



Pellston Elementary School
 2015-2016

Student and Parent Handbook



<i>Full Value Agreement</i>		
<i>Supporting a learning environment where ALL learners are valued!</i>		
<i>Work as a Team</i>	<i>Be Safe</i>	<i>Speak Up</i>
<ul style="list-style-type: none"> • Be Respectful • Be Responsible • Be Safe • Be Caring 	<ul style="list-style-type: none"> • Be Respectful • Be Responsible • Be Safe • Be Caring 	<ul style="list-style-type: none"> • Be Respectful • Be Responsible • Be Safe • Be Caring





INTRODUCTION

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

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

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

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

PELLSTON ELEMENTARY SCHOOL’S VISION

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

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

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

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

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

1. We will display the *Full Value Agreement* in classrooms, hallways, offices, buses, sports fields, etc.
2. We will talk with students, parents, staff, colleagues, administrators, and support staff about what it means to be a team, keep yourself and others safe, and the importance of speaking up, as well as, listening.



3. We will return to the *Full Value Agreement* when situations arise within our education environments, and utilize the *Full Value Agreement* to promote a positive school climate and culture.

AUTOMATED PHONE SYSTEM

Pellston Public Schools utilizes an automated phone system. A directory is provided within the automated system and also at the front of this handbook. This system will be checked periodically during the school day when time permits. **However, at no time should a parent/guardian leave a message regarding changes to your child’s after school plans.** All transportation calls MUST be directed to the Transportation Department at 231-539-8801, ext. 176.

ARRIVAL/DEPARTURE PROCEDURE

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

Arrival Procedure: 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 AM. Breakfast is served from 7:45 to 8:05 A.M. Children who arrive after 8:05 A.M. may not have access to the breakfast program in the morning. As students arrive to school, they enter through the lobby entrance. All students will go into the breakfast area (gym) for breakfast or to wait for the 8:05 A.M. release bell.

STUDENT PICK UP/AFTER SCHOOL ACTIVITIES

Any changes to your child’s normal daily schedule must be given to the school in writing from the parent/guardian. This also includes when your child **is not** to ride the bus as usual. All busing schedule changes MUST be directed to the Transportation Department at 231-539-8801, ext. 176 prior to 1:45 p.m. Only in the case of a true EMERGENCY should a parent call the elementary office after 1:45 p.m. to alter a student’s regular transportation plan.

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).*

ATTENDANCE

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

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

PLEASE NOTE:

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

ROLES AND RESPONSIBILITIES

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



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

Students are expected to be prepared with 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. Parents should discuss the importance of good attendance with their children so they begin to understand the importance of being in school every day.

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

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.

REPORTING ABSENCES TO THE SCHOOL

Absences shall be reported to the school by the parent as soon as possible. If you know your child will be absent, please call and leave a message in the attendance voice mailbox #1. This system is available 24 hours per day.

State statute requires from the parents/guardians of each student whom has been absent from school for any reason, a statement of the cause for such absence. This note must be signed by a parent/guardian. An absence will be excused if a note explaining the absence is received within one week after the student returns to school. Legislation requires school districts to inform authorities of any student who has excessive absences (excused or unexcused) or chronic tardiness.

Students who arrive after **9:00 A.M.** will be marked absent for the A.M. session of school. Students who leave before **2:30 P.M.** will be marked absent for the P.M. session of school. Please note that in an effort to ensure continuity of instruction and accountability, this procedure will be monitored carefully. Students who are checked out after 9:00 A.M. and then return prior to 2:30 P.M. will be marked absent for a half day of school.

Any absence from school, excused or unexcused, can significantly interfere with a student's learning and can accumulate to be considered excessive absences in regard to the district's attendance policy.

Excused absences will be granted for the following reasons only:

- A. Death in the family.
- B. Illness of the individual student.
- C. Illness of an immediate family member where the student is needed at home.
- D. Absence of the student and his/her family from the school district.
- E. Absence due to a medical appointment.
- F. Emergency situations where the student is needed at home (must be explained).
- G. Required court attendance.

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



FAMILY VACATIONS DURING THE ACADEMIC YEAR

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

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

EXCESSIVE ABSENTEEISM

Absenteeism is considered excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. The following is Pellston Public School's policy.

1. Upon a student's fifth (5th) day of accumulated absence (excused + unexcused) during a semester an attendance review committee (administrator, school building data secretary, and teacher) will convene. The purpose of this committee will be to review student absenteeism and determines its impact on the child's education.
2. Upon a student's fifth (5th) day of accumulated absence (excused + unexcused) during a semester, a letter will be mailed to the parent/guardian by the building administrator. This notification will include a reminder about the importance of attendance.
3. Upon a student's tenth (10th) day of accumulated absence (excused + unexcused) during a semester an attendance review committee (administrator, school building data secretary, and teacher) will again convene. The purpose of this committee will be to review student absenteeism and evaluate the impact on the child's education. A letter will be mailed to the parent/guardian by the building administrator. This notification may indicate a required meeting/conversation between the administrator and parent to be held within 5 school days. If deemed necessary, the meeting will be facilitated by Northern Community Mediation (NCM) and will include the administrator, NCM representative, school counselor, parent and student.
4. Any additional absences will result in a required meeting facilitated by Northern Community Mediation (NCM) and will include the administrator, NCM representative, school counselor, parent and student. NCM will guide the development of an "Improved Attendance Contract" agreement between the parent, student and school which will be signed and implemented. If an agreement between the parent, student and school cannot be reached, an immediate referral will be made to the ISD truancy officer.
5. If following the NCM "improved attendance" meeting, another day of school is missed during the remainder of the school year (excused or unexcused) the school will make a formal referral to the ISD attendance officer indicating truancy, if appropriate.

Michigan law states that a parent or guardian who fails to comply with the compulsory school attendance section of the Revised School Code is guilty of a misdemeanor (MCL 380.1571-380.1599).



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

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

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

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

EARLY RELEASE FROM SCHOOL

STUDENT EARLY RELEASE PLAN

Each parent should make sure that children know the procedures they should follow in the event that school is dismissed early due to bad weather or for any unforeseen circumstances. ***Parents must have a written early release plan on file with the school (included on the bottom of the FIELD TRIP/STUDENT INFORMATION RELEASE form).*** Each homeroom teacher will maintain your child's early release plan. It is essential to keep this plan updated. Because of the urgency of the early release situation it is very difficult to make individual phone calls. Make sure your child knows the early release plan that you have provided to the school. **PLEASE NOTE: The plan cannot include a telephone number to call for instructions. The school will follow the instructions on the written plan during an early release situation.** It is important that the parent keeps the early dismissal plan updated with the student's classroom teacher.

STUDENT/STAFF SAFETY

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

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



PARKING ZONES

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

- Directly across the street in the lot connected to the Middle School/High School
- In the lot at the SOUTH end of the elementary school.
- After 8:30 AM, parking is permitted on Zipf Street in front of the school on the road only, not on the sidewalk. This area is a NO PARKING ZONE from 7:30 AM to 8:30 AM. This area becomes a NO PARKING ZONE again from 2:30 PM-3:30 PM. All vehicles must be moved prior to 2:30 PM.

NO PARKING IS PERMITTED in the following areas near the elementary school:

- No parking in front of the school on Zipf Street from 7:30 AM-8:30 AM
- No parking in front of the school on Zipf Street from 2:30 PM-3:30 PM
- No parking in the north-end circle drive near the preschool entrance
- No parking or driving on any sidewalks near the building.

Please note: Disregard to NO PARKING ZONES may result in consultation with the Emmet County Sheriff's Department and the vehicles being towed at the owner's expense.

VOLUNTEERS AT SCHOOL

Volunteers are people who complete the steps to become a volunteer, are willing to donate up to *six hours per week (working at school while school is in session) supporting the educational environment within the school and whose services have been requested by a teacher within the building. *Volunteer time is unlimited outside of the instructional day.

Volunteers are people who have an interest in helping children and supporting the mission and vision of Pellston Elementary School in a positive manner. Volunteers are parents, grandparents, retired teachers, business and community people who support the instructional program by donating their time and talents to add value and a positive influence to the teaching and learning environment. They provide supplemental help to pupils and teachers and perform other needed tasks in support of Pellston Elementary's educational programs. 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.

Pellston Public Schools has committed to creating a teaching and learning environment that incorporates the principles of the Full Value Agreement (FVA). The Full Value Agreement is the process in which a group agrees to find positive value in the efforts of its members. This positive value is expressed in encouragement, goal setting, group discussion, inquiry with a positive intent, a spirit of forgiveness, and taking ownership for 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 has three basic principles to live, work, and play by: Work as a Team; Be Safe: Physically & Emotionally; and Speak Up. It is our expectation that anyone who volunteers in any capacity at Pellston Elementary will intentionally abide by the principles of the Full Value Agreement. Our intent is for volunteers to be part of the elementary team, feel safe (physically and emotionally) and feel comfortable speaking up (inquiry with a positive intent) when clarity is needed about activities or procedures that directly affect the ability of a volunteer to perform requested duties.

GENERAL GUIDELINES FOR VOLUNTEERS

1. A volunteer will help to provide a positive and safe environment for all students to learn and excel.
2. A volunteer is friendly
3. A volunteer observes the school rules and is supportive and cooperative with the school and its staff
4. A volunteer seeks advice and guidance from the teachers, follows the suggestions of the teacher, and does not place an extra burden of time on the teacher



5. A volunteer seeks to preserve the integrity of the teaching and learning environment and does not interfere with the continuity of instruction
6. A volunteer respects **confidentiality** and **never discusses** incidents that happen at school
7. A volunteer respects the growth and development process of all students and never shows partiality
8. A volunteer provides plenty of opportunities for students to be successful
9. A volunteer is creative and flexible
10. School volunteers serving in the District without financial compensation are bound by the policies, rules/regulations, and procedures of the District
11. Volunteers, as any other employee, are to be supervised by each building Principal or other authorized school employees.
12. 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.
13. Persons interested in volunteering time or services to the District should contact the building Principal or Athletic Director for assignment.
14. 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.

STEPS TO BECOME A VOLUNTEER AT PELLSTON ELEMENTARY SCHOOL

1. All volunteers (including any field trip chaperons) must complete a “Disclosure of Criminal History” and the Michigan Department of Human Services forms so an on-line criminal background check can be processed **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. *Please note: **Processing takes place once a month on the first Monday of each month. During September only, background checks are completed each Monday in which school is in session.***

If a parent volunteer does not pass the background check he/she may or may not be allowed to go on a field trip with their child, depending on the nature of the offense.

2. Review the Volunteer Handbook and Complete the Volunteer Application/ Emergency Form and submit it to the Elementary Office for approval.

Building administration will provide written notification to teachers as volunteers complete the volunteer process and are approved to volunteer within the school. Teachers will then notify their volunteers and have the flexibility to schedule up to six hours per week of volunteer time. Request for volunteer services will come directly from staff members.

3. Volunteer hours are limited to 1 full day per week or hours equal to (6 hours) in the school/classroom *while school is in session* unless unique circumstances warrant more time to be authorized by the building principal. *Volunteer hours outside of the instructional day are unlimited.*
4. Volunteers sign in and out at the office.
5. Volunteers wear a name tag while volunteering in the school.
6. Volunteers are positive influences within the building and enjoy helping children and teachers!



VISITORS AT SCHOOL

A visitor is defined as someone:

- Who comes to school for 30 minutes or less or is in the school to attend a special event or program or has been invited to present a lesson, activity, or assembly to the students or staff.
- Visitors generally are not helping in the classroom or school and their visits are infrequent or occasional (1-9 visits per year).
- Visitors have legitimate business within the building
- Visitors complete their business quickly within the building as not to interfere with the teaching or learning process.
- Visitors may be asked to leave the premises if their presence hinders the educational process in any way.

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, is in conflict with the Full Value Agreement or presents a safety hazard to the student.

The Full Value Agreement: Working as a team means respecting all of the expectations set forth by the school, 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 follow the expectations for dress, it helps all of us to work better as a team.

Footwear:

- Students in K-5 **must** wear shoes that are safe and appropriate for recess and physical education (**flip-flops are not appropriate footwear for school**). Shoes with wheels attached are not appropriate footwear for inside of the school building. Students may be asked to change shoes or sit out recess or physical education until safe, appropriate footwear is provided.

Headwear:

- Hats are not to be worn inside the building. The only exception is when students are dressed to go outside during recess or other 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 the Pellston Public Schools community is like being part of a family. In order for everyone to get along and have freedom, all must share certain duties/responsibilities. Rights (freedom) and responsibilities (duties) go hand in hand. The *Full Value Agreement* reminds us that we should all have the freedom to speak up and share ideas and concerns without feeling uncomfortable. It is the duty of each member of our Pellston Public Schools team to keep yourself and others physically and emotionally safe.

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

When behavioral expectations are not met, we can ask students the following reflective questions (depending on the situation): Were you and others working together as a team? Were you being the best teammate you could be? What does it mean to be a teammate? Did you choose to keep yourself or others safe? Why is it important to stay safe? Could you have spoken up about something if you were unhappy, scared, frustrated, etc.? Why is it important to also listen to those who are speaking up? How can you be a good teammate when someone chooses to speak up?

CELL PHONES

As a general rule, elementary students have no use for cell phones during the school day and are strongly discouraged from bringing a cell phone or other electronic device to school. Under certain extenuating circumstances and on an individual case-by-case basis, a temporary and limited waiver from this policy may be granted by an administrator. Due to the advanced capabilities of cell phones, they can infringe on the learning environment and also on the legal rights of other students and staff. Therefore the following policy will be strictly enforced:

- All elementary student cell phones shall be powered completely off during the school day.
- All elementary student cell phones should not be accessed or visible during the school day, **including lunch or recess.**
- Any student that violates this rule will be subject to progressive discipline by the building administrator.
 - First Offense-Warning by school personnel to keep off and out of sight
 - Second Offense-Phone or other wireless communication device held in office and the parent is called to it pick it up
 - Third Offense-Progressive discipline by administrator regarding insubordination

All parents should discuss with their children the legal ramifications associated with using cell phones or other electronic devices to photograph or video record other students, adults or certain events without permission.

BEHAVIORAL EXPECTATIONS

Our goal is to provide students with the supports necessary for them to be disciplined, productive and successful members of the team and of society. We will make every effort to consistently teach students the expectations of our school and support them in learning how to be a productive member of the team.

All disciplinary actions will be related back to the Full Value Agreement (work as a team, be physically and emotionally safe, and speak up). The goal of all disciplinary actions will be to preserve the integrity of the instructional environment, while teaching students how to behave appropriately within our diverse society and when interacting with fellow citizens.



THE FOUR BEES...

Students at Pellston Elementary School are taught the expectations of the "Four Bees" and how they are embedded within all parts of working as a team, being physically and emotionally safe and speaking up. It is our expectation that all members of the Pellston Elementary School Team will be caring, responsible, respectful and safe during all aspects of the school day and at all extracurricular events.

Be Safe: is making choices that allow you and others to be in an environment where rules are acknowledged and followed. Safety is obvious when a person takes turns and shares, is open-minded and listens to others, and keeps hands, feet and objects to one's self (working as a team, being safe and speaking up).

Be Respectful: is showing high regard for authority, other people, self, and country (working as a team and being safe helps us stay physically and emotionally safe). A respectful person uses good manners, is tolerant of differences, is considerate of the feelings of others and uses respectful language, not hurtful words.

Be Responsible: is being accountable in words, choices and actions (working as a team). A responsible person has a sense of duty to fulfill tasks to the best of his/her ability with reliability, dependability, and commitment. Acting responsibly is using self-control by knowing what is the right thing to do and doing it (working as a team, being safe, and speaking up).

Be Caring: is showing understanding of others by treating them with kindness (teamwork), compassion, generosity, and a forgiving spirit (being safe). Caring is also listening for understanding and communicating (speaking up) with each other about such feelings as concern and gratitude.

In order to work as a team, be safe, and speak up in a positive manner, the following courteous behaviors are expected to be heard, said, seen or done in a school setting:

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



BEHAVIOR EXPECTATION MATRIX: PELLSTON ELEMENTARY SCHOOL

	Hallways	Cafeteria	Playground	Restrooms	Classroom & Instructional Areas	Bus
Be Safe <i>FVA: Teamwork, Safety, Speak Up</i>	Walk single file Keep hands, feet, and objects to yourself Face forward	Walk Keep hands, feet, and objects to yourself Wait your turn patiently	Keep hands, feet, and objects to yourself Play within view of adults	Walk Keep hands, feet, and objects to yourself	Walk Keep hands, feet, and objects to yourself Keep workspace organized	Walk to and from the bus Keep hands, feet, and objects to yourself and inside of the bus Stay Seated, face forward, share seats Enter and exit in a single file line
Be Respectful <i>FVA: Teamwork, Safety, Speak Up</i>	Use inside voice Stay out of other people's lockers	Use inside voice Follow directions Use kind words	Follow directions Use kind words	Use inside voice Throw trash in cans	Active listening Follow directions Use kind words	Follow the driver's directions Use inside voice Use kind words
Be Responsible <i>FVA: Teamwork, Safety, Speak Up</i>	Watch for others Stay to the right Move directly to location	Clean up your space Recycle Report spills	Return equipment Report problems Line up when signaled	Flush toilets Wash your hands Report problems Get in/get out	Bring supplies Do your personal best Do your job Use materials appropriately	Be on time and board the bus in an orderly manner Keep track of your belongings Take care of the bus and report problems
Be Caring <i>FVA: Teamwork, Safety, Speak Up</i>	Smile and wave Pick up trash Give personal space	Chew with mouth closed Give personal space Include others	Include others Take turns Play fair	Keep walls clean Pick up trash Give personal space	Encourage others Help others Give personal space	Give personal space Help others Greet the driver

Developed 12/7/2009

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 time out or correction.

Examples of Staff-Managed Problem Behaviors

- Minor theft/cheating
- Name calling/teasing/mean talk
- Disrespectful words (single offense swearing or sound alike swear words) or tone of voice
- Minor disrespectful actions
- Minor vandalism
- Running in the hallway
- Being in an unsupervised area
- Disruptive transitions
- Littering



- Minor play fighting/rough play/rough housing
- Chewing gum/spitting
- Inappropriate displays of affection /dress/disruptive dress

Examples of Staff-Provided Consequences (depending on nature/severity of offense, progression, outcome of investigation, development of student)

- State rule, redirect
- Conference with student
- Re-teach expectations
- 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

Examples of Principal-Provided Consequences (depending on nature/severity of offense, progression, outcome of investigation, development of student)

- Conference with student
- Loss of privileges
- Restitution/clean-up duty
- Time-out in the office
- Behavior contract
- Parent contact
- 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. At Pellston Elementary School, students who engage in major problem behavior are escorted to the main office. A disciplinary referral form is completed by (referring party) to document the incident. The School principal (or designee) will meet with the student (s), investigate the incident and determine the appropriate consequence and next steps in response to the problem situation.

Major Problem Behavior Examples (Following are examples of major behaviors and is not intended to be an exhaustive list):

Defiance/Disrespectful/Insubordination/Non-Compliance: Actions by students which are insubordinate or show disrespect for others or general misconduct which disrupts the learning situation shall not be tolerated. If the situation cannot be handled by the teacher, it shall be referred to an administrator. Definite corrective action appropriate to the individual situation shall be taken which may include suspension or expulsion.

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



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

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

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.

SCHOOL HEALTH

PRESCRIPTION OR OVER-THE-COUNTER MEDICATIONS

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

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

ADMINISTERING MEDICATION TO STUDENTS

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

- 1. Parent permission forms must be completed prior to any administration of any medications at school.
- 2. Prescription Medication: must be in the original container with student name and prescription intact. Over-the-Counter medication: must be in the original sealed container accompanied with written physician's approval/instructions.
- 3. Parents are required to bring medications to school.
- 4. Parents are required to pick up any unused student medications.



- 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

The Full Value Agreement emphasizes safety for all team members. Keeping teammates emotionally, but also physically healthy is a key to a good working team. It is important to remember that our choices can impact the team in positive and negative ways. Sending a sick or infected 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 (231) 347-6014 or Hornet Health Center at (231) 539-8550.

DISEASE:

German Measles
 (Rubella, Three-Day Measles)

REMAIN OUT-OF-SCHOOL:

Until rash disappears and the temperature is normal

Measles (Hard, 7 days)

For seven days after the appearance of rash

Mumps

Until swelling is gone or other manifestations have disappeared

Chicken Pox

Until all lesions are healed over

Scarlet Fever

On antibiotics for 48 hours

Infectious Hepatitis

During first two weeks of illness and at least two weeks after disappearance of jaundice & cleared by doctor

Scabies and Head Lice

During period of communicability and until treated and **ALL** nits (1/4 inch from the scalp) are removed

Pink Eye

Until completely healed or medical authorization is given for return

Impetigo

Until completely healed or medical authorization is given for return

Ringworm

Until area is non-infectious and completely healed or medical authorization is given for return

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

CONTROLLING HEAD LICE (Pediculuscapitis)

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



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

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

IMMUNIZATIONS

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

The school will contact you if your child’s immunization record is incomplete. If your child is not properly immunized within given guidelines, we are required by law to exclude your child from school until the immunizations have been completed and documentation has been provided to our office. Following are the immunization expectations, per age/grade:

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

Immunizations may be obtained at the Hornet Health Center (FREE of charge) 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.

CERTIFIED BIRTH CERTIFICATE

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

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

VISION AND HEARING SCREENING

Vision screenings are provided for students in grades Pre-K, K, 1, 3, and 5. Hearing screenings are provided for students in grades Pre-K, K, 2, and 4. The purpose of the screenings is to identify students who may have a vision or hearing problem and need a professional medical exam. On occasion district staff/personnel will recommend a child out of the designated grade level to be test. The parent/guardian of any student who does not pass the vision or hearing screening will receive a letter from the Emmet County Health Department. A school vision and hearing screening is not an examination and should not be substituted for routine medical care.

TRANSPORTATION

CROSSING TO THE HIGH SCHOOL PARKING LOT

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

WALKING TO ANOTHER PERSON’S HOME

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

BICYCLES

Students riding bikes to school must walk their bikes on all school sidewalk and parking areas. Bikes must be parked in the provided rack promptly upon arrival at school. Bikes may not be accessed 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/SHOE BLADES/RIPSTICKS

NO skateboards, skates, roller blades, rip-sticks or shoe blades may be used on school property during the school day. These are not to be brought to school.



BUS TRANSPORTATION

Transportation Department: 231-539-8801, ext. 176

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 will be 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.

STUDENT PICK-UP OR DROP-OFF LOCATIONS

Please direct all questions and concerns regarding school busing to the Transportation Department at (231) 539-8801, ext. 176. Any changes regarding bus transportation should be directed to the Transportation Department. **Please do not leave a message.** Talk to office personnel personally in regard to transportation changes. Please be sure to refer below for what information is needed to process changes in busing.

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, the parent or guardian will need to fill out a bus note.** Bus notes are available at the school offices.

****IMPORTANT:** **Students in grades Kindergarten through 2nd will not be dropped off from bus transportation unless a parent, guardian, caregiver, or older sibling is visibly present at the drop-off location.**

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

BUS NOTES

All transportation calls MUST be directed to the Transportation Department at 231-539-8801, ext. 176.

BUS NOTES are to be turned in by 10:00 am to the elementary office. PLEASE NOTE: The deadline for submitting a phone request is 1:45 pm. This is very important. Otherwise, we cannot be sure that there will be enough time to deliver notes to students!

Only in EXTREME EMERGENCY situations (such as a car accident, trip to an emergency room, etc.) should a parent call after the 1:45 deadline regarding a change in student transportation.



BUS NOTES must be filled out completely with the following information. A bus note is needed for each student:

- Include student's FIRST & LAST name (bus drivers may not know each child's name)
- Date(s) for which arrangement is needed
- Include the name of the teacher on the elementary student's bus note
- Include the complete address of the drop-off location (bus drivers don't know where "Grandma's House is).
- Include a phone number where you can be reached if questions arise.
- Sign the note with a legible signature we will be able to read.
- Notes can **ONLY** be signed by a parent/legal guardian.

BUS BEHAVIOR EXPECTATIONS

If you would like to discuss bus routes, discipline or have any other questions/concerns, please contact the Transportation Department at (231) 539-8801, ext. 176.

Bus expectations are the same as school expectations and students are expected to work as a team, be physically and emotionally safe, and speak up. It is expected that all students will follow the bus expectations and maintain a safe environment anytime and for any reason they are on the school bus.

Petty Offense:

- 1) Not in assigned seats, refusing to share seats, or staying seated with bodies facing forward.
 - 2) Not keeping voices at a normal tone.
 - 3) Use of unacceptable language (swearing or profanities).
 - 4) Not keeping ALL body parts inside bus and out of the aisle at all times.
 - 5) Eating, drinking, or chewing gum.
 - 6) Public displays of affection, or horseplay.
 - 7) Not using cautious, safe behavior (tripping, pushing, etc.) at bus stops, not using proper crossing procedures, or being late for the bus.
- First and second offense: bus driver will make a phone call home and document incident.
 - Third offense: write up slip sent home to be signed and returned to the bus driver by the next school day.
 - Fourth Offense: (3) day suspension off all buses including field trips and athletic events, and parental contact made by the transportation department before student can return as a rider.
 - Five or more offenses: (5) day suspension off all buses including field trips and athletic events, and parental contact made by the transportation department before student can return as a rider.

Major Offense:

- 1) Fighting, arguing, verbal threat, pushing, hitting, biting, spitting, kicking, smoking, insubordination, damaging property or possession of dangerous weapons.
 - 2) Littering, vandalizing the bus, or throwing objects.
 - 3) Using emergency doors and windows for non-emergency situations.
 - 4) Harassment (gender, ethnic and/or sexual) or inappropriate behavior.
 - 5) Bus note forgery.
- First Offense: (2-5) day suspension off all buses, write up slip sent home and parental contact made by bus driver, investigated by building principal and/or designee.
 - Second and third offense: (5-10) day suspension off all buses, parental contact made by the transportation department, investigated by building principal and/or designee.

Any infraction NOT spelled out, in the above list, will be handled at the discretion of the transportation supervisor and building level administration. Administration reserves the right to modify consequences based on severity of offense.



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 loss of bus-riding privileges, school suspension or expulsion.

TITLE I SCHOOLWIDE

TITLE I PROGRAM STUDENT SERVICES

The federal government provides Title I funds to our building. These funds are awarded to districts to improve the education of students with an identified academic need. Our Title I program is Schoolwide. Schoolwide means Title I services can be available to any child with academic needs. At Pellston Elementary, we provide Title I service in several ways:

- **Academy Block** service is provided to all students at each grade level. During THE ACADEMIC Academy Block, the classroom teacher, Title I teacher and paraprofessionals work with groups of students to provide extra academic support. This program allows the teacher to quickly re-teach a lesson not mastered during the week or to provide academic support for unmet content expectations. The academic Academy Block service is available to all students.
- **Read Naturally** is a computer generated program that supports the development of reading fluency and promotes vocabulary and comprehension skills.
- **IXL** is a computer generated program that support students in math at all grade levels.
- **Summer School** is often offered to elementary students. Title I students receive first priority for placement in summer school. Teachers and paraprofessionals work together to instruct each group in reading, writing and math skills, while integrating social studies and science concepts.
- **Family Nights**, hosted by Title I staff and classroom teachers, are held several times each school year. Activities combine learning and fun for the whole family. Please join us at our next event!
- **A Title I Parent Advisory Group** in coordination with the District School Improvement Team meet each spring to discuss programs and set goals for the next year. Title I values parent input. Check your child’s spring newsletter for the date of the next Title I Parent Advisory meeting.

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

STUDENT/TEACHER/PARENT/TITLE I COMPACT

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



ADDITIONAL INFORMATION

ELECTRONIC GRADES

All classrooms Kindergarten through fifth grade have an electronic grading system. You are able to access your child’s grades/progress via the school web site at www.pellstonschools.org and click on *Power School*. Your child’s specific username and password is available in the office.

CLASSROOM PARTIES

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

RECESS

All students are expected to go outside for recess. Please be sure to dress your student appropriately as weather conditions can change dramatically. Students go outside for recess when the temperature and wind chill are 0^o or warmer. Written notification from your doctor will be necessary if your child must remain inside during recess. If your child should not participate in a physical activity due to a serious illness or injury a doctor’s note is required.

SOLICITATION

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

LOCKERS

Elementary students will each be assigned a locker. Students are responsible to keep lockers clean and keep the doors closed when not in use. Locks are not permitted. Students are prohibited from decorating lockers either inside or outside.

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

The Pellston Public Schools reserves the right to inspect the lockers at any time for cleanliness and to 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

School expectations extend to clubs and activities affiliated with Pellston Public Schools. Parent supervisors and volunteers should be well versed in the expectations of the Full Value Agreement (work as a team, be physically and emotionally safe and speak up). Clubs and extracurricular activities are extensions of what happens within the walls of Pellston Elementary School. It is important that parents and volunteers understand and adhere to the expectations and policies of Pellston Elementary School.

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



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

TEXTBOOKS, LIBRARY BOOKS AND OTHER SCHOOL MATERIALS

Textbooks, library books and necessary materials are provided to each student as needed. All textbooks and library books 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 textbooks or materials are the financial responsibility of the parents and students. A fee will be charged for textbooks damaged beyond normal use.

Library books will be checked out periodically by students throughout the year. Students will be required to return books by a due date (weekly or bi-weekly). Students who do not return books will not be allowed to check-out additional books until all books are accounted for. Lost or damaged library books are the financial responsibility of the parents and students. A fee will be charged for lost or damaged books beyond normal use.

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 sent home during the first week of school 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.

STUDENTS’ PERSONAL EQUIPMENT

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

TOYS AND PERSONAL POSSESSIONS

MP3 players, electronic games, and various kinds of toys and personal possessions are not allowed during instructional times and should not be brought to school. Students who choose to bring these items to school do so at their **OWN RISK.** All personal items should have the student’s name and grade clearly marked on them. **WE ARE NOT RESPONSIBLE FOR LOST, TRADED, DAMAGED, OR STOLEN PERSONAL POSSESSIONS.** School adults reserve the right to confiscate any item which interferes with student learning or safety. Any item taken from a student will be retained until parents pick it up.

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

CELL PHONES/ELECTRONIC /WIRELESS DEVICES

A “wireless communication device” (WCD) is a device that emits an audible signal, vibrates, displays a message (text messaging) or otherwise summons or delivers a communication to the possessor. An



example of a WCD is a cellular phone. If a student participates in an after school activity the WCD must also remain completely off. (*Refer to cell phone specific information earlier in this document.*)

INTERNET ACCESS

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

TELEPHONE USE

Office or classroom 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.

PARENT/SCHOOL/COMMUNICATIONS

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

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 Full Value Agreement in our choices and actions is impactful to a positive field trip experience. Enjoying a location or event is possible for all participants when everyone is 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, and the public) safe and respected.

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

PARENT TEACHER ORGANIZATION (P.T.O.)

Our school has an active P.T.O. that works diligently with the school to improve our school and provide enrichment activities for our students. Watch for information in school newsletters and special notices. P.T.O. meetings are the second Tuesday of each month at 5:30. Meeting will be in the elementary building unless otherwise notified. Any changes to or extra meetings will be posted. We encourage parent volunteers, so please join us for the meetings. If you have questions please call the elementary office to be directed to current PTO officers.



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, Department of Human Services. 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, 2015.

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. Decisions are based with those factors in mind.

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. If your child has *special* circumstances that need to be addressed when considering classroom placement for next year, please submit a written request to the elementary office by May 20, 2016 using the following criteria.

Criteria:

1. Reason for the request stated in a positive way.
2. A description of the child's individual needs.
3. Identification of a specific problem that would interfere with the child's ability to learn or the teacher's ability to teach.
4. Special circumstances that require a special placement for the student.

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.



SCHOOL CLOSINGS

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

A. Radio Stations

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

B. Television Stations

Traverse City	WPBN/TV	7/4
Traverse City	WWTN	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 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. **Parents must have a written early release plan on file with the school (included on the bottom of the FIELD TRIP/STUDENT INFORMATION RELEASE form).** Each homeroom teacher will maintain your child's early release plan. It is essential to keep this plan updated. Because of the urgency of the early release situation it is very difficult to make individual phone calls. Make sure your child knows the early release plan that you have provided to the school. **PLEASE NOTE: The plan cannot include a telephone number to call. The school will follow the instructions on the written plan during an early release situation.** It is important that the parent keeps the early dismissal plan updated with the student's classroom teacher.

SCHOOL SAFETY REQUIREMENTS

Optimal school safety relies heavily on all members of the community, students, staff and parents to operate as a team to keep everyone safe. Team members have a responsibility to speak up when activities occur that infringe on the safety of team members.

It is critical for the safety of the team that ALL team members act responsibly and seriously during safety drills. Effective drills are a critical component of preparedness for an actual emergency. Each member of the team has specific roles and responsibilities to make sure information is appropriately communicated and that team members are present and safe.



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 Public Act 12 of 2014, each school building is required to perform a minimum of 10 drills per year (*one of the drills must be conducted during a lunch-recess period*):

- Three lockdown drills per school year. A “lockdown drill” is a drill where occupants of a school building are restricted to the interior of the building and the building is secured. 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.)
- 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.

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 three** lockdown drills during the school year. The legislation requires that local law enforcement agencies practice these lockdown drills with school districts.

FOOD SERVICE

FREE BREAKFAST AND LUNCH FORMS

Free and reduced breakfast and lunch forms must be completed at the beginning of *each* school year. Free or reduced meals **ARE NOT** automatic from one year to the next. In order to prevent parents from being responsible for paying breakfast and lunch charges, **ALL** families should complete the **FREE AND REDUCED MEAL FORMS** the first week of school.

Free and Reduced Lunch forms are sent home to all families at the beginning of the year and are available in all offices in the district. If your family is not determined eligible for free and reduced lunch early in the year, **please reapply** if household income levels change. Eligibility is based on the previous month’s income.

Food Service Procedures for Meal Payment

Effective 9/1/14 Revised 3/17/14

If you have questions and issues regarding our food service program please contact Food Service Supervisor, Mr. Bruce Sychalski at 539-7071.

Breakfast prices are:

- **Full Pay \$1.00**
- **Reduced \$0.30**
- **Free**

Lunch prices are:

- **Full Pay \$2.50**
- **Reduced \$0.40**
- **Free**

Milk is \$0.50 when purchased separately.

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.



Food Service Guidelines

Families will be encouraged to observe the following:

- A. Prepay at least one week of meals
- B. Complete 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 all children by having to refuse charging of meals.
- D. Urge child to use his/her ID number in the serving line

Supporting Philosophy

- A. All students will be encouraged to prepay for meals. Therefore, prepayment will be accepted in the elementary building by cashier, classroom teacher or office secretary.
- B. 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.
- C. 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 and will be provided with an alternate meal. Parents are asked to keep their child/ren accounts in a positive balance.

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. No student will be denied a meal. Notices are e-mailed or notices sent home on Tuesdays and Fridays.
- 3. Board policy states that a student may be allowed to charge five (5) lunches.
- 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.

LEGAL ISSUES AND THE LAW

It is our collective responsibility to follow the law and keep our teammates and ourselves SAFE, both physically and emotionally. We are not only responsible for others safety but also for our own safety. Certain behaviors and situations can cause harm to ourselves and/or other team members.

Student Records Right of Privacy

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



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

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

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

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

Communicable Disease Control

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

Tobacco-Free Schools

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

Alcohol, Inhalants, Steroids, and Drug Abuse

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

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

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

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

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

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



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

Harassment Policy

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

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

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

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

Harassment Complaint Procedure

The principles of the Full Value Agreement encourage all team members to speak up and be 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 380.1310B (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



PELLSTON ELEMENTARY SCHOOL
 “Where EVERYONE is FULLY Valued!”



School District at 172 N. Park Street, Pellston, Michigan 49769, between the hours of 8:00 A.M. and 4:00 P.M. during school days or such other time as may be arranged by calling the office at (231) 539-8682.

7. The Office of the Superintendent, upon request, will arrange to provide translations of the foregoing notice to non-English-speaking parents or eligible students in their native language.

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

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

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

Non-Discrimination Policy

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

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

Dangerous Weapons/Firearms Policy

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

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

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



McKinney-Vento Homeless Act of 1990

The Board of Education establishes the following policy in response to the nation’s growing number of children and youth who do not attend school because of homelessness. The United States Congress enacted Title VII-B for the Steward B. McKinney Homeless Assistance Amendments Act of 1990, reauthorized as McKinney-Vento, January, 2002, requiring school districts to eliminate barriers to educational success of “Unaccompanied Youth” and other homeless students and to implement policies and procedures to ensure a free and appropriate education for school-age homeless children and youth. The district shall attempt to meet the educational needs of homeless children comparable to other students in the district as set forth by this act.

- A. The Board will assure timely procedures and regulations for the enrollment and educational success of homeless students.
- B. The District will establish procedures, which identify homeless children, address immunization requirements and other documentation of the McKinney-Vento.
- C. The District will continue the homeless child in his/her school of origin or transfer the child to the public school that the non-homeless students who live in the attendance area where the child/youth is actually living are eligible to attend, whichever is in the child’s best interest.
- D. The District will assure that the parents or guardians of any homeless child and any unaccompanied homeless minor will be fully informed of transportation services and assisted in accessing such transportation.
- E. The District will provide other services comparable to that offered 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. 135

School of Choice

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

Title VI of the Civil Rights Act of 1964

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



Title IX of the Education Amendments of 1972

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

Section 504 of the Rehabilitation Act of 1972

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

Parent(s)/Guardian(s) Involvement Policy

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

We invite:

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

We will:

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



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

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

Pellston Elementary School Computer & Internet Acceptable Use Policy

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

Goals

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

Responsibilities

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

Network storage and services may be provided to facilitate the exchange of information and/or extend the range of curriculum to students. These services are similar to other school provided services wherein teachers and administrators may access and review the content to maintain system integrity and to ensure that students are using the systems responsibly.

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

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

The Internet is not under the direct control of Pellston Public Schools and, while the Internet access is actively and reasonably filtered to provide a safe web-viewing environment, not every offensive or inappropriate site can be effectively blocked. Likewise, not all communications are secure, confidential and



"safe". Students are encouraged to restrict Internet communications to times and activities approved of and led by their teachers and administrators.

General Violations

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

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

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

Penalties

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

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

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