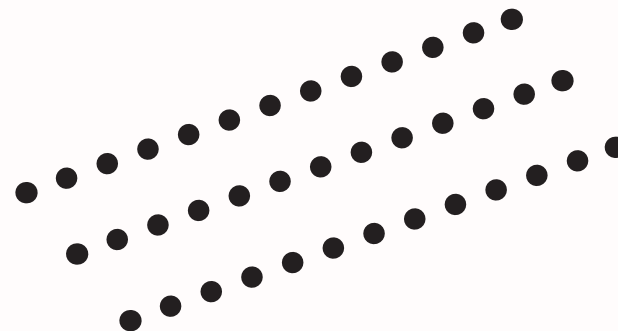


Stanton
Elementary School

Student - Parent Handbook
2009 - 2010

A Place Where Character Counts



www.central-montcalm.org

**STANTON ELEMENTARY
SCHOOL
MISSION STATEMENT**

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

TABLE OF CONTENTS

Mission Statement	Inside Front Cover
Board of Education & Administration.....	1
Stanton Elementary Staff.....	2
Character Counts Code of Student Conduct.....	3
Mean Behavior Rubric for Violent Behaviors.....	4
Building Rules & Disciplinary Action.....	5
Respect to Employees/Adults	6
Actions & Responsibilities	7
Recess and Playground Rules.....	8
Harassment	9
Attendance	9
Tornado or Severe Weather and Student Dress Code	10
Lunch & Breakfast Program and Cafetorium Rules.....	11
Medication Policy	12
Authorization for Medication.....	13
Physician Statement.....	14
Bus Transportation - Rules & Disciplinary Procedures.....	15-17
Student Work Responsibilities and Homework Policy	18
Student/Parent/Teacher Compact.....	19
Electronic Information Acceptable Use Policy	20
Permission to Publish on the World Wide Web Form	21
Reporting to Parents	22
Celebrating Success	23
Substance Abuse Programs & Student Seclusion and Restraint.....	24
Parent Acknowledgement Form.....	25

CENTRAL MONTCALM PUBLIC SCHOOL

Board of Education

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

Board of Education Administration	831-2000
Jake Helms, Superintendent	
Jill Folsom, Chief School Business Official	

High School	831-2100
John Kearney, Principal	

Middle School	831-2200
Thomas Torok, Principal	

Central Montcalm Upper Elementary	831- 2300
Susan Koster, Principal	

Sheridan Elementary	831-2500
John Shick, Principal	

Stanton Elementary	831-2400
John Shick Principal	

Community Education	831-7902
Kathy Betts, Director	

Bus Garage	831-2240
Val Palethorpe, Transportation Supervisor	

STANTON ELEMENTARY STAFF

YOUNG 5'S

Krista King

KINDERGARTEN

Jill Babbitt
Peggy Eggleston
Karen Hilt
Amy Kolbe

FIRST GRADE

Linda Chisholm
Jill Tobey
Nancy Jenks

SECOND

Michelle Rockafellow
Ginger Gurecki
Kathy Shick

TITLE 1

Nancy Anna

COUNSELOR

Wilberta Wittkopp

MEDIA CENTER

Vickie Pontius, Media Clerk

ART

Janet Suydam

CUSTODIAN

Wilbur Hall, Head Custodian
Phil Gibbons, Custodian

MUSIC

Becky Carpenter

PHYSICAL EDUCATION

Autumn Black
Scott Roberts

SPECIAL EDUCATION

Tammy Deacons, M.I.C.I.
Rena Baxter, O.T.
Betsy Schropp, H.I.
Sue Aagaard, Speech

Gregg Baxter, School Psychologist
Kristi Snedden, P.P.I
John Steimel, Social Worker

PARA PROFESSIONALS SECRETARIES

Kim Beech
Renee Johnson
Cindy Navarre
Jim Rogers

LuAnn Linton

COOKS

Kelly Stokes, Head Cook
Mary Jo Heinlein

Principal

John Shick

**BE A PERSON OF CHARACTER AT STANTON 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 not to take short cuts through the media center/library.
12. 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 accord with the rights of the student within due process, and recorded in administrative behavior file.

RESPECT TO EMPLOYEES/ADULTS

Student respect for all employees (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 employees and adults is also supported by both the community and the school board through established policy. Examples of disrespect are as follows, but not limited to this list:

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. In the case of violent behavior, please consult the Stanton Elementary Mean Behavior Rubric.

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 para pros 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. Balls and bats must be approved by a school employee.
9. There should only be one person in a swing at a time.

HARASSMENT

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

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

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 3 unexcused absences in a semester, parents will be notified and a warning issued. Students with 4 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, preestablished 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 which 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 the Stanton 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 students. We have found this to be an important part of the school day. Application and guidelines for free and reduced lunches and breakfasts may be picked up at any school office.

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

Lunch Cost	\$1.75/day
Breakfast:	\$1.25/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 cafetorium 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. 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.

The following procedures shall be followed by school personnel in emergency situations.

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 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 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, insofar 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(ren) 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:

_____, Principal

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 following bus rules and procedures have been adopted by the Central Montcalm Board of Education. The cooperation and courtesy of all concerned (child parent/guardian and bus driver) in observing these rules and regulations is 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 A.M. and 4:30 P.M. 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 which 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: T.V.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 by the building principal or their designee.
 - C. 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. The Transportation Service Boundary is Sidney Road. South of Sidney Road is Sheridan Elementary and North of Sidney Road is Stanton Elementary. Please see the transportation service area map for additional detail. Transportation service boundaries may change in order to adjust and/or balance the student populations in Stanton and Sheridan Elementary schools.

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:
 - A. Bus Discipline Citation describing the misconduct will be completed by the driver.
 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.
 - C. 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.
 - D. 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 Stanton 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 belief 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 school work that is to be completed, reviewed, or practiced outside normal school hours.

Position Statement: The staff at Stanton 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-3 that 30 minutes is appropriate. This time is for completion of school work, studying spelling, reading, to be read to, learning math facts, and reviewing for tests. The teacher will remind students daily of their need to study and complete school related tasks.

STANTON 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 school work 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 officials.
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 _____

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:
Provide 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 allows for positive communication between myself, parents and students.
Encourage students and parents by providing information about student progress. Give students strategies to increase competence.

Signature _____

Please sign and return this page to your child's classroom teacher.

ELECTRONIC INFORMATION ACCEPTABLE USE POLICY CENTRAL MONTCALM PUBLIC SCHOOL SUMMARY

This is a policy summary. Students and staff should read and will be accountable for following the entire policy.

Technology covered by this policy includes the use of District software, audio and video media, computers and hardware peripherals, network, tele-communications, video and audio equipment.

The use of District technology is a privilege which can be revoked at any time by the District.

Each individual user is responsible for the reasonable care of technology, including hardware and software while in their possession or while using it.

Users of district technology will be responsible for its use and misuse. Appropriated use of District technology is defined as use in furtherance of the instructional goals and mission of the District. Users should consider any use which does not fall under this definition of appropriate use as being potential misuse for which a loss of technology use and disciplinary consequences may occur.

Staff and students acknowledge that software, audio and video media is protected by a variety of licensing agreements and copyright laws and that any misuse of these may subject the user, as well as the District, to a variety of legal liabilities. Students and staff need the permission of the Director of Planning, Instruction and Technology, or his/her designee, to install software or media.

Staff who purchase District software or media are responsible for forwarding purchase and specification information to the Office of Director of Planning, Instruction and Technology.

Users are responsible for the security of the technology, including the ability to use that technology to access confidential information, while such technology is in their possession or under their control. Staff and students are not to either use or disclose confidential information except as a part of an appropriate educational use of technology.

Passwords are the property of the user and are not to be used by anyone else.

Check out of District technology for non-classroom use must be in accordance with Board Policy and Administrative Guidelines. All technology must be returned and available for instruction whenever students are present for instruction.

CENTRAL MONTCALM PUBLIC SCHOOL
PERMISSION TO PUBLISH ON THE WORLD WIDE WEB FORM

Dear Parents/Guardians:

As part of your son's/daughter's educational program, (s)he will have the opportunity to publish documents and projects on the World Wide Web on Central Montcalm Public School's district web site (<http://www.maisd.com/cms>). These documents might include a personal web page, a story or poem, a graphic, a science or research project, a group photograph from an activity or club, or a collaborative project with other students locally or internationally. Individuals with internet access around the world will be able to view and possibly respond to your child's work by electronic mail. We think this is an exciting and enriching opportunity for our students.

We will publish these documents only with your written permission. Please consider the following options, then sign and return this form to your child's teacher. To see examples of work that is already published on the World Wide Web contact your child's teacher or the building principal. Thank you for your cooperation.

District Guidelines:

- Published documents will not include child's phone number, street address or box number, names of other family members, or other personal, identifiable information;
- Documents will not include any information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities;
- Documents will not contain objectionable material or point directly or indirectly to objectionable material;
- Documents will conform to school board policies and established school guidelines.
- Documents will be edited and approved by a referring teacher or school principal before publication.

Parent/Guardian Permission:

I grant permission to publish documents on the World Wide Web as described above, including the following: (initial all that apply)

_____ First Name

_____ Last Name

_____ Photograph

I do not grant _____ permission to publish documents as described above.

Parent/Guardian signature: _____

Date:

Please return this document to the building principal.

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.

SUBSTANCE ABUSE PROGRAMS

Education programs dealing with Substance Abuse are conducted with students through the Michigan Model Health Program. These programs are presented by the classroom teacher on a consistent and coordinated basis. Additional information and services are available to both the school and parents by other agencies within the community--Montcalm Wellness Center, Substance Abuse Consultation Services, Sheriff's Department, Michigan State Police, etc.

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 7/16/07

Parent Acknowledgement

Please return this portion of this letter 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 Stanton Elementary School to help my child have a successful year.

Date: _____

Student's Signature: _____

Parent's Signature: _____