

Pellston Elementary



Student Handbook



WELCOME TO PELLSTON ELEMENTARY SCHOOL

The School Board governs the school district, and is elected by the community. Current School Board members/Trustees are:

Jim Milbrandt	President
Robert Thomson	Vice-President
Kristen Bauer-Frye	Secretary
Mark Zink	Treasurer
Bryan Searles	Member/Trustee
Stephanie Bromley	Member/Trustee
Serenity Dankert	Member/Trustee

The School Board has hired the following administrative staff to operate the school:

Mr. Stephen Seelye	Superintendent
Mr. Enos Bacon	Principal
Mrs. Jennifer Dilworth	Guidance Counselor/Testing Coordinator
Mr. Matt Sheick	Athletic Director/Transportation
Mrs. Tammy VanAntwerp	School Success Director

Michigan Safe Start Plan (Executive Order 2020-142)

The 2020-2021 school year is presented with challenges resulting from a global pandemic. Our district has sought to take all reasonable steps to ensure the safety and well being of our students and staff through the adoption of policies and protocols set forth by the CDC and the Governor for the state of Michigan. With regard to all things related to Covid-19 and our protocols, we will be following the MI Safe School Roadmap - Preparedness and Response Plan in conjunction with our Pellston Public Schools Student Handbook. These two documents will provide assurances that we will provide for the safety and well-being of all of our students.

[MI Safe Schools Roadmap - Preparedness and Response Plan](#)

INTRODUCTION

On behalf of the faculty and staff at Pellston Elementary, it is our pleasure to welcome you. We want each child to have a successful learning year in a safe and happy environment. In order to accomplish these things we need the support of each child's family.

This handbook has been prepared to provide elementary students and their parents with some of the rules and guidelines concerning Pellston Elementary School. The elementary Student/Parent Handbook covers school attendance as well as rules of conduct for students in our elementary school.

State Law requires the school district to adopt a code of student conduct for elementary schools and a code of student conduct for secondary schools. The codes must be distributed to teachers, school personnel, students, and parents or guardians at the beginning of every school year.

It is the responsibility of the school Principal, faculty, and staff to help students and parents understand and follow the rules of conduct and the Full Value Agreement. **Parents are encouraged to read and discuss this handbook with their children in order to help them adjust more successfully at school.** If the handbook does not answer or clarify your questions, please feel free to call the elementary school office at 539-8421.

PELLSTON ELEMENTARY SCHOOL'S VISION

In our vision, at Pellston Elementary School, the learning environment is one in which all learners, children and adults, grow and succeed. We value and accommodate diversity of cultures, learning styles, learning rates, types of intelligence, and ways of understanding. Our vision includes standards-based, inclusive and challenging curriculum that will inspire students to reach their individual potential. In our vision, teaching practices are both reflective of and responsive to the needs of our students. Through staff development and collaboration, our professional team of educators utilizes new research-based approaches, strategies, and programs for learning along with site-based expertise to best serve the needs of students.

The staff members of Pellston Elementary School hold high expectations that all students will meet or exceed academic standards. While maintaining a caring attitude that fosters good citizenship, we will utilize approaches, strategies, and programs that will enable all students to learn. A strong partnership will be carefully nurtured through communication with parents and the community enhancing positive growth in a healthy school environment.

Pellston Elementary has incorporated the **FULL VALUE AGREEMENT** into all of its policies, procedures, handbooks, and interactions. The **FULL VALUE AGREEMENT** has three basic principles to live, work, and play by: **Work as a Team, Be Safe: Physically & Emotionally, and Speak Up**. These principles are the foundational elements of societal relationships, citizenship, work ethic, and are critical for students to develop college, career, or vocational focused skills.

The **Full Value Agreement** is the process in which a group agrees to find positive value in the efforts of its members. This positive value is expressed in encouragement, goal setting, group discussion, inquiry with a positive intent, a spirit of forgiveness, and taking ownership for behavioral and outcomes individually and as a group. In other words, as individuals succeed, the group succeeds; and as the group succeeds, individuals succeed. The **Full Value Agreement** additionally represents a common language that as a district, Pellston Public Schools hope to incorporate into the daily representation of what a "healthy school environment" truly means.

WHAT CAN OUR HOME/SCHOOL PARTNERSHIP DO TO INCORPORATE THE *FULL VALUE AGREEMENT*?

1. We will display the **Full Value Agreement** in classrooms, hallways, offices, buses, sports fields, etc.
2. We will talk with students, parents, staff, colleagues, administrators, and support staff about what it means to be a team, keep yourself and others safe, and the importance of speaking up, as well as, listening.
3. We will turn to the **Full Value Agreement** when situations arise within our educational environments, and utilize the **Full Value Agreement** to promote a positive school climate and culture.

AUTOMATED PHONE SYSTEM

Pellston Public Schools will be utilizing an automated phone system. A directory is provided within the automated system. This system will be checked periodically during the school day when time permits. **However, at no time should a parent/guardian leave a message regarding changes to your child's after school plans.** All transportation calls MUST be directed to the Transportation Department at 231-539-8801, ext. 10080.

ARRIVAL/DEPARTURE PROCEDURE

School Day: 8:05am-3:00pm

Arrival Procedure: Students walking or being dropped off **SHALL NOT** arrive at school any earlier than 7:45 am. Student supervision and entry into the building will begin promptly at 7:45am.

BEGINNING 2020-2021 SCHOOL YEAR: (Please refer to COVID Preparedness and Response Plan for updated information for the 2020-21 school year)

Breakfast is served from 7:45am to 8:15 am daily. All students that are eating breakfast in the school cafeteria (7:45 am-8:00am) **MUST** enter the building upon arrival at the school and go to the cafeteria for breakfast or morning supervision. All students will remain in the cafeteria until they are dismissed with the supervision of the paraprofessionals supervising the playground. Students that eat breakfast will be allowed to go to the playground area once they have completed their breakfast.

Students who arrive late to school may access breakfast following checking in with their homeroom teachers at the start of the school day. Please encourage your child to eat breakfast at home or at school, it's a great way to start their day of learning!

STUDENT PICK UP/AFTER SCHOOL ACTIVITIES

Any changes to your child's normal daily schedule must be given to the school in writing from the parent/guardian. This also includes when your child is not to ride the bus as usual. All busing schedule changes **MUST be directed to the Transportation Department at 231-539-8801 ext. 10080 prior to 1:45 pm.** Only in the case of a true **EMERGENCY** should a parent call the elementary office after 1:45pm to alter a student's regular transportation plan.

Students staying after school for any activity **MUST** have written permission and be appropriately supervised at all times when on school property.

Adults authorized to pick up individual students are required to sign out students at the office when a child leaves school during the school day.

PLEASE NOTE: Parents are responsible for picking children up **PROMPTLY** at the dismissal time of school day (3:00pm) or activity. Students who do not have notes will be sent home via their normal daily bus schedule (if they usually ride a bus to or from school).

In an effort to ensure the **privacy and safety of all students:**

Parents/guardians are to **"drop and go"** so that all teachers and children are able to begin teaching and learning at 8:05 AM.

Parents/guardians are **REQUIRED** to remain in the foyer when arriving at the end of the school day to pick up released students.

ATTENDANCE

School Day: 8:05am – 3:00pm

All students arriving late to school (after 8:15 am) must report to the office to sign-in and pick up a tardy slip.

PLEASE NOTE:

- Students who arrive after **9:00am** will be marked absent for the AM session of school.
- Students who leave before **2:30 pm** will be marked absent for the PM session of school.

ROLES AND RESPONSIBILITIES

It is hard for students to be a part of the team and be the best they can be if they are not consistently present at school. We need all members of our elementary school team to be present and always striving to do their best work. If students are not present and prepared for school, it is difficult for them to be confident contributing members of the team. The team gets stronger when all of its members are working together to be successful.

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. School attendance shall be the responsibility of the parents/guardians, students, teachers and administrators.

Students are expected to be prepared with all the necessary materials, and attend class on time each day. Classroom instruction is recognized as an integral part of student success, and is valued by the student.

Parents are expected to notify the school of an absence in a timely fashion. This includes any extenuating circumstances regarding illness, personal and family problems that may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours. Family vacation should be planned during holidays as outlined on the school calendar. Parents should discuss the importance of good attendance with their children so they begin to understand the importance of being in school every day.

Teachers are expected to maintain accurate attendance records and report them promptly to the office at the designated times. A teacher has a professional responsibility to begin class on time and provide a consistent classroom environment that is a challenging and rewarding educational experience for ALL students.

Administrators are expected to coordinate the efforts of students, parents and staff when a student's absences and/or school tardiness are adversely affecting school success. Administrators should enforce whatever steps and procedures are necessary to improve the student's attendance and follow the guidelines and policies as described in the student handbook.

REPORTING ABSENCES TO THE SCHOOL

Absences shall be reported to the school by the parent as soon as possible. If you know your child will be absent, please call and leave a message in the attendance voice mailbox. This system is available 24 hours per day.

State statute requires from the parents/guardians of each student who has been absent from school for any reason, a statement of the cause for such absence. This note must be signed by a parent/guardian. Any student that is marked absent will be considered excused if a note explaining the absence is received within 24 hours after the student returns to the school setting. Legislation requires school districts to inform authorities of any student who has excessive absences (EXCUSED and/or UNEXCUSED) or chronic tardiness.

Students who arrive after **9:00 A.M.** will be marked absent for the A.M. session of school. Students who leave before **2:30 P.M.** will be marked absent for the P.M. session of school. Please note that in an effort to ensure

continuity of instruction and accountability, this procedure will be monitored for students that are checked out after 9:00 A.M. and then return prior to 2:30 P.M. will be marked absent for a half day of school.

Excused absences (still counting towards required chronic absence reporting) will be granted for the following reasons only, but are still noted and reported in student overall absence documentation:

- A. Death in the family
- B. Illness of the individual student
- C. Absence of the student and his/her family from the school district
- D. Absence due to a medical appointment
- E. Emergency situations
- F. Required court attendance
- G. Out of school suspension

FAMILY VACATIONS DURING THE ACADEMIC YEAR

We request that if at all possible, family vacations be taken at a time where the children will not miss valuable learning opportunities. We understand that due to parents' work schedules/responsibilities, family vacations during the school year may be unavoidable at times. Children who are absent for any reason will miss class discussions, projects, teacher demonstrations, activities, labs, etc. much of an elementary student's in-school learning activities/experiences cannot be replicated.

If a family vacation is necessary while school is in session, please complete the *Family Vacation* form available in the office. Please note that absences due to vacations while school is in session can significantly interfere with a student's learning and can accumulate to be considered excessive absences in regard to the district's attendance policy.

ATTENDANCE

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (2) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (3) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (4) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (5) The child has graduated from high school or has fulfilled all requirements for high school graduation.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

STUDENT ABSENCES

Good attendance in school has a direct correlation to success in school. Where students are successful in school and exhibit poor attendance is the exception to the rule. The purpose of our attendance policy is to instill the positive traits of punctuality, dependability, and self-discipline.

There are two types of absences: excused and unexcused. Excused absences include: observance of a religious holiday, illness, suspensions, death in the immediate family, family emergency, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at (231) 539-8421 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, where time permits a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

SEPTEMBER REVIEW

A student accruing two (2) or more absences (excused + unexcused) in the month of September will receive a phone call from the school office. Studies have shown that students missing more than two days in the month of September go on to miss in excess of twenty-five (25) school days in a school year. Those missing in excess of four (4) days correlated to missing as many as seventy (70) days in a given school year. Students falling into this category of attendance are exhibiting disengagement, and should raise our concerns for the root cause of the exhibited behavior. (<http://baltimore-berc.org/wp-content/uploads/2014/08/SeptemberAttendanceBriefJuly2014.pdf>)

ATTENDANCE 5 DAY REVIEW

Once a student reaches five (5) absences (excused + unexcused) during the school year, a letter notifying the parent will be sent home.

ATTENDANCE 10 DAY REVIEW

Once a student reaches ten (10) absences (excused + unexcused) during the school year, a meeting will be scheduled to meet with the principal to discuss the reasons for the absences, and develop an attendance plan for the remainder of the school year. Such an attendance plan will be monitored following the meeting. Where plans are not being honored, a petition for truancy may follow once a student exceeds more than eighteen (18) absences or ten (10) percent of the school year.

TRUANCY

Student attendance is critical to the learning process and essential where students seek to earn credit. Where students are considered to be truant, it is the district's position that this constitutes educational neglect. Truancy is a serious issue and will be dealt with in a serious manner by the school and district.

The school district carries the expectation that students should not be absent (excused + unexcused) in excess of ten (10) percent of the school year or eighteen (18) absences total for the school year.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

A petition for truancy will be filed with the Emmet County Sheriff Department where students exceed eighteen (18) absences (excused + unexcused) during the school year. Exceptions to a petition for truancy will occur where students are not at risk of failure (all grades are at a C- or higher) or where a chronic illness is present as documented presently and clearly by a physician and is promptly supplied to the school. Where credit is concerned, students will earn credit both through their classwork and participation and through their regular attendance. The district reserves the right to deny credit where students have failed to earn it. If your child has exceeded ten (10) absences and you have not scheduled an attendance meeting with the principal, we encourage you to schedule a meeting with the building principal to create an attendance plan and avoid potential consequences. Attendance plans are monitored to ensure student success and overall improvement in attendance. Where plans are not being met or an agreement cannot be reached, a petition for truancy may follow.

Slocum v. Holton Board of Education 171 Mich App 92 (1988) the court held "There are many factors which may properly be considered in determining a student's course grade -- attendance is one such factor."

1.

TARDINESS

All students arriving late to school (after 8:15am) must report to the office to sign-in and pick up a tardy slip.

The opportunity for optimal learning and participation in the learning environment requires students to be in school and class on time. Attendance and punctuality are the most basic elements of developing college, career or vocational readiness. Pellston Elementary School requires prompt arrival to school and class. It is critical that children arrive at school on time daily.

Regular tardiness is considered truancy. Every four (4) tardies will equal one (1) unexcused absence. Attendance rules will apply. Chronic tardiness to school and/or class will result in a referral to the building administrator or designee and may result in a required attendance meeting facilitated by Northern Community Mediation (NCM). Tardies are accumulated by the student not by the class. Tardies reset to zero at each semester. The *Full Value Agreement* requires a commitment for all members of the team to be on time and ready to do their best work.

EARLY RELEASE FROM SCHOOL

STUDENT EARLY RELEASE PLAN

Each parent should make sure that children know the procedures they should follow in the event that school is dismissed early due to INCLEMENT weather or any unforeseen circumstances. ***Parents must have a written early release plan on file with the school (included on the bottom of the FIELD TRIP/STUDENT INFORMATION RELEASE form).*** Each homeroom teacher will maintain your child's early release plan.

It is essential to keep this plan updated. Because of the urgency of the early release situation it is very difficult to make individual phone calls. Make sure your child knows the early release plan that you have provided to the school. **PLEASE NOTE: The plan cannot include a telephone number to call. The school will follow the instructions on the written plan during an early release situation.** It is important that the parent keeps the early dismissal plan updated with the student's classroom teacher.

STUDENT/STAFF SAFETY

OFFICE CHECK-IN/ENTRANCE FOR VISITORS/PARENTS/VOLUNTEERS AT SCHOOL

Your child's safety is important to us therefore, we require that all parents, volunteers, and other visitors enter the building through the main entrance which is equipped with a buzzer entrance system. All other exterior doors will be locked and will not be opened by staff, students, or others for the safety of all children, we need to know who is in the building and for what purpose at all times. We require **all visitors (including parents)** and **volunteers** to sign in at the elementary office before going to a classroom. Children who are not enrolled in the school are not permitted to come to school with other students.

PARKING ZONES

PARKING IS PERMITTED in the following areas near the elementary school:

- Directly across the street in the lot connected to the Middle/High School
- In the parking lot at the SOUTH end of the elementary school
- After 8:30am, parking is permitted on Zipf Street in front of the school on the road only, not on the sidewalk. This area is a **NO PARKING ZONE** from **7:30-8:30 am and 2:30-3:30 pm**. This area (between the parking lot at the north end and south end of the building) becomes a NO PARKING ZONE again from 2:30pm-3:30pm. **All vehicles MUST be moved prior to 2:30 pm.**

VOLUNTEERS AT SCHOOL

Volunteers are people who translate an interest in helping children into action. Volunteers are parents, grandparents, retired teachers, business and community people who support the instructional program by donating their time and talents. They provide supplemental help to pupils and teachers and perform other needed tasks in support of the educational program. At no time does the volunteer take the place of the classroom teacher or other staff person; rather, he or she works closely with them, under their guidance and direct supervision.

BACKGROUND CHECK

For the protection of our students and staff **it will be necessary for all volunteers to complete a "Disclosure of Criminal History" form and provide the necessary information so that an on-line criminal background check can be processed on an annual basis** (each school year). There is no cost to the volunteer for this procedure. The necessary forms are available in all district offices and should be filled out completely and turned in with a photocopy of your driver's license. Building Principals will be notified when the forms have been processed or if there is a problem/concern.

If a parent volunteer does **not** pass the background check he/she will not be allowed to go on a field trip with their child.

Volunteers **will not** be allowed to participate in classrooms or class activities until the Elementary Principal receives clearance from the Administration office.

VISITOR vs VOLUNTEER

VISITOR: Is someone who comes to school 30 minutes or less for infrequent /occasional visits (1-9 visits per year). Other activities could be as such:

- Holiday Parties
- Christmas Program
- Fall Field Day
- Special Persons Day
- Lunch

VOLUNTEER: Is someone who is going to a classroom by the request of a teacher and assigned a specific task. Other activities could be as such:

- Spring Track & Field Day
- Field Trips
- Snowshoeing
- Cross Country Skiing
- Classroom Helpers

- Book Fair
- Motor Moms and Dads
- Small Group Activities (under teacher supervision)

Please check with the office to see if your school involvement is considered a volunteer activity by the school policy.

STEPS TO BECOME A VOLUNTEER

1. First submit a “Disclosure of Criminal History” form with picture identification to the Superintendent's office. (**Processing takes place once a month on the first Monday of each month.**)
2. Upon clearance you will be notified.
 - a. Your name will be added to the building list of approved volunteers.
 - b. Requests for your volunteer service will come directly from staff seeking volunteers.
3. Volunteer hours are limited to 1 full day per week or hours equal to (6 hours) unless more time is authorized by the principal.
4. Sign in and out at the office.
5. Wear your name tag.
6. Familiarize yourself with guidelines in our volunteer handbook.
7. Have fun helping children.

PURPOSE OF SCHOOL VOLUNTEERS

1. To increase the educational attainment of students.
2. To provide enrichment experiences beyond those that the school can provide.
3. To provide more effective utilization of teacher time and skills.
4. To give more individual attention to students who need it.
5. To promote greater community involvement in the academic and co-curricular programs of the District.

STUDENT DRESS

The style and manner in which a student dresses is primarily the responsibility of parents. The School District maintains the right to impose restrictions on dress or grooming that is disruptive to the educational process or presents a safety hazard to the student.

The following simple guidelines have been established to provide some guidance for parents:

Footwear: Students in K-5 **must** wear shoes that are safe and appropriate for recess and physical education (**flip-flops are not appropriate footwear for school**). Shoes with wheels attached are not appropriate footwear for inside of the school building.

Head:

- Hats are not to be worn inside the building. The only exception is when students are dressed to go outside during recess or school authorized events.

Accessories/Symbols:

- All clothing or accessories that promote or suggest drugs, alcohol, tobacco, sexual innuendo, gang membership or vulgar content is not permitted in school.

Lower Garments:

- Short and skirt length must be at least mid-thigh on the student.
- Pants, jeans, slacks, shorts, etc. are to be worn in a manner which “covers” under garments.

Upper Garments:

- Shirts must adequately cover the waistline and must not expose the midriff while the student is performing normal school-related activities (studying, retrieving books, raising hands, etc.) and at shoulder be at least three finger tips in width.

SURVEILLANCE CAMERA NOTICE

Staff, students, parents/guardians, and visitors should be aware that Pellston Public Schools have surveillance cameras monitoring various school building areas, including the playground, parking lots and hallway areas. School buses also have surveillance cameras. Camera recordings are reviewed by school officials for discipline and safety purposes. Findings may be provided to police and/or used in school disciplinary proceedings. Students and visitors should understand that their actions while in these areas will be recorded. Therefore, they should have no expectation of privacy in these areas.

STUDENT BEHAVIORAL RIGHTS AND RESPONSIBILITIES

Being a member of a school is like being part of a family. In order for everyone to get along and have freedom, all must share certain duties. Rights (freedom) and responsibilities (duties) go hand in hand.

At school everyone works to make sure that you are safe and well and that your day will be pleasant. You must do your part:

1. Not hurting other people or their feelings.
2. Not taking items that do not belong to you.
3. Not damaging other people's property or things.
4. Dressing in the right manner for school.
5. Helping us keep our school neat and clean.

Pellston Elementary staff and administration believe that students respond best when behavioral expectations are explicitly taught to students. Throughout the school year we teach and reteach our student expectations. During the school year we acknowledge students engaging in these expectations. We realize that there are times we must respond to inappropriate behavior as it is occurring by correcting or giving consequences, but our primary goal is to help the student correct the misbehavior and replace it with the appropriate behavior.



THE FOUR BEES...



Be Caring:

Showing understanding of others by treating them with kindness, compassion, generosity, and a forgiving spirit. Caring is also listening for understanding and communicating with each other about such feelings as concern and gratitude.

Be Responsible:

Being accountable in words, choices and actions. A responsible person has a sense of duty to fulfill tasks to the best of his/her ability with reliability, dependability, and commitment. Acting responsibly is using self-control by knowing what is the right thing to do and doing it.

Be Respectful:

Showing high regard for authority, other people, self, and country. A respectful person uses good manners, is tolerant of differences, is considerate of the feelings of others and uses respectful language, not hurtful words.

Be Safe:

Making choices that allow you and others to be in an environment where rules are acknowledged and followed. Safety is obvious when a person takes turns and shares, is open-minded and listens to others, and keeps hands, feet and objects to self.

Courtesy Protocols in Pellston Elementary School- are the expectations and behaviors that are seen and heard that provide a respectful school environment. Courteous behaviors to hear, say, see or do in a school setting include...

1. **Respectful** greetings, acknowledgements, smiles or gestures.
2. **Social skills** showing appreciation and respect such as please, thank you, excuse me, and good morning.
3. **Respectful and appropriate behavior to all.** Knowing and practicing courtesy words appropriate to addressing elders and those in authority.
4. **Classroom etiquette** such as entering on time; appropriate greetings; one person talking to the teacher at a time; honoring time lines; patiently waiting; respectful listening; and honoring classroom procedures. Teach and review procedures to provide consistency throughout the school.
5. **Hall etiquette** such as orderly walking and talking; staying to the right of the hallway; leaving space for others to pass; courtesy words when someone is bumped.
6. **Cafeteria/lunchroom manners** such as waiting in orderly lines; using words such as please and thank you to servers; eating with good table manners; leaving a clean area.
7. **Appropriate behaviors for particular situations** such as appropriate quiet and applause at concerts or in the auditorium, good sportsmanship at sporting events.

PERSONAL SEARCHES

- A. A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by the building administrator whenever the building administrator has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- B. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Items which are not illegal, but violate school policy, rules or regulations, may remain in the custody of the building administrator. Items which the building administrator believes may be connected with illegal activity may remain in the custody of the building administrator, unless such items are turned over to law enforcement officials.
- C. The school acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such space remains the property of the Board and, in accordance with the law, may be the subject of random search.

DISCIPLINE

BEHAVIOR EXPECTATION MATRIX: PELLSTON ELEMENTARY SCHOOL

06/20/2017

	Building	Cafeteria	Playground/Side walks	Restrooms	Classroom	Bus	Hallways
Be Safe	<ul style="list-style-type: none"> • Walk facing forward • Keep hands, feet, and objects to yourself • Watch for others 	<ul style="list-style-type: none"> • Walk facing forward • Keep hands, feet, and objects to yourself • Take food that you touch 	<ul style="list-style-type: none"> • Keep hands, feet to yourself • Play in view of adults • Use equipment appropriately 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Keep feet on floor 	<ul style="list-style-type: none"> • Walk facing forward • Keep hands, feet, and objects to yourself • Use materials appropriately 	<ul style="list-style-type: none"> • Enter/exit in a single file line • Keep hands, feet, and objects to yourself • Stay seated facing forward 	<ul style="list-style-type: none"> • Walk facing forward • Keep hands, feet, and objects to yourself • Watch for others
Be Responsible	<ul style="list-style-type: none"> • Be patient • Remove hat when entering • Report the 3 Ds 	<ul style="list-style-type: none"> • Eat your own food • Clean up your space • Report the 3 Ds 	<ul style="list-style-type: none"> • Line up quickly • Food and electronics kept inside • Report the 3 Ds 	<ul style="list-style-type: none"> • Go, flush, wash • Get in and get out • Report the 3 Ds (Dangerous, Destructive, Disturbing) 	<ul style="list-style-type: none"> • Follow class routines • Do personal best • Report the 3 Ds 	<ul style="list-style-type: none"> • Take care of belongings • Follow bus rules • Report the 3 Ds 	<ul style="list-style-type: none"> • Stay to the right • Move directly to location • Report the 3 Ds
Be Respectful	<ul style="list-style-type: none"> • Use inside voice (0-1) • Follow directions the first time 	<ul style="list-style-type: none"> • Use inside voice (1-2) • Follow directions • Use manners 	<ul style="list-style-type: none"> • Follow directions • Use manners and kind words • Return 	<ul style="list-style-type: none"> • Use an inside voice (0-1) • Give others privacy 	<ul style="list-style-type: none"> • Follow directions the first time • Active listening 	<ul style="list-style-type: none"> • Use inside voice (1-2) • Follow driver's directions 	<ul style="list-style-type: none"> • Use an inside voice (0-1) • Respect others'

	<ul style="list-style-type: none"> • Use manners and kind words 	and kind words	equipment	<ul style="list-style-type: none"> • Throw trash in cans 	<ul style="list-style-type: none"> • Use manners and kind words 	<ul style="list-style-type: none"> • the first time Use manners and kind words 	<ul style="list-style-type: none"> • property Pick up trash
Be Caring	<ul style="list-style-type: none"> • Encourage others • Include others • Give personal space 	<ul style="list-style-type: none"> • Include others • Give others personal space 	<ul style="list-style-type: none"> • Take turns and play fair • Include others • Give others personal space 	<ul style="list-style-type: none"> • Keep walls/stalls clean • Give personal space 	<ul style="list-style-type: none"> • Encourage others • Include others • Give others personal space 	<ul style="list-style-type: none"> • Greet driver • Help others • Give others personal space 	<ul style="list-style-type: none"> • Smile and wave • Give others personal space

Staff Managed (Minor) Problem Behaviors

Staff managed behaviors are “minor” problems that can be redirected quickly without significantly disrupting the flow of instruction or school activity, do not require the direct contact with the office, and if performed infrequently would not be considered a problem. Each teacher will provide a time out area in their classroom. Each teacher will “team-up” with another teacher for the second level of correction.

Example Staff-Managed Problem Behaviors

- Minor theft/cheating
- Name calling/teasing
- Minor vandalism
- Running in the hallway
- Being in an unsupervised area
- Disruptive transitions
- Littering
- Play fighting/rough play
- Chewing gum/spitting
- Inappropriate displays of affection/disruptive dress

Example Staff-Provided Consequences

- State rule/redirect
- Conference with student
- Re-teach rules
- Restitution/clean-up duty
- Use of a partner teacher/ designated area for time-outs
- Time owed
- Time out in the classroom
- Call to parent
- Behavior contract
- Loss of privilege

Example Principal-Provided Problem Behaviors

- Physical aggression/fighting
- Possession of illegal drugs
- Possession of weapons
- Harassment/directed abusive language/verbal abuse
- Vandalism/property damage/theft
- Defiance/disrespectful/insubordination/non-compliance
- Inappropriate touching

Example Principal-Provided Consequences

- Conference with student
- Loss of privileges
- Restitution/Clean-up duty
- Time in Principal Office
- Behavior contract
- Parent contact
- In-school suspension
- Out-of-school suspension
- Police Report
- Problem Solving Form
- Individualized instruction

General Procedure for Major Problem behavior

Due to the intensity/severity of the major problem behavior, the student is directed to another location and/or with another staff member to address the behavior. At Pellston Elementary School, students who engage in major problem behavior are escorted to the main office (as needed). A discipline referral form is completed by (referring party) to document the incident. The School principal (or designee) will meet with the student and determine appropriate follow-up and next steps in response to the problem situation.

Defiance/Disrespectful/Insubordination/Non-Compliance: Actions by students which are insubordinate or show disrespect for others or general misconduct which disrupts the learning situation shall not be tolerated. If the

situation cannot be handled by the teacher, it shall be referred to an administrator. Definite corrective action appropriate to the individual situation shall be taken which may include suspension or expulsion.

Physical Aggression/Fighting: Acts of assault, violence, intimidation, fighting, or extreme antagonism toward other persons shall immediately be reported to the appropriate administrator. Definite corrective action shall be taken. If, upon investigation, the facts warrant such, the student shall be suspended or recommended for expulsion.

Harassment/Directed Abusive Language/Verbal Abuse: Verbal abuse shall be interpreted to include profane, obscene, vulgar, racial slur or slang or unnecessarily crude utterance, gesture, or display reflecting on an individual's gender, race, color, religion, ethnic or national origin, age, sexual orientation, social or family background, or disability which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. It shall not matter for disciplinary purposes whether it is directed toward the teacher, classmates, or merely done overtly. Such instances shall receive the appropriate action which may include suspension.

Vandalism/Property Damage/Theft: A student involved in the act of stealing or in possession of stolen property may be suspended from school. Parents/guardians may be requested to come for a conference with school administration. Efforts shall be made to secure reimbursement or replacement of the money or items taken.

SCHOOL HEALTH

MEDICATION

PRESCRIPTION OR OVER-THE-COUNTER MEDICATIONS

No medications, prescription or over-the-counter, may be kept by a student at school. The only exception is with a written doctor's request that the child keep the medication on their person. If your child has a special health concern which requires medication during school hours, we ask that you make the necessary arrangements with the school secretary. The school is permitted to administer prescription or over-the-counter medication to students only with a parent's and physician's written authorization.

1. No child is allowed to keep unauthorized medication on their person.
2. Any student that is found to intentionally have unauthorized medication will be immediately suspended from school for a length of time determined by the building administrator.

ADMINISTERING MEDICATION TO STUDENTS

We consider administering medication to students to be an extremely serious responsibility and will treat it as such. If your child must be given medication at school, please read the information below carefully:

1. Parent Permission forms must be completed prior to any administration of any medications at school.
2. Prescription Medication: must be in the original container with student name and prescription intact.
Over-the-Counter medication: must be in the original sealed container accompanied with written physician's approval/instructions.
3. Parents are required to bring medications to school.
4. Parents are required to pick up any unused student medications.
5. All medication will be counted upon arrival at school, in the presence of the parent/guardian and designated school personnel. A parent/guardian signature and date is required to verify a correct count.

PARENTS MUST FOLLOW ALL PROCEDURES AS LISTED PRIOR TO SCHOOL PERSONNEL ACCEPTING RESPONSIBILITY FOR ADMINISTRATION OF MEDICATIONS.

COMMUNICABLE DISEASES

School policy excludes from school any children who have communicable diseases examples (such as) live head lice, pink eye, impetigo or ringworm.

If you have questions about symptoms or treatment, please call the Emmet County Health Department at 347-6014 or Hornet Health Center at 539-8550.

DISEASE

STAY HOME

German Measles (Rubella, Three-Day Measles)	Until rash disappears and the temperature is normal
Measles (Hard, 7 days)	For seven days after the appearance of rash
Mumps	Until swelling is gone or other manifestations have disappeared
Chicken Pox	Until all lesions are healed over
Scarlet Fever	On antibiotics for 48 hours
Infectious Hepatitis	During first two weeks of illness and at least two weeks after disappearance of jaundice & cleared by doctor
Scabies and Head Lice	During period of communicability and until treated and ALL viable nits are removed
Pink Eye	Until completely healed or medical authorization is given for return
Impetigo	Until completely healed or medical authorization is given for return
Ringworm	Until area is non-infectious and completely healed or medical authorization is given for return

If your child is coming down with a cold or has any signs of a fever please do not send him/her to school. If a fever is present, wait at least 24 hours after the fever breaks to return to school.

CONTROLLING HEAD LICE (Pediculuscapitis)

Students may return to school after they have been treated (per health department recommendations). Students will be checked upon their return to school and must be **FREE OF ALL LICE AND NITS WITHIN ¼ inch OF THE SCALP** to remain at school.

The following procedure will be used by designated school staff and administration when a student at school is observed to be infested with live head lice:

1. The parent/guardian will be notified and the student will be sent home.
2. Siblings of the student will be checked.
3. Classmates will be checked.
4. Incidents will be recorded.
5. Incidents will be included in the school's weekly report to the local health department.
6. Note will be sent to parents of classmates to notify of the presence of lice in the classroom.
7. Students may return to school after they have been treated for the infestation.
8. Students will **NOT** be allowed to ride the bus until a follow-up check is completed.
9. For a student to be readmitted to school following live lice infestation, he/she **MUST** be accompanied by the parent/guardian.
10. Students will be checked by designated school personnel upon their return to school and must be **FREE OF ALL LICE AND NITS WITHIN ¼ inch OF THE SCALP** to remain at school.
11. If a student is found to have lice or nits within ¼ of the scalp they will not be re-admitted into school.

IMMUNIZATIONS

State law requires that all students have written records from a physician indicating that all immunizations as required by the state are up to date in order for a student to remain in school.

The school will contact you if your child’s immunization record is incomplete. If your child is not properly immunized within given guidelines, we are required by law to exclude your child from school until the immunizations have been completed and documentation has been provided to our office. Medical waivers must be signed by a physician. A copy will be sent to the local district health department.

<u>Immunization Requirements</u>	<u>Beginning Kindergarten –Third Grade</u>	<u>Grade four & Five</u>
Diphtheria, Pertussis, Tetanus	5 doses	5 doses
Polio Vaccine	4/5 doses	4/5 doses
Measles Vaccine (MMR)	2 doses	2 doses
Hepatitis B series	3 doses	3 doses
Varicella	2 doses	1 dose

Immunizations may be obtained at the Hornet Health Center by calling 539-8550 to schedule an appointment.

CERTIFIED BIRTH CERTIFICATE

The Michigan Missing Children’s Act, MCL 380.1135 of the Revised School Code, requires that a person enrolling a pupil in school provide the local district or intermediate school district with a **certified** copy of the pupil’s birth certificate or other reliable proof of the pupil’s identity, and an affidavit explaining the inability to produce a copy of the certified birth certificate. The person enrolling has 30 days to provide a certified copy of the pupil’s birth certificate.

If a person enrolling a student fails to comply within 30 days the local law enforcement agency will be notified for investigation.

VISION AND HEARING SCREENING

Vision screenings are provided for students in grades K, 1 & 3. Hearing screenings are provided for students in grades K, 2, and 4. The purpose of the screenings is to identify students who may have a vision or hearing problem and need a professional medical exam. On occasion district staff/personnel will recommend a child out of the designated grade level to be tested. The parent/guardian of any student who does not pass the vision or hearing screening will receive a letter from the Emmet County Health Department. A school vision and hearing screening is not an examination and should not be substituted for routine medical care.

HORNET HEALTH CENTER

**A Safe and Caring Place for Students and Families
Free Health Care Services for Youth ages 5-21!**



The Hornet Health Center is a Child & Adolescent Health Center providing primary care and counseling services to Emmet County youth ages 5-21 and their children.

The Hornet Health Center is open Mondays, Tuesdays and Fridays 8:00am-11:30pm and 12:30-5:00pm. Parents are always welcome to accompany their child, but it is not a requirement! The Hornet Health Center can call parents to update them on appointments if they request it.

What can the Hornet Health Center provide to students?

- ◆ Physical exams for school, sports, and camp
- ◆ Weight management
- ◆ Treatment for illness and injuries
- ◆ Health assessments
- ◆ Basic laboratory test
- ◆ Fitness program
- ◆ Nutrition counseling
- ◆ Help with quitting smoking and chewing tobacco
- ◆ Asthma management
- ◆ Vision screening
- ◆ Immunizations
- ◆ Individual, family, and group counseling
- ◆ Support groups

- ◆ Referrals to community resources
- ◆ Help with insurance enrollment

Why Choose the Hornet Health Center for your healthcare needs?

- ◆ Located in Middle/High School
- ◆ Healthcare geared toward young people
- ◆ Support
- ◆ Respect
- ◆ Caring staff
- ◆ Convenient hours
- ◆ Confidentiality
- ◆ Coordinated care with family physician
- ◆ **We care about you!**

The Hornet Health Center staff is committed to working together with parents and families to improve the health and well-being of young people in Emmet County. All youth age 5-21 and their children are welcome and no one is denied services due to an inability to pay. Private insurance like Blue Cross and Blue Shield of Michigan and Priority Health are accepted; as well as, Medicaid, MI-Child, and Healthy Kids. Hornet Health Center staff can also help families enroll in Medicaid/Healthy Kids or MI Child. MI Child is a health insurance program for **uninsured** children ages 0-19 at a price you can afford (Blue Cross coverage for all children in a family for \$10/month). Healthy Kids is **free** health care coverage for pregnant women, babies, and children under age 19.

Parents/guardians must provide consent for youth under the age of 18. Hornet Health Center consents are available on the Pellston School website or by calling (231) 539-8550. The only exceptions to the need for consent, according to Michigan law, are emergencies that threaten life or limb, substance abuse services, sexually transmitted infection treatment, mental health services for minors age 14 or older, and HIV counseling and testing.

To make an appointment for the Hornet Health Center, please call (231) 539-8550 or 1-800-432-4121. Walk-in appointments are always welcome.

Please stop into the Hornet Health Center today! Invite your parents and friends! The Hornet Health Center staff is here to provide you with quality health care geared toward meeting the needs of young people!

For more information, contact the Hornet Health Center at (231) 539-8550.

The Hornet Health Center is a school-based child and adolescent health center provided by the Health Department of Northwest Michigan in collaboration with the Pellston Public Schools through a grant from the Michigan Department of Community Health and the Michigan Department of Education.

TRANSPORTATION

CROSSING TO THE HIGH SCHOOL PARKING LOT

Students must use the designated crossing area when crossing Zipf Street.

WALKING TO ANOTHER PERSON’S HOME

If your child needs to walk to another person’s home after school, please send the school a written note giving permission for your child to do so.

BICYCLES

Students riding bikes to school must walk their bikes on all school sidewalks and parking areas. Bikes must be parked in the provided rack promptly upon arrival at school. Bikes may not be ridden during the school day. Failure to follow bike safety rules will result in a loss of riding privileges. Parents should instruct their children in safety rules for riding bicycles and walking to school. The school is **NOT** responsible for damage to or theft of any bicycle brought to school.

SKATEBOARDS/ROLLERBLADES/SHOEBLADES/RIPSTICKS

NO skateboards, skates, roller blades, ripsticks or shoeblades may be used on school property during the school day. These are not to be brought to school.

BUS TRANSPORTATION

Please direct all questions, concerns and changes regarding school busing to the Transportation Department at (231) 539-8801 ext 10080. **However, at no time should a parent/guardian leave a message regarding changes to your child's after school plan. All changes need to be given directly to the Transportation Department before 1:45 PM.** Please note, this is very important, otherwise we can't be sure that there will be enough time to deliver notes to students.

Note delivery begins at 1:45 pm, if you have an **EXTREME EMERGENCY** (such as a car accident, trip to ER, etc.) regarding a change in student transportation and you did not make the deadline you may call the building level secretary at 539-8421 ext 10013.

Bus transportation is an extension of the classroom. The Board of Education requires that students conduct themselves in a manner consistent with established standards of classroom behavior while they are riding the bus and waiting at bus stops. Strict observance of the rules governing the behavior of riders is necessary to avoid accidents and injuries, and is therefore taken very seriously.

Student safety is essential to everyone, and we do not want safety compromised by students who are misbehaving on buses. A student's misbehavior causes the driver to take their eyes off the road. Since the bus driver cannot see everything that occurs behind his/her back, buses are equipped with cameras that record student activity. Misconduct resulting from write-ups or review of video are dealt with on a case-by-case basis.

Bus rules apply to students ANYTIME they are being transported, including to and from school, games, field trips, etc. Bus drivers need the support of parents, school staff, and especially students in order to ensure bus safety. Please be sure to discuss the bus rules and the importance of following the rules with your child, as everyone must work together to make safety a reality.

BUS BEHAVIOR EXPECTATIONS

- Be on time and board the bus in an orderly manner.
- Students must remain seated, face forward, and share bus seats.
- Keep voices at normal tones. No shouting, screaming, or whistling will be allowed.
- No teasing, name calling, or harassment of another individual.
- No fighting, arguing, pushing, hitting, kicking, biting, or spitting at any time.
- No unacceptable language (swearing).
- Keep all parts of your body - and all objects - inside the bus.
- The aisle must be kept clear at all times. All belongings should be held on laps.
- No eating, drinking, or chewing gum while on the bus.
- Cautious and safe behavior is expected at bus stops, as well as proper crossing procedures.
- Keep all harmful objects (drugs, alcohol, weapons, matches, and lighters) off the bus.
- Do not litter, write on, or damage the bus in any way.
- The emergency door is to be used for emergencies only.

*VIOLATIONS OF ANY OF THESE RULES COULD RESULT IN IMMEDIATE SUSPENSION OF BUS RIDING PRIVILEGES.

PETS AND WILDLIFE

Students are not permitted to bring pets, wildlife, or critters in jars or cans on the bus.

PERMISSION TO RIDE A DIFFERENT BUS

Whether or not your child is/will be a regular bus rider, there will likely be a time when he or she will want or need to ride a bus to their second location. **If your child needs to ride a bus to his/her second location stop, you as parent or guardian will need to fill out a bus note.** Bus notes are available at school offices. Please note that the

second designated stop for students will be designated as such for the entire school year unless extenuating circumstances have occurred.

Please note the importance of filling out the bus note completely (a note is needed for each student):

- 1) Student FIRST & LAST name (bus staff do not always know your child's name!)
- 2) Date(s) for which arrangement is needed
- 3) If student is in elementary, include name of teacher (bus notes for elementary students are delivered to individual classrooms)
- 4) **Complete address** of student drop off – (Extremely important-a substitute bus driver will not know where “Grandma’s house” is)
- 5) Your phone number where you **can be reached that day** if there is a question or problem with the bus note
- 6) Your first & last name in a legible signature
- 7) Notes can **ONLY** be signed by a parent/legal guardian.

NOTE: If your child is walking or being picked up as different from assigned, please fill out a “Walk/Pick Up” note, also available in the offices.

FAILURE TO OBSERVE RULES:

Failure to observe bus rules and/or instructions of the bus driver may result in loss of bus-riding privileges for the student involved. In such cases, the parent(s) or guardian(s) of the student will be responsible for transporting him or her to and from school.

Misbehavior of students while riding a bus shall be subject to disciplinary action by the Transportation Supervisor and/or Administration.

DEFINITIONS:

Minor Offenses: Throwing paper, screaming and excessive noise, mischief, picking on others, standing, placing body parts out windows, eating, drinking, chewing gum, discourteous conduct

Major Offenses: Fighting (including hitting, shoving, kicking), insubordination, damaging property, possession of dangerous items

IMPLEMENTATION OF DISCIPLINE (BUSING)

Minor Offenses: Students shall receive bus misconduct reports for “minor offenses” in the following manner: (Bus driver may write up verbal warnings for parent observation)

Verbal Warning #1: Bus Driver gives verbal warning and/or completes bus misconduct report and sends report home for parent/guardian to review the behavior concern with student. Parent/guardian must sign a report to show that they understand there has been an issue. This is a warning, and there is likely no school disciplinary action taken with student.

Verbal Warning #2: Bus Driver gives verbal warning and/or completes bus misconduct report and sends report home for parent/guardian to review the behavior concern with student. Parent/guardian must sign a report to show that they understand there has been another behavior issue. This is a second warning, and there is likely no school disciplinary action taken with student.

First Offense: After receipt of bus misconduct, student will automatically be off the bus for one (1) day. Parent/guardian must sign and return report to acknowledge the misbehavior concern and for riding privileges to be restored.

Second Offense: After receipt of bus misconduct, student will automatically be off the bus for a minimum of three (3) days. Parent/guardian must sign and return report to acknowledge bus misconduct and for riding privileges to be restored. Parent should contact bus driver to discuss the behavior problems and work on a solution.

Third Offense: After receipt of bus misconduct, student will lose bus-riding privileges for a minimum of five (5) days and in addition may receive further disciplinary action such as suspension from school. Student will lose bus-riding privileges until a conference takes place between parent/guardian, driver, supervisor, and principal.

Fourth Offense: After receipt of bus misconduct, student may lose bus-riding privileges for the remainder of the school year or a length of time determined by the transportation supervisor.

NOTE: Misbehavior on the bus at the end of the school year shall carry over into the next school year and may be logged on the permanent school record.

Major Offenses: Misbehavior deemed to be a danger to the bus driver, the safety of other students, or to school property will be subject to immediate disciplinary action. Major offense misconduct is reviewed on a case-by-case basis, and disciplinary action will be based on the factors in each case. After receipt of bus misconduct, student will lose bus privileges and immediately be referred to the school Principal/Designee. Discipline shall be the discretion of the Principal/Designee and shall follow guidelines set forth in the policies of the Board of Education. Discipline may include school suspension, a minimum of five (5) days to a maximum of the remainder of the school year, loss of bus-riding privileges, and/or referral to Superintendent and/or Board of Education, especially in cases of expulsion.

If you would like to discuss bus routes, discipline or have any other questions/concerns, please contact the Transportation Supervisor at (231) 539-8301.

TITLE I SCHOOLWIDE

TITLE I PROGRAM STUDENT SERVICES

The federal government provides Title I funds to our building. These funds are awarded to districts to improve the education of students with an identified academic need. Our Title I program is considered a School-wide Program. School-wide means Title I services can be available to any child with academic needs.

At Pellston Elementary, we provide Title I service in several ways.

- **Title I** service is provided (prioritized and based on student need) to students in each grade level K-5. Title I staff will work with small groups of students to provide focused additional academic support. The primary focus of service beginning during the 2019-2020 school year will be in the content area of reading and working with students in grades K-3.
- **Moby Max** is a computer generated program that supports students in a variety of content areas at all grade levels.
- **Summer School** is offered to elementary students when funding allows. Title I students receive first priority for placement in summer school. Teachers and paraprofessionals work together to instruct students in reading, writing and math skills, while integrating social studies and science concepts.
- **Family Nights**, hosted by Title I staff and classroom teachers, are held several times each school year. Activities combine learning and fun for the whole family. Please join us at our next event!
- **A Title I Parent Advisory Group** in coordination with the District School Improvement Team meets each spring to discuss programs and set goals for the next year. Title I values parent input. Check your child's spring newsletter for the date of the next Title I Parent Advisory meeting.

If you have questions or concerns please contact Pellston Elementary School at (231) 539-8421.

STUDENT/TEACHER/PARENT/TITLE I COMPACT

The Student/Teacher/Parent/Compact is an agreement between the students, teachers and parents to work together to provide the best education possible for their children. Please keep this form in the handbook. A form will be sent home for you to sign and return to school in the fall of each school year.

ADDITIONAL INFORMATION

ELECTRONIC GRADES

All classrooms Kindergarten through fifth grade have an electronic grading system. You are able to access your child's grades/progress via the school web site at www.pellstonschools.org and click on *PowerSchool*. You will need to check with the office for your child specific username and password.

CLASSROOM PARTIES

Periodically during the school year classrooms celebrate with parties. Each teacher will make specific party arrangements for the classroom and will inform parents via classroom newsletters. If you do not wish your child to participate in parties, please notify the teacher in writing. **When children do bring in birthday treats, please only bring treats for the number of students in the child's classroom. Children will not be permitted to distribute treats to other classrooms or the office.**

RECESS

All students are expected to go outside for recess. Please be sure to dress your student appropriately as weather conditions can change dramatically. Written notification from your doctor will be necessary if your child must remain inside during recess. If your child should not participate in a physical activity due to a serious illness or injury a doctor's note is required.

SOLICITATION

Students are prohibited from selling items (i.e. Girl Scout Cookies, PTO Fundraisers) during regular school hours.

LOCKERS

Elementary students will each be assigned a locker.

STUDENT RESPONSIBILITIES:

- Students are responsible to keep lockers clean and keep the doors closed when not in use
- Locks are not permitted
- Students are prohibited from decorating lockers either inside or outside

Lockers are meant for outerwear clothing. Please do not leave money or other valuables inside your locker. Please emphasize this to your child. The school is not responsible for valuables stored in student lockers.

The Pellston Public Schools reserves the right to inspect the lockers at any time for cleanliness and to ensure that they are used for school related activities only.

PETS AND WILDLIFE

Due to student asthma or allergies and possible injury, no pets or wildlife are permitted in the building without prior administrative approval.

PARENT SUPERVISED CLUBS/ACTIVITIES

Club or activity leaders will need to complete a facility form and receive permission from the Superintendent's office to use the facility. Following permission to use the facility, the club/activity leader will need to meet with the elementary secretary to schedule a time to use the elementary school facilities for an after school activity.

IT IS UP TO THE SPONSORS OF THE ACTIVITY TO NOTIFY PARENTS IF THE ACTIVITY IS BEING CANCELLED. Please provide our office with the name of your organization, name of responsible adult, and names of the students participating.

LIBRARY BOOKS AND OTHER SCHOOL MATERIALS

Textbooks and necessary materials are provided to each student as needed. **All textbooks are the property of Pellston Public Schools and should be used with care.** Students should transport their books in book bags or backpacks.

Textbooks will be collected at the end of the school year. **Lost or damaged books or materials are the financial responsibility of the parents and students.** A fee will be charged for textbooks damaged beyond normal use.

Any student that has a missing and/or lost library book(s) will be unable to check out a library book until the book(s) is returned and/or replacement cost is paid. Questions related to missing books should be addressed with the classroom teacher and/or library aid.

STUDENTS' PERSONAL EQUIPMENT

Please leave all personal sporting equipment (tennis balls, basketballs, rubber balls, hard balls, footballs, etc.) at home. Only school authorized sporting equipment may be used on the elementary playground. We reserve the right to limit or confiscate any equipment that is used in an unsafe manner.

TOYS AND PERSONAL POSSESSIONS

Cell phones, electronic games, and various kinds of toys and personal possessions are not allowed during instructional times and should not be brought to school. Students who choose to bring these items to school do so at their **OWN RISK**. All personal items should have the student's name and grade clearly marked on them. **WE ARE NOT RESPONSIBLE FOR LOST, TRADED, DAMAGED, OR STOLEN PERSONAL POSSESSIONS.** School adults reserve the right to confiscate any item which interferes with student learning or safety. Any item taken from a student will be retained until parents pick it up.

ALL toy weapons, guns, knives, or "Look Alike" items are prohibited. When a student is in possession of a "Look Alike" weapon, the toy weapon will be taken from the student, and parents/guardians will be notified. The toy weapon may be returned following a parent meeting with the teacher and/or principal. Continuous possession or harmful use of a toy weapon at school or school events may result in suspension.

ELECTRONIC / WIRELESS DEVICES

A "wireless communication device" (WCD) is a device that emits an audible signal, vibrates, displays a message (text messaging) or otherwise summons or delivers a communication to the possessor. An example of a WCD is a cellular phone. All cell phones shall be powered completely off while on school property (including while on buses) and stored out of sight. If a student participates in an after school activity the WCD must also remain completely off.

Any student that violates this rule will be subject to progressive discipline by the building administrator.

INTERNET ACCESS

Pellston Public Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. Elementary students have supervised access to the Internet for research, school projects and other curriculum-based needs, with your approval of the Computer & Internet Acceptable Use Policy. Your child may have Internet access including the use of g-mail. If you are concerned about Internet or g-mail usage, please contact the office.

TELEPHONE USE

Office telephones are not to be used for personal calls. Except in the case of an emergency, students will not be called to the office to receive a telephone call.

STUDENT PICK UP/AFTER SCHOOL ACTIVITIES

Any changes to your child's normal daily schedule must be given to the school in writing from the parent/guardian. This also includes when your child is not to ride the bus as usual. Matt Sheick, Transportation Coordinator, will handle all bus issues/changes. Unless an emergency arises, changes to the normal student schedule **MUST** be completed prior to 1:45 p.m. The Transportation Secretary can be reached at 539-8801 ext. 10080

Students staying after school for any activity **MUST** have written permission to do so.

Adults authorized to pick up individual students are required to sign out students at the office when a child leaves school during the school day.

PLEASE NOTE: Parents are responsible for picking children up PROMPTLY at the dismissal time of school day (3:12 pm) or activity. Students who do not have notes

PARENT/SCHOOL/COMMUNICATIONS

We work together for the safety and education of your children. Pellston Elementary School communicates with our school families through classroom, building, and district newsletters. Please look for these in your students Friday Folder. We appreciate hearing your praises, suggestions, or concerns. Please contact us promptly whenever you have a concern. A problem addressed promptly can be much more positively resolved.

EMERGENCY INFORMATION

You must submit a completed Emergency Card as soon as possible. It is important that parents notify the school immediately of any change in address or telephone number. Please provide several alternate telephone numbers as this can make an important difference for your children during an emergency. Only designated parents/guardians listed on the emergency card will be allowed to pick up your children. School personnel may require persons who are requesting to pick up children from school to show proper identification. Siblings will only be allowed to pick up brothers and sisters with a written parent request.

FIELD TRIPS

Field trips are planned to extend and enhance classroom experiences when opportunities and resources permit. Please complete and return the blue colored *Field Trip & Student Information Release* form to your child's teacher as soon as possible. Additional information on classroom and building field trips will be provided in weekly classroom newsletters.

RECORDS

Family Education Rights & Privacy Act (FERPA)

A student's school records are private and confidential. Student's parents/ guardians and certain school officials and workers are the only ones who may see school records without the parent's /guardian's written permission. Parents/guardians may schedule a time to review their student's records under the direct supervision of a district official.

Directory Information:

- Name
- Address
- Telephone Number
- Date and birthplace
- Participation in school activities
- Dates of school attendance
- Grades

Directory information can be shared with specific outside parties such as: LifeTouch Pictures, Emmet County Health Department, Char-Em Intermediate School Professional Personnel, Family Independence Agency. If you do not wish for this information to be released, please fill out the *Authorization to Withhold Directory Information* submitted no later than September 15, 2018.

SCHOOL CLOSINGS

Occasionally, weather conditions or other circumstances may cause the postponement or cancellation of school. When this occurs, the public is notified immediately after the decision is made. Ordinarily, this will be done prior to 6:00 a.m. and the announcement will be made by local radio and television stations (SEE BELOW). At times, weather conditions or other circumstances may make it necessary to cancel school after classes have begun for the day. In circumstances such as this, parents are notified via local radio stations, and are therefore encouraged to listen to the local radio stations when poor weather conditions prevail.

RADIO STATIONS

Cheboygan	WCBY	1240AM DIAL	WGFM 105.1	FM DIAL
Petoskey	WKHQ	106 FM DIAL	WMKT 1270	AM DIAL
	WMBN	1340 AM DIAL	WXLT 93.3	FM DIAL
Gaylord	WKPK	106.7 FM DIAL		
St. Ignace	WDIG	940 AM DIAL	WMKC 102.	FM DIAL
	WCKC	107.1 FM DIAL		

TELEVISION STATIONS

Traverse City WPBN/TV 7 & 4
Traverse City WWTW 9 & 10
Traverse City 29 & 8
Fox TV WGKI

PHONE APPLICATIONS

REMIND is an application that can be downloaded to your phone, updates will be sent by the school, ask your child's building secretary for detailed directions on the download

SOCIAL MEDIA

Like us on Pellston Public Schools Facebook page for school updates

Families first, safety first. If during the course of the school year, school is open and in session and you are concerned about inclement weather and the safety of your student(s), please contact the school to report the absence of your child(ren) to the school attendance extension for your child's building.

REMIND

Parents are encouraged to sign-up for this service in the office. All pertinent announcements including school closings are communicated via text message or email instantaneously using this service. More information is available in the office should you have questions. Those interested may sign up using the link listed below.

<https://www.remind.com/join/pellstonm>

OR

text @pellstonm to the number 81010

SCHOOL SAFETY REQUIREMENTS

SCHOOL SAFETY REQUIREMENTS

LOCKDOWNS

In the aftermath of school related incidents dating back to 1999 and before, public school officials across the nation began conducting comprehensive security initiatives within school buildings. Over this same time, the Pellston School District has continued to participate in these discussions and planning sessions as well. Parents have noticed improved security measures such as those related to school visitors and volunteers, as well as surveillance cameras and locked doors around our building.

In 2006, Governor Jennifer Granholm signed into law two pieces of legislation: Act No. 187, Public Acts 2006, and Act No 337, Public Acts 2006. These two pieces of legislation require each school building to perform a minimum of **two** drills in which the occupants of a school building are restricted to the interior of the building and the building is secured. We call this a "**lockdown drill**".

We want to make parents aware of this practice before we conduct our first lockdown drill. If you have any questions or concerns regarding this practice, school or district administrators would welcome the opportunity to discuss them with you. Please understand that we will be conducting a **minimum of two** lockdown drills during the school year. The legislation requires that local law enforcement agencies practice these lockdown drills with school districts.

FIRE AND TORNADO DRILLS

Fire drills are held at school as required by law. Drills may occur at any time of the day. Students are requested to move quickly, as directed by the teacher, to the designated exit area. Upon completion of the fire drill, an "all clear" signal will be sounded, at which time all persons will return to their classrooms.

We are required to practice **five fire** and **two tornado** drills during each school year.

FOOD SERVICE

Procedures for Meal Payment

Effective 09/01/19

If you have questions or issues regarding our food service program, please contact Food Service Supervisor, Mrs. Sherry Sedore at 539-7071.

In keeping with the belief that our purpose as a school district is to serve children, the following administrative policy will be observed in the Pellston Public Schools Food Service Department. Pellston Public Schools will be participating in the Community Eligibility Provisions (CEP) as part of the National School Lunch and School Breakfast Programs for the 2020-2021 School Year.

ALL Students enrolled at Pellston Public Schools can receive a healthy breakfast and lunch at **NO CHARGE** to your household each day.

In place of the Free and Reduced-Price Meal Application, Pellston Public Schools requests you to fill out and sign the Household Information Report. This report is critical in determining the amount of money that our school receives from a variety of State and Federal supplemental programs like Title I, At-risk (31-a), Title II A, E-Rate and other programs.

LEGAL ISSUES AND THE LAW

Student Records Right of Privacy

Records are kept of all students who attend Pellston Public Schools (K-12). The standard State of Michigan Record Form (CA-60) and all its inserts is the form used. Some students may still have their records kept on the older State of Michigan form (CA-30). These records are kept by the last school district a student attends, even if he or she leaves or graduates from school.

Parents Right to Know – Title I Part A, Section 1111 (h) (6)

At the beginning of each school year, any school receiving Title I funds shall notify the parents of each student in their district and let them know that they may request, and the school will provide the parents in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

Parents may also request information on the level of achievement of their child in each of the state academic assessments.

Communicable Disease Control

The Board of Education or its designee has the authority and responsibility to exclude a student or staff member from school when reliable evidence or information from a qualified source (e.g. medical professional, parent/guardian, or the infected student or staff member) confirms his/her having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health risk to the school population.

Tobacco-Free Schools

The Pellston Public Schools Board of Education has adopted a policy related to use of tobacco products in school buildings and on school grounds. This policy forbids the use of any tobacco products including chewing tobacco products in school buildings and on school grounds. The policy is enforced 24/7 year round whether school is in session or not. On school grounds include sidewalks adjoining the school buildings, the football/track facility and bus garage areas. Signs have been purchased and are posted around the schools reminding everyone of this policy. Questions regarding the tobacco product policy should be directed to the building principal or central office.

Alcohol, Inhalants, Steroids, and Drug Abuse

The Board of Education recognizes its obligation to provide students with the best education possible. Students are the future leaders of our nation. One of the most important aspects of an education is that a student becomes aware of the harmful effects of alcohol, inhalants, steroids, and drugs.

The illegal use of alcohol, inhalants, steroids, and/or drugs has no place in school or society. Students who abuse alcohol, inhalants, steroids, and/or drugs not only perform poorly in school, they perform poorly in life.

Alcohol, inhalant, steroid, and/or drug abuse costs our Nation billions of dollars every year in lost productivity. Thousands of people die each year and many more are disabled because of alcohol, inhalants, steroids, and drugs.

Students who say “no” to alcohol, inhalants, steroids, and drugs will be better prepared to meet life’s many challenges. Students who give in to peer-pressure and use alcohol, inhalants, steroids, and drugs will be letting down their friends, their family, and themselves.

Students should feel proud when they resist the temptations of alcohol, inhalants, steroids, and drugs. Saying “no” to alcohol, inhalants, steroids, and drugs is the right answer.

The Board of Education and the School District encourage students who are experiencing problems with alcohol, inhalants, steroids, and/or drug abuse to seek assistance for such problems through treatment, counseling, and/or rehabilitation programs voluntarily. Information regarding these programs is available at the counseling office.

The Board of Education and School District will not tolerate students who refuse to say “no” to alcohol, inhalants, steroids, and drugs.

Harassment Policy

Section 1300a of the State of Michigan School Code requires that, as of January, 1995, a harassment policy must be implemented in all public schools. Staff and students are advised that the following policy is now in place and shall be acted upon accordingly.

Any type of ethnic, gender, religious, disability, or sexual intimidation or harassment or use of abusive, profane or vulgar languages or gestures shall not be permitted on or in school district property (including vehicles used to transport students) or at a district- or school-sponsored event (either at the district or away from the district).

A person is guilty of ethnic/gender/religious/disability/sexual intimidation/harassment if that person behaves purposely and maliciously, and with specific intent to intimidate or harass another person because of that person’s race, gender, religion, creed, disability, sexual orientation, national origin or ancestry; or uses abusive, profane or vulgar languages, gestures, displays or graffiti.

Sexual harassment does not refer to a behavior or occasional compliment of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which fails to respect the rights of others, which lowers morale and which, therefore, interferes with an employee’s work effectiveness or a student’s educational effectiveness. Sexual harassment may take different forms. Sexual harassment specifically includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment.

Harassment Complaint Procedure

The following, though not inclusive, would be examples of harassment behaviors; touching, verbal comments, gestures, spreading sexual rumors, pressure for sexual activity, blocking movements, leers, sexual assault or attempted assault, jokes, cartoons/pictures/graffiti, name calling, or displaying sexually suggestive objects.

Any Pellston student or staff member who feels he/she has been harassed is to report such to any person in a supervisory role. Upon receipt of such a report, an investigation shall begin. Any student who knowingly falsely accuses another student of harassment shall be himself/herself guilty of harassment and be dealt with in accordance with this policy.

This policy is intended to provide a confidential way to report incidents and to ensure incidents will be investigated and resolved fairly and according to law. All employees and students of the Pellston Public Schools are expected to comply with this policy and to take appropriate measures to ensure the immediate stop to any harassment and to prevent its recurrence. Appropriate action will be taken against any employee or student who violates this policy against harassment. Based upon the seriousness of the offense, disciplinary action may include verbal or written warning or reprimand, suspension, or expulsion.

1. Any person who believes he/she has been subjected to harassment is encouraged to express this belief to the offender in an effort to stop the offensive behavior. However, this is not a requirement for filing a complaint.
2. Any student or staff member who believes he/she has been the victim of harassment, or has observed such actions, is encouraged to report the alleged act(s) of harassment immediately to one of the following appropriate persons: Teacher, Counselor, Building Principal, Title IX Coordinator, Superintendent of the School District, or the President of the School Board of Education. At no time shall a student be required or expected to report first directly to an allegedly offending person.

A copy of the Board of Education Policy and Administrative Regulations, including the procedure regarding filing a complaint, may be obtained from the office of the Superintendent of Schools.

Anti-Bullying Policy

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying (defined as an inclusive of the following: hostile intent, imbalance of power, repetition, provocation on the part of the aggressor)/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

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

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

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

Implementation

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

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

Procedure

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

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

The Principal shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

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

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake, training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

Definitions

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

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that,

without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three.

Some examples of bullying are:

1. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as Harassment, see policy 8018; Hazing, see Policy 8270.

Revised:

LEGAL REF: MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011); Model Anti-Bullying Policy, Michigan State Board of Education

Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1983 requires school districts to inform parents or eligible students (one who has attained the age of 18 years) of their rights under the Act. The following notice ensures fulfillment of that requirement.

1. A student's parents, an eligible student, and a parent or representative of a parent of a handicapped child may inspect and review the student's educational records.
2. It is the intent of the school district to limit the disclosure of personally identifiable information contained in a student's educational records, except: a.) by the prior written consent of the student's parent or the eligible student, b.) under certain limited circumstances as permitted by law (FERPA 45 CFR 99.31), or c.) as directory information. (This information is clarified later in this article.)
3. A student's parents or an eligible student may seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading, or in violation of student rights. This includes the right of a hearing to present evidence that the records should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. All rights and protections given parents under the Family Educational Rights and Privacy Act of 1974 and Sections 121a.560 of the Handicapped Act Part B and under Board Policy and Administrative Regulations transfer to the student when he or she reaches 18 years of age or enrolls in a post-secondary school.
5. Any person may file a complaint with the United States Department of Education if the district violates The Family Educational Rights and Privacy Act of 1974. Any person may file a complaint

with the Michigan Department of Education if the school violates The Education of Handicapped Act Part B.

6. A student's parents or an eligible student may obtain copies of the Board Policy and these Administrative Regulations from the Office of the Superintendent of the Pellston Public School District at 172 N. Park Street, Pellston, Michigan 49769, between the hours of 8:00 A.M. and 4:00 P.M. during school days or such other time as may be arranged by calling the office at (231) 539-8682.
7. The Office of the Superintendent, upon request, will arrange to provide translations of the foregoing notice to non-English-speaking parents or eligible students in their native language.

The Directory Information referred to in sub-paragraph (II-c) above, which may be released by the district includes the following: A) Name, Address, Telephone Number, B) Date and Place of Birth, C) Major Field of Study, D) Participation in School Activities, E) Dates of School Attendance, F) Grade Point Average, G) Honors and Awards, H) Other similar information such as alumni associations, height and weight of athletes, honor roll members, or information generally found in yearbooks.

The parents of a student or eligible student may refuse to permit the designation of any or all of the categories of Directory Information, if so desired, by giving written notice of such desire to the Office of the Superintendent at the address in subparagraph VI above, indicating as to which information is not to be designated as Directory Information and therefore not eligible for release. Such written notice must be received by the Office of the Superintendent on or before September 15th of the current school year.

The Directory Information listings represent no change from Pellston Schools' long-standing procedures for the release of such student information. The administration and the staff of Pellston Public Schools continue to assure the privacy of every student's records is protected in accordance with the foregoing statutes and that all information not under the category of Directory Information is released only with the consent of the parent, guardian, eligible student, or under certain limited circumstances as permitted by law.

Non-Discrimination Policy

In compliance with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, and its implementing regulations at 34 C.F.R. 106.9, Pellston Public School District does not discriminate on the basis of sex in admission to or employment in its education programs or activities it operates.

Inquiries concerning the application of Title IX and its implementing regulations may be referred to Pellston Public Schools' Title IX Coordinator, Superintendent Monique Dean, 172 N. Park St., Pellston, MI 49769-9400, telephone number (231) 539-8682; or to the Office for Civil Rights, Cleveland Office, U.S. Department of Education, Bank One Center, Suite 750, 600 Superior Avenue East, Cleveland, OH 44114-2611, telephone number (216) 522-4970, facsimile number (216) 522-2573, TDD (216) 522-4944, or email at OCR.Cleveland@ed.gov

Dangerous Weapons/Firearms Policy

Permanent expulsion is required for violation of State Statute Prohibiting Dangerous Weapons/Firearms; Arson; or Criminal Sexual Conduct on School Property!

The Michigan School Code requires Michigan School Boards of Education to automatically expel students who possess a dangerous weapon/firearm (i.e.: firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles), and/or commit arson or criminal sexual conduct on/in school district property (including a vehicle used to transport students) or at a district- or school-sponsored event.

This state statute requires that the **expulsion be permanent** and that the student be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services. Such expulsion is to be made by a building administrator and will be reviewed by the Superintendent of Schools.

McKinney-Vento Homeless Act of 1990

The Board of Education establishes the following policy in response to the nation's growing number of children and youth who do not attend school because of homelessness. The United States Congress enacted Title VII-B for the Steward B. McKinney Homeless Assistance Amendments Act of 1990, reauthorized as McKinney-Vento, January, 2002, requiring school districts to eliminate barriers to educational success of "Unaccompanied Youth" and other homeless students and to implement policies and procedures to ensure a free and appropriate education for school-

age homeless children and youth. The district shall attempt to meet the educational needs of homeless children comparable to other students in the district as set forth by this act.

- A. The Board will assure timely procedures and regulations for the enrollment and educational success of homeless students.
- B. The District will establish procedures, which identify homeless children, address immunization requirements and other documentation of the McKinney-Vento.
- C. The District will continue the homeless child in his/her school of origin or transfer the child to the public school that the non-homeless students who live in the attendance area where the child/youth is actually living are eligible to attend, whichever is in the child's best interest.
- D. The District will assure that the parents or guardians of any homeless child and any unaccompanied homeless minor will be fully informed of transportation services and assisted in accessing such transportation.
- E. The District will provide other services comparable to that offered to other students, and take precautions to assure that homeless students are neither stigmatized nor isolated from other members of the student body.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

Absences caused by homelessness should not be counted against students, in accordance with the McKinney-Vento Act.

Pellston Public School Homeless Liaison: Jennifer Dilworth at 539-8801, ext. 10028

School of Choice

The Pellston Public Schools is a school of choice district. We welcome students from all neighboring school districts. Schools of Choice programs are commonly known as Section 105. The Pellston Board of Education has adopted the Char-Em ISD School of Choice program which is very similar to Section 105. A second program, Section 105C refers to inter ISD schools of choice which the Pellston Board has approved. Parents living in districts outside of the Char-Em ISD can also choose to send their children to Pellston Public Schools. Parents of handicapped students wishing to move from a school in another intermediate school district to Pellston can petition to move under Section 105C. The sending district however, must agree to pay the added costs for educating the handicapped student in Pellston. If that agreement cannot be reached, the handicapped student is not enrolled under Section 105C. Applications for school of choice are available in both the sending and receiving districts. Deadlines for applications to schools of choice are July 1 and February 15 each year.

Title VI of the Civil Rights Act of 1964

Section 100.4 of the Department of Education's Regulation effectuating Title VI of the Civil Rights Act of 1964 requires that every application to the Department for Federal Financial Assistance make no distinction on the ground of race, color, or national origin in providing to individuals any service, financial aid, or other benefit under any program receiving federal financial assistance extended to the applicant by the department.

Title IX of the Education Amendments of 1972

Section 901 of Title IX of the Education Amendments of 1972 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Section 902 of Title IX authorizes and directs the Department of Education to effectuate the nondiscrimination requirements of section 901 by issuing rules, regulations, and orders of general applicability. Pursuant to section 902, the Department has issued 34 C.F.R. Part 106 which became effective on July 21, 1975.

Section 504 of the Rehabilitation Act of 1972

Section 504 of the Rehabilitation Act of 1972, as amended, provides that no person shall be discriminated against on the basis of handicap, physical or mental impairment, that substantially limits one or more of his/her major life activities. The compliance officer will coordinate the district's efforts to comply with Section 504 and to investigate and attempt to resolve grievances regarding alleged violations of Section 504.

Parent(s)/Guardian(s) Involvement Policy

The Board strongly encourages and welcomes the involvement of parent(s)/guardian(s) in all of the District's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the District. Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a program/plan that will encourage parent(s)/guardian(s) participation that may include, but not be limited to: The development and review of instructional materials: input on the ways that the District may better provide parent(s)/guardian(s) with information concerning current laws, regulations, and instructional programs; and District offerings of training programs to instruct parent(s)/guardian(s) how to become more involved in their child's educational programs. In accordance with the requirement of the No Child Left Behind Act, the Pellston Board of Education encourages parent(s)/guardian(s) participation in all school programs. Parent(s)/Guardian(s) shall be offered substantial and meaningful opportunities to participate in the education of their children by this policy.

We invite:

- The involvement of parent(s)/guardian(s) in the planning, implementation, evaluation, and improvement of District programs/services through participation on building School Improvement Teams;
- Parent(s)/guardian(s) to attend at least one annual meeting with additional meeting opportunities being available as needed. The meetings are designed to provide information about programs and services and to solicit parent(s)/guardian(s) suggestions on program development, planning, evaluation and operation;

We will:

- Assist parent(s)/guardian(s) in understanding Title I and other district programs including the providing of information in a language understandable to the parent(s)/ guardian(s) if practicable;
- Notify parent(s)/Guardian(s) of Title I student selection and criteria for selection;
- Inform parents regarding child's achievement and progress;
- Provide for input by staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the staff or parent(s)/guardian(s);
- Provide opportunities to enhance parent(s)/guardian(s) capacity to work with children in the home on school learning;
- Offer professional development opportunities for teachers and staff to enhance their understanding of effective parent(s)/guardian(s) involvement strategies;
- Communicate with parent(s)/guardian(s); and
- Offer other appropriate activities (i.e. Family Math Nights, parent(s)/guardian(s) sessions, science, theatre, etc.)

The Pellston School District, as a recipient of Title I funds, hereby adopts the following policy statement regarding the development of a District-wide plan for parent(s)/guardian(s) involvement in the development of a Title I plan. Individual buildings may personalize the District plan to meet the particular needs of their school, subject to review by the Superintendent. The Board directs the administration to:

- Involve parent(s)/guardian(s) in the development of the plan;
- Develop a plan that provides for the involvement of parent(s)/guardian(s) in the Title I activities of the school;
- Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parent(s)/guardian(s) involvement activities to improve student academic achievement and school performance;
- Integrate and coordinate the plans/policies for parent(s)/guardian(s) involvement in Title I programs with parent(s)/guardian(s) involvement in other programs, including but not limited to Head Start;
- Review and evaluate the District's plan annually and to share the results of that review and evaluation with the Board;
- Assure that the policy/plan contains a compact that outlines how parent(s)/guardian(s), the school staff and students will share the responsibility of improved student achievement; and
- Distribute the District plan to parent(s)/guardian(s) of participating children and to the local community.

School Volunteers

School Volunteers

The purposes of the school volunteer program are:

1. To increase the educational attainment of students,
2. To provide enrichment experiences beyond those that the school can provide,
3. To provide more effective utilization of teacher time and skills,
4. To give more individual attention to students who need it, and
5. To promote greater community involvement in the academic and co-curricular programs of the District.

General Principles

“Volunteers in Education” is a program of the District and is at all times guided by the principles and policies of the District.

Volunteers are assigned to a school only upon the request of the teacher or Principal.

Volunteers serve only in an auxiliary capacity under the direction and supervision of the building Principal, Athletic Director or other certified school personnel.

A volunteer is not a substitute for a member of the school staff, but does supply supplemental and supportive services.

A volunteer does not have access to confidential files and records.

Wherever possible, volunteers are assigned to the particular school where they wish to serve.

The relationship between volunteers and the school staff should be one of mutual respect and confidence.

All school volunteers work under the direction of the school staff and provide supportive services to them.

Volunteers are not teachers; they assist teachers and will only be assigned to those staff members who request them.

The volunteers shall never replace the paid school staff, nor will their presence mean that fewer paid staff members will be needed.

School Volunteers

All students are expected to obey and attend to directives and instructions given to them by authorized volunteers of the District. Failure to abide by directives and instructions given by an authorized District Volunteer may result in disciplinary action under the Student Code of Conduct up to and including suspension from school.

Persons interested in volunteering time or services to the District should contact the building Principal or Athletic Director for assignment.

School volunteers serving in the District without financial compensation are bound by the policies, rules/regulations, and procedures of the District. They, as any other employee, are to be supervised by each building Principal or other authorized school employees. All volunteers shall be at least 18 years of age, unless their volunteer work is included as part of a District class offering or recognized student organization (such as a Future Teachers Club) of the District and approved, in advance, by the Superintendent.

At the discretion of the Superintendent, the District may conduct criminal and/or professional background checks on volunteers in the same manner as for employees of the District. The District will bear the cost for criminal background checks if required.

Pellston Elementary School Computer & Internet Acceptable Use Policy

All students who use or access the computer and/or Internet systems must agree to the following terms of “Acceptable Use” and obtain signed parental consent. This form outlines the goals, responsibilities, general violations and potential penalties associated with the use of these systems. Signing the attached form constitutes the understanding and acceptance of these terms.

Goals

The goals of offering computer and Internet access to students are designed to extend and enhance the learning process and provide opportunities to students beyond our physical boundaries. Through various software, hardware, and Internet tools, students can be constructively engaged in all academic areas while encouraging personal growth in technology, information gathering and communications skills, and social awareness and responsibility.

Responsibilities

Students are responsible for their behavior and subsequent consequences both around and while using the computers and Internet systems just as they are in the classrooms when dealing with teachers, other students and school property.

Network storage and services may be provided to facilitate the exchange of information and/or extend the range of curriculum to students. These services are similar to other school provided services wherein teachers and

administrators may access and review the content to maintain system integrity and to ensure that students are using the systems responsibly.

Students are responsible for following the policies and procedures outlined by all websites, services, networks and systems they access. Students are not to violate any civil or domestic laws (including copyright and End User License Agreements) or other legal regulations or stipulations relating to hardware, software, Internet, documentation or multimedia use while on school property.

All Internet activity should be considered public in nature. Students are expected to act in a considerate and responsible manner whether in communications or in research while using the computer and Internet systems. Activities on the schools' systems may be monitored.

The Internet is not under the direct control of Pellston Public Schools and, while the Internet access is actively and reasonably filtered to provide a safe web-viewing environment, not every offensive or inappropriate site can be effectively blocked. Likewise, not all communications are secure, confidential and "safe". Students are encouraged to restrict Internet communications to times and activities approved of and led by their teachers and administrators.

General Violations

The following items are a general list of violations of responsible computer/Internet usage:

[While this list covers many possible scenarios, it is not meant to be exhaustive or complete]

1. Using another person's account without the proper authorization of that user or an administrator
2. Placing unlawful content on a school computer
3. Use of abusive or objectionable language in either public or private communications
4. The access or distribution of pornographic or inappropriate materials
5. The intentional access or distribution of harmful or joke files or software
6. Accessing systems, internal or on the Internet, in an unauthorized manner
7. Attempting to circumvent security or filtering software on the schools network
8. All users are responsible for all of the materials used under their account –known or suspected violations must be reported to a teacher or administrator when they are found to avoid potential penalties

Penalties

The following is a list of possible penalties for violating this agreement:

[This list is not exhaustive or complete; the penalty may vary to fit the violation]

1. Loss of computer/Internet privileges for a period of time
2. Suspension from school
3. Payment for damages, in replacement dollars, including servicing of equipment for damages by misuse and violation of this agreement
4. In extreme cases, expulsion from school

Pellston Elementary School Computer & Internet Acceptable Use policy

Please print full student name: _____

Grade: _____ Teacher: _____



We agree to the Computer & Internet Acceptable Use Policy

My child, _____, and I have read and understand the terms and conditions set forth in this policy. My child and I agree to adhere to the policies and to accept responsibility for our actions while using the Pellston Elementary School's computers and/or Internet systems.

Student signature: _____

Parent/Guardian signature: _____ Date: _____



We do not agree to the Computer & Internet Acceptable Use Policy

We understand the terms and conditions set forth in this policy and choose not to agree to them. We recognize that without our signed consent above, our child will not be allowed to use any district owned computer or have access to the Internet.

Parent/Guardian signature: _____ Date: _____

This agreement is effective beginning this current school year. Changes to the above signed agreement may be made at any time with written approval of the parent/guardian, teacher and/or school administrators.

**Pellston Elementary School
Student/Teacher/Parent Compact 2020-2021**

Student Agreement

I understand that it is important that I work to the best of my ability. I will strive to do the following:

- Come to school ready to learn
- Finish my school work and participate in classroom activities.
- Follow the behavior expectations and full value agreement.
- Set aside a regular time and place each night to complete homework.

Student signature: _____

Teacher Agreement

I believe in the importance of all students being able to achieve. I will strive to do the following:

- Provide teaching and leadership.
- Demonstrate care and concern for each student.
- Make efficient use of academic learning time.
- Provide an environment that allows for positive communication between myself, parents and students.
- Encourage students and parents by providing information about student progress.

Teacher signature: _____

Parent/Guardian Agreement

I wish for _____ to be a successful learner.

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 to achieve his/her personal best.
- Attend parent-teacher conferences and other school functions.
- Communicate with teachers and/or school officials.
- Establish a time for sharing daily school experiences, and a routine of nightly reading and/or homework completion.

Parent/guardian signature: _____