lunch or cereal and milk for breakfast). Families that have extenuating financial circumstances may contact the principal.

Breakfast is served daily starting at 7:35 a.m.; the costs are \$1.10/full pay, \$0.30/reduced and \$1.50/adults (prices are subject to change). In the event of a delay, breakfast WILL NOT be served. Breakfast includes three items from different food groups, but not more than four.

Our lunch menu consists of a choice between two entrees, fruit, all you can eat salad bar, bread and juice or milk. Students up to third grade may be given half an entrée. Those students are allowed to receive the remaining half at no additional charge. A student cannot charge an ala carte item without sufficient funds in their account. Milk or juice may be purchased by students who bring cold lunch. They can either use their account funds or bring \$0.35 to buy it during lunch. **NO LUNCH WILL BE SERVED ON HALF DAYS.** The cost for elementary lunch is \$1.60/full pay, \$0.40/reduced, \$2.50/adults and an extra entrée is \$0.75 (prices are subject to change).

LunchApp.com is a secure website that allows you to fill out your free/reduced application on-line. You can access this site through the cafeteria web page on the Beal City website.

**Due to state/federal regulations, we cannot allow students to receive free/reduced meals until their application has been received and approved.** Therefore, students will be charged a full pay price until their application is accepted, which may take up to a week after being received. Any charges made prior to the acceptance of your application must be paid within the first week of notification. After the first week, your children will receive Cook's Choice for breakfast and lunch until these charges have been paid.

Ala carte items are available IN ADDITION to our full menu for Junior and Senior High students. They include: juice, snack chips, pretzels, cheese sticks, ice cream novelties, cinnamon rolls, rice krispy treats, fruit snacks, etc. These items range in price from \$0.25 to \$0.75.

Restrictions and special instructions can be posted on individual student accounts. Please contact the school with these requests. Any credits will be carried over to the next school year.

Our annual "Food For Thought" cafeteria meetings are held in the fall and open to any students, parents, and community members. The date and time will be published in the Aggie Express, on the website and in the elementary newsletter.

These rules are to be followed:

1. Form a single line by grade level. Please no cutting and keep your hands to yourself.
2. Due to state/federal regulations of free and reduced lunches and breakfasts, students are not allowed to share their meals or charge accounts.
3. Please pick up after yourself: food, napkins, silverware, tray, etc.
4. The parking lot is off limits during lunch.
5. No one is to leave the school grounds during lunch hour without permission.

6. Place all trash in the proper receptacle.
7. Do not throw food or other objects.
8. Try not to waste food. Take only what you think you can eat. You may always come back for more if you have finished what is on your tray.
9. All food must be consumed in the cafeteria.

### **CELL PHONE POLICY**

No cell phone use is allowed during school hours or on busses. Cell phone use is allowed before or after school with the permission of the building principal.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

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

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

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

#### Parent Notification Letter

We recently have been notified by the Federal Government that the District is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated body fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the Federally-mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV or HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of the child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Mrs. Saltarelli at 644-2740.

## **COPYRIGHTED MATERIAL**

Copyrighted material must not be placed on any system connected to Beal City Public Schools Computer Network without the permission of the copyright holder. Users may download copyrighted material for their own use only with the expressed permission of the owner or authorized person.

## **DOCUMENT REQUESTS**

Parents/Guardians who would like to request duplicate copies of information so that it goes to more than one household, can call the elementary office at 644-2740. Additional copies that are frequently requested are report cards, progress reports, and monthly newsletters to name a few.

## **EMERGENCY CARD**

The emergency card provides the school with vital information on each student. It includes the following:

- 1. Student's name, address, and telephone number.**
- 2. First and last name of parents.**
- 3. Business phone and place of employment of mother and father.**
- 4. Name, address and telephone number of people to contact if parents are not available.**

\*This information must be filled out and in our office within the first week of school.

## **EMERGENCY MANAGEMENT PROCEDURE**

All exterior doors will be locked at 8:05 a.m. and unlocked at 2:45 p.m. each day excluding one set of doors located by the Superintendent's office. Visitors will need to check in and check out when entering and leaving the school.

Emergency plans are in place that will cover such things as intruders in the school building, violence/crimes in and outside the school building, bomb threats, mechanical failure within the school, and any other incidences that would endanger students.

A liaison officer is employed by the school to oversee all emergency plans and deal with daily emergencies.

## **EMERGENCY DRILLS**

### **Fire Drill Regulations and Emergency Exits- Steps to Follow:**

- Classroom teachers and students have the special duty of seeing that drills and emergency action are characterized by safety, order, control, and rapidity.
- Teachers must always take their class record book with them.
- A student (appointed in advance or at the time of alarm) goes directly to the door and leads the group single file out the designated exit, without stopping for books, papers, jackets, etc., to a location outside building. If the designated exit is blocked, the teacher will lead the group to the nearest exit.
- All classroom windows must be closed with the lights turned off as the classroom is emptied.
- All will observe the following rules:
  1. Exemplary conduct is essential--NO talking, laughing, pushing, shoving, or running.
  2. Follow instructions of teachers.
  3. Keep calm, quiet, alert, and be safety-conscious.

4. Students must remain with their class and teacher.
  5. When all clear is sounded, return to class in an orderly manner.
- Students must be at least 100 yards from the building during Fire Drills.
  - Teachers who have a conference period at the time of the drill or fire will participate by assisting other teachers and checking empty rooms and areas before leaving the building.
  - All school personnel will participate in all drills, aiding evacuation of any pupils. Close all windows and doors and turn off lights. Extinguish any flame.
  - Fire Exits will be discussed by each classroom teacher at the beginning of the year. Posted signs in each room will help instruct you as to the way you should exit.

## **EMERGENCY SCHOOL CLOSING**

When it becomes necessary to close school the following radio and T.V. stations will be notified: WCEN, WHNN, WCFX, WMMI-WCYZ, T.V. 9&10. Conditions that would close a school would be: bad weather, mechanical breakdown within the school, or a high rate of absence due to illness.

## **ENROLLING IN SCHOOL**

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

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

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period

of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **FIELD TRIPS**

In order to enhance and enrich the educational program, teachers conduct periodic field trips. Prior to any field trip, parents are notified with a written explanation of the trip. A general field trip form, which must be signed by parents and returned to school, will be given to parents with the beginning of the year packet.

### **GLASS CONTAINERS**

Glass containers of any type (pop bottles, bottles, jars, etc.) are not to be on any school buses, in the school building (including classrooms), or brought onto school grounds for any reason without prior approval of the principal.

### **HEAD LICE POLICY**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

The problem of contracting head lice can be a problem in any school setting. We do not do pre-planned "all-school" head lice checks. Any student with live lice may remain in school until the end of the school day. Children will be allowed to ride the school bus home. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school designated personnel finds no live lice on the child, the child may reenter school. Parents should remove nits daily and treat if live lice are observed.

**SCHOOL LICE PROCEDURES:** When a member of the school staff suspects a child is infested with head lice, the following procedures will be followed:

1. The child will be restricted from activities involving close contact (i.e., hugging) or sharing personal items (i.e., hats, clothing, brushes) with other children.
2. The school office will be notified, and the parents will be contacted verbally and in writing.
3. In order to confirm the infestation, school personnel will use the Robi Comb and Magicomb.
4. A letter will be sent home notifying classmates' parents that a case of head lice is suspected and asking them to check all of their children for head lice. The school will provide parents with a copy of an information sheet on head lice infestation and treatment options.

### **CHRONIC HEAD LICE**

A chronic head lice problem exists when a child has nits and/or live lice detected in his/her hair twice a month, 2 weeks apart, for two months. The parent/guardian of this child will be notified both times of lice detection and treatment options. Parents

identified as chronic offenders of the policy will have consequences imposed for this occurrence and every occurrence thereafter. These consequences include removal of the child from the school setting upon detection until all lice and nits are removed from the child's hair. Parents need to provide the school with a signed "Confirmation of Treatment" slip upon the child's return to school. Transportation may not be provided to and from school unless the child is determined to be lice-free by school personnel. Only by working together can we eliminate this pest that interferes with the learning of all children.

The following specific diseases must be reported to the Central Michigan District Health Department: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

## **HBV AND HIV HEALTH REGULATIONS**

The federal government has mandated new regulations for the school district from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designated to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally-mandated procedures include a requirement that the district request the person who was bleeding to consent to be tested for HBV or HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Mrs. Saltarelli at 644-2740.

## **HOMEWORK**

Students are sometimes directed to complete classroom assignments at home. Occasional long-term projects are required of older students. However, the most meaningful kinds of educational experiences are those which are under the direct supervision of a teacher or parent. It can be said that most of the time students have enough time during the day to complete assignments. If your child brings home large amounts of homework, it is quite likely that he/she is not making wise use of time during the school day.

## **HOMEWORK POLICY FOR GRADES 4-6**

If the previous day's homework has not been completed, students may be spending recess time inside working on those uncompleted assignments. A supervised area will be provided to complete the work. Parents may want to make certain homework is completed and ready to be turned in on time.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the elementary secretary, Mrs. Fussman.

## **INJURY**

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

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

## **INSURANCE**

The school is in no way liable for medical costs resulting in injuries at school. The school takes no part in reporting accidents to the insurance company, these are handled by each parent with the insurance company. We encourage all parents to check their own insurance policies as to the type of coverage that they now have.

## **INVASIVE PHYSICAL EXAMINATION**

The school shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

## **MEDIA CENTER USE**

Students wishing to use the media center when not accompanied by their teacher must have a pass stating the date, time, student's name, and the purpose for his/her use of the media center. Students are expected to use the media center for academic reasons only, and to be respectful while doing so. Students who are not assigned to a specific class during a given block are certainly welcome to use the facility for academic reasons, but should OK their use of the media center with the media center personnel upon arrival.

### **Circulation Policies:**

Kindergarten, first and second grade students are allowed to check out only one item from the Elementary library at a time. Third through sixth grade students are allowed to check out two items (only one may be an elementary magazine) from the Elementary library or the biography section. Fifth and sixth grade students with parental permission may borrow secondary books as well.

Overdue materials must be returned or paid for before additional items can be checked out, even if the student does not have the maximum number of items out. Although we do not assess late fines, overdue items must be returned before a student can receive his/her report card. Students will be charged the cost to replace materials that they do not return.

The media center materials are protected by a security system. Students attempting to deliberately circumvent the system and remove materials without checking them out will be punished for **theft**. Students who damage books, remove security tags, damage or attempt to damage the security system itself will be punished for **vandalism**. Vandalism will result in the cancellation of all system privileges. Computer vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the hardware, software, or the data of any other user on this system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission of computer viruses.

**Accelerated Reader:** Through the AR program in the Media Center, students have the option to take tests on books they have read. The Accelerated Reader tests are voluntary. However, students have the opportunity to earn points based on their test results and to buy prizes with the points.

### **MEDIA CENTER/COMPUTER ACCEPTABLE USE POLICY** **BEAL CITY PUBLIC SCHOOLS (BCPS) ACCEPTABLE USE POLICY** **ACCESS TO ACCOUNTS**

All users are encouraged to make use of the school's facilities in pursuit of their academic goals, but are asked to remember that an INTERNET account is a privilege, not a right offered each academic year to the following:

1. All BCPS students approved by their parents.
2. All BCPS students approved by the building principals and/or network administrator.

#### **Usage Guidelines**

The INTERNET account holder is held responsible for his/her actions and activity with his/her account. Unacceptable uses of network resources are reported to the Network Administrator and Building Principal and will result in restrictions or suspensions of these privileges. Repeat violators will also be subject to further disciplinary actions such as Saturday detentions and/or out of school suspensions. Some examples of unacceptable uses are:

1. Using the network for illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance;
4. Vandalizing the data of another user;
5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities;
7. Invading the privacy of individuals;
8. Using an account owned by another user;
9. Posting personal communications without the original author's consent;
10. Posting anonymous messages;
11. Downloading, promoting links to, or the storing and/or printing of files or messages that are profane, pornographic, obscene, that use language that offends or tends to degrade others or that encourage criminal activity;

12. Transmitting, executing, promoting links to, or storing malicious, threatening, or abusive programs or material;
13. Downloading, executing, or storing programs from the INTERNET on network drives or network directories. This includes files that end with the extension of .exe., .bat, .zip or .com;
14. Violating the Content Guidelines as outlined below;
15. If a student inadvertently accesses an inappropriate site, (See 11 above) the student must immediately report this to the responsible teacher. This is necessary to update protective software packages. (Note: this provision is not intended to excuse continued misuse by students).

### **Content Guidelines**

Students, as part of a valid classroom assignment, may be allowed to produce materials for electronic publications on the INTERNET. Teachers and the Network Administrator may monitor these materials to ensure compliance with content standards. The content of student materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes home telephone numbers and address as well as information regarding the specific location of any student at any given time.
2. All student work must be signed with the student's full name.
3. Individuals in pictures, movies or sound recordings may be identified by initials. Absolutely no first or last names may appear in reference to individuals in any image, movie or sound recording.
4. No text, image, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

### **MEDICATION POLICY**

Guidelines for administering medications at school are becoming stricter each year. The current medication policy has been working efficiently. All parents need to be aware of the procedure as follows:

1. A permission form must be completed for any prescription or over-the-counter medication that needs to be administered at school.
2. This form **must** be completed by the physician **and** the parent.
3. Over-the-counter medications will be administered by the office **ONLY** if they are recommended by a physician.
4. All medications should be brought to the school office by a parent or responsible adult. Medications must be in the original container, dated, with the student's name and dosage.
5. Medications will be counted and the amount recorded on the student's medication log. All medications will be counted on a weekly basis.
6. When administering medications, two adults will be present to control accuracy.
7. Each dose given will be recorded on the student's log.
8. Provisions can be made for students to self administer medications. Students who self administer must have a completed permission form on file in the office. A meeting with the principal, parent and student is required to set individual guidelines for self administering.
9. Parents will be notified if an error has been made with medication administering (forgotten dose, lack of medication, refusal to take, etc.).

10. At the end of each school year, parents are expected to pick up all leftover medications. Any medication not retrieved within one week of notification will be properly disposed of by school personnel.

Parents are encouraged to try to arrange for prescription medication (such as temporary antibiotics) to be taken at home. Regular medications that must be given during school hours will be handled according to the above guidelines.

We discourage sending over-the-counter medication (such as Tylenol, Advil, antacids, etc.) that need to be given "as needed", with your child to school. Storage and monitoring of these types of medications can become an over whelming job. If you feel your child may need an occasional over-the-counter medication, please make arrangements for it to be brought in by an adult when necessary.

If a doctor prescribes an over-the-counter medication, a permission slip must be completed.

Any questions concerning the medication policy should be directed to Mrs. Saltarelli or Mrs. Fussman in the elementary office.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot.

### **NUISANCE OBJECTS**

Any objects brought to school that interfere with the educational process (such as: show & tell items, trading cards, toys, athletic equipment, etc.) will be taken from the child and kept in the elementary office where it must be picked up by a parent.

### **PARENT-TEACHER CONFERENCES**

The teaching staff will schedule a specific time for you to attend parent/teacher conferences. If you have more than one child in the school, we will try to schedule your conferences as close together as possible. Additional conferences may be initiated as warranted any time throughout the school year.

### **PESTICIDE USE POLICY/INTEGRATED PEST MANAGEMENT (IPM)**

Beal City Schools is required to publish notice of pesticide application prior to any applications made on the building or grounds. If pesticides are to be applied, a notice will be posted next to the office door and a copy of the notice will be sent home with your child. If you would like more information on pesticides, you may call the Department of Agriculture at 1-800-292-3939 or search on line at [www.michigan.gov/mda](http://www.michigan.gov/mda).

### **PUBLIC DOMAIN MATERIAL**

Any user may down load public domain programs for his/her own use of non-commercially redistributed public domain programs or data. Users assume all risks regarding the determination of whether a program is in the public domain.

## **QUIET/MULTIPURPOSE ROOM**

This room provides a quiet place in which our general and special education students complete work free of distractions, finish tests with assistance, and sit quietly reading books as a means of unwinding and regrouping. While using this room, students are not denied access to restrooms or drinking fountains. The door remains unlocked at all times. Students in kindergarten through sixth grade have access to this room. Students spend anywhere from a couple of minutes to approximately half an hour in this room depending on the reason they are there. Students who have received an in-house suspension may spend part of their day in this room as well. It can also be used as a conference room. Due to the variety of uses for this room, we have aptly named it the Quiet/Multipurpose Room.

## **DIGITAL MEDIA DEVICES, FOR EXAMPLE, RADIOS, IPODS, CAMERAS, CELL PHONES, MP3 PLAYERS, HEADSETS, GAME BOYS, AND OTHER ELECTRONIC DEVICES**

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to have iPods, game boys, portable TV's, electronic toys, cameras, pagers, cell phones, laser pens, headsets, radios, or other similar devices on school busses, at school activities or in the classroom without the permission of the principal and classroom teacher. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

## **REPORT CARDS**

Report cards are sent home for elementary students at 9-week intervals, four times a year. Mid-term progress reports may be sent home if warranted. The final report card of the school year may be held if a student has any outstanding debts (such as: unpaid lunch money, overdue/damaged library books, damaged/lost textbooks, band bills, etc.).

## **REQUEST FOR TEACHER**

Parent request for a certain teacher in the upcoming school year must be submitted to the building principal between April 15 and May 1 of the prior year. A teacher request form is available in the elementary office and must be completed in order for the request to be considered. The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. **Approval will be based upon what is best for all students; and educationally sound reasons.**

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials, and instructional activities are subject to reasonable restrictions and limits.

## **SCHOOL VISITORS**

Students must gain permission from the principal and a classroom teacher to have visitors. Visitor passes are available in the office and are to be completed at least

one day before the visitation. Any student under high school age should not visit the high school unless it is for observation of a class. Any non-student in the building without authorization from the office is considered trespassing. Visiting students should only plan on visiting Mayes Elementary School for three hours per school year.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be expected to pass the appropriate MEAP test. They will be given once a year during the month of October.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Beal City Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **STUDENT PROMOTION AND PLACEMENT POLICY**

As a student finishes each school year, grade placements are marked on the report card and in the permanent file. The following definitions should help parents understand the specific placement term:

Promoted - means that the student is working at or near grade level

Placed - means that the student is working 1 to 2 years below grade level.

Lifted - means that the teacher has recommended retention, but the parent disagrees and has signed a waiver to move the child to the next grade.

Retained - means that the student will remain in the same grade for another year. This recommendation is made by a mutual decision (during an SST/parent meeting) between parents, teachers and administration with the child's best interests and developmental level in mind.

Please contact the elementary office at 644-2740 if you have any questions concerning this policy.

## **TORNADO SAFETY**

In the event of a tornado watch (alert that weather conditions are such that there is a possibility of a tornado) a decision will be made as to the closing of school based upon the facts available. In the event of a tornado warning (immediate danger or a tornado has been sighted) students will be sent to the safest area of the building.

## **TORNADO EMERGENCY PLAN**

- 'WARNING BELL' - THREE SHORT BELLS -- PAUSE AND REPEAT
- TEACHERS WILL DIRECT STUDENTS TO DESIGNATED SAFE AREA

The Department of Education suggests that during a **TORNADO WATCH**, teachers be informed to review **EMERGENCY PROCEDURES**, and that a staff member be assigned as a lookout. The destruction brought about by a tornado derives from

pressure differences between the inside and outside of the buildings, causing those buildings to literally explode.

Windows and doors on the **north and east** sides of the buildings should be kept OPEN during those times when a tornado is a possibility.

## **WELLNESS FOOD AND SAFETY POLICY**

Beal City Schools has developed a wellness policy. This policy is to help us as a school and community to lead a healthier lifestyle. The following policies are in place to assist us with this goal:

- We encourage students and families to make good health choices for life long benefits
- We promote safe learning environments by ensuring that appropriate behaviors are modeled by staff and practiced by students.
- We encourage the use of healthy food if used as a reward
- We prohibit withholding food from any student as a punishment.
- We encourage offering predominantly healthy food/beverages for classroom celebrations/parties.
- We encourage not selling foods with low nutrient value in school fundraising or fundraising promoted to the student through the school
- We encourage predominantly healthy foods and beverages be offered at school events (open houses, conferences and meetings).
- We stipulate that predominantly healthy food and beverages are offered as ala carte options.
- We regulate hours that our vending machines containing food and beverages with low nutrient value are accessible to students.
- We audit annually to make sure our sidewalks, cross country track, lighting and/or other key elements are safe.
- We prohibit staff from withholding physical education class, with the exception of the Physical Education Teachers in their class, as a punishment or to make up missed instructional time, class work or test in other subjects.
- We prohibit use of physical activity as punishment.

## **STUDENT CODE OF CONDUCT CODE OF CONDUCT MAYES ELEMENTARY SCHOOL**

It is the goal of the staff and community to prepare students for active participation in our school and society. Students will be expected to take personal responsibility for their achievement and behavior at all times

The **Six Pillars of Character** are:

**Trustworthiness:** Be honest; Don't deceive, cheat or steal; Be reliable – do what you say you'll do; Have the courage to do the right thing; Build a good reputation; Be loyal – Stand by your family, friends and country.

**Respect:** Treat others with respect – follow the Golden Rule; Be tolerant of differences; Use good manners not bad language; Be considerate of the feelings of others; Don't threaten, hit or hurt anyone; Deal peacefully with anger, insults and disagreements.

**Fairness:** Play by the rules; Take turns and share; Be open-minded – listen to others; Don't take advantage of others; Don't blame others carelessly.

**Responsibility:** Do what you are supposed to do; Keep on trying; Always do your best; Use self-control; Think before you act – Consider the consequences; Be accountable for your choices.

**Caring:** Be kind; Be compassionate and show you care; Express gratitude; Forgive others; Help people in need.

**Citizenship:** Do your share to make your school and community better; Cooperate; Stay informed; Be a good neighbor; Obey laws and rules; Respect authority; Protect the environment.

The **Personal Rights** are:

We have the right to be **HAPPY** and to be **TREATED FAIRLY**.

We have the right to be **SAFE**.

We have the right to **HEAR** and **BE HEARD**.

We have the right to **LEARN**.

We have the right to be **OURSELVES**.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

## **ASSAULT**

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

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

## **ATTENDANCE**

Good attendance is considered a necessity. Students who have good attendance generally achieve higher grades, enjoy school, and are more employable after leaving high school. It is the policy of Carl D. Mayes Elementary School that all students are in attendance at least 90% of the time. That means that a student can not miss more than one day out of ten. Students are expected to attend classes regularly and to be on time. They are to develop the habits of punctuality, self-discipline and responsibility. Continuity in the learning process is seriously disrupted by absences. In most situations, work missed cannot be adequately made up.

The school has the responsibility to inform parents when students are having attendance problems at school. The laws of the State of Michigan clearly state that the responsibility for attendance of children under the age of sixteen rests upon the parents.

All teachers will keep daily record of attendance for all students in his/her classes. Attendance records will also be kept in the elementary office. The official record is with the teacher. Student absences will be recorded as either excused or unexcused. We

feel that this will help prepare you for when your child advances to Junior High and High School and the attendance policy gets more strict.

**Please follow the rules listed below to prevent your child's absence from being considered unexcused:**

- 1. Always send a note or call the school when your child is absent. Make sure the note is signed by a parent/adult, contains your child's name, the date he/she was absent and the reason for his/her absence.**
- 2. If your child's unexcused absences accumulate to 10 or more, you will be notified by mail. If this attendance pattern continues, our county truant officer will be contacted and the prosecutor's office may become involved.**
- 3. Students who come in late (after 8:00 a.m.) must be signed in by a parent/adult. Students leaving early from school must be signed out by a parent/adult. Students absent for over 15 minutes will be charged with a ½ day's absence. An example would be a child arriving after 8:15 a.m. or leaving prior to 2:35 p.m.**
- 4. A doctor's note is required if a student misses three or more consecutive days and is appreciated for any time a child has a doctor appointment on a school day.**
- 5. Unless otherwise state, a student who has been absent will be allowed to make up work missed whenever possible.**

Please refer to the following chart if you have questions concerning the attendance policy:

1 – 2 absences/tardies	phone call or note from home
3 – 9 absences/tardies	doctor's excuse required
10+ absences/tardies	parent's notified in writing with possible involvement of truant officer and prosecutor's office

**CONSISTENT SCHOOL ATTENDANCE MAKES FOR A POSITIVE EDUCATIONAL EXPERIENCE FOR YOUR CHILD. THANK YOU FOR YOUR SUPPORT AT HOME.**

### **CORPORAL PUNISHMENT**

While recognizing that students may require disciplinary action in various forms, The Board of Education of Beal City will not condone the use of force and fear as appropriate procedure in student discipline. No person employed by the Beal City Schools, or engaged as a volunteer or contractor by the Board, shall threaten to inflict, or cause to be inflicted, corporal punishment upon any pupil in accordance with state law. However, professional staff, support staff, volunteers or contractors by the Boards, may, with-in the scope of their employment, use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or with-in the control of the student, in self-defense, or for the protection of persons or property. Alternatives to corporal punishment will be used. Alternatives include detentions, suspension, restrictions from activities or withdrawal of privileges. Other methods of discipline may be used that are not in the above list.

### **CRIMINAL ACTS**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered

double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

## **DETENTION**

Any student assigned to serve a school detention will be given at least overnight to make arrangements for transportation. Transportation from detentions is the responsibility of the student and his/her parent. Unexcused absence from an assigned Saturday Detention will result in the amount of time assigned being doubled.

## **DISCIPLINE**

A code of conduct has been formulated to define guidelines and rules in an attempt to function fairly and equitably. An attempt has been made to define limits of behavior and to implement conditions which clarify the rights of all participants in our school community. It is recognized that each student is an individual and that there are situational variances involving misconduct; therefore, certain circumstances may warrant discipline and control to be treated as an individual matter. Appropriate discipline is applied to situations that threaten the learning process and safety of the school, students, and personnel. You are reminded that you have all rights of due process of law.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **DRESS**

Student dress is a factor in the school setting. Clothing, therefore, should be appropriate for school. When the student's dress interferes with the health and/or safety of the student or disrupts the educational process, it is the responsibility of the principal to request that the student leave school to return with more appropriate clothes for school. The student may be required to wear appropriate clothing provided to the student by the principal.

### **Rules for Student Dress:**

- Long, dangly earrings are not acceptable due to safety concerns.
- Student attire is acceptable as long as it is neat, clean, and not inappropriate.
- Footwear is required (shoes). Due to safety concerns, **flip flops, wheelies and heelies are not appropriate for school.** Shoes worn to school must not have a heel that exceeds one inch.
- No hats, do-rags, kerchiefs or caps will be worn in the school during the school day.
- Profanity or vulgar suggestions printed on clothing is prohibited.
- Clothing should be worn as designed (mutilated clothing is not permissible).

- Bare midriffs, tank tops, and sleeveless shirts less than 2 inches wide on the shoulders are not acceptable.
- See through or ribbed shirts/tank tops are not allowed.
- Shorts and skirts are allowed if they are at a mid-thigh length.
- Alcoholic and other illegal substance advertising on clothing or hats is not to be worn during the school day or at school sponsored activities.
- Coats are not to be worn during the school day.
- The dress code will be relaxed at sporting events but must remain in good taste.
- Backpacks must be kept in lockers.

### **Seasonal Clothing**

When the temperature is 41 - 50 degrees, coats or sweatshirts are necessary. In addition, at 40 degrees or below, snow pants, boots, gloves and hats are required. If a student comes to school unprepared to go outside, he/she will receive a warning the first time. If cold weather clothing is forgotten more than one time, students will remain on the blacktop. At all times, best judgment in accordance with weather conditions is expected.

**STUDENTS WHO REFUSE TO COMPLY WITH THESE STANDARDS OF DRESS WILL BE INSUBORDINATE.**

### **DRUG-FREE SCHOOLS POLICY**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **EXTENDED VACATIONS**

State law says: "The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled." Therefore, parents are vigorously discouraged from taking their children on extended vacations or trips while school is in session. Often, parents ask for the child's "work" to be assembled and sent home with the child so it can be done during the extended absence. This is in direct opposition to the key sequential elements of a properly designed lesson. A lesson design has seven major steps. The step at which your child would actually begin to practice the concepts being taught is called Guided Practice, and it's the fifth step in the lesson design. One can easily see that to request a child's work does not and will not replace the first four key steps of teaching a lesson. You, as parents must take this into consideration when contemplating any kind of extended vacations. If you do go on an extended vacation, please advise the teacher of the dates

the child will be absent. Please don't ask for work more than one week in advance. The child's work will be sent on the last day the child is in school. Please realize additional work may need to be completed upon your child's return and some work may need to be redone.

## **EXTORTION**

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

## **NOTES TO SCHOOL**

When a student is sent to school with a note, please remind your child to deliver it to his/her teacher immediately upon arriving at the classroom. If he/she waits until just before leaving we may not be able to make the proper connections.

### **Blanket Notes:**

Some working parents issue a blanket note for an extended period of time. The following example is in the form that you should follow.

**"Please put Johnny Main on Mrs. Smith's bus every Monday and Thursday. He will be going to his baby-sitter, Mrs. Kay at 123 Lost Lane in Harrisville. Her phone number is 555-1113. Mrs. Smith's bus is #2, and his regular driver is Mrs. Jones on bus #8. Thanks, Mrs. Main"**

\*\*Note that this tells the child's name, his baby-sitters name, address, and phone number, the bus Johnny rides and is to change to. It communicates well all the information the teacher and/or the front office needs.

\*\*\*If your child has more than one sitter, the note should include the second sitter's name, address and phone number plus the second bus driver's name and bus number. By having two sitters a parent could call to let us know which one the child goes to, but all calls must be made before 2:00 p.m.

Any time there are changes in sitters etc., a new note must be sent in.

## **PENALTIES FOR VIOLATIONS**

**SMOKING:** Smoking or possession of tobacco on school property:

**1st-Offense:** Parent notification. One day to four days out of school suspension. Authorities may be notified.

**2nd Offense:** Parent notification. Three day out-of-school suspension. A student must make and keep an appointment for Substance Abuse Counseling. Authorities may be notified.

**3rd Offense:** Parent notification. Five day out-of-school suspension. Authorities may be notified.

**4th Offense:** Board meeting to determine student status. Authorities may be notified.

**DRUGS OR DRUG LOOK-A-LIKES, INCLUDING ALCOHOL:** Use of, possession of, under the influence of on school property, or at a school function:

- **1st Offense:** Parent notification. Ten day out of school suspension. Authorities may be notified.
- **2<sup>nd</sup> Offense:** Referred to Board of Education for expulsion. Authorities may be notified.

**SAFETY OF OTHERS:** Physical attacks or threats to students or school employees threatens the safety of others. Throwing water, snowballs, rocks, sand, wood chips or the use of water devices may also threaten the safety of others. Water creates electrical hazards; slippery floors; may ruin clothing, expensive equipment, and is dangerous on buses. Laser flashlight pointers are potentially dangerous. Their unauthorized use will result in disciplinary action.

- **1st Offense:** Parent notification. One to three (1-3) day suspension from school. Restitution must be made.
- **2<sup>nd</sup> Offense:** Extended suspension up to ten days. Restitution must be made.
- **3<sup>rd</sup> Offense:** Recommendation to the Board of Education for expulsion.

**PUBLIC AND PRIVATE PROPERTY:** Students endangering or abusing the property of students, school employees, or the school including theft, misuse of books, materials and equipment, defacing property, and unauthorized presence in school building and grounds is not acceptable. Rewards may be posted, and students who are caught will pay for the reward, or they will be prosecuted.

- **1st Offense:** Payment of damage. Parent notification. Conference with Principal, to determine legal options. Depending on the individual situation, recommendation for Board action can be made after the 1st offense if it is considered gross misconduct. Depending on severity, the option of notification of prosecutor and police agencies is available, and up to a 3 day suspension.
- **2nd Offense:** Extended suspension and payment for damage. Authorities may be notified.
- **3rd Offense:** Recommendation for expulsion. Payment for damage. Authorities may be notified.

**INSUBORDINATION:** Refusal to comply with the reasonable directives of teachers or administrators, use of profane language, violation of state law, local ordinances and laws pertaining to civil disobedience and derogatory actions against school personnel:

- **1st Offense:** Parent notification and Saturday Detention or one to three days out-of-school suspension.
- **2nd Offense:** Parent notification and administrative conference. One to five days out-of-school suspension.
- **3rd Offense:** Recommendation for expulsion to Board of Education.

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

**FORGERY:** The unauthorized using and writing of the names of another person on school forms or other school correspondence such as notes from home, letters, etc.

- **1st Offense:** Parent notification. One to two day out of school suspension. All absences falsely excused will be considered unexcused.
- **2<sup>nd</sup> Offense:** four to five days out-of-school suspension
- **3<sup>rd</sup> Offense:** Recommendation for expulsion.

**PLAGIARISM:** Students must properly give credit when others' words or ideas are used. Plagerism is defined as using and passing off the writing or ideas of someone else as one's own or portraying someone else's work as your own original work.

- **1<sup>st</sup> offense:** Parent notification by staff member referring. No credit ( a zero) on the test, quiz, or assignment involved which may result in student failing class. May be suspended 1-3 days out of school.

- **2<sup>nd</sup> offense:** Parent notification by staff member referring. Failing grade for the semester. May be suspended 3-5 days out of school.

**HAZING/BULLYING:** Hazing/Bullying activity of any type on all school property, school busses, and at any school activity is prohibited at all times. Hazing/bullying includes any willful act done by a student or students to another student for the purpose of subjecting that student to humiliation, intimidation, physical or mental abuse or threats of abuse, social or other ostracism, shame, or disgrace. Permission, consent, or assumption of risk by the student subject to hazing does not lessen the prohibition.

- **1<sup>st</sup> Offense:** One to three days out-of-school suspension or Saturday detention.
- **2<sup>nd</sup> Offense:** Three to five days out-of-school suspension

### **PETITIONS FOR REINSTATEMENT**

Pupils expelled pursuant to this policy (or their parent or legal guardian if the pupil is not emancipated) may petition the Board of the School District for reinstatement to school. An individual who was in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of 60 school days subsequent to the date of expulsion. Individuals who were in grade 6 or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive and review all student records and student record information maintained by any public or private school which the petitioning pupil has attended. If such records are already in possession of this District the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by committee and Board of Education members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. Not later than 10 school days after receiving a petition for reinstatement, the School Board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is not emancipated) or from the expelled pupil.
2. The committee shall consist of two School Board members, one school administrator, one teacher, and one parent of a pupil attending the school district.
3. The Superintendent of the School District may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
4. Not later than 10 school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the School District, and shall submit a recommendation to the School Board on the issue of reinstatement.
5. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.
6. The Superintendent shall be allowed to attend meetings or the committee appointed by this Board of Education when considering petitions for reinstatement.

## **PICKING UP STUDENTS FROM SCHOOL**

If at all possible, it would be greatly appreciated if doctor, dentist, and any other appointments could be made after school. **However, if a parent must take a child out of school during the day:**

- 1. The child should bring a signed note/pick up pass in the morning.**
- 2. The parent must come to the office to sign the child out.**
- 3. Without a note the children will be put on the bus to go home.**

\*\*If someone other than the child's parents, will be picking the child up at school, the parents must include that information in the note. The office personnel may require that the person show identification before a child will be released. Of course, this is to protect the child. If you plan to pick your child up after school, please be here when school is dismissed. If you are not here on time, we absolutely must put your child on the bus. If you think you will be late please have the courtesy to call.

Visitors should park slightly away from the school to avoid blocking the busses. Coming in to escort your child to the car eliminates any safety hazards with after school traffic.

## **PRE-ARRANGED ABSENCES**

Students will be allowed prearranged absences not exceeding a total of five (5) school days per year for a trip with his/her parent/guardian. The request must be made in writing to the Elementary Principal's office at least ten (10) school days in advance of the planned trip. All assigned work should be picked up in advance of the trip and be handed in when the student returns to school. If the above procedure is followed and all work is completed within the specified period of time, the days will not count towards the ten (10) day policy. Approval of pre-planned absences will be based on the student's current academic performance, recommendation of teachers, and a pattern of regular school attendance. The student's teachers may have a conference to review the student's status. They will base their decision on the overall status of the student which will include, but is not limited to the following: Attendance in class, passing/failing courses, and behavior. Saturday detention may be assigned for time missed. The final decision will rest with the Principal. If the student does not meet the above mentioned criteria, the request will be denied.

## **PROFANITY**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **PUBLIC DISPLAY OF AFFECTION**

Social behavior is a normal part of the school experience. However, the school is not the appropriate place for unmannerly displays of affection. Staff and the principal will use their discretion in determining inappropriate public displays of affection. Students will be warned initially, with all parents being notified if the behavior persists. Students may eventually be disciplined if it becomes chronic.

## **REINSTATEMENT**

A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for

reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

## **REPORTING HARASSMENT**

Conduct constituting harassment may take different forms, including but not limited to the following:

### **SEXUAL HARASSMENT**

- A. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. Non-verbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

### **GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT HARASSMENT**

- A. Verbal: Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious
- B. beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
- C. Non-verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

### **PHYSICAL HARASSMENT**

- A. Physical Harassment: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with one person with whom the student would be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint:
- B. encourage the reporting of any incidents of sexual or other forms of harassment:
- C. protect the reputation of any party wrongfully charged with harassment.

## **STAFF MEMBER HARASSMENT OF A STUDENT**

If a student reports that she/he is being harassed by a member of the staff, the matter is to be reported immediately to the principal who shall then contact the Superintendent. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. The Superintendent shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and if so, follow the child abuse reporting procedure.

During the investigation, the accused staff member may be removed from any contact with students. In addition, the principal shall ensure that the alleged student victim receives proper guidance and support in dealing with any after-effects of the alleged harassment. Investigation of a complaint not involving a member of the staff will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

Any form of sexual harassment is considered a form of child abuse and the abuser must be reported immediately.

The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

Each student handbook is to contain a section on harassment which:

- A. describes the various kinds of harassment that can occur:
- B. prohibits its occurrence:
- C. provides for appropriate penalties:
- D. describes the reporting and investigation process.

Each principal is to arrange for students in his/her school to receive instruction, appropriate to their age, on the nature of sexual and other forms of harassment, means for dealing with harassment, and the school's procedure for reporting any incident in which they are involved or have observed. A synopsis of such information is to be contained in each parent/student handbook.

## **STUDENT DIRECTORY INFORMATION ACCESS**

No Child Left Behind (Section 9528) requires student directory information to be made available to military recruiters and institutions of higher education. Under the Family Education Rights and Privacy Act (FERPA) a student or his/her parents may request that information not be released without prior written consent. Here is the description of the FERPA requirements:

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, email address, date and place of birth, grade level, honors and awards, participation in officially recognized

activities and sports, name of most recent school attended 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.

To protect your child's privacy, schools are generally prohibited from disclosing personally identifiable information about your child without your written consent. Exceptions to this rules include: disclosures made to school officials with legitimate educational interests; disclosures made to another school at which the student intends to enroll; disclosures made to state or local education authorities for auditing or evaluating federal- or state-supported education programs, or enforcing relevant federal laws; and disclosures including information the school has designated as "directory information".

Schools must honor requests to review education records within 45 days of receiving the request. Some states have laws similar to FERPA that require schools to provide access within a shorter period to time. FREPA requires that schools provide parents with an opportunity to inspect and review education records, but not to receive copies, except in limited circumstances.

Parents whose children receive services under the "Individuals with Disabilities Education Act (IDEA) may have additional rights and remedies with regard to their children's education records. The school district, local special education director, or state special education director can answer questions about IDEA.

The U.S. Department of Education has published two pieces of guidance about the Family Education Rights and Privacy Act to assist school districts. The links to guidance are found here:

Frequently Asked Questions about FERPA:  
<http://www.ed.gov/policy/gen/guid/fpco/faq.html>

Model Notice for Directory Information:  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfor.html>

The Michigan Department of Education (MDE) Student Issues unit has also published information about parental rights, including information about FERPA in a fact sheet on the MDE website:  
[http://www.michigan.gov/documents/parental\\_rights\\_122553\\_7.pdf](http://www.michigan.gov/documents/parental_rights_122553_7.pdf)

For further information about FERPA, contact the Department's Family Policy Compliance Office.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. S.W.  
Washington, DC 20202-5920  
1-202-260-3887

## **STUDENT DISMISSAL**

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal.

The building principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian. Students leaving class early will be marked absent for the entire class period.

Children of estranged parents may be released only upon the request of the parent whom the courts appoint as the custodial parent and who is the parent or guardian registered on the school record. A copy of any court related documents must be in the child's permanent school file. The school shall not be a party to other arrangements with the estranged parents.

## **STUDENT HARASSMENT**

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The Superintendent is to ensure that the Student Rights and Responsibilities contains language prohibiting any form of sexual harassment and any use of racial, ethnic, or other verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protect the confidentiality of the student.

All such reports are to be investigated by the Superintendent promptly. Anyone found to have violated this policy and/or the Rights and Responsibilities shall be subject to disciplinary action up to and including suspensions or expulsion from the District.

## **STUDENT RECORDS AND REFERRALS**

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of the student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where the District is requested, or otherwise required, to forward or release records to that institution. The School District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the pupil's parent or legal guardian (if the pupil is not emancipated) and to the local law enforcement agency.

The School District shall, within three days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health Agency.

The School District shall also notify the individual's parent or legal guardian or (if the individual is at least 18-years old or otherwise legally emancipated) notify the expelled student of the referral. The School District shall also refer for prosecution conduct by any individual which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

## **SUSPENSION/EXPULSIONS**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be allowed to make-up school work and tests. All made-up work must be turned in to teachers within two school days after returning to school.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two hours, suspension for up to ten school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the building principal and a formal appeal hearing will be held.

### **Due Process Rights**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension From School - When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within two school days after receipt of the suspension notice to the superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, she/he may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Long-Term Suspension Or Expulsion From School – When a student is being considered for long-term suspension (more than ten days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence
- the time and place of the Board meeting
- the length of the recommended suspension or expulsion

- a brief description of the hearing procedure
- a statement that the student may bring parents, guardians, and counsel
- a statement that the student may give testimony, present evidence, and provide a defense
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within ten days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent/guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Beal City Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not possible to appeal. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

### **TRANSFER OUT OF THE DISTRICT**

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

### **WEAPONS FREE SCHOOL ZONE**

The Board of Education of Beal City Public Schools, as both an employer and a Public School District, is concerned with and interested in protecting the health, safety, and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of the threats to physical well-being and safety by individuals possessing weapons and/or dangerous weapons.

**Accordingly, the Board of Education of Beal City Public Schools (or the superintendent, or principal, or other District official as may be designated by the Board) shall permanently expel a pupil from attending school in the School District if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing matter, at least one of the following:**

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the pupil.

3. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a weapon or dangerous weapon.
4. The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

### **WEAPONS KNOWLEDGE**

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

### **WEAPONS MEANING (DEFINITION)**

A weapon is any device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be use, is capable of causing death or serious bodily harm. A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm including but not limited to, air guns and explosive devices. Weapons shall include, but are not limited to firearms; pellet guns; knives; metal knuckles; straight razors; club type implements; explosives; noxious, irritating, or poisonous gases; and drugs or other items fashioned with the intent to use, sell harm, threaten, or harass students, staff, parents or the public. It may also include any toy that is presented as a real weapon or used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, scissors, chairs, jewelry, and other items.

### **WEAPONS POSSESSION**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to suspension and possible permanent expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, if s/he brings onto or has in his/her possession on school property, or at a school related activity, any of the following:

1. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, firecrackers or device that can be converted into such a destructive item
2. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle

3. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow gun, toy gun, etc.)

Threats of violence or use of the above items, may also subject a student to expulsion.

## **WEAPONS USE**

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

# **BUILDING, GROUNDS AND TRANSPORTATION**

## **BOOKS, INSTRUCTIONAL MATERIALS, EQUIPMENT, AND LOCKERS**

Books, instructional materials, equipment, and lockers are provided by the school district to each student without charge or deposit in most cases.

Students are responsible for the books, instructional materials, equipment and lockers once issued, until returned. Students who have not taken care of their obligation to the school for the last school year will not be issued school owned books, instructional materials, equipment, or a locker. Parents and students are expected to meet these obligations in a reasonable amount of time in order that the education of the student is not jeopardized. Books sustaining damage that requires regluing, rebinding, or replacement are the responsibility of the student and parent. Fees will be assessed in accordance with the damage sustained and must be paid before a students can receive his/her final report card.

## **BUS RULES**

School bus transportation is provided for most students living within the confines of the school district.

Whether the student regards riding a school bus as privilege or not, this privilege may be denied to any student for improper conduct while riding the school bus. The length of this denial may vary from one day to the complete school year, depending on the number of times reported and seriousness of the misconduct.

Proper student conduct is a most important factor in the safe and wholesome operation of a transportation program. The Board of Education and Administration expect the same level of appropriate student behavior while riding a school bus as they would in the classroom or any public place.

Therefore, it is of utmost importance that bus drivers, the Director of Transportation, Principal, and parents continually work together to assure the best possible student behavior.

The school bus driver is in charge of the bus at all times when it is in operation and has authority to demand observance of proper student conduct and the school bus rules. A proper amount of discipline must be maintained on the bus in order to permit the bus driver to maintain adequate composure for the safest operation of the school bus. A rowdy, noisy, and destructive student will not be tolerated by the bus driver or the school administration. Each driver is given authority to stop the bus to talk with a student who is not conducting himself/herself properly and to report the student to the Director of Transportation and principal. Proper disciplinary action will be taken against the student and the incident will be recorded on his/her student record. Repeat offenders will be asked to secure their own transportation to and from school.

The following are some of the basic student bus rules and regulations:

1. Obey the driver at all times.
2. Keep hands and head inside the bus at all times.
3. Maintain a classroom atmosphere, except for ordinary conversation.
4. Do not shout at passing persons or vehicles.
5. Occupy the seat assigned by the driver and refrain at all times from moving around while the bus is in motion.
6. Be at the bus stop ready to board the bus when it arrives.
7. Stay off the traveled roadway at all times while waiting for the bus.
8. Wait until the bus has come to a stop before attempting to get on or off.
9. Enter or leave the bus only at the front door except in case of emergency.
10. Cross the traveled roadway, if necessary, after leaving the bus in the following manner:
  - Make sure the bus is stationary.
  - Upon leaving the bus, go 10 feet to the front of the bus, within sight of the driver and wait for the proper signal for crossing.
  - Upon signal from the driver, look both to the right and the left, then proceed across the roadway in front of the bus.
  - Walk, don't run, in front of the bus when crossing the highway.
11. Report to the driver at once any damage to the bus that is observed.
12. Help keep the bus clean, sanitary, and orderly. No food or beverages are to be consumed on any school bus. **DO NOT THROW THINGS ON THE BUS.**
13. No smoking, fighting, throwing objects, or profanity will be tolerated at any time.
14. No writing on, marring, or defacing the interior or exterior of the bus. will be tolerated.
15. Students who ride the bus to school will not be permitted to walk or ride any other bus or get off at another stop unless the driver has written permission from parent or guardian.
16. The bus driver is in charge of the students while they are on the bus and at the bus stops and while loading or unloading students.
17. Students may be required to walk a maximum of 1/2 mile (elementary) or one mile (high school).
18. Radios and tapes are not allowed on the bus unless permission is granted by the principal.
19. Students who damage the bus will be responsible for restitution for materials damaged and the cost of labor to repair.
20. Beal City Schools will be randomly using mounted video cameras on busses to assist in monitoring bus behavior.

**Misconduct on School Transportation:** When a student violates one or more of the above safety bus rules thereby causing an unsafe and/or disruptive condition, the following disciplinary procedure will be used:

- ❖ **1st Offense:** Bus Misconduct Report will be sent to the office; student may receive at least one day suspension from riding the bus, or Saturday detention, and parents will be notified.
- ❖ **2nd Offense:** The student will be suspended from riding the bus at least three (3) days and up to five (5) days. Bus Misconduct Report filed in the office.
- ❖ **3rd Offense:** Parental conference with Principal, Transportation Director, and Superintendent, if necessary. At that time it will be determined whether penalty is for the rest of the year or not.

Students may receive an immediate suspension from the bus and school by the Principal for the following reasons:

1. Fighting on the bus.
2. Smoking on the bus or lighting matches or other flammable items.
3. Complete disrespect for the driver and other passengers--swearing, improper language, or obscene gestures.

### **Transportation Policy**

Due to safety concerns, we are strictly enforcing our bus policy regarding student drop-offs. An adult or older sibling must be in clear view of the bus driver in order for Preschool through Third grade students to be allowed off the bus after school. If no adult is clearly present, the student will be returned to school on the bus, and parents/guardians will be responsible for picking the student up from the Superintendent's office by 4:15 p.m. Chronic violations of this policy may result in the loss of transportation privileges. Consequences for having your child returned to school are as follows:

- 1<sup>st</sup> offense – written warning
- 2<sup>nd</sup> offense – one week loss of bus transportation and mandatory meeting with principal and transportation director
- 3<sup>rd</sup> offense – one month loss of transportation and mandatory meeting with principal and transportation director
- 4<sup>th</sup> offense – loss of transportation for the remainder of the year

Any change in destination after school must be submitted in writing by 2:00 p.m. to the child's teacher and/or the building principal/elementary office. No student will be allowed to ride a different bus or get off at a different location without a bus pass signed by the parent. No one may take a student off the bus without a pick up pass stating who is being allowed to take the student home. In case of emergency, contact the office at 644-2740.

### **HALLWAYS**

1. Always walk in the hallway.
2. Use quiet voices.
3. Stay in your own personal space.
4. Treat other people and things with respect.
5. Lockers must be closed gently and quietly.

### **LOCKER RULES**

1. Keep your locker neat and clean.
2. Any damage or destruction of lockers by students will result in payment for repair and/or disciplinary action.
3. If your locker does not work properly, report it to the office.
4. The lockers are school property. School authorities may inspect a student's locker at any time.

### **LOCKER SEARCH POLICY**

All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy. Anything

that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. No students shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.

The principal may, at any time, request assistance of the local law enforcement agency having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

## **PLAYGROUND/RECESS**

**THESE PLAYGROUND RULES HAVE BEEN ESTABLISHED FOR THE SAFETY AND WELL BEING OF ALL STUDENTS. EVERYONE IS TO USE THE EQUIPMENT IN THE FOLLOWING MANNER:**

### **Swings**

One person per swing.

No standing on, jumping off or twisting of swings.

Get off only after the swing stops.

### **Monkey Bars**

Stay in your own personal space.

One hand must be on bars at all times.

No climbing across the top

### **Slides**

One person going down at a time.

Slide on your seat only.

You are allowed to climb poles, but no hands on slide.

No walking up the slides.

### **Sand Area**

Keep the sand in the sand area.

Respect others' creations.

### **Sports Equipment**

The following items are allowed on the playground: plastic bats, tennis ball, waffle balls, nerf balls of any kind, regulation footballs, basketballs, soccer balls, kick balls, and jump ropes.

### **Other guidelines**

Sidewalk chalk to be used on paved playground areas only

Stones, snow, sand and wood chips are to stay on the ground.

Radios, walkmans and electronic cars/trucks are to be left at home.

When the whistle blows, the children are to line up at the doors and re-enter the building quietly.

After one minute, the children will be allowed to enter the building.

If your child has been ill and should not go outside to play he/she may stay inside for up to three (3) days if a note from a parent is sent. Children that need to stay in longer then 3 days must have a note from a doctor.

No food can be taken outside.

Equipment such as jump ropes, basketballs, etc., need to be used in the proper manner and returned to an inside storage area after every recess. Failure to do so may result in losing the use of that equipment.

Please practice good sportsmanship at all times. Character Counts!

Respect others' creations.

Snowmen, snow sculptures and snow forts are allowed

If you are eating breakfast, you should go directly to the cafeteria and enter the playground area only after eating.

All school rules apply to the playground.

**CONSEQUENCES:** All consequences accumulate for the entire school year.

**Minor Infractions:** Improper use of equipment, intentional rough play, profanity, disrespect toward staff, and other violations of Personal Rights.

Steps to Correct Misbehaviors:

1. Warning, on the wall for the remainder of the recess.
2. Sent to administration. Possible loss of recesses.
3. Parent contact. May result in child being sent home.

**Major Infractions:** Intentional harm of others, either verbal or physical, damage to property, and stealing.

Step to correct behavior:

1. Administrative contact. Parent contact. Child sent home.

## GLOSSARY OF EDUCATIONAL TERMS

**Accountability:** Reporting a data-based summary of student learning to the public, including identification of system-wide strengths and weaknesses; and specific plans for using the information to improve learning.

**Accreditation:** An ongoing and collaborative process which confirms that a school has met a set of standards deemed essential for quality education for all students. This accreditation process fosters school improvement, and ensures identifiable progress toward attainment of student outcomes, through requirements for institutional self-evaluation as a stimulus for growth and improvement.

**Accredited:** Certified by the State Board as having met or exceeded the standards established in the following areas: Administration and organization, curricula, staff, school plant and facilities, school and community relations, school improvement plans and student outcomes.

**Adequate Yearly Progress (AYP):** A school performance indicator.

**Alternative Assessment:** Any type of assessment in which students create a response to a question, as opposed to assessments in which students choose a response from a given list, such as multiple-choice, true/false, or matching. Alternative assessments can include short answer questions, essays, performance assessments, oral presentations, exhibitions, and portfolios.

**Applied Learning:** Learning academic content in the context of work-related and other real-life situations by participating in projects that require students to apply knowledge and skills; activities are frequently experiential, hands-on, and/or laboratory-based.

**Assessment:** The systematic gathering of evidence to judge a student’s demonstration of learning. Assessment aids educational decision making by securing valid and reliable information to indicate whether students have learned what is expected. Assessment is built around multiple indicators and sources of evidence (combinations of performances, products, exhibitions, discourse, tests, etc.).

**Assessment Standards:** Principles for the assessment and analysis of student achievement and the opportunity afforded students to learn; the methods for achieving appropriate correspondence between the assessment information collected and the purposes that information will serve; the characteristics of valid and reliable assessment information; a variety of methods for collecting it; and appropriate concerns for reporting and interpreting the information.

**Assessment System:** An ongoing coordinated process for collecting objective information for the purpose of continuously improving student learning.

**Authentic Assessment:** Assessment tasks that elicit demonstrations of knowledge and skills in ways that resemble “real life” as closely as possible, engage students in activity, and reflect sound instructional practice.

**Benchmarks:** Statements which indicate what students should know and be able to do at various developmental levels (i.e., early/late elementary school, middle school, and high school).

**Career Exploration:** Learning about a variety of career options through awareness activities, interviews, and on-the-job experiences.

**Content:** Subject matter from the disciplines of English language arts, mathematics, science and social studies.

**Content Standards:** What students should know and be able to do. Content standards are broad descriptions of the knowledge and skills students should acquire in the core academic subjects. The knowledge includes the important and enduring ideas, concepts, issues, and information. The skills include the ways of thinking, working, communication, reasoning, and investigating that characterize each subject area. Content standards may emphasize interdisciplinary themes as well as concepts in the core academic subjects.

**Core Curriculum:** A plan for learning that defines the essential learnings for all students and the instructional system that will be used to deliver these learnings.

**Curriculum:** A coherent plan for instruction and learning. Curriculum serves as the basis for teachers’ and students’ active involvement in the construction and application of knowledge.

**Curriculum Alignment:** The process of integrating and sequencing what is to be taught between, among, and within the elementary, middle, and high school levels. Curriculum alignment occurs when the standards for all learners are agreed upon and written (curriculum), the standards are reflected in the instructional delivery program (instruction), and the learner is assessed to determine if the standards have been achieved (assessment).

**Curriculum Framework:** A document (usually developed at the state level) that suggests the best thinking about the knowledge, skills, and processes students should know and understand about a particular discipline, and that provides a structure within which to organize the other important curricular components of the instructional system, including standards, professional preparation of teachers, strategies for instruction, materials selection, suggestions for teaching diverse populations, technology, and assessment.

**District School Improvement Team (DSIT):** The District School Improvement Team is composed of parents, teachers, administrators, Board members, students, and Beal City community members who meet once a month to discuss issues, provide input, and make decisions that directly affect the education of students at Beal City Public Schools. If interested in participating, please contact either the Elementary or High School office.

**Employability Skills:** General skills needed in the workplace as identified by employers and community representatives including personal management, teamwork, developing and presenting information, problem solving, organizational skills, negotiation skills, understanding systems, using technology, career planning, and securing employment and/or pursuing continuing education.

**Evaluation:** Judgments made about students performance and program efficacy based on quality information gathered systematically over time.

**Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally required schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

**Grade Level Content Expectations (GLCE):** The set of educational standards students are expected to learn at a particular grade level. These have been established for math and English/language arts with GLCEs forthcoming in science and social studies by the fall of 2005.

**Gratiot-Isabella Regional Education Service District (GIRESD):** The Gratiot-Isabella Regional Education Service District provides educational information, services, and support to all schools within Gratiot and Isabella counties. Offices are located in Ithaca and Shepherd.

**Holistic Scoring:** Scoring based on an overall impression of a work rather than on an accumulation of points.

**Individualized Education Plan (IEP):** A plan to help special needs students to be more successful in the school setting.

**Instruction:** The decisions and actions of teachers before, during, and after teaching to increase the probability of student learning.

**Integrated Academic and Career Curriculum (Thematic Instruction):** Designed activities of projects that align to a number of curriculum content standards linked by a broad theme of high interest based in real life and frequently relevant to various workplace and community problems.

**Local Curriculum:** A plan for learning which is developed and supported by the local school district, it includes the content of what is to be learned and a process to deliver the content to all students.

**Michigan Educational Assessment Program (MEAP):** Students in grades 3 – 9 are required by No Child Left Behind legislation to be assessed once a year in language arts and math. The MEAP tests are generally given in early October and also include science and social studies assessments at certain grade levels.

**Michigan Model Core Curriculum:** A K-12 plan for learning developed by the Michigan Department of Education, that includes seven broad student outcomes and other specific student outcomes in nine curricular areas; its purpose is to guide districts in the development of a local curriculum.

**Performance Assessment:** Assessment that is based on observation and judgment of student created products and/or performances; intended to provide a rich portrait of student learning.

**Performance Standards:** Indicators which establish the degree or quality of a student's performance. Sometimes levels of performance are used, such as: partially proficient, proficient, and advanced.

**Performance Tasks:** short- or long-term activities or demonstrations that include rich opportunities to learn and systematic opportunities to assess the quality of student work.

**Professional Development:** A continuous process of improvement to promote high standards of academic achievement and responsible citizenship for all students. Professional development increases the capacity of all members of the learning community to pursue life long learning.

**Proficiency:** Description of what a person who possesses the qualities articulated in a standard understands or can do; identifies quality criteria with which to evaluate products and performances and develops products and performances that meet those criteria.

**Reliability:** An indication of the consistency of scores across evaluators, over time, or across different versions of the test. An assessment is considered reliable when the same answers receive the same score no matter when the assessment occurs or how or who does the scoring, or when students receive the same scores no matter which version of the test they took.

**Rubric:** An established and written-down set of criteria for scoring or rating students' performance on tests, portfolios, writing samples, or other performance tasks. Also known as Scoring Guides.

**School Improvement:** School improvement is a collaborative process through which staff identifies strengths and weaknesses of the school program and uses that information as a basis for making positive changes in observable and measurable student outcomes.

**Scoring Guide:** A scoring guide is a tool for evaluating student performance on an assessment task. It includes a set of criteria used to compute a score that represents the caliber of a student's performance. These criteria are sometimes called a rubric.

**Standard:** An agreed upon level of performance that demonstrates proficiency of achievement.

**Standardized Tests:** Assessments that are administered and scored in exactly the same way for all students. Traditional standardized tests are typically mass-produced and machine-scored and are designed to measure skills and knowledge that are thought to be taught to all students in a fairly standardized way. Performance assessments can also be standardized if they are administered and scored in the same way for all students. Standardization is an important consideration if comparisons are to be made between scores of different individuals or groups.

**Strands:** Clusters of related content standards often representing disciplines (geometry, physical science, or history) or a cross-cutting theme (inquiry).

**Study Island:** An online GLCE/MEAP test preparation program required for third through sixth grade students as an alternative assessment. It can be accessed from home via our website. The Study Island program teaches and tests academic skills in math, reading, writing, science and social studies. It also has a fun game format that also teaches necessary skills.

**Validity:** An indication of how well an assessment actually measures what it is supposed to measure rather than extraneous features. For example, a valid assessment of mathematics problem solving would measure the student's ability to solve mathematics problems and not the ability to read the problems.

**Vignette:** A narrative or story describing how the content standards, teaching and learning standards, assessment standards, and professional development standards are put into practice. A key characteristic of vignettes is that they chronicle real life examples of educators who are experiencing the challenge of translating theory into practice.

**Vision:** A description of the philosophy and ideals upon which curriculum, instruction, and assessment are based.

**Zoophonics:** A multi-sensory approach to teaching literacy skills to students in early elementary grades. Zoo-phonics maximizes understanding and memory in teaching reading, writing, and spelling processes in a playful and concrete manner.

## **BEAL CITY PUBLIC SCHOOLS BYLAWS & POLICIES**

### **2112 – PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. establishing and supporting a consistent and shared approach to child guidance and discipline;
- D. providing for the proper health, safety, and well-being for their child.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the District (with building/program specific goals as desired) which may include, among others, the following strategies:

- A. Hold an annual meeting to inform all first time parents of the District Parent Involvement Plan. A positive invitation in language understandable to the parents will be given to explain the District's commitment and the parent's right to be involved in the educational process of their child.
- B. Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.
- C. Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The district will also provide each school's discipline plan along with a tardy plan.
- D. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- E. Post PTA/PTO meetings and parent involvement meetings on the District website.

- F. Publish District and School Newsletter(s) informing parents about the parent involvement plan and other events at the school(s). This newsletter will also send a positive invitation to parents to participate in various activities while providing parents information at a glance about scheduled District and school meetings and activities.
- G. Send home a parent-student-teacher compact that outlines how parents and school staff will share the responsibility for improved student achievement of their children. This compact shall be discussed and revised as necessary at least annually at school meetings.
- H. Schedule at least two (2) student conferences annually with the teacher(s) to inform parents of student's progress.
- I. Send folders home (each week, bi-weekly, monthly) to keep parents abreast of individual student progress and maintain open lines of communication.
- J. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- K. Encourage continued positive partnership involvement throughout the community by staff and administrators.
- L. Establish after school academic clubs to provide students additional opportunities to develop skills
- M. Have the District's high school students offer tutoring through the National Honor Society upon request.
- N. Have students perform at various functions throughout the community.
- O. Encourage parents to serve as chaperones for class field trips and other school activities.
- P. Provide parenting classes throughout the year.
- Q. Have school administration and staff provide test data and interpretation meetings to allow parents to ask questions.
- R. Form an advisory council of District staff, parents, and students to assure parents and students are involved in an organized, ongoing and timely way, in the planning, review and improvement of the school's Parental Involvement Plan.

## **Relations with Parents**

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;

- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required;
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school

Sec 1112 ESEA  
Adopted 1/17/05

## **Statement of Assurance**

Beal City Public Schools  
Board of Education

### Statement of Assurance of Compliance With Federal Law

The Beal City Public Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to: Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title XI of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Individuals With Disabilities Act (IDEA) of 1970, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Beal City Public Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual orientation, disability, or handicap, shall be discriminated against, excluded in participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Joe Judge is the district Civil Rights contact. His phone number is 989-644-3901, ext. 409.

The Beal City Public School District is an Equal Opportunity Employer.

### **Notification of Rights**

#### The Family Education Rights and Privacy Act

In compliance with federal regulation, Beal City Public Schools has established the following guidelines concerning student records:

- Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulation.
- Pictures of the student may be used solely for district purposes, i.e. yearbooks, sporting event programs, District-affiliated Internet websites, newspapers, newsletters, etc., and are not considered as part of directory information as it relates to making them available to persons and organizations not affiliated with the District.
- The Family Education Rights and Privacy Act gives parents the right to inspect and review the educational records of their children. Section 99.11(c) of the regulations implementing that legislation states, "An educational agency or institution may presume that either parent of the student has authority to inspect and review the educational records of the student unless the agency or institution has been provided with evidence that there is a legally binding instrument, or a state law or court order governing such matters as divorce, separation or custody which provides to the contrary".
- Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the Superintendent's office.

**Section 504**  
**Notification of Parent/Student Rights**  
**Identification, Evaluation, and Placement**

The following is a description of rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights. If you disagree with any of the decisions made by the District you have the right to:

- A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- B. Have the District advise you of your rights under Federal law;
- C. Receive notice with respect to identification, evaluation, or placement of your child;
- D. Have your child receive a free, appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- E. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;
- F. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation date, and placement options;
- G. Have transportation provided to and from an alternative placement at no greater cost to you than would be incurred if the student were placed in a program operated by the District;
- H. Have your child be given an equal opportunity to participate in co-curricular and extra-curricular activities offered by the District;
- I. Examine all relevant record related to decisions regarding your child's identification, evaluation, educational program and placement;
- J. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- K. A response from the District to reasonable requests for explanations and interpretations of your child's records;
- L. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request for an amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- M. Request mediation of an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to Mrs. Diane Saltarelli.
- N. Ask for payment of reasonable attorney fees if you are successful in your claim.
- O. File a local grievance.

The person in the elementary school who is responsible for assuring that Mayes Elementary School complies with Section 504 is Diane Saltarelli.

## **PARENTS RIGHT-TO-KNOW**

Mayes Elementary School receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district is required to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you upon request and in a timely manner of the following:

1. Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to this information, parents may also request the following:

1. Information on the level of achievement of your child in each of Michigan's academic assessments. Michigan uses the Michigan Educational Assessment Program (MEAP) to determine levels of achievement; and
2. Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

## **TITLE I**

Title I at Mayes Elementary is a "targeted assistance" program providing supplementary reading to children identified as at risk of failing to master the state's challenging content and student performance standards in reading.

One half-time teacher, highly qualified paraprofessionals, and remediation teachers will direct reading instruction to approximately 60 students, grades Kdg. – 4 on a daily basis. Most often this instruction is on a pull-out basis.

Criterion for selection of students for the Title I service is based on teacher evaluation and referral. Because this is a federally funded program, the same services are offered to students from St. Joseph the Worker School.

## HANDBOOK ACKNOWLEDGEMENT

This is an acknowledgement that I have received a student-parent handbook which includes the following:

Acceptable Use policy

Title I Parent Compact

Student Code of Conduct/Due Process

Bus Safety Rules

I understand that my student's picture or video image may be used for school newspapers, web pages, school newsletters, yearbooks, etc., unless a written request to prohibit such use is presented to the building principal prior to any publication.

---

Student Signature

---

Grade

---

Parent/Guardian Signature  
Teacher

---

Classroom

Please return this form to your child's teacher.

**CARL D. MAYES ELEMENTARY  
PERMISSION FOR SCHOOL MEDICATION  
SCHOOL YEAR \_\_\_\_\_**

Name of Student \_\_\_\_\_ DOB \_\_\_\_\_

Name of Medication \_\_\_\_\_

Reason for Medication \_\_\_\_\_

**FORM OF MEDICATION**

\_\_\_\_\_ Tablet/Caplet    \_\_\_\_\_ Liquid    \_\_\_\_\_ Inhaler    \_\_\_\_\_ Nebulizer

Injection \_\_\_\_\_ Other \_\_\_\_\_

Instructions (time and dose to be given at school) \_\_\_\_\_

\_\_\_\_\_ My child will self possess his/her medication

Start Date \_\_\_\_\_ Stop Date \_\_\_\_\_ Annual Renewal \_\_\_\_\_

Restrictions and/or important side effects \_\_\_\_\_

Other important information \_\_\_\_\_

**To be completed by parent/guardian:**

I give permission for my child to receive the above medication while at school. I have been given a copy of the school medication guidelines and understand them. I also am aware that a new form must be completed **each time there is a change in drug, dose, or time to be given** and it is my responsibility to make the classroom teacher or office staff aware of this. **I must also complete this form for any over-the-counter medication** and supply that medication. **Medication bottles must be correctly labeled (ask the pharmacy for an extra bottle for school use).**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**To be completed by physician:**

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

**CARL D. MAYES ELEMENTARY SCHOOL  
STUDENT – PARENT – TEACHER COMPACT**

**Parent Responsibilities**

- Become an involved parent recognizing that a parent is a child’s first and most important teacher.
- See that my child gets to school each day, on time and ready to learn.
- Encourage good decisions about friendships and free time.
- Expect my child to work hard and have a positive attitude toward learning and school.
- Communicate regularly with my child and my child’s teacher.
- Expect my child to follow school rules.
- Establish a time and place for homework and review it regularly.
- Be available to assist when needed.
- Encourage positive attitudes toward school.
- Demonstrate interest in my child’s well-being by attending school functions and supporting his/her school activities.

**Student Responsibilities**

- Come to school on time every day, except when ill
- Come to class prepared with all materials, homework and a positive attitude to learn
- Work hard and do my best (quality).
- Talk with my family about what I’m learning in school
- Ask for help and ask questions when I don’t understand something or am afraid.
- Obey the school rules and Codes of Conduct set for the classroom.
- Respect the personal rights and property of others.

**Teacher Responsibilities**

- Provide quality teaching and leadership
- Assign homework using grade-level form.
- Keep accurate attendance records and inform parent/guardian if an attendance problem starts to develop.
- Give corrective feedback
- Recognize that students are accountable for every assignment.
- Check that homework has been completed.
- Respect cultural, racial and ethnic differences.
- Provide a safe and positive learning environment.
- Communicate and work with families to support students’ learning.

.....  
**STUDENT - PARENT - TEACHER COMPACT**

Please sign the bottom portion of this page and return it to your child’s teacher as soon as possible. Keep the top portion of this compact for your files.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

**BEAL CITY PUBLIC SCHOOLS INTERNET CONSENT AND WAIVER FORM**

- Teachers, administrators, parents, guardians, and students share the responsibility of appropriate use of the internet.
- By signing the **BCPS Internet Consent and Waiver Form**, the student and his/her parent(s) or guardian(s) agree to abide by the restrictions outlined in this policy. Parent(s) and guardians(s) of minors are responsible for setting and conveying the standards that their child or ward should follow.
- To that end, BCPS supports and respects each family’s right to decide whether or not to apply for Internet access.
- BCPS makes no warranties with respect to the Internet service or content. Further, the student and his/her parent(s) or guardian(s) should be aware that BCPS does not have control over the full range of information available. Other sites accessible via the internet may contain material that is illegal, obscene, profane, pornographic, defamatory, inaccurate, or potentially offensive to some people.
- E-mail forwarded to BCPS network servers or workstations becomes the property of BCPS and may be monitored to ensure that content falls within the Usage and Content Guidelines.
- I agree to abide by the above agreement.
- I have read the above agreement with my child and understand my child can lose their privileges if they break this agreement.

_____	_____	_____
Student Name (print)	Parent Signature	Date
_____	_____	_____
Student Signature	Date	Daytime phone
_____	_____	_____
Grade/classroom teacher	Student’s user-id	

**I DO DON'T (CIRCLE ONE) GIVE MY PERMISSION FOR MY CHILD’S PICTURE TO BE POSTED ON SCHOOL WEB PAGES.**

\_\_\_\_\_  
Parent Signature Date

**PHOTOGRAPH OR VIDEO RELEASE FORM**

To: Parents, guardians or age of majority students

In compliance with federal and state regulations, your permission is sought to allow your son/daughter/self to appear in photographs and/or video tapes which may be taken.

Student’s Name \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_

Classroom Teacher \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT INSURANCE

Please fill out the following and return it to the school.

\_\_\_\_\_ We have accident insurance for our child

Name of company \_\_\_\_\_

Type and amount of coverage \_\_\_\_\_

\_\_\_\_\_ We do not have insurance.

\_\_\_\_\_ We do not wish to participate in any insurance plan even though we realize the school is **NOT** responsible for injuries that are incurred and that our child cannot participate in any athletic program without accident insurance coverage.

\_\_\_\_\_  
Name of Student

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## CALENDAR FOR THE 2009-2010 SCHOOL YEAR

Tues., Sept. 8	First day of school (full day)
Fri., Nov. 6	½ day for students (end of first 9-weeks)
Thurs., Nov. 12	No School – Parent/Teacher Conferences
Thurs. & Fri., Nov. 26 & 27	No School – Thanksgiving Break
Dec. 24 – Jan. 1	No School – Christmas Break
Fri., Jan. 15	½ day for students (end of first semester)
Fri., Feb. 12	½ day for students – Teacher Professional Development in the p.m.
Mon., Feb. 15	No School, President’s Day
Thurs., Mar. 4	Spring Parent/Teacher Conferences, 5:00 – 8:00 p.m. *****may change to half day for students*****
Fri., Mar. 26	½ day for students (end of third 9-weeks)
Mar. 29 – Apr. 2	Spring Break
Mon., May 31	No School, Memorial Day
Wed., June 9	½ day for students, last day of the year