

**Central Montcalm  
Upper Elementary School**



**Student Handbook  
2016-2017**

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Fall, 2016

Dear Central Montcalm Upper Elementary Parents/Guardian and Student,

It's a great day to learn at Central Montcalm Upper Elementary. This building is full of dedicated staff and students who are ready to work hard and succeed. It's going to be a great year and we are looking forward to working with you.

Our CM family colors are green and white with the hornet being our mascot. The words to our fight song are:

Go Central High School  
You look fine tonight  
Lift up high the banner  
That's colored green and white Rah Rah Rah  
Onward our hornets  
You are Central's Pride  
Fight on for our school's honor  
And a victory for the Central side

The following pages of this handbook have been prepared for you and your child(ren). For your convenience, it has been organized in chapters of subject. In this handbook you will find information, procedures, and our expectations. If at any time during the year you or your child(ren) have a question, please feel free to contact me.

Sincerely,

Jane Trimper  
Principal CMUE

*Elastic clause*

*The school administration reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. the school administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.*

# CENTRAL MONTCALM PUBLIC SCHOOL DISTRICT

*Mission:* To advance quality learning

*Vision:* A learning community where all people strive for continuous improvement in everything they do

## Board of Education Members

### Board of Education

Bill Simpson, President

Bill Collins, Secretary

Brandy Ryan, Trustee

Mark Grossbauer, Trustee

Todd Giles, Vice President

Brennen Bowen, Trustee

Jim Rogers, Treasurer

### Board of Education Administration

831-2000

Amy Meinhardt, Superintendent

Julie Milewski, Curriculum Director

### High School

831-2100

Marty James, Principal

### Middle School

831-2200

Jason Johnston, Principal

### Central Montcalm Upper Elementary

831-2300

Jane Trimper, Principal

### Central Montcalm Elementary

831-2500

Wilberta Wittkopp, Principal

### Food Service

831-2106

Amy Main, Supervisor

### Transportation

831-2240

Mark Kimball, Director

# CENTRAL MONTCALM UPPER ELEMENTARY

1488 S. Sheridan Road  
Stanton, Michigan 48888

## CMUE Vision

Central Montcalm Upper Elementary students will be dynamic learners and productive citizens.

## CMUE Mission

QUALITY EDUCATION in an ENRICHING ENVIRONMENT

### **CMUE Staff 2016-2017**

#### Office

Jane Trimper, Principal  
Marissa Shick, Secretary

Angela Breese, Counselor  
Julie Hatley, Social Worker

#### Custodian

Marilyn Arnold  
Brandy Fuhrman  
Phil Kava

#### Kitchen

Amy Main, Food Director  
Karla Rasmussen  
Sherri Jeffery  
Sheryl Ellis

#### Special Services

Katrina Campbell  
Kathy Kieffer

Sue Kearney  
Julie Schafer

Robin Bennett

#### 2<sup>nd</sup> Grade Teachers

Alicia Hummel  
Alicia Sexton  
Jennifer Dankert  
Jill Babbitt

#### 3<sup>rd</sup> Grade Teachers

Becky West  
Nicole Eggleston  
Deb Kuczynski  
Susie Loew  
Shauna Thompson

#### 4<sup>th</sup> Grade Teachers

Erin Blumberg  
Abigail Seamon  
Carl Lewis  
Michelle Rockafellow

Jill Tobey

#### 5<sup>th</sup> Grade Teachers

Patrick Hill  
Alan Dawe

Beth Clingenpeel  
Karen Wickerham  
Mary Cummings

#### Specials

Sara Potter  
Jane Hemenway

#### Para Professionals

Cathy Scott  
Cindy Navarre  
Rosa Keaton  
Michelle Wilmore  
Millie King  
Renee Johnson  
Deanna Musser

Vicki Pontius, Library Clerk

#### Special Education Teachers

Gayle Jensen  
Sarah Korte  
Katrina Campbell  
Mike Taylor, ISD  
Allison Dykstra, ISD  
Diane Harris- Basom, ISD

Contact information can be found on our school's website at <http://www.central-montcalm.org/upper-elementary>.

## **PARENT INVOLVEMENT**

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

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes.
- B. Providing a mutually supportive school and home environment, which encourages learning.
- C. Supporting a consistent and shared approach to child guidance and discipline.
- D. Providing for the proper health, safety and well being for their child.
- E. Supporting the development of English language proficiency skills.

## **EMERGENCY CONTACTS**

Please inform the office immediately if you have any change of address, phone number or emergency contact information so records may be kept current.

## **ENROLLING IN THE SCHOOL**

The parents or legal guardian must enroll new students coming to CMUE. When enrolling, parents must provide copies of the following:

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

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

## **CENTRAL MONTCALM UPPER ELEMENTARY SCHOOL STUDENT DAILY SCHEDULE**

**REGULAR SCHEDULE:** 7:55 am to 3:05 pm

**2-HOUR DELAY SCHEDULE:** 9:55 am to 3:05 pm

**EARLY RELEASE SCHEDULE:** 7:55 am to 12:10 pm

## **CHAIN OF COMMUNICATION**

If a problem develops or a parent senses a child is having difficulty with an assignment, a teacher, or an incident at school, parents are encouraged to talk to the teacher immediately to bring about increased understanding and a quick resolution. Issues not satisfactorily resolved with a teacher, may be addressed with the CMUE principal. It is suggested you follow this "chain of communication" in order to reach a satisfactory resolution.

## **CHANGE OF ADDRESS**

**Please inform the office immediately if you have any change of address, phone number or emergency contact information so files may be kept current.**

## **DISTRIBUTION OF PRINTED MATERIAL**

Prior permission from the principal must be obtained before printed materials may be distributed near or on school property.

## **EQUAL EDUCATION OPPORTUNITY**

Every student is entitled to the same opportunities in acquiring their education. There is no bias for race, religion, homelessness or gender.

## **ELECTRONICS**

Electronic devices, such as cell phones, MP3 players, laser pointers, portable televisions or games, etc. are not to be used during normal school hours. Students may not carry a pocket pager or electronic communication device in school except for health or other specific reasons approved by the Board of Education. A Cell phone required by a parent must remain turned off and in the student's backpack, both while at school in their locker and on the bus.

## **FUNDRAISING**

Students are invited to take part in a fundraiser each fall to build class monies for field trips and cost of busing. Our Parent Teacher Organization hosts popcorn Fridays and one fundraiser each mid-year to cover enrichment activities at CMUE for all students.

## **LIBRARY/MEDIA CENTER**

Students will go to the library to borrow book(s) weekly. Students are responsible for any materials borrowed from the Media Center. Bills will be issued for any materials not returned.

## **LOCKERS**

All book bags; backpacks, coats, etc. are to remain in lockers until the end of the day. In the event we have more students than lockers, students may be asked to share. The contents and condition of the locker is the responsibility of the student. Locker clean out and periodic inspections will occur. Students may not use stickers or hang inappropriate material in their lockers. Glass and open beverage containers are not permitted in lockers. School officials may search lockers at any time.

## **LOST AND FOUND**

Students are reminded that all books, as well as personal items, are their responsibility. CMUE cannot be responsible for misplaced, lost or stolen articles. Found articles will be placed in the lost and found hooks in the Hornets Nest area and outside the gym. Parents are encouraged to look at the lost and found items regularly. Items will be donated to local agencies twice a year.

## **SCHOOL/TEACHER NEWSLETTER**

The office sends home a newsletter weekly regarding whole school events. Teachers will communicate regularly regarding happenings in the classroom/grade level. School newsletters can be found on our webpage at [www.central-montcalm.org](http://www.central-montcalm.org).

## **TELEPHONES**

The office phone is available for student use in the event of an emergency or illness. Every teacher has his/her own telephone number and voice mail for your convenience. Please DO NOT expect to talk with your student or teacher during instructional hours. Teachers will gladly and promptly return your calls at their times without students.

Student cell phones are to be in their backpacks and in their lockers during the school day including recess. No phones or electronic devices are to be used on the playground.

## **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.

## **VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. All volunteers must pass a background check prior to working with students.

## **WITHDRAWAL AND TRANSFER**

If you find it necessary to transfer to another school, be certain to contact the office before leaving in order that we can best assist you in having a smooth transition from one school to another. Please also be sure your child returns any textbooks, library books, or school owned equipment prior to leaving.

### Chapter 2: Academic information

## **ACADEMIC RECORDS**

In accordance with the Family Educational Rights and Privacy Act of 1974, official school records directly relating to a student shall be available for examination by parents of a minor. A complete statement of this policy is available in the principal's office.

## **ACCOMMODATIONS TO PERSONS WITH DISABILITIES**

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. District assessments for math, reading & writing will take place during school hours and students will also be tested with Michigan assessments online as follows: 3<sup>rd</sup> Grade- Math, English language Arts  
4th Grade - Math, English Language Arts, Science  
5th Grade – Math, English Language Arts, Social Studies

## **FIELD TRIPS**

Field trips are an extension of the learning experience for students. Parents/guardian permission is required for a student to participate. A universal permission form will be sent home with students on the first day of school, to cover all field trips for the school year. Students may be denied the privilege of a field trip, or parents may be requested to accompany their child, when misconduct warrants these measures.



## **GRADING/ASSESSMENT PROCEDURE**

Grade reporting is done four times per school year. Progress reports will be sent home at mid-marking period.

Student's grades are based on the following scale:

A	=	94-100	B-	=	80-82	D+	=	67-69
A-	=	90-93	C+	=	77-79	D	=	63-66
B+	=	87-89	C	=	73-76	D-	=	60-62
B	=	83-86	C-	=	70-72	E	=	Below

## **GYM/PHYSICAL EDUCATION**

All students are expected to **wear gym shoes** for physical education and to participate in gym class. Ill/injured students may be excused from participation for one day with a written excuse from the parent/guardian.

Illness/Injury requiring non-participation for more than one day must be accompanied by a written statement from a physician indicating the nature of the disability and the date when the child may return to normal activity.

## **HOMEWORK**

Research shows that reading every day will increase fluency and comprehension. We encourage parents to help their children develop a homework schedule from listening to their child read out loud for ten minutes a day to working on assignments or reading silently up to 60 minutes a day.

## **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. Students are to be dressed for the weather as most recesses are outside and students are expected to go out. Exceptions may be made for medical reasons, disciplinary actions or for special school activities. A written request from a parent for an ill or injured child to remain inside may be accepted for one day. Any requests for more than one day must be accompanied by a doctor statement indicating the reason, and date when the child may resume outdoor recess.

## **REPORTING STUDENT PROGRESS AND PARENT/TEACHER CONFERENCES**

Parents at CMUE can expect to receive a report of progress every 4-5 weeks from the teacher, the intervention teacher. Progress Reports and Report Cards are given respectively every nine weeks. Parent/teacher conferences are held in the fall and spring. The purpose of the conference is to exchange information with parents regarding the strengths of their child and areas still needing improvement. Parents are encouraged to share information which they deem necessary to the success of their child and can make appointments with the teacher and/or the principal at additional times if necessary.

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

The district school improvement team reviews instructional materials cyclically with Board of Education approval. Parents are invited to be on the school and district school improvement teams as well as be a part of Advisory boards for health and reproduction classes.

## **TEXTBOOKS**

Textbooks needed for students will be provided by the school district. It is the student's responsibility to use books property and prevent their loss or damage. Students will be required to pay for lost or damaged books.

## **ATTENDANCE POLICY**

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 child to be absent from school, the following is required:

1. Upon return to school, the student must bring a note signed and dated by a parent/guardian, with a specific reason for the absence.
2. The student is responsible for making up any schoolwork missed due to their absence.

In all Central Montcalm Schools, here is what you can expect to happen in regards to school attendance:

A.) Once your child has accumulated **three (3)** unexcused absences, the school truancy/educational neglect referral process will be started. You may receive a letter, phone call, home visit, or possibly all three, to alert you that your child is missing too much school. The school **may** refer to Department of Human Services for prevention/intervention and/or **may** request MAISD Truancy Officer intervention.

B.) Once your child has accumulated **five (5)** unexcused absences, the school refers the case to the MAISD Truancy Officer for follow up.

C.) Once your child has accumulated **eight (8)** unexcused absences, the school and the MAISD Truancy Officer refers the student/parent truancy case to the Prosecuting Attorney for judicial review/action.

### **Please Note:**

\*\*Once a student has reached ten (10) absences of any variety (excused and/or unexcused) the parent of the student will be required to provide documentation from a medical doctor for any other absences after the tenth (10<sup>th</sup>) absence. The required excuse from a medical doctor must give the specific date(s) of the required absence(s) and furthermore, the medical doctor's excuse must be presented to the elementary school office within three business days of the absence(s). Without this required medical doctor's clearance, any absence after the maximum of ten (10) will automatically be unexcused and will cause the school to begin the truancy process on a student as mentioned in the attendance/truancy/educational neglect policy above.

Authorized exceptions to this policy, which may allow a student to exceed the maximum (10) number of absences, will be determined by the school administration/designee and may cover:

- School-imposed absence with principal approval/determination ·
- Deviations from normal bus routine caused by inclement weather conditions
- Approved one-time family requested vacation, limited to five (5) consecutive school days per school year.
- Attendance to funeral with documentation provided by parent

### **Prearranged Absences**

When a student knows ahead of time that an absence will occur, they should bring a note from a parent or guardian indicating the date and reason for the absence and present it to the office. The teacher(s) will then work with the student to make arrangements for getting their assignments completed.

### **Excused Absences**

Absences will be excused as long as the parent/ guardian 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: Illness of student, funeral, doctor/dental appointment that cannot be scheduled outside the school day, prearranged absences, one day for treatment of head lice. After ten absences due to illness, a doctor's excuse will be needed in order for the absence to be considered "excused".

### **Unexcused Absences**

Students will be unexcused until the parent/guardian sends a written note explaining the absence. Sufficient reason does not include: Missing the bus or oversleeping, babysitting, car trouble, vacations that are not prearranged.

## **Tardiness**

Tardiness is when a child arrives at or after the school start time, and also when a student leaves early at the end of the day before dismissal. This is a bad habit and could result in disciplinary action if it becomes excessive. Leaving before the release time without a legitimate reason will result in a "left early" excuse, which is treated the same as a tardy

## **HOMEBOUND/HOSPITALIZED SERVICES**

Homebound/hospitalized services will be available only to eligible handicapped students and students who will be out of school for ten (10) or more days. Requests for homebound/hospitalized services may be made through the CMUE office. Written documentation from a physician must be presented at the time of request indicating nature of illness, anticipated length of hospital or home stay, and effective date of illness/injury.

## **TRUANCY**

Unexcused absence from school (truancy) is not acceptable. Truancy is reported to officials and may result in a hearing before a judge in a court of law; or a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child if 15% loss of time in school is reached and can be considered after three unexcused absences. After a three-day absence due to illness, a doctor's slip is needed. Truancy is reported to the Intermediate School district and the truant officer can direct a truancy case to the judicial system.

### **Chapter 4: Student fees and Meal plans**

## **BREAKFAST/LUNCH PROGRAM**

The Food and Nutrition Staff strive to serve nutritious, tasty, and appetizing meals that the students will enjoy. Both breakfast and lunch is served daily. Milk is also available for purchase. Lunch prices will be announced at the start of the school year. Students who qualify for reduced price meals may purchase breakfast and/or lunch at a reduced price. Students' lunch money should be deposited into their account on Monday mornings using the envelopes provided by the food service department. The student's name, teacher's name, amount of deposit and student ID number should be written on the outside of the envelope. Students are asked to NOT bring cash or payments **during the lunch serving time** as this slows down the line and does not allow students enough time to eat.

Students will be issued a debit card to use in the cafeteria. This debit card must be used to obtain a meal in the serving line. The debit card is the responsibility of the student. **If the student loses their card, it will be replaced once for no charge and thereafter at a cost of \$3.00 each.** Students should not share their card or ID number with other students. Students are not allowed to charge lunches. Students who forget to bring lunch money, and do not receive free lunch, will be given a carton of milk and a peanut butter sandwich.

All families will receive information and an application for the free and reduced lunch program on or before the first day of school. The application must be filled out completely and returned to the food service department before the student will receive these benefits. It is the responsibility of the parent(s) to pay for meals purchased before the application is turned in. Completed forms are to be returned to the CMUE office and will be forwarded to Food Service department. All application information is kept confidential. If you have any questions about the application or any other area of the food service program, please call the Food and Nutrition Director at 831-2312.

Students are responsible for cleaning up after themselves. Students may also be asked to help out by cleaning tables and picking up trash in the cafeteria. Parent volunteers are always welcome to help in the cafeteria.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

If a student does damage to, or loses school property, the student or his/her parents will be required to pay for the damage or replacement. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### Chapter 5: Transportation and Parking

## **BUS DISCIPLINE/POLICY**

Please refer to the CM Transportation handbook for information pertaining to transportation code of conduct, penalties for infractions and for general transportation safety guidelines and policies. Students will receive a copy of this the first day of school. A copy of this handbook can be seen on the CM website and may be requested by Calling 831-2240. If school is cancelled and a student has earned a suspension from the bus, the day will count toward the suspension.

## **BUS RULES**

Riding a school bus is a privilege and students are expected to demonstrate the same appropriate and respectful behavior on the bus that is displayed in a classroom. Students must ride their assigned buses. Students misbehaving on a bus will be issued a **written warning and/or a bus misconduct report**. Parents will be contacted.

## **CLOSED CAMPUS**

CMUE has a "closed campus" during the school day. The parent/guardian must approve **in writing** both the student's absence and method of transportation home before school approval to leave the building will be given.

All students entering or leaving the building after the start of the school day must sign in or out at the school office.

- Your child should arrive to school and in their class on time daily and should leave directly after school unless prior arrangements have been made to stay after for a supervised activity.

**-School begins: 7:55 a.m. – School ends: 3:05 p.m.**

- Students are not permitted to leave the building with anyone except their parents/guardian or authorized emergency contact person. Any requests for a student to be picked up by someone other than those listed on the emergency form must be submitted in writing by the parent/guardian and approved through the office.

- Students who arrive late or leave early are to be signed in and/or out at the office by the Parent/guardian, not dropped off/picked up in the parking lot or "out front". **–Students getting picked up at the end of the day must be signed out in the cafeteria. Children will meet their parent in the cafeteria and all exit the southeast door to the parking lot.**

Reminder to Parents/Guardians: DO NOT PARK IN THE DROP-OFF "LOOP" area in front of the school at the beginning of the day. Traffic in the parking lot makes it too dangerous for students to walk across or through the parking lot, thus the drop off zone needs to be kept clear. If you need to park or wait for a student, please use the parking spaces along the sidewalk between the car and bus parking lots. Thank you for helping us ensure the safety of our students!

## Chapter 6: Discipline and student code of conduct

### **CODE OF CONDUCT -- Responsibility of Students:**

A major component of the educational program at CMUE is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Basically, we expect courtesy and respectful countenances, with no arguing with any staff member.

When needed, a rubric for violent behaviors may be utilized.

CMUE 2012

**Rubric for Violent Behaviors**

Level of Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Low Level:</b> <ul style="list-style-type: none"> <li>• Horseplay</li> <li>• Teasing/Name Calling</li> <li>• Insulting</li> <li>• Comments/Gestures</li> <li>• Outburst Threat</li> </ul>	15 Second Intervention Blue Slip (1st-4th time turned into office) *Consequences at staff discretion  Date _____	15 Second Intervention 15 min Silent recess Student completes a Time to Think Conduct Report Mailed home Restate the definition of Violence  Date _____	15 Second Intervention 1 Silent Lunch 2 -15 min silent recesses Conduct Report Mailed home Student calls home Write a 250-word essay on "What is Bullying?" Date _____	15 Second Intervention In-school suspension (time determined by administrator) Conduct Report Mailed home Parent /student/teacher meeting with principal "Bully Prevention Class" Date _____
<b>Moderate Level:</b> <ul style="list-style-type: none"> <li>• Defamation/Label</li> <li>• Pushing</li> <li>• Slapping</li> <li>• Grabbing</li> <li>• Vulgarity</li> <li>• Taunting/Ridiculing</li> <li>• Arguing with authority</li> <li>• Defiance</li> <li>• Verbal threat</li> </ul>	15 Second Intervention 1 Silent Lunch 2 -15 min Silent recesses Restate definition of violence Student completes a Time to Think form Conduct Report Mailed home Verbal apology made to victim  Date _____	15 Second Intervention 2 Silent Lunches 4 -15 min Silent recesses Conduct Report Mailed home Student calls home Written apology to victim Write a 250 word essay pertaining to anti-bullying  Date _____	15 Second Intervention 1/2 day in-school suspension 3 Silent Lunches 6 -15 min Silent recesses Conduct Report Mailed home Student calls home Parent /student/teacher meeting "Bully Prevention Class"  Date _____	15 Second Intervention Full day In-school suspension 4 Silent Lunches 8 -15 min Silent recesses Conduct Report Mailed home Behavior plan written Parent/student/teacher meeting with principal  Date _____
<b>High Level:</b> <ul style="list-style-type: none"> <li>• Hitting</li> <li>• Punching</li> <li>• Kicking</li> <li>• Biting</li> <li>• Threatening</li> <li>• Harassment</li> <li>• Damaging Property</li> <li>• Theft</li> </ul>	15 Second Intervention 3 Silent Lunches 6 -15 min Silent Recesses Restate definition of violence Student completes Time to Think form Conduct Report Mailed home Student calls home Restitution made to victim  Date _____	15 Second Intervention 1 day In-school suspension 4 silent lunches 8 -15 min silent recesses Conduct Report sent home Student calls home Parent /student/teacher meeting "Bully Prevention Class"  Date _____	15 Second Intervention 1 day Out-of-school suspension 5 Silent lunches 10-15 min Silent lunches Conduct Report sent home Behavior plan written Parent/student/teacher meeting with principal before returning to school  Date _____	15 Second Intervention Up to 10 day suspension Assigned Silent lunches Assigned Silent recesses Conduct report sent home Revise behavior plan Parent /student/teacher meeting with principal to write behavior plan before returning to school  Date _____
<b>Extreme Level</b> <ul style="list-style-type: none"> <li>• Any Behavior that Violates the Handbook</li> <li>• Any behavior that violates a moral society</li> <li>• Any behavior that violates the law</li> </ul>	Parents and Proper Authorities will be contacted. Consequences at Principal's Discretion			

### Central Montcalm Upper Elementary School

#### *Definition of Violence*

Violence to self or others is any look, gesture, word or action that hurts or may harm a person's body, feelings, friendships, reputation, or property.

Student name \_\_\_\_\_

Teacher name \_\_\_\_\_

*Consequences may change based on Due process and severity of the act*

## **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. Bullying is considered a beginning to violence acts and our rubric of consequences spell out the levels of behaviors with their consequences. 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. Two types of discipline are possible, informal and formal. Informal discipline includes: writing assignments, change of placement, lunchtime detention, recess detention, or before or after school detention. Formal discipline removes the student from school.

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 for the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. In the event that staff members need to restrain and/or seclude students, it must be done in accordance with Board of Education Policy #5630.01. Such intervention may be used only as a last resort in emergency situations, if students pose a threat to themselves or others based on their behavior.

### **Behavior Violations**

Each of the behaviors described below are prohibited at school and may subject the student to disciplinary action including suspension and/or expulsion from school and, depending on the violation, may be reported to law enforcement officials.

1. **Use, possession, distribution, or sale of drugs, alcohol, steroids, inhalants, or look-alike drugs.** Sale also includes the possession or sale of over the-counter medication to another student. Attempted sale or distribution is also prohibited.
2. **Use, sale, distribution or possession of any form of tobacco or tobacco products.**
3. **Possession of a weapon.** This includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. State law may require permanent expulsion for any cutting instrument consisting of a blade longer than three inches fastened to a handle, any explosive, poison gas, bombs, grenades, rockets, missiles or mines. Criminal charges may be filed for this violation.
4. **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.
5. **Knowledge of dangerous weapons or threats of violence.** For the safety of all students, staff and visitors, 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.
6. **Purposely setting a fire.** Anything, such as fire, that endangers school property or its occupants will not be tolerated. Arson is a felony and will be reported to the proper authorities.
7. **Physically assaulting a staff person, student or other person.** Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence".
8. **Verbally threatening a staff person, student or other person.** 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. Verbal assault also includes the making of bomb threats or similar threats directed at a school building, property, or a school-related activity.
9. **Extortion.** Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.
10. **Falsification of schoolwork, identification, and/or forgery.** Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.
11. **False alarms, false reports, 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.**
12. **Explosives.** Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers and poppers are forbidden and dangerous.

13. **Trespassing.** Suspended or expelled students are not allowed on school property without prior authorization of the Principal. Also, students are not allowed on school property, or in unauthorized areas, during unauthorized times.
14. **Theft.** Stealing school or personal property is considered theft.
15. **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. If given a reasonable direction by a staff member, the student is expected to comply. 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.
16. **Damaging property.** Vandalism and disregard for school property will not be tolerated. Violators may incur repair, replacement costs along with discipline.
17. **Persistent absence or tardiness.** Attendance laws require students to be in school the entire school day or have a legitimate excuse. Excessive absences will be reported for truancy.
18. **Aiding and abetting violation of school rules.** If a student assists another student in violating any school rule, they may also be disciplined.
19. **Engaging in public displays of affection.** Boy/Girlfriends demonstrating affection (holding hands, kissing, etc.) is personal and not allowed at school.
20. **Possession of electronic equipment.** Students are not allowed to use laser pens, pagers, cellular telephones, MP3 players, "boom-boxes", portable TV's, radios, electronic phones during school hours. The property will be confiscated and disciplinary action will be taken.
21. **Violation of individual school or classroom rules.** 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 District policy.
22. **Violation of bus rules.** Refer to bus rules/transportation.
23. **Moral Affront.** Students will not engage in behaviors or language that is considered obscene and/or vulgar.
24. **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.
25. **Harassment.** The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. This includes any repeated speech or action that creates a hostile, intimidating or offensive learning environment. Harassment includes, but is not limited to:
  - a. Sexual Harassment: Verbal, non-verbal or physical contact.
  - b. Gender/ Ethnic/ Religious/ Disability Harassment: Verbal, non-verbal or physical assault.
  - c. Harassment includes such activities as stalking, bullying, name-calling, taunting, and hazing.
 Any student who is found to have repeatedly demeaned or harassed a staff member, student or third party, will be subject to discipline in accordance with law. Students who believe they have been harassed, bullied or intimidated will report to the principal who will follow board policy 5517.

## **DUE PROCESS**

On the basis of present school law the authority to temporarily separate or suspend a student is delegated by the Central Montcalm Board of Education to the building administration.

A student charged with misconduct has a right to due process. Such a student will have the opportunity to explain his/her actions or status regarding the charges. If, then, the administrator determines that charges against the student should stand, disciplinary action will be ordered.

## Expectations

All staff, students and visitors will be expected to follow the expectations created through PBIS.

Central Montcalm Upper Elementary Behavior Expectation Matrix									
Location ⇒ Expectations ↓	Buses	Parking Lot/ Entry Way	Classroom or Instructional Area	Bathrooms	Hallways	Cafeteria	Playground	Office	Assemblies
Respect	<ul style="list-style-type: none"> <li>*Listen to and follow the driver's directions</li> <li>*Be on time (arrive 5 min. prior to bus)</li> <li>*Be a "Bucketfiller"; treat others kindly</li> <li>*Use kind and appropriate words</li> <li>*Level 2 voice</li> <li>*Take care of the bus</li> </ul>	<ul style="list-style-type: none"> <li>* Listen and Follow directions</li> <li>* Use school-appropriate language</li> <li>*Wait quietly and calmly</li> <li>*Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>*Listen and follow directions</li> <li>*Use school-appropriate language</li> <li>*Wait your turn to share</li> <li>*Be kind to others</li> <li>* Take care of and maintain technology</li> </ul>	<ul style="list-style-type: none"> <li>*Respect personal space and privacy</li> <li>*Use school-appropriate language</li> <li>*Wait your turn</li> <li>*Use a voice level 1 or 0</li> <li>*Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>*Listen and follow directions</li> <li>*Use a voice level 1 or 0</li> <li>*Respect personal space</li> <li>*Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>*Listen and Follow Directions</li> <li>*Use a voice level 2</li> <li>*Use utensils appropriately</li> <li>*Use good manners</li> <li>*Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>*Listen and Follow Directions</li> <li>*Use school-appropriate language</li> <li>*Take turns and share</li> <li>*Take care of school property &amp; equipment</li> <li>*Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>*Listen and follow directions</li> <li>*Use a voice level 1 or 0</li> <li>*Wait quietly and calmly at line/carpet</li> <li>*Use good manners</li> <li>*Respect personal space</li> <li>*Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>*Listen and Follow Directions</li> <li>*Voice level 0</li> <li>*Wait your turn to share</li> <li>*Sit facing forward and on bottom</li> <li>*Clap to show appreciation</li> <li>*Be kind to others</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>*Go directly to your assigned bus</li> <li>*Use the jump seat</li> <li>*Exit at assigned stop</li> <li>*Go directly to your assigned seat</li> <li>*Be helpful</li> <li>*Ask permission to open windows</li> <li>*View school-appropriate material on technology</li> </ul>	<ul style="list-style-type: none"> <li>* Go directly to your destination</li> <li>* Wait your turn</li> <li>* Listen and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>*Take care of personal belongings</li> <li>*Clean up after yourself</li> <li>*Give your best effort</li> <li>*Listen and follow directions</li> <li>* Follow directions on social media and websites</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to your destination</li> <li>*Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to your destination</li> <li>*Take care of your personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>*Throw away trash</li> <li>*Get lunch card</li> <li>*Get supplies and condiments in line</li> <li>*Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>*Be honest</li> <li>* Put equipment in proper location</li> <li>*Wear weather-appropriate clothing</li> </ul>	<ul style="list-style-type: none"> <li>*Wait quietly and calmly at line/carpet</li> <li>*Take care of your belongings</li> <li>*Go directly to and from office</li> <li>*Be honest</li> </ul>	<ul style="list-style-type: none"> <li>*Listen and Follow Directions</li> <li>*Make Own Choices</li> <li>*Sit in your classroom's assigned area</li> <li>*Wait quietly and calmly for program to begin</li> </ul>



Central Montcalm Upper Elementary Behavior Expectation Matrix									
Location ⇒ Expectations ↓	Buses	Parking Lot/ Entry Way	Classroom or Instructional Area	Bathrooms	Hallways	Cafeteria	Playground	Office	Assemblies
Safe	*Stay off the road while waiting *Wait for the bus to stop/signal to cross *Cross in front of the bus *Use the front door *Walk *Stay seated properly *Keep everything inside the bus *Keep hands, feet, and belongings to self *Keep aisle clear	* Keep hands, feet, & belongings to self *Walk *Be where you are supposed to be.	* Keep hands, feet, & belongings to self *Walk *Respect personal space * View appropriate materials on technology	* Keep hands, feet, & belongings to self *Report inappropriate behavior *Wash hands	*Keep hands, feet, & belongings to self *Stay to the right *Walk *Face forward *Respect personal space	* Keep hands, feet, & belongings to self *Walk *Stay seated until dismissed	* Keep hands, feet, & belongings to self *Report inappropriate behavior	* Keep hands, feet, & belongings to self *Allow adults to answer the doorbell and phone *Be where you are supposed to be.	* Keep hands, feet, & belongings to self *Walk *Sit on the seat portion of the bench

## **GUM**

CMUE is a gum free school and we ask that adults and children aid the school community by adhering to this “No Gum” policy.

## **STUDENT DRESS CODE**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory or hairstyle and hair color) that disrupts the educational process, shows an affinity to gang or violent mentality, or presents a safety risk to the student or others will not be permitted. Violations of the dress code may result in the removal of the offensive wear, a call home for other clothing, or changing to clothing from the clothes closet. Please make sure students are dressed appropriately for school. Personal expression is permitted within these general guidelines: Students must be clean and neat, wear shoes, and be dressed appropriately for the weather. The following styles or manners of dress are prohibited:

- Chains
- Hats or caps of any kind unless approved for a school activity.
- Bare midriiffs, bare lumbar/buttock area, exposed bra or underwear
- Halter tops, tube tops, or split up the side clothing
- Short shorts or short skirts-10 inches on side seam from waistband
- Pants hanging off the hips or dragging on the ground
- Suggestive or vulgar clothing with offensive pictures or slogans or a negative or offensive double meaning (Including but not limited to advertisements for alcohol, drugs, tobacco products, sexual innuendo.)

## **STUDENT SAFETY AND SECURITY**

To maintain order and to protect the safety and welfare of students and school personnel, school authorities may search a student or student’s locker with just cause, and may seize any illegal or unauthorized materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district. However, students are expected to assume full responsibility of the security of their lockers and desks.

School authorities for any reason may conduct periodic general inspections of lockers and desks at any time, without notice, without student consent, and without a search warrant.

**STUDENT SECLUSION AND RESTRAINT**

In the event that staff members need to restrain and/or seclude students, it must be done in accordance with the following procedures and guidelines. Such intervention may be used only as a last resort in emergency situations, if students pose a threat to themselves or others based on their behavior. Only school staff and substitute personnel who are trained in permissible seclusion and physical restraint measures shall use such techniques.

## **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that the student complete assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the teacher beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns to school. If school is cancelled, the suspension is exonerated for that day.

### **Chapter 7: Health and Safety**

## **COMMUNICABLE DISEASES**

Because the 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 due to casual contact communicable diseases and pests. 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 or scabies. Specific diseases/conditions include, but are not limited to: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chicken pox, impetigo, influenza, pink eye, ringworm, shingles, common cold, infectious hepatitis.

Signs of illness to watch for: cough, headache, fever, runny nose, skin eruption, sore throat, or vomiting.

## **CHRONIC ILLNESS or Food Allergies**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 989-831-2100. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available in the board office. Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

## **DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he/she can access educational programs and services.

## **CRITICAL INCIDENT PLAN**

The school has a plan for evacuations and lock downs. Plans have been prepared in conjunction with the local law enforcement officials. Our first priority is the safety of all students and staff. Students will not be allowed to leave the building if a lockdown is issued.

**FIRE DRILLS, TORNADO DRILLS, TOXIC CRISES DRILLS**

ALL drills are at regular intervals, required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey promptly without thinking and arguing. We practice and are assessed after each drill.

**IMMUNIZATION INFORMATION**

By State law, all children in Michigan public schools must have received all required immunizations in order to enroll in and attend school. The complete vaccine series for: Diphtheria/Pertussis/Tetanus (DtaP, DTP, Td, Tdap or DT) with one dose in the last 5 years, Polio, MMR, Hepatitis B, Varicella (chicken pox-either vaccine or history of chicken pox) and one dose of Meningococcal (age 11-18). The requirement may be waived by the local health department.

*Required Childhood Immunizations for Michigan School Settings*

School communicable disease rules are the minimum standard for preventing disease outbreaks in school settings. To best protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the 2015 Recommended Immunization Schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or [www.michigan.gov/immunize](http://www.michigan.gov/immunize). **\*\*All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.**

<b>Entry Requirements for All Public &amp; Non-Public Schools</b>		
Age → Vaccine**↓	4 years through 6 years	7 years through 18 years including all 7th grade students
Diphtheria, Tetanus, Pertussis	<b>4</b> doses DTP or DTaP, one dose must be on or after 4 years of age	<b>4</b> doses Diphtheria and Tetanus <b>OR</b> 3 doses if #1 given on or after the first birthday. <b>1</b> dose of Tdap for children 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher.
Polio	<b>4</b> doses of polio. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.	<b>4</b> doses of polio. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.
Measles,* Mumps,* Rubella*	<b>2</b> doses on or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal Conjugate	None	<b>1</b> dose for all children 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher
Varicella* (Chickenpox)	<b>2</b> doses of varicella vaccine at or after 12 months of age <b>OR</b> current lab immunity <b>OR</b> reliable history of disease	

\* If vaccination is not administered, current laboratory evidence of immunity is required.

**INJURY/ILLNESS/ACCIDENT/EMERGENCY**

Students are directed to report any accident or injury to the first staff member available. When students are ill, the teacher will follow CMUE policy and parents will be notified in the event of serious accident, injury or illness. 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.

## **LICE**

Central Montcalm Public Schools follows the State of Michigan/Michigan Department of Community Health policy recommendation regarding lice:

Students with live lice are not allowed in school. Any student with live lice may remain in school until the end of the day (if they are found after school begins), but specific procedures must be followed. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel finds NO live lice on the child, the child may reenter the school. Any student with nits (farther than 1/4" from scalp) should be allowed in school. (Active infestations can be defined as the presence of live lice or nits found within 1/4" of the scalp. Nits that are found beyond 1/4" of the scalp have more than likely hatched, or are not longer viable.)

\*Parents should remove nits daily and treat if live lice are observed.

## **MANDATED REPORTERS**

Schoolteachers, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

## **MEDICATION POLICY**

The Board of Education 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. If a student is required to take a medication during school hours, and the parent/guardian is unable to administer the medication, the principal or his/her adult designee may administer the medication in compliance with the **written instructions of a physician and the written permission of the parent/guardian**. The necessary physician and parent forms are available in the office.

The exact dosage, method of delivery (oral, topical, etc.) and frequency of administration must be clearly marked on the prescription label of the medication container, and the request form, or on the written instructions signed by the health care professional. The school is prohibited by law from dispensing aspirin, Tylenol, or other over-the-counter pain medication without written permission from the doctor and parent on the appropriate forms. The parent/guardian must assume responsibility for informing the principal's office in writing of any change in the child's medication and for providing a new prescription or Health Care Professional note to change original prescription dosage and/or directions. The parent/guardian is also responsible for keeping track of the amount of medication at school and transporting the medication to and from school. **Students may NOT carry medication to or from school**. It is the student's responsibility to report to the office on time to receive their medication. Unused medications will be destroyed one week after the termination date or one week after the close of school if not picked up by the parent/guardian.

**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 (written orders/instruction) of a physician.

## **TORNADO POLICY**

**•Tornado Watch** - Forecast of the possibility of a tornado: In case of a tornado watch, a person is designated to keep watch. Students are to continue with classes as usual, however, teachers will be notified of the possibility of a

forthcoming warning. The only exception may be that outdoor physical education classes or other outdoor classes may be brought back into the building. If this occurs at the end of the school day, buses will leave on time.

•**Tornado Warning** - Tornado has been sighted in the area: In the event of a warning (public announcement on the P.A.), teachers are directed to take their students to their designated areas. Tornado warnings in effect at the end of the school day will necessitate buses **NOT** leaving the school until the warning is officially terminated.

#### Chapter 8- Internet and Technology

### **ELECTRONIC INFORMATION - ACCEPTABLE USE**

Technology covered by this policy includes the use of District software, audio and video media, computers and hardware peripherals, network, telecommunications, video and audio equipment. The use of District technology is a privilege that can be revoked at any time by the District. Each student and parent must sign that the Acceptable Use Policy was read and understood at the beginning of each school year.

#### **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, to services through its Educational Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they

and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyber bullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally liable, both civilly and criminally, for uses of the Education Technology not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District's Education Technology and the Internet for instructional purposes.

Any parent or lawful guardian who does not want their child's picture or information published electronically should inform the child's teacher in writing. P.L.106F554,Children'sInternetProtectionActof2000 P.L.110F385,ProtectingChildreninthe21stCenturyAct 18U.S.C.1460 18U.S.C.2246 18U.S.C.2256 20U.S.C.16777,9134(2003) 20U.S.C.16801etseq.,PartF,ElementaryandSecondaryEducationActof1965,asamended(2003) 47U.S.C.254(h),(1),CommunicationsActof1934,asamended(2003) 47C.F.R.154.520

## **TECHNOLOGY POLICY**

The use of District technology is a privilege that can be revoked at any time by the District. Each individual user is responsible for the reasonable care of technology, including hardware, software, and their password, while in their possession or while using it. Students are responsible for reading the entire Electronic Information Acceptable Use Policy and will be held accountable for following the entire policy.

The district reserves the right to revoke a user's account, as well as take disciplinary or legal action if it is determined that the user is engaged in unauthorized activity or is violating this policy.

#### Chapter 9- Special Education

### **NONDISCRIMINATION**

It is the policy of the school district that no person shall on the basis of race, color, national origin, creed, sex, disability, handicap, religion or marital status be denied the benefits of any program at Central Montcalm. This Free and Appropriate Public Education (FAPE) is offered in the least restrictive environment.

### **DISCIPLINE/MANIFESTATION REVIEW**

If the student with a disability violates a student code of conduct and is suspended or expelled, and parents have the right to ask for a Manifestation Review to determine if the violation is a manifestation of the disability. (See the parent handbook provided at the IEP.)

### **DUE PROCESS**

Any disagreement between parents and the school district that cannot be mediated at an IEP can be resolved by filing a Due Process Complaint. (See the parent handbook provided at the IEP).

### **ELL**

English Language learners are identified by process and served educationally by professionals within the school ISD.

### **IEP**

Individualized Educational Plans for students with disabilities are designed to meet the educational needs of the student when the evaluative team composed of parents, teachers, and qualified professionals deem eligibility is met. The IEP will be a written plan that describes the services and how student goals are being met within a certain time frame. The IEP is reviewed annually. (See the parent handbook given at the IEP)

#### Chapter 10- Parental Rights and notification

### **PARENT /TEACHER ORGANIZATION**

CMUE parents are automatically part of the PTO, and they meet every second Monday for one hour starting at 3:30 pm in the UE teacher lounge. This active group is a decision making group for UE school Improvement and form a partnership with the UE staff to give quality education and enriching environment its meaning.

### **PARENT INVOLVEMENT**

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

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes.
- B. Providing a mutually supportive school and home environment, which encourages learning.



- C. Supporting a consistent and shared approach to child guidance and discipline.
- D. Providing for the proper health, safety, and well-being for their child.
- E. Supporting the development of English language proficiency skills.

### **FERPA**

**SCHOOL RECORDS** School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records. 1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older. 2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record. 3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. 4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to: Family Policy and Compliance Office U.S. Department of Education 600 Independence Ave, SW Washington, DC 20202-4605 34 5. **RIGHT TO OBTAIN POLICY**

Advisory to All Parents/Guardians

Central Montcalm PS has an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible, and we have been successful to date. This program does not rely on routine pesticide applications to resolve problems. You will receive advanced notice of the application of a pesticide, at your child's school. This advance notice will be given 48 hours before the application.

You **WILL** receive notice via a posting at the entrance to the school building. Complete this form **ONLY** if you are requesting additional advance notification of a pesticide application by U.S. first-class mail.

If you are requesting prior notification of pesticide treatments conducted at this school or day care center, other than a bait or gel formulation, and you would like the notice to be delivered by United States first-class mail, postmarked at least three days prior to the planned treatment, please complete the information on the following form and submit it to:

Central Montcalm Public School, P O Box 9, Stanton, Michigan 48888 or call 989-831-2001.

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Prior Notification Request by US. First-class Mail

PARENT NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, ZIP: \_\_\_\_\_

DAY PHONE NUMBER: \_\_\_\_\_

EVENING PHONE NUMBER: \_\_\_\_\_

Please check one:

- I wish to be notified by mail prior to a scheduled pesticide application inside of the school
- I wish to be notified by mail prior to a scheduled pesticide application outside of the school
- Both of the above

\_\_\_\_\_  
\_\_\_\_\_

Dated: