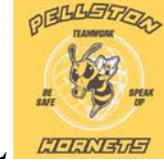


WELCOME TO PELLSTON MIDDLE SCHOOL



INTRODUCTION

On behalf of the faculty and staff at Pellston Middle School, it is our pleasure to welcome you to the 6th grade. 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 6th grade students and their parents with some of the rules and guidelines concerning Pellston Middle School. The Sixth (6th) Student/Parent Handbook covers school attendance as well as rules of conduct for students in our middle school.

State Law requires the school district to adopt a code of student conduct for the school 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. 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 your questions, please feel free to call the middle school office at 539-8801.

PELLSTON MIDDLE SCHOOL FULL VALUE AGREEMENT

WHAT IS THE FULL VALUE AGREEMENT? An agreement between the staff, students, and their families that is based on three components including:

1. Teamwork or working as a team
2. Be Safe (Physically & Emotionally)
3. Speak Up

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, confrontation with a positive intent, a spirit of forgiveness, and taking ownership for behavior 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 is the foundation for how we will conduct our business here at Pellston Public Schools.

The staff at Pellston Middle School holds 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 community enhancing positive growth in a healthy school environment.

AUTOMATED PHONE SYSTEM

Pellston Public Schools will be utilizing an automated phone system. A directory is provided within the automated system and also for your convenience in the front of this handbook. This system will be checked periodically during the school day when time permits. **At no time** should a parent/guardian leave a message regarding changes to your child's after school plans. Changes in your child's after school plans should be communicated to the school secretary at 539-8801. All transportation calls **MUST** be directed to the Elton Laura, transportation director, at 539-8301 (bus garage) you can leave a message.

ATTENDANCE

VISITORS AT SCHOOL

Your child's safety is important to us; therefore, we ask that you always enter through the front door located by the middle school/high school office. All other exterior doors will be locked. For the safety of children, we need to know who is in the building and for what purpose. We require **all visitors** and **volunteers** to sign in at the main office before going to a classroom. Children who are not enrolled in the school are not permitted to come to school with other students. **Additionally, all chaperons on field trips** will need to complete a volunteer packet and background check prior to attending any field trips.

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. It is essential those volunteers embody their role as a member of the team, and that their efforts contribute to the safety and wellbeing of the team.

BACKGROUND CHECK

For the protection of our students and staff **it will be necessary for all volunteers to complete a "Disclosure of Criminal History" and the Michigan Department of Human Services forms and provide the necessary information so that an on-line criminal background check can be processed on a yearly basis** (each school year). There is no cost to the volunteer for this procedure. The necessary forms are available in the office and should be filled out completely and turned in to the Superintendent's office. 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 Principal receives clearance from the Administration office.

WHO IS A VOLUNTEER

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. The personal interest and reinforcement the volunteer provides, helps students to learn those skills being taught by the teacher.

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
- 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
- Classroom Helpers
- 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 “Disclosure of Criminal History” and the Michigan Department of Human Services forms with picture identification to 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. Request 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.

ATTENDANCE POLICY

School Day: **8: 15 A.M. to 3:10 P.M.**

The administration, faculty, and members of the Pellston community, believe there is a direct correlation between student attendance and student achievement. Research has shown that students whom demonstrate good attendance habits perform higher in the classroom and on standardized tests. Good attendance habits help to instill self-esteem, and good work habits that will translate to the work place for our students.

Research has shown that correlation between good attendance and high student achievement in the classroom. Given this connection, it is important to understand that extreme absenteeism can dramatically hurt a student’s grade or even result in the loss of credit for a particular class. At Pellston Public Schools, a student is considered to demonstrate extreme absenteeism when they miss more than ten (10) times (Excused or Unexcused) in a given class per semester.

ROLES AND RESPONSIBILITIES

As a member of the Pellston Public Schools team, students are asked to be responsible for themselves and their roles in their education. Being present, on time and ready to participate in class represents a student taking an active role as a team member. If students are on time, lessons can be distributed uninterrupted, and class can progress appropriately. Be an active member of the team. The following defines the roles of various parties as they seek to achieve student success in school.

Students are expected to be prepared with the all necessary materials, and attend class on time each day. Classroom instruction is recognized as an integral part to 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 vacations should be planned during holidays outlined on the school calendar. Administrative approval is required prior to a planned vacation of two or more days if the student wishes to receive credit for missed work. Parents should discuss the importance of good attendance with their teenager to avoid loss of credit due to violations of the attendance policy.

Teachers are expected to maintain accurate hourly attendance records and report them promptly to the office within the first 15 minutes of each class. 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.

Counselors are expected to help students recognize possible consequences of poor attendance and to counsel students in making good decisions that will one day translate to the work force. Counselors should communicate with teachers and parents and work closely with administrators to help detect problems early.

Administrators are expected to coordinate the efforts of students, parents and staff when a student's absences 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.

Absences Defined

An absence is defined as missing 15 minutes or more of any class period. There are four types of absences: parent excused, unexcused, school-related, and suspensions.

Parent Excused Absences

1. These include illness, appointments, funerals or other issues deemed important enough to miss school.
 - Students who have appointments during lunch may be required to provide appropriate documentation explaining the reason for the student's absence.
2. Prearranged absences are those absences that cause a student to miss two days or more in a row. Parents are discouraged from excusing their teenager from school for trips. A student who wishes to take a planned vacation of two or more days will be excused if:
 - A request is made at least five school days before the trip and administrative approval is granted.
 - A trip slip is signed by all of the student's teachers.
 - This form is returned to the attendance office before leaving on the trip.
 - Student should promptly turn in missed schoolwork upon their return to receive credit for work missed.
3. Observance of religious instruction and/or holidays. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

The school may require documentation explaining the reason for the student's absence. If a student's absence is excused, he/she will be able to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Unexcused Absences

These absences include:

1. Leaving school during the school day without permission or without properly checking out in the main office.
2. Skipping class, leaving for more than fifteen minutes of any period or without the permission of the instructor.
3. All other absences not listed specifically as excused absences.

Students who are unexcused from school will not be allowed to make up missed work.

School-Related Absences

These are field trips, athletic contests, or any other activities that are required for class work or team participation for which a student must miss regularly scheduled classes. Students must have written parental permission for field trips. Students are also responsible for obtaining assignments or making arrangements for make-up work with their teachers *prior to leaving on a trip*. **When students attend extracurricular events or field trips, they are expected to be in school on time the next morning.**

Suspensions

Suspensions are not counted against student attendance. Suspensions are an absence for disciplinary reasons. Work may be made up during the period of suspension at full credit, but must be turned in immediately upon the student's return to class.

ABSENCE PROCEDURES

Notify the attendance office

When a student is absent from school, the parent should call the attendance office (539-8682) as soon as possible (preferably by 11:00 am on the day of the absence) but no later than the next school day after an absence occurs. If no contact is made within one school day of the absence (24 hours of the absence), the absence will be considered unexcused.

Checking in and out of school

All students leaving must sign out in the office, receive permission beforehand and double-check with the attendance secretary to ensure that a parent has called to excuse the absence. Failure to sign out properly will result in an unexcused absence. The same procedure holds true for students who are returning from a previous appointment. All students are required to check in with the main office to secure a pass to class and to credit the absence as excused or unexcused. The school, acting *in loco parentis*, requires all students regardless of age unless living on their own, to obtain parental/guardian permission before signing out of school. Emancipated minors must receive administrative approval before signing out of school.

ATTENDANCE REVIEW COMMITTEE

Once a student reaches five (5) absences during a semester, a letter notifying the parent will be sent home and an Attendance Review Committee Meeting will be convened. The purpose of this committee will be to address in what way a student's attendance pattern is affecting her/his overall academic achievement and/or earning of credit. The committee will be comprised of, at a minimum, the student, parent, and administrator; in addition, the committee may include a counselor, teacher(s) of the class in question, and/or relevant, contact people from outside agencies such as probate court.

Once a student reaches ten (10) absences during a semester, the matter of absenteeism will be referred to Northern Community Mediation in an effort to resolve the attendance issues and create an Attendance Contract for the student. This is an effort to resolve matters and ensure success for the student for the remainder of the school year.

At such a meeting, the following options will be discussed with the parent:

- *A student and or parent may be required to attend mediation and cited for truancy.*
- A student may be placed in an off campus, court appointed, alternative education setting

TRUANCY

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law 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.

TARDINESS

Tardy policy shares a direct link to student attendance. Instructional time is essential for student achievement. Our staff values that time, and both staff and students alike should seek to maximize that time together. Students that fail to arrive to class on time regularly can expect the following to occur:

1st -2nd Tardy – Warning/Teacher makes a phone call home on the second tardy.

3rd Tardy – 1 Hour After School Detention

4th Tardy – 2 Hour After School Detention. **Results in an Unexcused Absence.** Parent conference to discuss other disciplinary assignments such as lunch detention, hall restriction, etc. will be enforced to ensure problem is corrected.

Tardies are accumulated by the student not by the class. Tardies reset to zero at each semester.

Every four (4) tardies will equal one (1) unexcused absence. Attendance rules will apply.

Students arriving past 8:15 **must** sign in at the middle school office before going to class.

ARRIVAL PROCEDURE

Arrival Procedure: For the safety and protection of our students, parents should not allow children to arrive on school grounds before the time of supervision by staff.

Students walking or being dropped off should **not** arrive at school any earlier than **7:45 A.M.** Supervision does not begin until 7:45 A.M. Breakfast is served from 7:45 to 8:10 A.M. Children that are tardy to school will not have access to the breakfast program in the morning.

Parents dropping students off and picking them up should use the parking lot at the north entrance of the building or in the parking lot located to the east end of the school.

FAMILY VACATIONS DURING THE ACADEMIC YEAR

We recognize that due to parents' work schedules/responsibilities, family vacations during the school year may be unavoidable. Your child will miss class discussions, projects, teacher demonstrations, activities, labs, etc. Much of a middle school student's learning cannot be replicated. If you know your child will be absent for a length of time please fill out the *Family Vacation* form.

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:

Working as a team means respecting all of the expectations laid out for us, including dress code. If we choose to wear something inappropriate we may not be keeping others or ourselves safe based on the content or nature of our choice. In addition we have a responsibility to speak up, if we feel uncomfortable regarding dress or inappropriate attire. If we all choose to follow the expectations for dress from the beginning, it helps all of us to work better as a team.

Footwear: Student should have shoes that are appropriate for use on the gym floors for PE. 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 to the waistline and must not expose the midriff while the student is performing normal school-related activities (studying, retrieving books, raising hands, etc.)

SURVEILLANCE CAMERA NOTICE

Staff, students, parents/guardians, and visitors should be aware the Pellston Public Schools has surveillance cameras monitoring various school building areas, including 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 or team. In order for everyone to get along and have freedom, all must share certain duties. Rights (freedom) and responsibilities (duties) go hand in hand. The freedom to speak up and share ideas and concerns without feeling uncomfortable is an essential part of that family or team environment. The duty to be a member of this team and keep yourself and others safe as a part of this team.

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.

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.

Cell Phones

Cell phones are not to be in use in the hallways during passing or in our classrooms. Cell phones can be used before school, during lunch, and after school. Students choosing to have a cell phone in view, in use, or ringing at anytime other than during lunch, before school or after school, will be asked to turn over their phone to school personnel. Confiscated phones will be taken to the office and will only be released to a parent or guardian for that student. Cell phones should be out of sight, and out of mind during the hours of instruction.

In the event a cell phone is visible during the school day, students will be asked to turn their phone over to the teacher where it will be given to the office. Parents will need to pick up the phone as it will not be turned over to the student. Please advise your student of this policy and advise them of appropriate use.

DISCIPLINE

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 dress/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 Consequences

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

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. As a 6th grader, students who engage in major problem behavior are escorted to the main office. 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 consequence 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 that 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 or vandalized. Acts of vandalism may be referred to local law enforcement.

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 that 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 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

Keeping teammates emotionally but also physically healthy is also essential to a good working team. Remembering that our choices can impact others and the team in positive and negative ways. Sending a sick child to school is not helping to keep all members of the team/community safe or working together.

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.

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.

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.

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

IMMUNIZATION WAIVERS

Effective January 1, 2015, the State of Michigan requires non-medical waivers for children in school and child care programs to be processed through the local Health Department. This applies to:

- Licensed child care, preschool and Head Start programs.
- Students in Kindergarten and 7th grade, and any student newly enrolled in the district.

Michigan has one of the highest waiver rates in the country. This leaves communities vulnerable to diseases such as measles, chickenpox, and pertussis (whooping cough). Immunizations are one of the most effective ways to children from harmful diseases and even death.

To make an appointment with the Northwest Michigan Health Department: Call 1-800-432-4121 and request a waiver education appointment for your child(ren). Please note that the parent/guardian and child(ren) must be present for the appointment. The appointment will take 15-30 minutes. The nurse will review all recommended vaccines. The parent/guardian will have an opportunity to discuss concerns and ask questions. The nurse will provide recommended vaccines, with parent/guardian approval, or will complete waiver form. For immunization schedules and other information, visit: nwhealth.org

If a waiver is issued, the parent/guardian will be given the original waiver form to take to school. Parents must submit the original official signed waiver from the health department to the school.

TRANSPORTATION

BICYCLES

Students riding bikes to school must walk their bikes on all school sidewalk and parking areas. Bikes must be parked in the provided rack (located on the north side of the school near the office) 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/ROLLER BLADES/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 changes regarding school busing to the school secretary. Please be sure to refer below for what information is needed to process changes in busing. Any concerns for transportation can be directed to the Transportation Director at 539-8301.

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

Bus expectations are no different than in school expectations. The FVA still applies, and students are expected to adhere to the pillars of teamwork, being safe, and speaking up. The expectations for bus behavior is as follows:

1. Be on time and board the bus in an orderly manner.
2. Students must remain seated, face forward, and share bus seats.
3. Keep voices at normal tones. No shouting, screaming, or whistling will be allowed.
4. No teasing, name calling, or harassment of another individual.
5. No fighting, arguing, pushing, hitting, kicking, biting, or spitting at any time.
6. No unacceptable language (swearing).
7. Keep all parts of your body - and all objects - inside the bus.
8. The aisle must be kept clear at all times. Band instruments and tote bags should be held on laps.
9. No eating, drinking, or chewing gum while on the bus.
10. Cautious and safe behavior is expected at bus stops, as well as proper crossing procedures.
11. Keep all harmful objects (drugs, alcohol, weapons, matches, and lighters) off the bus.
12. Do not litter, write on, or damage the bus in any way.
13. 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 jar 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 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
- 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 with a legible signature
- 7) Notes can **ONLY** be signed by a parent/legal guardian.

If you forget to fill out and send a bus note, and it is prior to 1:45 pm, you may call the bus garage at 539-8301. If you reach the answering machine, please leave complete information as indicated above so that the Transportation Department can fill out the note for you. This is very time consuming, so do not make a habit of it or there will not be enough time to process notes. Note delivery begins at 1:45, 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 transportation secretary at 539-8301. Bus notes are communicated with elementary and middle/high school offices so you do **NOT** need to make an additional call.

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:

Petty 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), smoking, insubordination, damaging property, possession of dangerous items

IMPLEMENTATION OF DISCIPLINE (BUSING)

Petty Offenses: Students shall receive bus misconduct reports for “petty 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

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 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 Director at (231) 539-8301.

ADDITIONAL INFORMATION

ELECTRONIC GRADES

You are able to access your child's grades/progress via the school web site at <http://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.

SOLICITATION

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

LOCKERS

Sixth (6th) grade 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
- Students will be issued a combination and will learn to use their locks as they transition to middle school.

Lockers are meant for outerwear clothing as well as school materials. 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 insure 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.

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 school secretary to schedule a time to use the school facilities for an after school activity. Club/Activity leaders will need to agree to embrace the Full Value Agreement and the pillars of Teamwork, Be Safe, and Speak Up. The FVA extends to all activities and organizations that are affiliated with the school.

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. Payment plans can be made with in the Central Office in the event that there exists a hardship.

INSURANCE

Through Student Assurance Services, accident insurance is available to students at a reasonable price. This supplemental co-insurance is for coverage when there are accidents at school or at school sponsored events. Specific information regarding the plan will be supplied during registration and included in the August mailing to our school families.

Parents are encouraged to purchase this insurance if your family does not have additional insurance, as the school accepts no financial responsibility for accidents occurring on school grounds.

PERSONAL POSSESSIONS

MP3 players, electronic games, 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 that 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.

INTERNET ACCESS

Pellston Public Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. Sixth grade students have supervised access to the Internet for research, school projects and other curriculum-based needs, with your approval of the Acceptable Use Policy. Your child may have Internet access including the use of Gmail. The student Gmail is closed to outside parties, and is open only to parties within the school network (other students and teachers) in order to ensure that our students are not contacted by persons outside of the school for things other than school purposes. 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. The school secretaries are tasked with bussing changes. Unless an emergency arises, changes to the normal student schedule **MUST** be completed prior to 1:45 p.m. The School Secretary can be reached at 539-8801. Any bussing issues should be directed to Elton Laura, Director of Transportation.

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 (3:10 pm) 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 school).

PARENT/SCHOOL/COMMUNICATIONS

We work together for the safety and education of your children. Pellston Middle School communicates with our school families through classroom, building, and district newsletters. Please look for these in your students Friday Folder. We also utilize Remind.com, a mass texting service, in order to communicate school closing, cancelations, and other pertinent information. Information regarding the Remind service is available in the office. 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

Being away from the school campus brings with it privileges and additional responsibilities. Representing yourself and the school community in a positive fashion is important. Utilizing the FVA in our choices and actions is impactful to a positive experience and result. Getting around and enjoying a location or event means everyone doing their part as a member of the team to make the experience a good one, as well as to keep others (fellow classmates, staff, public) staff and respected.

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. Parent/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 birth place
- Participation in school activities
- Dates of school attendance
- Grades

Directory information can be shared with specific outside parties such as: Life Touch Pictures, Emmett County Health Department, Char-Em Intermediate School Professional Personnel, and 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, 2014.

CLASS PLACEMENT POLICY

The professionals who work with your child place students in classes for the upcoming school year based upon many factors. The goal is to establish classes with a heterogeneous mix. We try to maintain classroom diversity regarding learning styles, gender, ability, and special needs. Other considerations are based on testing data and grades in an effort to better service our students' needs. All decisions are based with those factors in mind, are data driven, and founded in professional responsibility to the education of all of our students.

If you have questions or feel you need to discuss factors influencing your child's academic progress, please continue to communicate with your child's present teacher.

Our main goal is to create balanced classroom learning environments. We believe that this balance provides the best educational opportunities for each child. Some of the major factors we consider when creating each classroom are:

Parent input	Unique learning styles	Range of academic abilities
Behavior concerns	Work habits	Variety of teaching styles
Boy/Girl balance	Classmates	

We welcome parent input and feel the conversations you have with your child's teacher provide valuable information about your priorities and educational concerns. If you have specific academic concerns which we need to be aware of as we develop class lists for the forthcoming school year, please communicate your

concerns with your child's present teacher. You will need to specify how the requested placement will assist your child's academic development. Consideration will be given to written requests received by the established deadline.

PROMOTION

Grade Level Promotion is considered for middle school students. In order for a student to promote to the next grade level, they will be required to pass the majority of their core subject area classes (math, English, science, social studies) throughout given school year. Consideration for the retention of students will go as follows:

- Teachers and Principal will meet to discuss concerns/deficiencies prior to Parent Teacher Conferences
- During the months of October – January, teachers are collecting evidence that suggests a skills deficiency for grade level content. This concern is communicated to the parents and is documented on the student report card.
- The teacher will inform the principal in March that retention for a student is being considered. The principal will convene a team to discuss retention and evidence supporting. Other placements such as interventions will be considered at this time.
- The teacher and administration will inform the family of the intention to retain the student in April, and secure commitment to this plan.
- Guidance will work with administration to place students according to the plan for retention. This will occur once a master schedule for the following school year is complete and services available are known.

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). We also make use of the Remind.com service in which a mass text informs subscribers of the closing as the decision to close is made. 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.

A. Radio Stations

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

B. Television Stations

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

C. remind.com (flyers are available in the office to subscribe for this service). Receive alerts and closings as they are happening.

If students are sent home early, the school will use the procedure is used as a normal day unless special arrangements have been made with parents/guardians (see **STUDENT EARLY RELEASE PLAN** below).

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 bad weather or any unforeseen circumstances. Make sure your child knows the early release plan should school close unexpectedly due to inclement weather or other unforeseen reasons.

SCHOOL SAFETY REQUIREMENTS

The full value agreement seeks to incorporate teamwork, be safe, and speak up into the daily functions and relationships we share in school. We seek for all students, staff, and parents to understand the role that each shares in the safety for all within our school. Whether a lock down, fire drill or other, each member of the team has roles to play to make sure information is passed (speak up), that members are safe and that everyone is present and safe (work as a team).

LOCK DOWNS/FIRE/TORNADO DRILLS

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.

Under the current law, any school that operates any of grades Kindergarten to 12 must conduct at least:

- Five fire drills per school year. Three of which must take place by December 1. (There must be a reasonable interval between each drill.)
 - Two tornado safety drills per school year. One of which must take place in March.
- Three lockdown drills per school year, including security measures appropriate to an emergency "such as the release of hazardous material or the presence of a potentially dangerous individual on or near the premises." At least one of the drills must take place by December 1 and at least one after January 1. (There must be a reasonable interval between each 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.

FOOD SERVICE

Procedures for Meal Payment

Effective 10/15/95 Revised 9/3/14

If you have questions or issues regarding our food service program, please contact Food Service Supervisor, Mr. Bruce Sychalski 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. Breakfast prices are: Full Pay \$1.00, Reduced \$0.30, and Free. Lunch prices are: Full Pay \$2.75, Reduced \$0.40, and Free, Milk is \$0.50 when purchased separately.

Guidelines

Families will be encouraged to observe the following:

- A. Prepay at least one week of meals.
- B. Complete the necessary paperwork on a timely basis when applying for Free or Reduced Breakfasts and/or Lunches.
- C. **Keep a balance of funds in child's account so child will not have to ask to charge meals.** It is our goal to avoid any embarrassment for our children due to refusal of charging student meals.

Supporting Philosophy

- A. In keeping with the Department of Education guidelines, families will be notified annually of their opportunity to complete the necessary paperwork for eligibility for free or reduced meals. Furthermore, during the first thirty days of the school year we will endeavor, by whatever reasonable means available, to remind families of their need to complete this paperwork, if they feel they may qualify.
- B. The relationship between the Food Service department and the student community will be of a positive nature as well as one that encourages payment of meals. Various promotions may be used to accomplish this. Requests for charging meals is inevitable. No child will be denied a meal without prior notification of the parents. The following procedure will be followed:
 - 1. On the day a child's account enters a negative status, the cashier will give the student the printed register slip to take home. This slip indicates the amount of the negative balance, and is a reminder that the funds need to be sent the next day.
 - 2. If funds are not received by the third day that the child requests meal service, the second register slip and notice will be mailed to the parents. This register slip will state the amount owed. The notice will state the date that meal service will be terminated until the account is brought out of a negative balance and that the student will be receiving a sack lunch (peanut butter sandwich, fruit and milk only) for a maximum of three (3) days.
 - 3. Board policy states that a student may be allowed to charge five (5) lunches. Once the charge limit is reached the student must pay cash for his/her lunch.
 - 4. Any status change (i.e. from Reduced to Free Lunch), during the school year does not eliminate prior charges owed.

If charging of meals becomes a chronic problem or there is evidence that parent(s) are neglecting the basic need of providing adequate nutrition for a child, the Food Service Supervisor will discuss such concerns with the principal. The principal will determine if authorities should be contacted to ensure the child's nutritional needs are being met. If it is determined that the child is being nutritionally neglected, the child will continue to receive meals at no cost until other appropriate arrangements for providing meals on a pay or reimburse basis have been made.

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.

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 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 full value agreement asks that we keep our teammates and ourselves safe. Both physically and emotionally, the use of substances directly relates to the safety of others and ourselves within our school.

Additionally, creating harmful situations does not represent being a solid team member.

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

The full value agreement seeks to ensure the emotional and physical safety of all members.

Section 1300a of the State of Michigan School Code requires that 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

Per the full value agreement, policy is in place for all students to speak up and feel heard!

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/Anti-Cyber-Bullying Policy

The principles of the Full Value Agreement coincide with the District's anti-bullying policy. If all team members agree to work together, keep themselves and others physically and emotionally safe, and speak up rather than be a bystander, bullying issues can be nearly eliminated. Being respectful and courteous and treating others the way we would want to be treated is the premise behind the Full Value Agreement.

The Board of Education is committed to providing a safe and nurturing learning educational environment for all of its students. Bullying or cyber-bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

Prohibited Conduct

Bullying and Cyber-bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents/guardians, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, electronic communication of aggressive behavior, 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 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 student are under the school's control, or where an employee is engaged in school business. "At school" also includes any conduct using a *telecommunications access device or telecommunications service*

provider that occurs off school premises if the device or provider is owned by or under the District's control. 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 with 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 the 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.

Procedure

Any student who believes he/she has been or is the victim of cyber-bullying/bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying or cyber-bullying by the Superintendent may be reported to the President of the Board of Education.

Complaints Against Certain School Officials

Complaints of bullying or cyber-bullying by the building principal may be reported to the Superintendent.

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 cyber-bullying, bullying 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. A description of each reported incident, along with all investigation materials and conclusion reached by the principal or designee, including remedial action taken, disciplinary actions and referrals, shall be documented and filed separately with similar material in the District's central administrative office. The Superintendent shall submit a compiled report to the Board on an annual basis.

If the investigation finds an instance of cyber-bullying, bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action, the principal or designee shall promptly provide written notification of same to the parent/guardian of the victim of the bullying or cyber-bullying and the parent/guardian of the perpetrator of the bullying or cyber-bullying. 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.

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 cyber-bullying, bullying or aggressive behavior (as a witness or otherwise), or is the target of the cyber-bullying, 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 cyber-bullying, bullying or aggressive behavior.

Making intentionally false reports about cyber-bullying, bullying or 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 cyber-bullying, 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

For the purposes of this policy, “**bullying**” shall be defined as aggressive behavior that involves unwanted, negative actions; involves a pattern of behavior repeated over time; and involves an imbalance of power or strength that is intended or that a reasonable person would know is likely to harm one or more pupils directly or indirectly.

For the purposes of this policy, “**cyber-bullying**” shall be defined as any electronic communication of aggressive behavior that involves unwanted, negative actions; involves a pattern of behavior repeated over time; and involves an imbalance of power or strength that is intended or that a reasonable person would know is likely to harm one or more pupils directly or indirectly.

For the purposes of this policy, “**harassment**” shall be defined as any act which subjects an individual or group of 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.).

For the purposes of this policy, “**intimidation/menacing**” shall be defined as 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 cause.

For the purpose of this policy, “**staff**” shall be defined as all school employees and Board members.

For the purpose of this policy “**third party**” shall be defined as 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 definitions and instances that could possibly be construed as Harassment, see Policy 8018; Hazing, see Policy 8270.

Bullying can be in the form of any written, verbal or physical act, while cyber-bullying can be in the form of any electronic communication. Both are intended, or that a reasonable person would know is likely, to harm one 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 student;
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.

5. 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.

“Telecommunications Access Device” means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012,

“Telecommunication Access Device” is defined to mean any of the following:

1. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.

2. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

“Telecommunication Service Provider” means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, Telecommunication Service Provider is defined to mean any of the following:

1. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
2. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
3. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Approved: November 9, 2009; Revised: March 12, 2012; Replaced: May 11, 2015
 LEGAL REF: M.C.L 380.131OB (Matt’s Safe School Law, PA 241 of 2011); Public Act 478 of 2014

Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1983 require 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 Stewart 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 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. 178

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 that is very similar to Section 105. A second program, Section 105C refers to inter ISD schools of choice that 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 district programs including the providing of information in a language understandable to the parent(s)/ guardian(s) if practicable;
- 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).

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 Middle 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

General Procedure for (Minor) Problem Behavior

Instances of minor problem behavior will usually involve stating the behavior expectations and redirecting the student to the appropriate task/activity. Staff will work hard with a student to get the inappropriate behavior corrected before a detention or an office-managed referral is assigned. The staff will correct two minor incidences of similar behavior before an office referral is given for the third incident in the same day. A suggested procedure to follow might be:

- 1st incident: State the rule and redirect the student
- 2nd incident: Give a 5-minute time-out in classroom or at the Partner Teacher's time-out area (against the wall during recess).
- 3rd incident: Student is referred to the office for third minor/similar incident is transformed into a major incident for reporting purposes. The behavior incident referral form is completed and sent to the office with the student. This third incident of the same problem behavior will be followed by a phone call to parents from the reporting teacher. A follow-up phone call from the principal may occur depending on the severity of the referral.

Principal-Managed (Major) Problem Behaviors

Problem behaviors that are "major" and require being sent to the principal include any behavior that places self (or others) at physical risk, prevent the on-going delivery of instruction, or is a violation of a school rule/expectation.

Example Principal-Managed Problem Behaviors

- Physical aggression/fighting (see definition below)
- Possession of illegal drugs
- Possession of weapons
- Harassment/directed abusive language/verbal abuse (see definition below)
- Vandalism/property damage/theft (see definition below)
- Defiance/disrespectful/insubordination/non-compliance (see definition below)
- Inappropriate touching
- The third instance of the same minor behavior problem within the same day within the same educational setting

**Pellston Middle 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 Middle 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.