

Oehrli Elementary School  
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**Student/Parent Handbook  
2024-2025**



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## **TABLE OF CONTENTS**

Page:

1	Foreword
1	Mission
2	Parent Involvement
6	Title I School Programs
6	School Day
6	Injury and Illness
7	Homebound Instruction

### **Section I - General Information**

8	Enrolling in the School
9	Scheduling and Assignment
9	Early Dismissal
9	Transfer Out of the District
9	Withdrawal from School
9	Immunizations
10	Emergency Medical Authorization
10	Use of Medications
12	Control of Casual-Contact Communicable Disease and Pests
12	Direct Contact Communicable Diseases
13	Individuals with Disabilities
13	Students with Limited English Proficiency (LEP)
13	Student Records
14	Directory Information
15	Review of Instructional Materials and Activities
15	Meal Service
15	Fire, Lock Down and Tornado Drills
16	Emergency Closings and Delays
16	Preparedness for Toxic and Asbestos Hazards
16	Visitors/Volunteers
16	Use of the Library or Media Center
17	Lost and Found
17	Use of School Telephones
17	Use of Personal Communication Devices

### **Section II - Academics**

17	Course Offerings
17	Accelerated Learning Opportunities
18	Parent-Teacher Conferences
18	Promotion, Placement, and Retention
18	Report Cards
18	Field Trips
19	Homework
19	Student Technology Acceptable Use and Safety
20	Student Assessment

### **Section III - Student Conduct**

- 21 Attendance
- 23 Code of Conduct
- 26 Student Discipline Code
- 36 Discipline
- 39 Due Process Rights
- 39 Search and Seizure
- 40 Student Rights of Expression

### **Section IV - Transportation**

- 40 Bus Transportation to School
- 40 Bus Conduct
- 42 Penalties for Infractions

### **Section V – Miscellaneous**

- 43 PTO Parent Group
- 43 Book Bags
- 43 Bringing Articles to Students at School
- 43 Complaint Process
- 44 Media Photographs
- 44 Money
- 44 Parent Rights/Custodial Rights
- 44 Parties
- 44 Pets/Animals
- 44 Recess
- 45 Student Obligations
- 45 Field/Study Trips
- 45 Teacher Professional Development Days
- 45 Toys/Sports Equipment
- 45 Title IX/Discrimination rights/Equal Education Opportunity
- 47 Appendix

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school Principal

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of June 2024. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2024 the language in the most current policy or administrative guideline prevails.

## **MISSION**

*It is the mission of Montague Area Public Schools to educate and inspire all students to become Motivated, Articulate, Productive and Successful citizens for today, tomorrow and forever.*

*The R.R. Oehrli Elementary School Community will cooperate to provide the opportunity and the environment for children to become successful life-long learners and responsible citizens. We recognize the importance of each individual and will help all students establish a sense of self-worth and concern for others.*

## **PARENT INVOLVEMENT**

### **Section A – Introduction**

(ref. Section 1118)

Section 1118 of the *No Child Left Behind Act of 2001* (Elementary & Secondary Education Act) requires all schools receiving Title I, Part A, funds to develop a School Parental Involvement Plan with specified sections. The purpose of this plan is to improve communication and parental involvement while also meeting the reporting requirements of Section 1118. As required under Section 1118, the plan was created in consultation with parents of Title I students and is reviewed yearly for parent input and suggestions.

### **Section B –Write a School Parental Involvement Plan**

(ref. Section 1118(b))

R.R. Oehrli Elementary School maintains a Title I School Parent Involvement Plan (“Plan”) that was jointly developed with, and distributed to, parents with children participating in the Title I program. The Plan is distributed yearly in the student handbook, is mailed with the first Title I notification letters, and is distributed at the annual Title I Meeting.

### **Section C – Plan Involvement**

(ref. Section 1118(c))

1. Convene an annual Title I Meeting /Offer flexible number of meetings  
(ref. Section 1118(c)(1)(2))

In the fall, the school provides multiple formats to inform parents of the school’s participation in Title I, Part A programs, to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The parent involvement plan is reviewed and the parent compact revised based on parent input.

2. Involve parents in the planning, review, and improvement of Title I programs  
(ref. Section 1118(c)(3))

Parents as Partners program evaluation and planning meetings are held two times a year to review and gather input on the Title I program components including eligibility criteria, program services, student achievement, parent involvement plan and school compacts. Feedback from this meeting will be used to make adjustments in the program design and implementation of the Title I program the following year.

3. Section 1118(c)(4) requires the following:

a. Provide timely information of their child’s involvement in the program  
(ref. Section 1118(c)(4)(a))

Parents and guardians of eligible students receive notification of their child’s eligibility to participate in Title I program services within four weeks of the start of the school year or as soon as identified eligible for Title I services.

b. Provide a description and explanation of the curriculum in use at the school, assessments, and expected proficiency levels  
(ref. Section 1118(c)(4)(b))

Grade level curriculum information is distributed to parents at the Fall Open House in a tri-fold brochure. This information is also available in the school office. Classroom and curriculum newsletters are distributed to parents bi-monthly to explain clear learning outcomes for upcoming units.

Bi-lingual materials are made available to parents who need assistance understanding the curriculum.

DIBELS Universal screening assessments are completed three times per year. Parent friendly reports are provided explaining the assessments and the expected proficiency levels.

A standards based report card is issued to students two times per year. An explanation of the report card proficiency standards is included to assist parents in understanding the report card codes. Parent-Teacher Conferences are held in the fall and spring to provide additional progress reports to parents.

c. Provide parents of participating Title I children opportunities for regular meetings to formulate suggestions, make decisions, and respond to any suggestions (ref. Section 1118(c)(4)(c))

Staff is available for consultation with parents per their request during a 50-minute planning time daily, before school or after school. In addition to annual conferences in the fall, teachers and administrators respond to parent phone calls or emails regarding a student's academic progress, program questions and concerns or suggestions within 24 hours as practicable.

The building administration administers a parent survey semi- annually to determine needs of parents and students and to provide a vehicle for collecting feedback about current programming.

A Parents as Partners meeting is held two times per year to provide parents opportunities to be involved in the decision making process of our school programming. Opportunities for suggestions, questions and program planning are an integral part of the parent advisory meetings.

4. Submit any parent comments regarding the plan if parents disagree (ref. Section 1118(c)(5))

Parents may submit comments on unsatisfactory components of the plan to the school district via Title I Director. These concerns are addressed with parents and considered during future planning sessions.

## **Section D – Shared Responsibilities for High Student Academic Achievement**

(ref. Section 1118(d))

1. Jointly develop a compact (ref. Section 1118(d)(1))

During the fall annual Parents as Partners workshop the proposed parent school student compact is shared and its importance in fostering partnerships emphasized. The compact is amended in consultation with parents.

2. Section 1118(d)(2) requires the following:

a. Compact shall be discussed at parent-teacher conferences at least annually (ref. Section 1118(d)(2)(a))

The jointly developed Parent-Student-School compact will be shared at the fall parent-teacher conference. The compact is discussed as it relates to the individual child's achievement. Parent, student and teacher sign the compact as a pledge to work together throughout the year.

b. Provide frequent reports to parents on their children's progress (ref. Section 1118(d)(2)(b))

DIBELS Universal screening assessments are completed three times per year. Parent friendly reports are provided explaining the assessments and the expected proficiency levels.

A standard based report card is issued to students two times per year. An explanation of the report card proficiency standards is included to assist parents in understanding the report card codes.

Participating Title I students will receive bi-monthly progress monitoring reports providing parents with information on their child's progress toward reading benchmark goals and ways to help student achievement at home.

c. Afford reasonable access to staff, opportunities to volunteer and participate in their child's class, and observe classroom activities (ref. Section 1118(d)(2)(c))

The school administration and designees compile a list of volunteer, observation and participation opportunities for parents throughout the building. These are communicated to parents via website, newsletters, volunteer forms and other parent communication throughout the year. Volunteers are assisted with required background checks. The building Principal and designees match volunteers with areas of interest and availability.

### **Section E – Building Capacity for Involvement**

(ref. Section 1118(e))

1. Provide assistance to parents in understanding State content standards, achievement standards, assessments, requirements, and how to monitor a child's progress

(ref. Section 1118(e)(1))

Grade level curriculum information is distributed to parents at the Fall Open House in a tri-fold brochure. This information is also available in the school office. Meetings are held 2 (two) times per year to explain and train parents in strategies for assisting their children to meet essential CCSS's. Classroom Newsletters are distributed to parents bi-monthly to explain clear learning outcomes for upcoming units. Explanations of the Universal screening and progress monitoring tools used at the school are shared at the fall open house and within the Principal's building newsletters.

2. Provide materials and training to help parents to work with their children to improve achievement

(ref. Section 1118(e)(2))

The building administration provides information via the Fall Open House, Parent-Teacher Conferences, school website and monthly newsletter regarding how to help their child at home and monitor progress at school, promoting positive use of their child's extracurricular time, positive behavior supports and how weekly communication folders work.

The Title I staff, in collaboration with classroom teachers, facilitate family learning opportunities each semester. The family learning opportunities vary in time to accommodate different work schedules. They focus on critical learning targets in literacy and math with real life applications.

Classroom newsletters provide information and resources to help parents work with their children to improve their children's academic achievement.

3. Educate teachers, pupil services personnel, Principals and other staff in the value and utility of parents contributions and provide guidance in ways to reach out to parents

(ref. Section 1118(e)(3))

Building administration continues educating staff on effective strategies to communicate and partner with parents with materials offered through MDE and other sources. Two grade level meetings per year are dedicated to parent engagement strategy training.

4. Coordinate and integrate parental involvement programs and activities with Federal, State, and local programs

(ref. Section 1118(e)(4)) R.R. Oehrli Elementary School coordinates parental involvement programs with Parents as Partners, and Lighthouse Learning annually to engage parents in programs and activities that will support children's academic achievement.

5. Provide information to parents, to the extent practicable, in a language the parents can understand

(ref. Section 1118(e)(5))

All efforts are made for the building to provide translation services in parent's native language for all face to face meetings, family learning opportunities and written communications. Families needing these services will be identified through the Home Language Survey completed at the time of enrollment or by request. Parents with limited literacy skills are identified and alternate means of communication are provided in the form of face to face meetings and phone calls.

6. Provide such other reasonable support for parental involvement activities as parents may request

(ref. Section 1118(e)(14))

The administration works to provide such other reasonable support for parental involvement activities under this section as parents may request.

### **Section F – Accessibility**

(ref Section 1118(f))

1. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children in a language such parents understand

All efforts are made for the building to provide translation services in parent's native language for all face to face meetings, family learning opportunities and written communications. Families needing these services are identified through the Home Language Survey completed at the time of enrollment or by request.

All efforts are made for the building to provide needed support to parents with disabilities for all face to face meetings, family learning opportunities and written communications. Families needing these services may request assistance from the building Principal or Title I Director. R.R. Oehrli Elementary School is also handicapped accessible.



## **TITLE I PROGRAMS**

The R.R. Oehrli Elementary School Title I program serves first through fifth grade students. It is designed to support students in all content areas who struggle to meet grade level state standards. A universal screener is given three times a year in math and language arts to assist in identifying students who are not on track to meet grade level outcomes. This assessment information, combined with other local assessment data is used to identify the most at-risk students. Identified students are invited to participate in the Title I program. This added instruction is designed to support classroom instruction and is provided during the school day by a certified teacher or trained paraprofessional using researched based strategies and intervention programs.

Two parent days at every grade level, sponsored by the Title I program, offer opportunities for parents to learn how to help their children be successful at school. Our website provides many resources for parents including links to county and state agencies and fun educational sites. Parents are invited each fall and spring to a Parents As Partners meeting to learn more about the Title I program and offer input to strengthen programming for Title I students and their families. Invitations to the Parents as Partners meetings are sent to all families within the Principal newsletters and posted online at the school website. If you are interested in being part of the Parents As Partners, please contact the school office.

## **SCHOOL DAY**

### **REGULAR DAILY SCHEDULE**

8:30 AM Buses and Walkers Arrive

8:30 AM Students Enter the Building

8:40 AM Instruction Begins-  
Breakfast in Classroom

11:00 AM -1:30 PM Lunch Periods

3:55 PM Classes Dismissed

### **HALF DAY SCHEDULE**

8:30 AM Buses and Walkers Arrive

8:30 AM Students Enter the Building

8:40 AM Instruction Begins-  
Breakfast in the Classroom

12:10 PM Classes Dismiss

### **2:55 – Classes Dismiss on Wednesdays**

**Students who are late to school must be signed in at the office by their parents or a responsible adult.**

(See also Board Policy 8220 – School Day and associated Administrative Guidelines.)

## **INJURY AND ILLNESS**

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

When a child becomes ill at school, the parents/emergency contact will be contacted to pick up their child from school. Information listed on your child's Emergency Form will be used to make appropriate contacts.

No child will be sent home without prior contact with a parent or adult. If you change your telephone number or emergency numbers, please inform the school.

**Your child should not be in school if he/she has:**

- A fever of 100 degrees or higher within 24 hours
- A heavy/hacking cough
- A rash that might be contagious
- Had diarrhea or been vomiting within 24 hours
- A sore throat with a fever

No child will be excused from participation in any program such as physical education, recess, etc. without a doctor's verbal or written statement.

If your child is ill for several days, you may call the school for any work that may be completed at home. The teacher will need sufficient time for preparing the lessons which may be picked up at the school office. If your student is expected to miss at least five (5) days – see **Homebound Instruction**.

(See also Board Policy 5340 – Student Accidents, et seq.; Board Policy 8442 – Reporting Accidents; and associated Administrative Guidelines.)

**HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

(See also Board Policy 2412 – Homebound Instruction Program and associated Administrative Guidelines.)

**EXTENDED ABSENCES DUE TO ILLNESS**

If your child is ill for several days, you may call the school for any work that may be completed at home. The teacher will need sufficient time for preparing the lessons which may be picked up at the school office. **If you know it is going to be longer than a week due to a medical condition, please contact the Principal to discuss the situation.**

**INSURANCE**

First Agency of Kalamazoo underwrites payment for injuries which occur at school. Payments are made only in excess of other insurance such as family or employee group insurance. Claim forms are available in the school office and must be filled out and signed by parents for any injury for which claims are made.

**SECTION I - GENERAL INFORMATION**  
**ENROLLING IN THE 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 School of Choice Program NEOLA Policy 5113.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. 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.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. (See Board Policy 5111.01 – Homeless Students)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (Board Policy 5111.03 – Children and Youth in Foster Care)

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students. (See Board Policy 5114 – Foreign and Foreign-Exchange Students)

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.

(See also Board Policy 5111 – Eligibility of Resident/Nonresident Students, et seq.; Board Policy 5113 – Schools of Choice Program, et seq.; and associated Administrative Guidelines.)

## **SCHEDULING AND ASSIGNMENT**

### Elementary level

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. Parent requests for student placement with a particular teacher are not accepted.

### **EARLY DISMISSAL FROM SCHOOL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. (See also Board Policy 5200 – Attendance, Board Policy 5230 – Late Arrival and Early Dismissal, Board Policy 5223 – Absences for Religious Instruction, and associated Administrative Guidelines.)

### **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 R.R. Oehrli Elementary, 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 building Principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

(See also Board Policy 5113 – Schools of Choice Program (Inter-District), et seq.; Board Policy 6152 – Student Fees, Fines, and Supplies; Board Policy 8330 Student Records; and associated Administrative Guidelines.)

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents. (See also Board Policy 5130 – Withdrawal from School.)

### **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 building administrative assistant.

(See also Board Policy 5320 – Immunization, Board Policy 5111.01 – Homeless Students, Board Policy 5113.03 Children and Youth in Foster Care, and associated Administrative Guidelines.)

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy (5341) that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

Although every reasonable precaution is taken to maintain a high degree of safety for R.R. Oehrli Elementary students, accidents do occur. Therefore, all students will be required to have a completed emergency information form on file in the school office with three reliable, local contacts and working phone numbers. **Parents must provide current data to the R.R. Oehrli Elementary School office when changes occur. Please remember that this same information will be used to contact someone should a child have a discipline problem at school.**

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year.

(See also Board Policy 5340 – Student Accidents, et seq.; Board Policy 5341 – Emergency Medical Authorization; Board Policy 8442 – Reporting Accidents; and associated Administrative Guidelines.)

## **USE OF MEDICATIONS**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building Principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions. Parents must bring the medication into the school.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

H. Medication must be in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. If the time or dosage of the medication has been changed, we must have another signed note from the parent.

I. Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5331 – Students with Special Health Care Needs; Board Policy 5335 – Care of Students with Special Health Care Needs; Board Policy 5500 – Student Conduct; Board Policy 5520 -Disorderly Conduct; Board Policy 5530 – Drug Prevention; and applicable Administrative Guidelines and associated Administrative Guidelines.)

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school Principal and updated annually.

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5330.01 – Epinephrine Auto-Injectors; Board Policy 5335 – Care of Students with Chronic Health Conditions; and associated Administrative Guidelines.)

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will be permitted to dispense non prescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication, but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by their parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

See also Board Policy 5330 – Use of Medications, Board Policy 5500 – Student Conduct, Board Policy 5520 – Disorderly Conduct, Board Policy 5530 – Drug Prevention, and associated applicable Administrative Guidelines.)

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

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.

**Head Lice** - Whenever a student is found to be infested with head lice, he/she will be sent home for treatment. **If students are sent home with head lice, they may NOT attend any school activities during the day or after school.** The school will make telephone contact to the parent/guardian regarding the findings.

**The parent or guardian must accompany the student back to school for inspection before being readmitted.** A child will not be permitted to ride a school bus until the school notifies the bus driver that the child has been readmitted to school.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

(See also Board Policy 8450 – Control of Casual-Contact Communicable Diseases, et seq. and associated Administrative Guidelines.)

### **DIRECT 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 their 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 (Humanimmunodeficiency), 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.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), 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.

(See also Board Policy 8453 – Direct Contact Communicable Diseases and associated Administrative Guidelines.)

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. (Board Policy 2260.01 –Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building Principal at 231-894-9018 to inquire about evaluation procedures and programs. (See Board Policy 2460 – Special Education and associated Administrative Guidelines.).

The District is committed to identifying, evaluating, and providing a free appropriate public education (“FAPE”) to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

### **STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Principal at 231-894-9018 to inquire about evaluation procedures and programs offered by the District.

### **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.



Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see Board Policy 8350 – Confidentiality and the associated Administrative Guideline). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

### **DIRECTORY INFORMATION**

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 on Board Policy 8330.

- a student's name
- address (except for students participating in the address confidentiality program act)
- telephone number
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- height and weight, if a member of an athletic team
- height if a member of an athletic team
- weight, if a member of an athletic team which requires disclosure to participate
- dates of attendance
- date of graduation
- awards received
- honor rolls
- scholarships
- telephone numbers for inclusion in school or PTO directories
- school photographs or videos of students participating in school activities, events, or programs

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

## **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.

(See also Board Policy 2416 – Student Privacy and Parental Access to Information, Board Policy 5780 – Student/Parent Rights, Board Policy 9130 – Public Complaints, and associated Administrative Guidelines.)

## **MEAL SERVICE**

Breakfast and hot lunch is available to all students in the Montague Area Public Schools every full day of school. Breakfast is available every day except the first half day of school or when there is a delayed start. Breakfast is eaten in the classroom.

Pop is not allowed in the lunchroom.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students through the online registration. Applications are also available in the school office. If a student does not receive one and believes that they are eligible, contact Dan Gorman @ 231-981-4512. (See also Board Policy 8531 – Free and Reduced-Price Meals and associated Administrative Guidelines.)

(See also Board Policy 8500 – Food Services, Board Policy 8510 – Wellness, and associated Administrative Guidelines.)

## **FIRE, LOCK DOWN, AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of the fire alarm being pulled.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement over the intercom.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a boot being pulled and an alarm system will go off.

(See also Board Policy 8420 – Emergency Situations at School and associated Administrative Guidelines.)

## EMERGENCY CLOSINGS AND DELAYS

When there is the possibility that school is going to be closed for the day due to poor weather conditions, **please do not call the bus garage or the school.** Occasionally, poor weather conditions cause the cancellation or delay of school. You will receive a call from instant messenger, so please make sure we have an updated phone number on file. **(Remember to keep your contact information up to date!) Parents can also listen to local radio/television stations and check the school website ([www.mapsk12.org](http://www.mapsk12.org)).**

Parents and students are responsible for knowing about emergency closings and delays.

(See also Board Policy 8220 – School Day and associated Administrative Guidelines.)

## PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

## VISITORS/VOLUNTEERS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal.

If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

(See also Board Policy 7440 – Facility Security, Board Policy 9150 – School Visitors, and associated Administrative Guidelines.)

Montague Area Public Schools require all volunteers to get a background check if you are working with an individual student, small groups of students, or chaperoning study trips. **A volunteer form must be filled out each year or parents will not be able to volunteer or participate as a chaperone.** This process takes 7 – 10 days and parents are encouraged to get it done at the beginning of the school year. The office will need a copy of your driver's license when you turn your form in for processing.

## USE OF THE LIBRARY

Library books and other materials issued to students are the property of the school. Library books are to be returned on the day the student has library class. If the book

isn't returned on that day, your student will not be allowed to check another book out until the book is returned. Loss of or damage to textbooks will result in a fine. Books are to be returned when withdrawing from school or at the end of the school year.

(See also Board Policy 2521 – Selection of Instructional Materials and Equipment and associated Administrative Guidelines.)

### **LOST AND FOUND**

Parents are urged to see that all clothing worn to school is plainly marked with the student's name. Students finding articles of clothing, money, etc. are to take them to the lost and found area which is located in the cafeteria. Money found by students will be held by the school secretary for a period of time, after which, if unclaimed, it will be returned to the finder.

Unclaimed items will be given to charity periodically throughout the school year and at the close of the school year.

### **USE OF SCHOOL TELEPHONES**

- **Parents calling to change plans for their student at the end of the day need to do so by 3:00. The office will NOT change plans for students after that time unless it is an emergency.**

- All telephones in the building are for business use only and are not to be used by students during school hours unless it is an emergency. Phone calls do interrupt classroom instruction. Teachers and students will not be forwarded calls while class is in session except in an emergency. You may leave a voicemail for the teacher and they will get back with you on their break, planning time, or after students have left the building.

### **USE OF PERSONAL COMMUNICATION DEVICES**

It is a violation of School policy for a student to use personal electronic devices during school hours. Exceptions are made if the electronic device is used at school, for school related purposes and has been approved by the Principal or classroom teacher. This includes cellular and smart phones, personal digital assistants, MP3 players, tablets, nooks, iPod, iPad, watches, and electronic toys. If used at school, these items will be confiscated and returned at the discretion of the Principal. R.R. Oehrli Elementary is not responsible for lost or stolen personal electronic devices.

(See also Board Policy 5136 – Personal communication Devices and associated Administrative Guidelines.)

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

#### **ACCELERATED LEARNING OPPORTUNITIES**

Accelerated learning opportunities are made available to students at R.R. Oehrli Elementary each year who demonstrate high achievement on standardized tests and classroom assessments. These programs are often dependent upon parent volunteers. If

you are interested in assisting the School with accelerated programs, please contact the School office.

### **PARENT / TEACHER CONFERENCES**

Parent / Teacher Conferences will be held in the fall. Parents are contacted prior to the scheduling of conferences to determine the best time for the parent to meet. Face-to-face conferences are preferred. However, in the event that a parent is unable to attend at the scheduled time; a telephone conference is also an option. Parents/guardians may also request an additional conference at any time with the teacher. Additional conference times will be set up before or after school at a time that is convenient for both the parent and the teacher.

It is our policy to schedule **one** conference per child. Parents who live apart are asked to discuss and coordinate dates in order for **both parents to attend together**. This assures that both parents receive the same information regarding their child's progress in school. If other arrangements need to be made due to family situations or time constraints, please contact your child's teacher.

### **PROMOTION / PLACEMENT / RETENTION POLICY**

Children develop at different rates, and we need to be flexible to meet their individual needs. At times, it is in a student's best interest to give them an extra year to strengthen skills before promotion to the next grade. It is not a punitive action or a sign of failure, but it is a serious decision which involves careful evaluation, discussion and sensitivity to the needs of all involved. Parental input and participation in this decision is essential. Every effort will be made to reach a decision acceptable to all parties involved to ensure that students feel the support and care of both parents and staff. Retention can be a "gift of time" enabling frustrated, struggling students to grow into confident, successful students.

Board Policy 5410 – Promotion, Placement, and Retention and associated Administrative Guidelines provide the framework promotion, placement, and retention decisions.

### **REPORT CARDS**

Due to semester scheduling, your child will receive two (2) report cards over the course of the school year. Report cards are a document for the parents to see how their child is progressing throughout the year.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

(See also Board Policy 2340 – Field and Other District Sponsored Trips, Board Policy 5500 Student Code, Board Policy 5771 – Search and Seizure, and associated Administrative Guidelines.)

## HOMEWORK

Hallmarks of Homework:

1. Provides feedback to teachers
2. Demonstrates student learning
3. Promotes ownership by creating a personal relationship between the student and the content.
4. Is at the appropriate level of difficulty for individual students

Characteristics of Productive Homework:

1. Purposeful
2. Efficient
3. Personalized
4. Doable
5. Inviting

Parent's Part in Homework:

1. Parents can encourage their child and show interest, but should avoid undue pressure, and avoid doing the work for their child.
2. Parents can help their child plan time to do homework and provide them with suitable study conditions (desk, light, books, and supplies). The study area should be quiet and free from distractions like the T.V., computer, telephone or other siblings.

**The recommended homework should not typically exceed 10 minutes per evening per grade level.**

K = 10 minutes

1st Grade = 20 minutes

2nd Grade = 30 minutes

3rd Grade = 40 minutes

4th Grade = 50 minutes

5th Grade = 60 minutes

Homework will not generally be used for disciplinary reasons, but only to enhance the student's learning.

Students are expected to read at home every day/evening.

**The recommended reading at home time per day/evening is:**

K-2nd Grade = 20 minutes

3rd - 5th Grade = 30 minutes

(See also Board Policy 2330 – Homework and associated Administrative Guidelines.)

### STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Before any student may take advantage of the school's computer network and the internet, the student and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use And Safety Policy and the requisite student and parent agreement will be

sent home with each student for a signature or signed electronically upon online enrollment.

(See also Board Policy 7540.03 – Student Technology Acceptable Use and Safety and associated Administrative Guidelines.)

## **STUDENT ASSESSMENT**

### **TESTING**

#### **District Assessment Schedule:**

R.R. Oehrli Elementary School participates in several assessments throughout the year. These local and state assessments help us to monitor any gaps in our curriculum, as well as your child’s progress in attaining grade level outcomes. If you have any questions about our building assessments, please feel free to contact Sandie Lundquist, our Curriculum Coordinator at 231-981-4612.

#### **\* FALL-SPRING**

##### **Developmental Reading Assessment**

DRA’s are given to all students two to three times per year. This assessment provides information on your child’s independent and instructional reading level. DRA assessments allow teachers to dig deeper into what strengths and weaknesses individual children bring to the reading process. All trade book sets used at the elementary for small group instruction are coded according to DRA levels. This allows teachers to pull books for small group instruction that are of interest to your child while being assured they are at an appropriate reading level.

#### **\* FALL-WINTER-SPRING**

##### **Dynamic Indicators of Basic Early Literacy Skills**

DIBELS is a collection of 1-minute universal screening assessments. They provide classroom teachers with information on students who are not on target to meet grade level reading outcomes. The data is used to make instructional decisions in the classroom. It is also used to identify program needs for those students who may need extra assistance in reading.

##### **Language Arts Benchmark Assessments**

These assessments align to our state standards at each grade level. This allows students to experience the testing conditions and kinds of assessments they will encounter in state assessments. The data generated from these assessments is used to locate gaps in our curriculum, and instruction, as well as identify students who may need additional reading and writing instruction.

##### **Math Unit Assessments**

At the end of each mathematics unit of study, students are given an assessment that determines whether or not they are proficient in the grade level outcomes that have been taught. These assessments provide information to the teacher on their instructional practices, potential gaps in curriculum and any re-teaching needs.

#### **\* SPRING**

##### **Michigan Student Test of Educational Progress**

M-STEP and (MI-Access) are state standardized assessments used to measure student proficiency across the State. These assessments are required by State law. They provide

valuable information to school districts about curriculum, instruction and student performance. Schools are provided information on the performance of individual students and various subgroups of students

(See also Board Policy 2623 – Student Assessment, Board Policy 5460 Graduation Requirements, and associated Administrative Guidelines.)

## **SECTION III - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy - 5200**

The State of Michigan requires parents and/or guardians to send their children to school between the ages of 6 – 18. The law says that the child’s attendance shall be continuous and consecutive for the school year. In the case of an absence, the parent or guardian **MUST CALL OR PROVIDE A SATISFACTORY WRITTEN EXPLANATION from a doctor, dentist or other professional (appointment) TO THE SCHOOL TO BE CONSIDERED A SATISFACTORY EXCUSED ABSENCE.** A student’s attendance pattern and punctuality in the early elementary grades sets his or her future attitude toward school and work obligations. If we do not receive a phone call or a written note for an absence the day the student returns to school, it will be considered an unexcused absence. It is important that you can help verify why your child is absent from school. If you have to make an appointment for your child during the school day, please send a copy of the doctor/dentist/etc. slip to school the following day so we have it on file. If for some reason your child exceeds 10 absences, this will help us determine if there is a concern with truancy. Parents/guardians are reminded that there is compulsory education in the State of Michigan until the age of 18.

**SATISFACTORY EXCUSED ABSENCES:** A note or parent phone call stating that the student is ill and the symptoms, a professional appointment w/a doctor, dentist, counselor etc. A note from a doctor for a medical condition (Must be specific to the number of days absent.) Also if the school sends your child home for one of the following conditions: a fever of 100 degrees or higher within 24 hours, a heavy/hacking cough, a rash that might be contagious, diarrhea or vomiting, a sore throat with a fever, or head lice.

#### **ABSENCE PROCEDURES**

- **To report an absence, please call 231-894-9018 by 9:10 am. If a call is not received by 10:30 a phone call and e-mail will go out to your home/cell phone numbers. This policy is to make certain no child has encountered difficulty in route to school. Please help us keep track of your child.** If you wish to pick up homework, please let us know. Generally, we need 24 hours notice.

- Prolonged Absence - extended absences should be reported immediately to enable teachers to assist in scheduling of student assignments. **If you know that it is going to be longer than a week due to a medical condition, please contact the Principal to discuss the situation.**

- Leaving School Early - parents/guardians are encouraged to make prior



arrangements when early release from school is necessary. It should be possible to arrange for extra activities such as shopping trips, doctor and dentist appointments, etc., after school hours in most cases. If you are picking your child up early we require a note stating such along with the time you will be picking your child up.

- Tardiness - tardiness causes an interruption in the school day. Please be sure your child arrives at school on time. Promptness is important. The student should bring a written excuse from his/her parents/guardians telling the date, time, and reason for tardiness. The student should report to the office upon arriving.

The following descriptions will be used to define an absence or tardy:

- **Absence** – If a student is not present for a major part of the AM or PM., he/she is absent for that half day. A student will be considered absent for the morning if they arrive at school after 10:25. If a student leaves before 1:55 they will be considered absent for the afternoon.

- **Tardy** – If a student comes to school late, but is present for a part of the A.M. or P.M classes, he/she is tardy. Tardiness on 10 or more separate occasions will be considered as school non-attendance. If a pattern of tardiness occurs, parents or guardians will be expected to come to school to discuss the problem and seek legal solutions. Chronic tardiness will be referred to the truancy officer. Tardies will be excused if a parent calls or writes a note with a satisfactory excuse. (Satisfactory excuse for a tardy is the same list as a satisfactory excuse for an absence.) All other tardies are considered unexcused.

- The school does not encourage prearranged absences for family vacations or trips. **However, when these are necessary, parents are asked to present a written request to the Principal's office prior to such an absence.** It is the student's and parent's responsibility to see that work missed is completed and turned in to the teacher.

- Any student with six (6) unexcused absences, may receive a letter home letting the parents know the number of days missed. If this is not in agreement with the parent's records, they are asked to contact the school office about this. A truancy referral form must be completed by the school office after 10 days of absence.

- After a student is absent for **10 unexcused days**, school personnel may contact the parent, and send a second letter. Depending on the circumstances of the student's absences and academics, parents may be required to come in and meet with the Principal and a representative of the Family Resource Center to discuss the student's absences and see how we can partner together to ensure that the student's attendance improves. In the case where attendance issues are still a concern, the case may be referred to the Muskegon County Prosecutor's Office. This is in accordance with the Muskegon Area Intermediate School District's procedures.

### **ARRIVING TO SCHOOL**

Please do not send your child to school early without parent supervision. They should not arrive at school until 8:20 AM. There are no doors open at school before this time, and there is no supervision until 8:28 AM. Parents are asked to let the children walk by themselves from the office to the classroom. **If students are constantly dropped off well before the designated time, parents will be contacted to discuss enrolling the students into to the Lighthouse Learning Center.**

**Parents needing child care before/after school hours should consider enrolling them in the Child Care Program “Lighthouse Learning Center” at 231-893-0515, at the MACC.**

### **DISMISSING FROM SCHOOL**

Parents picking students up after school are asked to wait outside the front door. This alleviates congestion at the end of the day for our students who are exiting the front doors. Having fewer people in the hallway at this crucial time of the day is less disruptive and confusing for the classroom teacher and students. This also reduces potentially unsafe situations.

### **EARLY PICK UP FROM SCHOOL**

Students will not be permitted to leave the school during school hours, except with a parent/guardian or with another responsible adult when the parent or guardian has given verbal or written permission. When you come to pick up your child, we ask that you come to the school office and sign the child out.

### **Suspension from School - Board Policy 5610**

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student’s teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **CODE OF CONDUCT**

A major component of the educational program at R. R. Oehrli Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Student conduct is governed by the rules and provisions established in the Student Code of Conduct.

### **Expected Behaviors**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

(See also Board Policy 5500 – Student Conduct, Board Policy 5600 – Student Discipline, and associated Administrative Guidelines.)

### **Dress/Grooming and Boot Policy**

The intent of a dress code is to promote a good academic environment, maintain discipline and prevent disruption of the educational process. While we recognize that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary or unsafe is prohibited.

1. Students are prohibited from wearing distracting clothing which is disruptive or inappropriate in an educational setting. Examples of such clothing include, but are not limited to:

- See-through clothing
- Visible undergarments
- Clothing which exposes the midriff
- Pants worn in a sagging fashion
- Sleeveless tops with shoulder strap less than one inch in width and or gaping
- Clothing that provokes or distracts students or school employees i.e. writing on the seat of the pants

2. Clothing, patches, or buttons displaying pictures of weapons, alcohol or tobacco products, as well as profane, vulgar or obscene suggestions are prohibited. Profane, provocative, vulgar or obscene suggestions include, but are not limited to, descriptions or representations of sexual acts, excretory functions, swear words, expletives, offensive language or symbols.

3. Students wearing apparel that interfere with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted.

4. Caps/Hats are not to be worn in the school building. Hats and coats must be kept in the student's personal storage area (locker or coat hook) until the end of the school day.

If a student violates the dress code, the student will meet with the Principal and be given an opportunity to correct the attire or style of hair which violates the dress code. In addition, school personnel will contact or may arrange to meet with the student's parents or guardians regarding the violation. Parents may be asked to bring a change of clothes.

A student who continues to violate the dress code will be subject to disciplinary measures, including up to suspension.

Students are permitted to wear shorts in warmer weather. They should dress appropriately for the weather, because they will be expected to go outside.

**Just for the protection and maintenance of our gym floor, street shoes are not allowed during P.E. classes. Students need to have clean, light soled tennis shoes that are used only during P.E. times. These shoes are to be left at school and will be sent home at the end of the school year.**

#### **Boot Policy for 1<sup>st</sup> – 3<sup>rd</sup> Grade Students**

- Students are expected to bring boots to school all winter from the first snow to the start of spring break or when conditions warrant. This keeps dirt, mud and wet snow from being tracked into the classrooms. It also helps preserve a student's shoes. Students are also required to wear snow pants during winter months. It will be the recess aides' discretion (due to weather and playground conditions) when students do not have to wear their snow pants.
- Generally, students who do not have boots or snow pants must stand or walk back and forth on the sidewalk by the doors during recess.
- If the snow melts and the blacktop is clear, shoes can be worn on the sidewalk and blacktop. This will be decided on a daily basis. Boots must be worn on the wet field or on the wood chip area.

#### **4<sup>th</sup> and 5<sup>th</sup> Grade Students**

- Students are required to wear boots and winter coats, but snow pants are optional. However, they may not be able to call home or change if they are uncomfortably wet throughout the day because they decided not to wear them during recess. This is a natural consequence for their choice.

(See also Board Policy 5511 – Dress and Grooming and associated Administrative Guidelines.)

#### **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building Principal.

#### **Care of Property**

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or

damage to personal valuables. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

(See also Board Policy 5513 – Care of District Property; Board Policy 6152 – Student Fees, Fines, and Supplies; and associated Administrative Guidelines.)

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

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 discipline and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

(See also Board Policy 5500 – Student Conduct, Board Policy 5600 – Student Discipline, Board Policy – 5610.02 – In-School Discipline, Board Policy 5611 – Due Process Rights, and associated Administrative Guidelines.)

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. Not all behaviors are listed in this handbook that are in the board policy.

#### **1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

## **2. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

## **3. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, the student is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## **4. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. 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 may subject a student to expulsion and possible permanent exclusion. 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 the student's 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 the student brings onto or has in their possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

#### **5. Use of an object as a weapon**

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 violation may subject a student to expulsion.

#### **6. Knowledge of Dangerous Weapons or Threats of Violence**

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.

#### **7. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and could subject the student to expulsion.

#### **8. Physically assaulting a staff member/student/person associated with the District**

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 subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

#### **9. Verbally threatening a staff member/student/person associated with the District**

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.

## **10. 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.

## **11. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

## **12. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

## **13. 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.

## **14. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

## **15. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

## **16. Theft**

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the building Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.



## **17. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension or expulsion.

## **18. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

## **19. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work.

## **20. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

## **21. Refusing to accept discipline**

The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

## **22. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

## **23. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

## **24. Possession of Wireless Communication Devices (WCDs)**

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting

to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

## **25. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## **26. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

## **27. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## **28. Harassment**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at

any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal or assistant principal, or may report it directly to the Superintendent at 4882 Stanton Blvd, phone 231-893-1515. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must**, report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

### **Harassment**

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;

- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

### **29a. Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

## **29b. Bullying and Other Aggressive Behavior**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Board Policy 5517.01 – Bullying and Other Aggressive Behavior Toward Students

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation, as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes they have been or they are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate

this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **30. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) 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.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

#### **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.

#### **Safety Concerns**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than

generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

**Students are encouraged to walk or bike to school, however these rules must be followed:**

- Bicycles/Skateboards/Scooters must be walked across the corners having a crossing guard.
- Bicycles/Skateboards/Scooters must be walked on school property.
- Bicycles/Scooters are to be parked in the bicycle racks and remain there throughout the school day.
- For security reasons, a bike lock should always be used. Parents should record serial numbers to help identify stolen bikes.
- Students are encouraged to wear bike helmets.

**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.

**DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

**BEHAVIOR**

Behavior expectations are taught to all students the first week of school. Expectations are also reviewed regularly throughout the year in the classrooms and common areas of the building. Students are expected to promote good citizenship. Students are recognized at R.R. Oehrli Elementary School for displaying positive behavior by being **Safe, Responsible and Respectful** throughout the year. Staff members recognize students either verbally or with a "Wildcat Hero Ticket" throughout the year to encourage and promote good behavior. Student's names are drawn for prizes each week and monthly.

**(See Appendix A: Behavior Matrix for a list of all of the Behavior Expectations throughout the school)**

**BEHAVIOR OFFENSE GUIDELINES FOR STAFF**

Our school complies with all requirements established in the Revised School Code Act of 1976 including the additional amendments that went into effect August 1, 2017.

The teacher in the classroom handles most discipline. The playground aides handle playground discipline. Severe or persistent misbehavior is written up for the Principal to handle. Students receiving write ups will be dealt with as follows:

When a behavior offense occurs our staff will do the following:

1. Observe the situation if present.
2. Investigate / Problem solve with students / Discipline (OR)
3. Decide if offense requires further discipline, and if so, it will be written up on an Office Discipline Referral (ODR).
4. If behavior is serious enough to be written up on a green BRF, it is turned over to the Principal or counselor. Please look at the behavior rubric below for possible consequences.

Students can be suspended from school for the following behaviors as well:

- A pattern of failing to comply with a classroom teacher's request
- A student injures another student or staff member in some physical/emotional way or leaves physical marks
- A student is disrespectful to a staff member
- A much older student abuses a much younger one, or tells him/her to do something that would be harmful
- A student has served numerous detentions for the same infraction, i.e. physical aggression.
- Stealing
- Threats to others. A threat is any statement or act, oral or written, which causes another person to fear bodily injury or harm
- Deliberately pulling a fire alarm or making a bomb threat
- Destruction of school property

**IF A STUDENT IS SUSPENDED FROM SCHOOL, THE PARENTS AND STUDENT MUST MEET WITH THE PRINCIPAL BEFORE THE STUDENT WILL BE ADMITTED BACK TO SCHOOL.**



## **BEHAVIOR RUBRIC**

### **Continuum of Possible Consequences**

<b>MAJORS</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Disruption Name calling Abusive/Inappropriate Language Insubordination/Defiance (Work refusal / leaving the classroom w/o permission.) Harassment/Bullying Wrestling Physical Aggression (pushing & tackling)	-Parent Contact -Recess detention (1 day) - Apology (Letter) - Assigned seat at lunch (1-2 days) -Restorative Practices.	-Parent Contact -Recess detention (2 days) - Think About it Form - Assigned seat at lunch (1-3 days) - Recess tether (1-2 days) - Restorative Practices.	-Parent Contact -Recess detention (3 days) - Assigned seat at lunch (1 weeks) - Recess tether (3 – 4 days) - Parent Meeting (Discuss contract) - Detention (After school) - Restorative Practices.
Fighting	-Parent Contact -OSS (ISS) - Restorative Practices.	-Parent Contact -OSS (ISS) - Restorative Practices.	-Parent Contact -OSS (ISS) - Restorative Practices.
Property Damage or Vandalism Theft	-Parent Contact -Restorative Practices.	-Parent Contact -Restorative Practices	-Parent Contact -Restorative Practices (Contact Police)
<b>MINORS (all)</b>	-Verbal warning / Review Expectations.	- Verbal warning / Meeting with the Principal.	-Parent Contact -Recess Detention (2 days) - Tether at Recess

### **Rubric Definitions**

- Recess Detention is served during recess.
- Restorative Practices includes a list of options. (See Definition and options in Appendix Q)
- Recess Tether is where the child must stay within a 15 foot radius of an adult while outside.
- After School Detention is served from 3:55 PM – 4:25 PM.
- ISS – In School Suspension
- OSS – Out of School Suspension

**Students may lose privileges if they continue to make poor choices throughout the year. (Study Trips, Field day, end of year picnics)**

### **BULLYING**

Bullying is defined as repeated intimidation of another person by acts, such as but not limited to:

- \* Threatening or actual physical harm
- \* Unwelcome physical contact
- \* Threatening or taunting, verbal or written
- \* Damaging or destroying another student’s personal property
- \* Blocking or impeding a student’s movement.

Bullying is taken very seriously at school. If we are aware of bullying happening, we will contact parents to set up a meeting to discuss the problem and prevent the behavior from happening in the future.

### **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.

(See also Board Policy 5605 Suspension/Expulsion of Students with Disabilities, Board Policy 5610 Emergency Removal, Suspension, and Expulsion of Students, Board Policy 5611 – Due Process Rights, and associated Administrative Guidelines.)

## **DUE PROCESS RIGHTS**

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

## **SEARCH AND SEIZURE**

Search of a student and the student's possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal.

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. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords

or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

(See also Board Policy 5771 – Search and Seizure and associated Administrative Guidelines.)

### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar.
  - 2. advertises any product or service not permitted to minors by law.
  - 3. intends to be insulting or harassing.
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **SECTION IV - TRANSPORTATION BUS TRANSPORTATION TO SCHOOL**

The transportation schedule and routes are available by contacting the bus garage at 231-893-1535.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the bus garage.

The bus garage may approve a change in a student's regular assigned bus stop to address a special need, upon the bus garage's approval of a note from parent stating the reason for the request and the duration of the requested change.

(See also Board Policy 8600 – Transportation and associated Administrative Guidelines.)

### **BUS CONDUCT**

Like in the classroom, appropriate student conduct is an important factor in the safe and

orderly operation of our buses. Therefore, it is vital that bus drivers, the director of transportation, principals, and parents continually work together cooperatively and promptly to assure the best possible student behavior. **The school bus driver is in charge of the bus at all times and has the authority to enforce proper student conduct and the school bus rules. Each driver is given authority to stop the bus to talk with a student who is not conducting himself or herself properly and to report the student to the supervisor of transportation.** Appropriate disciplinary action will be taken with the student, and a record of the incident will be kept. Repeat offenders will be asked to secure their own transportation to and from school.

Students are assigned to only one bus route. Each student will be assigned one pick-up and one drop-off location. Students are assigned to that bus route until changes are made between the parent, the elementary office and the transportation department. **Bus stops and routes are subject to change when conditions warrant.**

### **BUS RULES/SAFETY**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Each student shall:

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

1. Students should remain seated facing forward at all times. Feet, hands, book bags, etc., should be kept out of the aisle.
2. Students should use appropriate language and keep hands and feet to self. Good behavior is expected.
3. Students should use a level one voice while on the school bus. Students should remain quiet at all railroad crossings.
4. Students should not throw paper or other items while on the bus. There is a wastebasket on each bus.
5. Students should immediately follow all directions given by the bus driver.
6. Student's head and hands must be kept inside, along with all other objects when bus windows are open.
7. Students may never transport sharp or potentially dangerous objects on school buses.
8. Students may not eat on the bus unless allowed by the driver on special occasions.
9. Students must wait until the bus has come to a full stop before entering or leaving the bus. Students shall cross the road in front of the bus (never behind).
10. Students on the bus may be assigned seats for safety reasons. Assigned seats may not be changed at any time.

11. Student safety is a priority. Anything that endangers the safety of students will be corrected.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

(See also Board Policy 8600 – Transportation and associated Administrative Guidelines.)

### **BUS PROCEDURES**

1. Common courtesy and respect are expected at all times.
2. For the safety of our kindergarten students, we ask that parents make visible contact with the bus driver before the child exits the bus. The school is not liable for students before they enter the bus or once they leave the bus.
3. Students are to be ready and waiting at their scheduled stop five minutes before the scheduled pickup time. Students are to stay off the road at all times while waiting for the bus. Bus schedules can be affected by weather and traffic. Please dress appropriately for waiting outside.
4. Students should report to the driver any damage to the bus.
5. Students may not leave the bus without the driver's permission.
6. Large objects or packages may not be transported on the school bus without the bus driver's prior permission.
7. Elementary students are the only students that may ride the elementary buses unless arrangements have been made between the administration and the transportation director.

When student disciplinary problems arise, the following procedure may be used:

- 1<sup>st</sup> notice – Verbal Warning
- 2<sup>nd</sup> notice – 1-day bus suspension
- 3<sup>rd</sup> notice – 3-day bus suspension
- 4<sup>th</sup> notice – 5-day bus suspension
- 5<sup>th</sup> notice – Parent conference for possible discontinuance of bus transportation

Depending on the level of the problem, a student may be given a warning or a bus suspension for a first discipline write up. Problems that continue will result in longer bus suspensions or even removal from the bus for the balance of the year. **If you have a concern about bus procedures or student behavior, please contact the Director of Transportation first at 231-893-1535. If a student is suspended from the bus, they must be in attendance at school for the suspension to count.**

(See Board Policy 7440.01 – Video Surveillance and Electronic Monitoring.)

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## **SECTION V – MISCELLANEOUS**

### **PTO-PARENT GROUP**

Research and practical experience indicate that parent involvement benefits students and schools. Student benefits include improved grades, better attendance with a positive attitude towards school, and fewer disciplinary actions. Parents can become more involved by attending parent teacher conferences, sporting events and drama presentations; as well as volunteering their time to help tutor students, organize events/activities, or participate in district or building committees. For more information, contact the building Principal.

PTO is the parent organization that works with our school personnel. Any parent is always welcome to join the PTO.

### **WHAT DOES PTO DO?**

PTO is involved in raising funds for use toward various needs of students and school as well as participating as the “extra set of helping hands” needed by our school staff. We are substantially funding busing for field trips and helping to bring in educational programs, purchasing small playground equipment, and helping in many more ways. PTO also helps coordinate parent volunteers to help in the school with several different needs. Please contact the office for a Parent Volunteer Opportunity form if you are interested in helping us out. You can follow us on **Facebook** and stay informed about upcoming events, meeting dates and times as well as volunteering opportunities.

### **BOOK BAGS**

Book bags/backpacks should be of reasonable size to ensure safe movement in hallways and classrooms. Book bags/backpacks must be small enough to fit inside student lockers. **Backpacks on wheels are not allowed.**

### **BRINGING ARTICLES TO STUDENTS AT SCHOOL**

If at any time you want to bring any item to your child during the school day, please leave it in the office and we will be happy to deliver it. This will prevent unnecessary classroom interruptions.

### **COMPLAINT PROCESS**

To whom one complains depends on the nature of the complaint. If you are a parent with a concern about a student’s report or a classroom incident, then you should first contact the teacher directly to clarify the incident, and hopefully, resolve it. If you leave a message with the office secretary, the teacher will contact you within 48 hours. If you are dissatisfied with the teacher response, you should appeal to the Principal, and ultimately to the Superintendent. Most situations are misunderstandings and can be resolved between teacher and parent. Please schedule an appointment to speak with either the teacher or Principal so you may receive their undivided attention.

If your concern is with a building level rule or procedure, then you should contact the Principal directly and appeal to the Superintendent if necessary. If your concern relates to a district practice or Board Policy, then contact the Superintendent directly, and then appeal to the Board if you are not satisfied with the response. If your concern is with our transportation of students, contact our bus supervisor, and if not satisfied, appeal to the

Superintendent. If you have a concern with our food service program, call our food service supervisor, and again, appeal to the Superintendent if not satisfied with the response.

### **MEDIA PHOTOGRAPHS**

From time to time during the year, newspapers and other media take photos or videos of students in school activities. **If you do not wish for your child to appear in the media, please fill out the form that is sent home at the beginning of the school year.**

### **MONEY**

Please do not allow your child to bring extra money to school. Children should only carry enough money for purchasing lunch or for purchasing special items from school. Students purchasing items from other students on school property is prohibited.

### **PARENT RIGHTS/CUSTODIAL RIGHTS**

Federal law provides that biological parents have all rights to their children unless there is a specific court order stating otherwise. Oftentimes when parents' divorce or separate, one of the parents will come to school and request that the other parent not be allowed to take the child from school. Schools, because of the law, cannot honor that request. If there is a court order, make sure the office has a copy and is fully aware of the court requirements.

Parents having joint custody are encouraged to cooperate in planning for parent-teacher conferences, volunteering in the classroom, field trips and other school events. Disagreements in these areas are very stressful to the child.

### **PARTIES**

Three classroom parties are held to observe special "days" during the school year. The first is the Fall Festival held on Halloween. The other parties are the day before Christmas vacation and Valentine's Day. Notices are sent home well in advance to advise parents of the need for students to bring party items. Unless information is received from teachers requesting assistance at these events, we ask that parents respect that classroom parties are for the student. It is less confusing for classrooms when parents and younger siblings are not in attendance. Your cooperation and understanding are most appreciated.

Invitations to birthday parties and celebrations are not to be distributed at school unless everyone in the classroom is invited. If you have or need assistance with this, please contact the Principal.

### **PETS/ANIMALS**

Pets visiting school can be a delightful, valuable component of a good curriculum and we enjoy this kind of experience. Arrangements need to be carefully planned by the parents and the teacher. Timing, transportation, safety factors relative to students and pets are all areas that require appropriate decisions. Please contact the teacher and plan together so the pet(s) visit will be happy, valuable and memorable.

**We request that families refrain from bringing their dogs or any other pets to school at arrival and dismissal time as some students are nervous around dogs, and because one never knows exactly how a dog will react when hundreds of children are nearby. Thank you for helping make arrival and dismissal as easy as possible.**

### **RECESS**

Fresh air and exercise have been proven to aid in the physical and educational growth of students. It is expected that all children will go outside with their class. We expect that if

a child is well enough to be in school they are well enough to take part in all normal activities, including outdoor play. A note from your doctor is necessary before a student can be kept inside. Students need to come dressed appropriately for the weather. Boys and girls will go outside unless it is raining or the wind chill is 0 degrees or below.

### **STUDENT OBLIGATIONS**

A student's school year is completed when financial, academic, or other obligations have been met. Upon completion of a year, credit is granted, report cards or other progress reports are issued, and entries are made on transcripts.

### **FIELD/ STUDY TRIPS**

Students that have had several behavior issues or have been suspended from school may not be able to participate in field/study trips. This will be a decision made between the administration and the classroom teacher.

Parents/guardians are often invited to participate as chaperones. When chaperones are needed, the classroom teacher will notify parents. The teacher may have a need to limit the number of chaperones for any given field/study trip as there may be limited space for the trips. Parent chaperones are asked to follow the bus in their own vehicle when participating in a field trip.

Chaperones are often critical to the success of a trip and are expected to give their complete attention to this very important task. Therefore, **chaperones may not bring other children with them on field trips.** Remember, a volunteer form is needed to chaperone study trips.

### **TEACHER PROFESSIONAL DEVELOPMENT DAYS**

The school calendar will include a few Professional Development days to allow teachers to evaluate current programs and improve instructional techniques. These activities have been shown to enhance the daily programs and services provided to students. Many of the school district's improvements have been planned or introduced during professional development days.

### **TOYS/SPORTS EQUIPMENT**

- Toys and cards are **NOT** to be brought from home to school unless they are to be used for such things as Show and Tell or teacher directed classroom activities.
- Sporting equipment such as footballs, soccer balls, jump ropes, etc. are not to be brought from home. Our parent group has supplied our school with playground equipment.

### **TITLE IX**

The Board of Education of Montague Area Public Schools does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

David Erickson  
Social Worker  
231-893-1515  
4882 Stanton Blvd.



Montague, MI 49437  
erickson@mapsk12.org

Krista Hams  
HR/Payroll Coordinator  
231-893-1515  
4882 Stanton Blvd  
Montague, MI 49437  
hamsk@mapsk12.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both. For more information on the district's policy, please reference Policy 2266 in the Board Policy manual which is accessible electronically at [https://www.mapsk12.org/ourdistrict/board\\_policies/](https://www.mapsk12.org/ourdistrict/board_policies/).

Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (as defined in relevant and applicable statutes and regulations), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background. (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (as defined in relevant and applicable statutes and regulations), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes), while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

David Erickson  
Social Worker  
4882 Stanton Blvd  
erickson@mapsk12.org  
231-981-4601

Krista Hams  
Human Resources  
4882 Stanton Blvd  
hamsk@mapsk12.org  
231-981-4508

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

**Appendix A**  
Behavior Matrix

**Appendix B**  
Blood Borne Pathogens

**Appendix C**  
Child Abuse

**Appendix D**  
Michigan Pesticide Control Act

Appendix A  
Behavior Matrix

<b>Behavior Matrix</b>							
<b>Objectives</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Playground</b>	<b>Restrooms</b>	<b>Classrooms</b>	<b>Bus</b>	<b>Inside Recess</b>
<b>Be Safe</b>	Always Walk  Face forward  Stay to the right	Always walk facing forward  Stay in your seat  Eat your own food	Appropriately enter and exit the playground  Wait your turn  Keep woodchips and snow on ground	Wash hands w/ soap and water  Keep hands to self  Respect others privacy	Four on the floor  Use classroom tools as intended	Stay in seat  Sit facing forward  Use level 2 voice	Walk  Find a quiet activity to play or do
<b>Be Respectful</b>	Use level 0 or 1 voice  Keep hands to self  Follow line procedures  Use appropriate language  Follow directions and procedures of adults	Use level 1 or 2 voice  Keep hands to self  Wait your turn  Use table manners  Use appropriate language  Follow directions and procedures of adults	Keep hands to self  Show good sportsmanship  Use playground equipment as intended  Line up when the bell rings  Use appropriate language  Follow directions and	Use level 0 or 1 voice  Keep hands to self  “Go-Flush-Wash”  Give personal space  Use appropriate language  Respect bathroom property	Wait your turn  Keep hands to self  Use time wisely  Listen to others ideas  Have a positive attitude  Use appropriate language	Use level 2 voice  Keep hands to self  Use kind words  Follow bus procedures  Use appropriate language	Use level 2 voice  Keep hands to self  Share games and toys  Take turns  Include others  Use appropriate language  Follow directions and

			procedures of adults		Follow directions and procedures of adults		procedures of adults
<b>Be Responsible</b>	Keep lockers closed  Keep your area neat and organized  Go directly to your location	Pick-up after yourself  Recycle  Report problems to an adult Immediately	Return all equipment  Pick-up after yourself  Report problems to an adult Immediately	Return to room promptly  Report problems to an adult immediately	Return borrowed items  Be on time Be prepared Be on task  Keep your area neat and organized	Bring it on-take it off  Report problems to bus driver immediately	Clean up after yourself  Put things where you found them  Report problems to an adult immediately

**Appendix B**

Bloodborne Pathogens

Due to the dangers of bloodborne pathogens, students are discouraged from sharing such items as straws, cups, recorders or any device where oral contact is possible. Only designated trained personnel should handle blood spills.

**Appendix C**

Child Abuse

Under Michigan law teachers and administrators are required to report to Child Protective Services any suspected indication of child abuse. The same law gives IMMUNITY from legal action if such a report is filed in good faith. The law further requires that we allow CPS caseworkers to interview any child who is referred to them, whether by a member of the school staff or by any other individual. “School and other institutions shall cooperate with the Department during an investigation of a reported child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child...”

**Appendix D**

Michigan Pesticide Control Act

As a school district, we are required to notify parents and guardians of children attending school of their right to be informed prior to application of pesticides in the school. Our school is routinely treated in accordance with safe pesticide application practices. Further questions should be directed to the MACC Office.