

Central Montcalm Elementary School



Student /Parent
Handbook
2011-2012

www.central-montcalm.org

MISSION STATEMENT

Central Montcalm Elementary students will be educated in a safe, nurturing environment to become responsible citizens.

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CENTRAL MONTCALM PUBLIC SCHOOL

Board of Education

Doug Bowen, President	Bill Simpson, Vice President
Chris Wetherington, Trustee	Roxanne Switzer, Secretary
Mike Barnwell, Trustee	Todd Giles, Trustee
Joe Kohn, Treasurer	

Board of Education Administration

831-2000

Jake Helms, Superintendent
Steve Lampe, Chief School Business

High School

831-2100

Tony Petersen, Principal

Middle School

831-2200

Thomas Torok, Principal

Central Montcalm Upper Elementary

831- 2300

Susan Koster, Principal

Central Montcalm Elementary

831-2500

David McLoughlin, Principal

Community Education

831-7902

John Kearney, Director

Bus Garage

831-2240

Val Palethorpe, Transportation Supervisor

CENTRAL MONTCALM
ELEMENTARY STAFF

KINDERGARTEN

Jill Babbitt Shannon Bowen
Krista King Karen Hilt
Shelly Misner Jill Tobey

FIRST GRADE

Nancy Anna
Rhonda Buchholz
Tina Grossbauer
Nancy Jenks
Amy Kolbe

MEDIA CENTER

Marge Barnes, Media Clerk

ART

Janet Suydam

PARA PROFESSIONALS

Renee Johnson
Cindy Navarre
Michele Ehle

PHYSICAL EDUCATION

Scott Roberts

SPECIAL EDUCATION

Tammy Deacons, M.I.C.I.
Rena Baxter, O.T.
Sue Aagaard Speech
Cynthia Wheeler/Gough Social Worker

TITLE I

Tammy Deacons

COUSELOR

Wilberta Wittkopp

Music

Becky Anderson

Custodians

Ruth Coston
Cary Dukes

COOKS

Loni Rutherford/Head Cook
Patricia Gordon
Jenessia Cogswell

SECRETARY

Luann Linton

PRINCIPAL

David McLoughlin

**BE A PERSON OF CHARACTER AT CM ELEMENTARY
CODE OF STUDENT CONDUCT – STUDENT RESPONSIBILITIES**

TRUSTWORTHINESS	FAIRNESS	RESPONSIBILITY	RESPECT	CARING	CITIZENSHIP
<p align="center">BE HONEST</p> <p align="center">DO WHAT YOU SAY YOU WILL DO</p> <p align="center">BUILD A GOOD REPUTATION</p>	<p align="center">PLAY BY THE RULES, TAKE TURNS AND SHARE</p> <p align="center">BE IMPARTIAL</p> <p align="center">MAKE DECISIONS BASED ON ALL THE FACTS</p>	<p align="center">BE ACCOUNTABLE FOR YOUR WORDS AND ACTIONS</p> <p align="center">ARRIVE AND BE READY TO BEGIN ON TIME</p> <p align="center">ALWAYS DO YOUR BEST</p>	<p align="center">TREAT OTHERS THE WAY YOU WOULD LIKE TO BE TREATED</p> <p align="center">RESOLVE DISAGREEMENTS PEACEFULLY</p> <p align="center">USE GOOD MANNERS</p>	<p align="center">BE CONSIDERATE OF OTHER'S FEELINGS</p> <p align="center">FORGIVE OTHERS</p> <p align="center">EXPRESS YOUR APPRECIATION</p>	<p align="center">PURSUE THE COMMON GOAL</p> <p align="center">DO YOUR SHARE</p> <p align="center">COOPERATE AND PARTICIPATE</p>

BUILDING RULES

1. **Students are not to be on school grounds before 7:20 A.M.** (school begins at 7:40 A.M.) and should leave directly after school (school ends at 2:50 P.M.) unless prior arrangements have been made or the student is involved in a supervised activity.
2. There is to be no soliciting in the building except for approved activities.
3. Students are not permitted to leave the building with anyone except their parents or guardian. If a student is to be picked up by someone other than the parent or guardian, prior arrangements must be made in writing through the office.
4. Students will not be permitted to leave school property during the school day without administrative approval.
5. Students are responsible for all textbooks and library materials assigned to them. Any losses will be their responsibility.
6. Students are not to bring toys, novelties, knives, water guns, radios, cassette players, etc. to school. Any knives three inches or longer will require the school to contact police.
7. Possession or use of pyrotechnic devices (firecrackers, “poppers”, etc.), tobacco, and/or controlled substances will result in suspension from school.
8. Students are expected to wear gym shoes for physical education.
9. Students are not to chew gum.
10. Students are not to wear hats in the building except during recess and on designated days.
11. Students are expected to maintain good safety practices.

SUSPENSIONS AND EXPULSIONS

SHORT SUSPENSION

The student will be excluded from school and related school activities for a period of up to 3 school days. In these cases, parents will be notified and a conference between the administrator, student, parents and other school staff will be conducted.

LONG SUSPENSION

The student is excluded from school and related school activities for a period of 4 to 7 days. Parents will be notified and a conference between the administrator, student, parents and other appropriated school staff will be conducted and recorded in student behavior file.

EXPULSION

The principal, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and/or action by the Board of Education. Through this action, the student is excluded from school and all school activities for the remainder of the current semester. Under special cases, exceptions in the length of the expulsion may be recommended to the Board of Education by the school staff. The student and parents are notified of charges by telephone and certified letter. The procedure for expulsion follows in accordance with the rights of the student within due process, and recorded in administrative behavior file.

RESPECT TO **EMPLOYEES/ADULTS**

Student respect for all employees (administration, teachers, paraprofessionals, custodians, bus drivers, cooks, secretaries, etc.) is essential to maintain an orderly environment so that all students can take full advantage of their educational program. Respect for school employees, the community and school board through established policies support adults.

Examples of disrespect are as follows, but not limited to:

1. Failure to obey a reasonable directive of an employee/adult.
2. Sassing or talking back to an employee/adult.
3. Speaking to an employee/adult in a disrespectful manner.
4. Using profane, dirty language, or obscene gestures in the presence of an employee/adult.

ACTIONS AND RESPONSIBILITIES

Disciplinary actions are taken with the aim of correcting behavior patterns and to teach responsibility. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction and understanding guidance. For those students who do not, and to protect the rights of all our children, it is important that parents and students understand the consequences of misbehavior. There are certain responsibilities we all share in helping the students overcome behavior problems. If a student's misbehavior is directly related to an identified handicap, the school staff will take such conditions into account. A student who becomes involved in areas of problem behavior will be subjected to certain disciplinary actions and a behavior file will be maintained. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by the school staff. In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines.

SILENT SUPERVISED LUNCH

The student will be required to eat lunch in seclusion as determined by the school principal. The parent will be informed of the problem area. A conference with the student, the parent, and appropriate staff members may be scheduled. If a plan is developed to help improve the student's behavior, copies will be given to the student and the parent.

IN SCHOOL SUSPENSION

The student will be excluded from contact with other students during a portion of the school day or the entire school day. ISS will occur in the principal's office or a designated classroom. All work for the day will be done during ISS. ISS will be for one day. Parents will be contacted.

INFORMAL TALK

A member of the school staff will talk with the student to reach agreement regarding the student's behavior.

LOSS OF PRIVILEGES

The school administrator may notify the parent of privilege suspension. These privileges may include removing the student from playground, cafeteria, media center, and/or class participation.

CONFERENCE

A conference will be held with the student, the teacher, the administrator and other appropriate staff members, to develop a plan for improving behavior. The parent may be contacted.

RECESS

Recess time during the school day is set aside so that students have the opportunity to run, play, exercise daily and be better able to concentrate on their class work. All students are expected to go outside during recess time. Exceptions may be made for medical reasons, disciplinary actions, or for special school activities.

Students are expected to go outside for recess unless they have been ill and have a note from a physician. Written request from a parent for a child to stay inside may be accepted for one day in case of illness.

PLAYGROUND RULES

1. Always play with safety in mind.
2. The playground paraprofessionals are the teachers of the playground and are to be respected at all times. Disrespect, sassing, and belligerent behavior to adults will not be tolerated.
3. Fighting, rough play, tackle football, throwing snowballs or rocks is unsafe and not allowed.
4. Profanity, dirty language, or obscene gestures will not be allowed at any time.
5. Students are to play in designated areas and are never to leave school property.
6. Students are expected to remain outside until the bell rings unless the playground supervisor sends them in.
7. Due to safety concerns, students may not run on the playground equipment or on the wood chips surrounding the equipment.
8. All ball games are to be played in designated areas or beyond the playground equipment. A school employee must approve ball and bat usage.
9. There should only be one person in a swing at a time.

HARASSMENT

It is a violation of school rules, and the law, for any student to harass, intimidate, or bully another student or staff member.

If a student is the victim of any unwanted sexual misconduct or communications, derogatory remarks, conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office immediately.

All reports shall be kept confidential and shall be investigated as soon as possible.

ATTENDANCE

Good school attendance is a habit every student should develop while attending elementary school. Good attendance is essential for each student to take advantage of his/her educational opportunities. If it is necessary for a youngster to be absent from school, we require the following:

1. Upon return, a note from the parent explaining the reason for the absence.
2. It is the student's responsibility to make-up any work missed.

Excused Absence: All absences will be excused as long as the parent notifies the school and the absenteeism is for a legitimate reason and has not become excessive.

Sufficient reason shall include, but not be limited to:

1. *Illness of the student*
2. *Funeral*
3. *Doctor/dental appointments that cannot be scheduled outside the school day.*
4. *Prearranged absences*
5. *One day for treatment of head lice.*

Unexcused Absence: Students will be unexcused until a written note is sent in explaining the absence. Students will be required to complete their work and it will be graded as credit or no credit. No credit will be equated to a failing grade.

Sufficient reason does not include:

1. *Missing the bus or oversleeping*
2. *Babysitting*
3. *Car trouble*
4. *Vacations--unless prior arrangements have been made.*
5. *More than one day for treatment of head lice.*

If a student accumulates 4 unexcused absences in a semester, parents will be notified and a warning issued. Students with 5 unexcused absences will be reported as truant.

Tardiness is when a child arrives late for school. This also is a bad habit and is discouraged. Excessive tardiness will result in a meeting with the student, parent and administrator and may result in disciplinary action.

Prearranged Absences: In certain situations, parents will know when their youngster will be absent from school. In these cases, a parent should contact the school and make arrangements for homework prior to the student missing school.

The school day starts at 7:40 a.m. and ends at 2:50 p.m.

TORNADO OR SEVERE WEATHER

The present policy calls for school to continue operation during severe weather conditions. However, in times of severe weather conditions, pre-established safety precautions will be followed.

For example:

Tornado Watch:

Students will not be allowed to go on the playground and weather watchers will be stationed.

Tornado Warning:

Students will follow the tornado procedure that has been established by the elementary school. This procedure has been recommended to the school by the office of Emergency Preparedness of Montcalm County. All people will remain at their assigned places of shelter until school authorities are officially notified of the termination of the danger period. Upon receiving this notification, school will resume its normal operation. If the alert extends beyond the normal dismissal time, students will be held until the all clear is given and then be dismissed.

Parents who desire to pick up their children may do so by coming to the school and going directly to the office.

STUDENT DRESS CODE

Student apparel shall remain within the bounds of common decency. Guidelines to be followed are:

1. Students are expected to wear clean, neat clothing.
2. Hair shall be neat and well groomed.
3. By state law, footwear is required on all students.
4. Clothing that is at least fingertip length (when arms are resting at your side) is considered to be of appropriate length.

Students whose dress or appearance interferes with or disrupts the educational process within the classroom, school building, or on school premises shall not be allowed at school. The following is a list of unacceptable clothing:

1. Suggestive or vulgar clothing with offensive pictures or slogans. (Suggestive shall include, but not be limited to, phrases referring to alcohol, tobacco, sexual innuendo, or controlled substances (drugs).
2. Apparel with slogans or pictures that have a negative or offensive double meaning.
3. Halter tops, tube tops, bare midriff tops are considered unacceptable unless an appropriate cover up is worn.
4. Inappropriate or no undergarments.
5. Clothing that advertises alcohol, drugs, tobacco products, or sexual innuendo.
6. Hats or caps of any type unless worn for an approved school activity.

Violations of the above policy will be dealt with in the following manner: The student will be sent to the principal's office. Parents will be notified (call/letter). Parents will be asked to pick up the student or bring a change of acceptable clothing.

LUNCH AND BREAKFAST PROGRAM

Both a breakfast and lunch program is offered at Central Montcalm Elementary School. The program adheres to the policies and regulations as set forth by the United States Government, State Department of Education, and the Board of Education. The purpose of the program is to provide nutritious meals for each student. We have found this to be an important part of the school day. **Application and guidelines for free and reduced breakfast, and lunch may be picked up at any school office.** This program is completely confidential.

Menus can be picked up at each school office and are generally sent home in the weekly newsletter.

Lunch Cost	\$1.85/day
Breakfast:	\$1.30/day
Milk only	\$.40/day

Parents are encouraged to pay ahead in each student's account. Each time a student eats a meal or gets milk the amount will be deducted from his/her account.

CAFETORIUM RULES

1. No food is to be taken from the cafeteria unless students are eating in their classrooms.
2. All waste must be returned to the disposal area.
3. Students are to remain in place once seated. There will be no moving about with food.
4. Talking will be limited to normal inside voices--no shouting, whistling, etc.
5. Students choosing food from the food bar are expected to eat what they take.
6. Appropriate table manners will be used.

Injections

The Michigan Attorney General's opinion (No. 5679, April 11, 1980) allows a school administrator, teacher or designated employee to administer medication in the form of an injection in an emergency if he/she is properly trained to perform the injection and does so pursuant to the instructions of a physician.

School personnel in emergency situations shall follow the following procedures:

1. An attempt to contact the parent/guardian will be made.
2. Injections from a physician-prescribed kit may be administered by the individual requiring the injection or by a school employee under the supervision of a physician.

Emergency Situations

In an emergency, parent(s)/guardian(s) will be contacted if possible. An ambulance or emergency vehicle may be called to the school in serious cases to transport the student to a hospital or physician's office, at the expense of the parent/guardian.

MEDICATION POLICY

Administering medication to students:

The Board of Education recognizes that the school should assist parents in the maintenance of student health, and recognizes that existing law enables school employees to administer medication under certain conditions. Therefore, the School Board authorizes but does not mandate, the administration of medication(s) to students at school.

Responsibilities of Parent/Guardian

1. An authorization for medication request form will be completed by the parent/guardian for each medication. In addition, a physician statement must be completed and signed by the physician. Medication in pill form (or inhaler) is preferable to liquids for use in school.
2. The principal (or a designee) shall administer the prescribed medication.
3. All medication must be in a container and appropriately labeled by a pharmacy or physician.
4. The Board urges parents/guardians/physicians to schedule the administration of all required medication in the home outside school hours to the extent possible. When that is not possible, medications and/or treatment will be permitted, as feasible, during school hours.
5. Medications will be destroyed one week after the termination date or one week after the close of school if not picked up by parent/guardian.
6. Non-prescription oral medications, i.e. aspirin, cough syrup, will not be administered by school employees and must not be sent to school with students.
7. Parents/guardians may administer medication(s) to their child at the school, if arrangements to do so are made with the building principal or designee.
8. The parent/guardian shall be responsible to notify the building principal in writing of any change in the medication or its administration.

AUTHORIZATION FOR MEDICATION OR TREATMENT

To the Parent or Adult Student:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO POSSESS OR USE PRESCRIBED MEDICATIONS OR TO RECEIVE TREATMENT IN SCHOOL. ALL SPACES MUST BE COMPLETED.

_____ Name of Student	_____ Telephone
_____ Address	_____ Date of Birth
_____ School	_____ Room

1. I am requesting permission for my child named above to: (check one or both)
_____ use or receive medication in accordance with the Doctor's prescription.
_____ receive treatment in accordance with the Doctor's prescription.
2. I will assume responsibility for safe delivery of the medication to the school.
3. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment.
4. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

_____ Signature of Parent or Adult Student	_____ Date
_____ Home Telephone	_____ Work Telephone

PHYSICIAN STATEMENT

To the Physician:

The Board of Education urges you to schedule, to the extent possible, medication or treatment of a student outside of school hours. When that is not possible, medications and/or treatment will be permitted, insofar as feasible, during school hours. Medication in pill form is preferable to liquids for use in school.

I have prescribed the following to be administered to _____
Student

Medication _____ Dosage _____

Medication is to be taken at the following time(s) _____

Instructions or precautions (including possible side effects): _____

Treatment:

Beginning Date _____ Expiration Date _____

Physician _____ Telephone _____

Printed/Typed Name _____ Date _____

AUTHORIZATION FOR STAFF

The following staff members are authorized to administer the above-prescribed medication(s) to the student:

BUS TRANSPORTATION

Rules and Regulations for School Bus Riders

The majority of our students are transported on buses each day. To assure a safe system, the Central Montcalm Board of Education has adopted the following bus rules and procedures. The cooperation and courtesy of all concerned (child, parent/guardian and bus driver) in observing these rules and regulations are required for the safe and efficient transportation of children on the school buses. It is urgently requested that parents and children go over the information and cooperate in enforcing the policies.

Parent/Guardian

1. The transportation supervisor (831-2240) or the school bus driver should be notified by the parent/guardian when a child is expected to be absent from school and will not require bus pickup. You may contact the transportation supervisor at the above number between 6:00 AM and 4:30 PM, or the driver with a written note. If the transportation supervisor or bus driver is not notified and the child is absent and does not ride the school bus for three (3) consecutive school days, the bus driver will not stop at that designated bus stop until notified to start stopping again.
2. School principals or the transportation supervisor may suspend a student's riding privileges when such action is deemed necessary.
3. The bus driver is in charge of the students while they are on the bus and at the bus stops, loading or unloading students.
4. If a bus turnaround is needed, it must be kept usable.

Bus Riders

1. Waiting for and boarding school bus students:
 - A. may, at some designated bus stops, be required to walk some distance between home and the bus stop.
 - B. must stay off the traveled roadway at all times while waiting for the bus.
 - C. must be at designated bus stop, ready to board when the bus arrives. At dismissal, students are to go directly to their own bus.
2. Riding the school bus
 - A. Students must obey the driver at all times. The driver has the same authority as a teacher in the classroom and classroom behavior will be expected.
 - B. Students will not use profane/vulgar language (verbal or written) at any time.
 - C. Students must use the jump seat when boarding the bus and move back to their assigned seat as the driver stops for the next student and remain seated while bus is in motion.
 - D. Students will ride three (3) in a seat when necessary and designated by the bus driver.
 - E. Students will sit erect in the seat, facing forward with feet on the floor (not in the aisles or on the backs or tops of the seats).
 - F. Students must keep head, arms and hands inside the bus.
 - G. Students will not open windows without permission from the bus driver.
 - H. Students will not throw anything in the bus, at the bus or out of windows.
 - I. Students must hold musical instruments or duffel bags that they have carried onto the bus. These items are not to be placed in a seat or set in the aisles.
 - J. Students will help keep the bus clean, sanitary and orderly. Eating, drinking and smoking are not permitted on the bus.
 - K. Students must not fight, push, shove or behave in a rowdy manner.
 - L. Students must not write on, mar or deface the interior or exterior of the bus. Report any damage you observe to the driver.
 - M. Students must avoid any unnecessary disturbing noises that distract the driver.
 - N. Students must not shout at passing persons or vehicles.
 - O. Students are not to have any electronic devices for the purpose of entertainment on the bus. These include: TV's radios, cassette recorders, CD players, video games, etc.

Bus Riders Continued...

3. Getting Off the Bus students:
 - A. must get off the bus only at designated stop.
 - B. will not walk or ride any other bus or get off at another stop unless the driver has written permission from the parent/guardian and signed
 - C. by the building principal or their designee. must remain in assigned seat until bus has come to a complete stop.
 - D. must leave bus ONLY from the front door, except in case of an emergency.
 - E. must use hand rail and take one step at a time; do not jump off the bus.
 - F. will not get mail from roadside mailboxes until the bus has departed.
 - G. must cross the traveled highway (if necessary) in the following manner:
 1. make sure the bus has come to a complete stop.
 2. on alighting, go a least ten (10) feet to the front of the bus or within sight of the bus driver and wait for the proper signal from the driver. Then, look both to the right and left and proceed across the roadway in front of the bus.
 3. WALK, DON'T RUN, in front of the bus when crossing the highway.
 - H. must leave the area of the bus IMMEDIATELY so driver can continue on route.
 - I. shall NEVER go under the bus. Anything that goes underneath the bus (paper, clothing, balls, etc.), the driver should be asked to get.
 - J. should NEVER return to the bus stop after they have crossed the roadway, until the bus has left the designated area.
4. Drivers are to be given the same consideration and respect as a classroom teacher.
Any questions concerning the transportation system should be directed to the transportation supervisor at 831-2240.

Central Montcalm Public School **Transportation Guidelines**

1. Students may be asked to walk up to 1/2 mile from a dead end road. (Policy)
2. The distance between stops must be at least 200 feet.
(State Law)
3. Students should be at bus stop at least five minutes before scheduled time for bus pick up. Driver will slow down and look for students, if they do not see any students waiting at the bus stop they will not stop.
4. Students may not be allowed to cross Sidney Road, M-66, M-57, and 522.
5. There are designated bus stops in town and students will be asked to walk to the stop closest to their home.
6. The number of different stops per student will be limited to three per week/per year. (example: home, day care, and grandparents)
7. Transportation Department may require up to three days to set up student transportation.
8. Please see the transportation service area map for additional detail. Transportation service boundaries may change.

Disciplinary Procedures for School Bus Riders

1. For the safe and convenient transportation of students, respect for the personal freedom of others, and efficient operation of the school buses, the following discipline procedures were established to handle those situations where a rider fails to cooperate by disobeying the Rules and Regulations for School Bus Riders.
2. Report of bus stop or bus riding misconduct originates from a responsible person. Observation of misconduct can be made by a driver, a passing motorist, parent/guardian, a school teacher, school official or any other responsible person.
3. The initial handling of bus riders' misconduct on the school bus is the responsibility of the school bus driver. Most cases can and will be handled and solved by the driver. If the bus driver feels and/or requests that additional assistance be made available to handle and resolve the matter, the following procedures will be used:

The driver will complete a Bus Discipline Citation describing the misconduct.

1. The white copy will be given to the student for delivery to and signature of parent/guardian.
 2. The yellow copy will be given to transportation supervisor.
 3. The pink copy will be given to the transportation supervisor for the delivery to the school principal.
- B. For the first citation issued, parent/guardian must discuss problem with the child. Parent/Guardian must sign the copy and the driver must receive the signed citation before the student will be permitted to ride the bus again. For serious infractions, the principal or his/her designee may issue a suspension. The parent's/guardian's signature only acknowledges the receipt of the citation.
- D. For the second citation issued, up to 3 days suspension. A conference may be held with student, driver, principal or his/her designee, and transportation supervisor with the parent/guardian notified of the action taken. Parent/Guardian must sign the citation and the driver must receive it before the student will be permitted to ride the bus again.
- E. For the third citation issued, student will not be allowed to ride the school bus and may attend a conference with the parents/guardians, driver, transportation supervisor, and the principal. The conference will be held as soon as possible. At the conclusion of the conference the principal or his/her designee will determine the discipline.

Acknowledgement of Receipt of the Handbook for School Bus Riders

Parent/Guardian must sign and return an acknowledgement of receipt of the handbook for school bus riders.

Failure to do so will result in loss of bus riding privileges.

STUDENT WORK RESPONSIBILITIES

The staff at Central Montcalm Elementary recognizes the importance of good study habits, the need to complete assignments on time, and the value of becoming a responsible person. To this end, we will adhere to the following set of guidelines in every classroom:

1. All assignments are to be completed on time. Incomplete or missing assignments shall be finished.
2. When a student is absent, it is the student's and/or parent's responsibility to meet with his/her teacher(s) to secure missed assignments. Upon the student's return to school, the teacher will set a time for completion of all missed assignments.
3. All written work shall be done in a student's best handwriting, or the student may be required to do it over.
4. The quality of all work should reflect a student's best ability.

It is our beliefs that consistency in following these rules will help all students become more responsible. We also take the position that failure to develop good habits could result in students not achieving their potential or not taking advantage of their educational opportunities. Therefore, we seek parents' support and cooperation in developing this whole area of Student Work Responsibilities.

HOMEWORK POLICY

Definition: Homework is defined as schoolwork that is to be completed, reviewed, or practiced outside normal school hours.

Position Statement: The staff at CM Elementary believes there is direct correlation between student achievement and the amount of time a student spends on a subject. With this in mind, we support the idea that homework on a regular basis can improve achievement. Therefore, we are requesting that parents make a commitment to set aside a time each evening (M-TH) for school related activities. We would suggest that in Grades K-1st that 30 minutes is appropriate. This time is for completion of schoolwork, studying spelling, reading, to be read to, learning Math facts, and reviewing for tests. The teacher will remind student's daily of their need to study and complete school related tasks.

REPORTING TO PARENTS

Report cards will be given 4 times per year at the end of each 9-week marking period.

Parent-Teacher Conferences will be set 2 times per year. At the fall conference, all parents will be scheduled for an individual time. The Spring conference will be set so that parents can request to see the teacher.

Parents may request to see their child's teacher or meet with an administrator anytime during the school year. You are encouraged to keep in close contact with the school throughout the year.

TEACHER AGREEMENT

(To be shared with parents for input at Parent Teacher Conferences.)

It is important that my students achieve. Therefore, I as your child's teacher, shall strive to do the following:

- Provide quality teaching and leadership.
- Demonstrate care and concern for each student.
- Make efficient use of academic learning time.
- Use special activities in the classroom.
- Provide an environment that promotes communication between myself, parents and students.
- Encourage students and parents by providing information about student progress.
- Give students strategies to increase competence.

CM ELEMENTARY SCHOOL
STUDENT/PARENT/TEACHER COMPACT

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:
Come to school ready to learn. Finish my schoolwork and participate in classroom activities. Follow all school rules.
Respect others and their belongings. Do my part in keeping my school clean and safe.
Set aside a regular time and place each night to complete homework

Signature_____

PARENT/GUARDIAN AGREEMENT

I want _____to achieve. Therefore, I will encourage him/her by doing the following:

- ___ See that my child is punctual and attends school regularly.
- ___ Support the school in its efforts to maintain proper discipline.
- ___ Encourage my child's efforts to do his/her best.
- ___ Stay aware of what my child is learning.
- ___ Encourage positive attitudes.
- ___ Attend parent-teacher conferences and other school functions.
- ___ Communicate with teachers and/or school official.
- ___ Establish a time for sharing daily school experiences and/or completing homework.
- ___ Read with my child and let my child see me read.
- ___ Provide a library card for my child.

Signature_____

Please check the above statements you agree to provide. Sign and return to the classroom teacher.

SUBSTANCE ABUSE PROGRAMS

Education programs dealing with Substance Abuse are conducted with students through the Michigan Model Health Program. The classroom teacher on a consistent and coordinated basis presents these programs. Additional information and services are available to both the school and parents by cooperating agencies within the community. Which include the following; Montcalm Wellness Center, Substance Abuse Consultation Services, Sheriff's Department, and the Michigan State Police.

By law, Central Montcalm must comply with the Drug Free School and Communities Act of 1986 as amended.

Age-appropriate, developmentally based drug and alcohol education programs are provided in the district's health education program through Michigan Model.

STUDENT SECLUSION AND RESTRAINT

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others.

All such intervention shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the Standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training will be provided to all professional staff and to substitute teachers, as well as the support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards.

Adopted 7/16/09

Parent Acknowledgement

Please sign and return this portion of this letter along with page 19 to your child's classroom teacher.

I believe in the importance of my child's education and have read and understand the student handbook. I agree to be a partner with Central Montcalm Elementary School to help my child have a successful year.

Date: _____

Student's Signature: _____

Parent's Signature: _____

