

Emerald Elementary



2022/2023 Student Handbook

628 Oak Street
Manistique, MI 49854
906.341.4332

<http://emerald.manistiqueschools.org>

**STUDENT/PARENT HANDBOOK
FOR
EMERALD ELEMENTARY**

WELCOME

The faculty and staff of Emerald Elementary welcome you to what promises to be another exciting school year. Our educators strive for excellence in all they do and we guarantee a solid, well- rounded education for your children.

This handbook is prepared as a guide for students and parents. It is prepared with as much information as possible to help students have a successful education while attending Emerald Elementary. Careful consideration has been given to all areas when compiling this guide. However, it still remains only a condensed guide. Questions may still arise from time to time about policy or other such guidelines. We encourage students and parents to contact the principal or faculty members if questions should arise about the contents of this handbook.

Mr Beaudoin
Principal

Howard Parmentier
Mary Hook
Ryan Weber
Josie Williams

Superintendent
Technology Coordinator
Building/Grounds Coordinator
Administrative Secretary

**MANISTIQUE AREA SCHOOLS
BOARD OF EDUCATION**

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FORWARD

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the information and keep the handbook available for reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the Principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

MISSION STATEMENT

Exploring excellence in education, we at Emerald Elementary, along with parents and community members, are committed to providing all students with a safe and positive learning environment. Through engagement in learning communities and a comprehensive curriculum, our staff will provide all students with opportunities for academic and social success. We will guide students to develop to their fullest potential and prepare them to be life-long learners and productive citizens in an ever-changing global society.

BELIEF STATEMENTS

- 1) We believe that education is the foundation of our children's future.
- 2) We believe that education should have no limitations.
- 3) We believe that all children must have a learning environment that is safe, caring, and fun.
- 4) We believe children who get respect, give respect.
- 5) We believe that parents and teachers are partners in educating children.
- 6) We believe that schools should be a place where parents feel welcome.
- 7) We believe that communication between home and school is necessary for children to be successful.

EQUAL EDUCATIONAL OPPORTUNITY

The Manistique Area School District provides equal opportunity for all students, regardless of race, color, creed, disability, religion, sex, age, ancestry, national origin, place of residence, or socio-economic background to learn through the curriculum offered in this District.

NOTICE OF NONDISCRIMINATION

The Manistique Area School District does not discriminate on basis of race, color, national origin, sex, age, disability, height, weight, religion, or marital status in its programs, activities, and employment.

Inquiries related to discrimination should be directed to:

Mr. Howard Parmentier
100 N. Cedar Street
Manistique, MI 49854

MCKINNEY-VENTO ACT

The McKinney-Vento Homeless Assistance Act, Title X, Part C of the Elementary and Secondary Education Act, requires that schools provide students experiencing homelessness with school access and support their academic success. Families eligible for services must lack a fixed, regular, and adequate nighttime residence. If you feel you may qualify for services under McKinney-Vento, please call John Shiner (252-4300) or Josie Williams (252-4332). Refer to Board Policy 5111.01 for further information.

THE SCHOOL DAY

The school day begins at 8:25 a.m. Students should not be dropped off any earlier than 8:05 a.m. The school day concludes at 3:18 p.m. Students should not be left unattended any later than 3:23 p.m.

STUDENT INJURY AND ILLNESS

Accidents occurring during school or on the playground are reported to the office. The parent is called and an accident report is filled out. If a student needs medical attention, the parent will be called to pick up the child at the school. We will provide emergency cards and will attempt to have on record for each child the following information:

1. Home phone number.
2. Parents place of employment and phone number.
3. An emergency number of a neighbor or close relative.

In rare instances, a child will need to be transported to the hospital. The Principal or other school employee will stay with the child until a relative arrives at the hospital. Keep in mind that the hospital **must** have approval prior to the treatment of a minor. We wish to emphasize that the school district **DOES NOT** provide health or accident insurance for injuries incurred by your child at school. The school is responsible only in cases of negligence.

HOMEBOUND INSTRUCTION

The Board of Education shall provide, pursuant to the requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

ADMISSION STANDARDS

Kindergarten and Readiness Kindergarten Enrollment

Pupils who are residents of the school district are eligible to enroll in Kindergarten in the Manistique Area Schools if they reach their fifth birthday on or before September 1. If the child is not 5 years of age on or before September 1, but will be 5 years of age not later than December 1 of a school year, the parent or legal guardian of that child may enroll the child in kindergarten for that school year if the parent or legal guardian notifies the public school in writing that he or she intends to enroll the child in kindergarten for that school year. A public school that receives this written notification may make a recommendation to the parent or legal guardian of the child that the child is not ready to enroll in kindergarten due to the child's age or other factors. However, regardless of this recommendation, the parent or legal guardian retains the sole discretion to determine whether or not to enroll the child in kindergarten. All children entering the Manistique Area Schools for the first time must submit a certified birth certificate, proof of immunization and proof of residence. Families who enroll their children during Kindergarten Round-Up need not re-register. Screening will determine whether students are placed in a traditional Kindergarten classroom or Readiness Kindergarten.

Transfer Students

New students to the Manistique Area Schools are asked to register before formal classes begin in the fall in order to prepare the proper scheduling of rooms and teachers.

If your child is transferring from another school, you will need to provide the name and address of your former school. Written permission is required to secure student records. Please bring to the school office any pertinent information such as special problems, health records, etc. Please provide notice or a copy if your child has an existing Individual Education Plan (IEP) indicating special education resource room services, and/or speech, occupational, and physical therapies. This will help facilitate our staff in working with your child.

School of Choice Students

School of choice applicants must apply to the Manistique Area School District for enrollment before **Friday, September 3, 2021**. In the event of a mid year request, applications must be submitted before Monday, January 10, 2022.

Scheduling and Assignment

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

Withdrawal/Transfer Out from School

Parents must notify the school office whenever a student is being permanently withdrawn from school. This will allow us to make sure academic records are up to date, books and classroom materials returned, and information correctly prepared for forwarding to the school to which the student is transferring. Student records are mailed to the new school. Parents are **NOT** given these records to transport. Parents must sign a request form for records to be mailed. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student. No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

DISMISSAL

Parents must notify the office by 2:00 PM if they plan to pick up their child before the end of the school day. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. If no prior communication has been made, students will not be released to parents until the busses have departed. Parents are encouraged to make all student appointments after school hours.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal will remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the Principal.

MEDICATION POLICY

Pupils requiring medication at school shall be identified by parents to the Principal. Parents will be required to sign an authorization form before school personnel can dispense medicine during the school day. This written request and instructions, signed by the parent and physician, will be required for each separate medication and will include:

1. Student's name, date, birth date, address, school and grade.
2. Name of medication.
3. Purpose of medication.
4. Time to be administered.
5. Dosage.
6. Possible side effects, if any.
7. Termination date for administration.

All student medication will be kept in a locked medical cabinet in the school office. The medical log will be updated each time medication is administered.

Procedure

Medication and written instructions shall be hand delivered by the parent or guardian to the Principal or School Secretary. No medications, such as Tylenol, will be administered to students under any circumstances by school personnel without following the above guidelines. Diagnosis and treatment of illness and prescribing of drugs are not the responsibility of the school and should not be practiced by any school personnel. Dispensing of non-prescribed, over-the-counter medication by District employees to students served by the District is prohibited.

Mask

In the event of a public health crisis the superintendent will have the authority to authorize the wearing of face masks, in accordance with CDC, MDHHS, local health departments and legal counsel guidelines. The superintendent authorization will be reviewed at the next regularly scheduled board meeting.

COMMUNICABLE DISEASES

Head Lice

Head Lice can spread rapidly. To treat lice, use a medicated shampoo from the pharmacy or obtain a prescription from your physician. *Follow manufacturer's directions.*

Head lice are usually transmitted through:

- A. close personal contact with another person who is infested with lice or through the use of shared combs, brushes, and other grooming aids, or
- B. sharing caps, hats, or coats or co-mingling of such items at the homes of friends, at school, etc.

Many parents have the impression that a person becomes infested with head lice because he/she is unclean. This is NOT TRUE. Frequent bathing neither prevents head lice nor eliminates the infestation. If your child comes into contact with head lice and is sent home from school he/she is allowed to return after the medicated shampoo is used *and* all nits are removed and concurrent disinfection is done in the home. Your child *must* see school staff before he/she may return to school. Staff will re-check your child as often as needed.

INTRODUCING THE HIV/AIDS EDUCATION SUPPLEMENT

The Manistique Area Schools Board of Education has approved lessons to be taught on Human Immunodeficiency Virus (HIV) infection and Acquired Immune Deficiency Syndrome (AIDS) as part of our health curriculum. All public schools are required to teach about HIV and AIDS under Michigan law (P.S. 139 of 1990). The Michigan Departments of Education and Public Health has developed comprehensive grade-appropriate lessons to assist schools in their efforts to help young people understand this disease and how to prevent its spread. For more information on the lessons contact your child's classroom teacher. **If you do not wish your child to attend the HIV/AIDS prevention education, please contact your child's teacher.**

BLOOD-BORNE PATHOGENS POLICY

The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV) in the workplace. These regulations were designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the Federally-mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. These are serious diseases, and we sincerely hope that through proper precautions and cooperation, we can prevent them from spreading. If you have any questions or concerns, please contact the *Principal at 252-4332.*

INDIVIDUALS WITH DISABILITY

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent

involvement in this procedure is important and required by Federal (IDEA) and State Law. Contact Mr. Beaudoin at 252-4332 to inquire about evaluation procedures and programs.

STUDENT RECORDS

In compliance with Federal regulations, the Manistique Area School District has established the following guidelines concerning student records:

- A. The superintendent of schools is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. The office is located at 100 N. Cedar Street.
- B. Each student's records will be kept in a confidential file located in the office of the school he/she attends. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 of age or older) and those designated by Federal Law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or the District's compliance with the Federal Education Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 20 days from the date of this notification that she/he will not permit distribution of any or all of such information:
 - Name, address; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor roll and scholarships; and any other information the District considers not to be harmful or an invasion of privacy, if disclosed.
- E. A copy of the Board of Education's policy and the accompanying District's regulations are available at the Superintendent's Office or on the school's webpage.

It shall be the policy of the Manistique Area Schools to comply fully with the provisions of the Family Educational Rights and Privacy Act of 1974, and the regulations implementing this Act. Students' records are to be confidential in nature. Access to student's records will be governed by the following procedures:

- 1. Parents are to be notified annually of the rights accorded to them by this Act.
- 2. Parent requests to examine student records shall be addressed in writing to the Principal upon forms specified and furnished by the school.
- 3. A request to examine records shall be honored within ten (10) school days of its receipt by the Principal.
- 4. Records may be examined in the Principal's office during regular office hours at an agreed upon time.
- 5. Records may be examined only in the presence of the Principal or other staff person designated to do so.

Access to Records Without Consent

1. Teachers and other school officials.
2. Officials of other schools or systems in which the student intends to enroll.
3. Authorized representatives of the Comptroller General of the United States, Secretary of Education, and State Educational Authorities.
4. Persons working in connection with a student's application for financial aid.

Any others must have written permission of the parent. A record of requests for a file will be kept in each student's file.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email address: FERPA@ED.Gov and PPRA@ED.Gov

HOME TO SCHOOL COMMUNICATION

1. Call or email the teacher with questions or concerns. All teachers have email accounts, which can be accessed from their computer. This is probably the most effective means of communication, as email is most accessible to teachers on a daily basis.
2. Wait 24 hours for a teacher's response. Please understand that teachers are in class during the school day and are unable to take phone calls or check emails. Teacher work hours are between 8:10 am and 3:30 pm. Teachers may not receive your messages until the following work day.
3. If you do not receive a response via phone call or email within the timeframe, feel free to try again or call the office to speak with the principal.
4. In case of an emergency, contact the Emerald Elementary office at 906.252.4332.

TEXTBOOKS AND SUPPLIES

Textbooks, workbooks, library books, and regular supplies are provided by the school. There will be no charge for the use of these materials. All parents should understand, however, that their students are responsible for the care and safekeeping of all school materials provided for their use. If a book is lost, stolen, or seriously damaged, the cover ripped off or cracked, missing pages, unsightly permanent marks, profanity or pages ruined in any other way, the student shall be charged the full replacement price.

FUNDRAISERS

It is the policy of the Manistique Area Board of Education to prohibit solicitation of funds from students for all fundraising activities which originate outside the student body. Any fundraising activity originating within the student body must relate directly to a school activity and must have prior approval by the Principal. All participation in fundraisers shall be voluntary. Solicitation of local

and area businesses shall require the approval of the Principal.

STUDENT PROPERTY/VALUABLES

1. Student Personal Property: pocket knives, water pistols, any other look alikes or objects that could be used as a weapon are not permitted.
2. Money: Please discourage your children from bringing more money than what they need to spend at school each day.
3. Clothing Identification: Please label all clothing including jackets, boots, raincoats, mittens, hats, gym shoes, etc. with your child's first and last name. Each year hundreds of dollars worth of lost articles are not claimed by students. Shoes with wheels built into them are not allowed.
4. Care and Use of School Property: The cost of damage resulting from malicious or careless destruction of school property will be paid by the parents of the children responsible for that damage. This shall include replacement of destroyed property and labor costs.
5. Library Books: When a library book is lost or destroyed, the child responsible for the book(s) will purchase a replacement through the school librarian.
6. Electronic Devices – Emerald Elementary Students are not permitted to have cell phones or other electronic devices in school. Cell phones and/or other electronic devices that are brought to school will be given to and stored with their teacher for the duration of the school day. Students will have their cell phones and/or other electronic devices returned at the end of the day. Emerald Elementary will not be responsible for cell phones and/or other electronic devices lost, damaged or stolen. If students are caught with a cell phone and/or other electronic devices:
 - 1st Offense -Phones or other devices taken by staff, phone call home and cell phone and/or other electronic device returned at the end of the day.
 - 2nd Offense - Phones or other devices taken by staff, phone call home and cell phone and/or other electronic device picked up by parents.
 - 3rd Offense - Phones or other devices taken by staff, phone call home and cell phone and/or other electronic device kept for one week. The device will then be available for the parent to pick up in the office.

SCHOOL LUNCH/BREAKFAST PROGRAM

The school breakfast and lunch program is free to all elementary students, grades kindergarten through 5th. Breakfast will be available starting at approximately 8:10 A.M.

EVACUATION DRILLS

Throughout the school year, we are required by State Law to have (5) fire drills, (2) tornado drills, and (3) lockdown drills. The purpose of these drills is to teach children how to be safe in the event of an actual emergency. These procedures have been developed in collaboration with local and state law enforcement officials.

NOTICE OF PESTICIDE APPLICATION

Public Act 131 of 1993 Pesticide Control Act, requires that parents be notified prior to an application of a pesticide at a school their child attends. The Manistique Area Schools will notify parents, in

advance, regarding the date and location of any pesticide use. Further information may be obtained by contacting the Principal or Ryan Weber, Director of Grounds and Maintenance.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with the instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

INCLEMENT WEATHER

The Manistique Area Schools will use one of three plans in case of inclement weather:

1. The complete closing of school for the day.
2. Delayed start: - 2 hour delay in the running of buses and the opening of school.
(No breakfast program will be available these days.)
3. Closing early due to inclement weather.

Whatever plan is selected, it will be announced on the local radio stations. Please do not call the school as these lines are needed to call out. **Families who sign up through the INSTANT MESSAGING SYSTEM will receive automated phone call and/or email of school closings.**

School closing information is also posted on the school's webpage at www.manistiqueschools.org and on Twitter. Be certain your child knows where to go if he or she arrives home early due to our emergency closing and you are not there. We suggest you contact a neighbor and make arrangements for your child to walk over to their house.

SCHOOL VISITS

The Manistique Area Schools welcomes visitors to its elementary building by parents and other citizens. However, prior to visiting any classroom, visitors are to secure permission from the Principal. In this way, we can notify you if an emergency situation should arise. Pupils belonging to other schools are discouraged from visiting classrooms. Exceptions are made at the discretion of the Principal, one day in advance of the visit. All school visitors are asked to report to the school office upon arrival in the building and sign in. For security purposes, all doors shall remain locked during the school day.

SCHOOL SECURITY

To improve the safety of our students and staff, a security system is in place. This system allows for a secure building using security cameras, motion detectors and controlled points of entry. This system provides a much safer environment for your children during the school day.

ATTENDANCE REGULATIONS

School attendance is required by state law for school age children. During the year, students may be absent due to illness. For any absence, we ask the parent or guardian to please inform the school. There are two types of absences:

- 1) Excused: if a parent notifies the school within 24 hours of the absence.
- 2) Unexcused: if there is no phone call, written notification **or** doctor receipt after an absence.
Five (5) unexcused absences require parent notification by the Principal. Excessive unexcused absences will be referred by the Principal to the Schoolcraft County Juvenile Officer, Department of Human Services, Manistique Public Safety, and the Prosecuting Attorney. Students are expected to be in their classrooms and seated when school begins at 8:25 AM.
- 3) Tardy: students reporting to school late will be marked tardy. Student's reporting to school after 8:35 AM. will be marked absent unless prior notification is given.

Parents will receive letters regarding absences during the following:

Absent Letter 1: 5 absences/tardies of any reason

Absent Letter 2: 10 absences/tardies of any reason

Absent Letter 3: 15 absences/tardies of any reason and a scheduled meeting with the teacher and administrator to create an intervention plan

Absent Letter 4: 18 absences/tardies and a referral to the Schoolcraft County Juvenile Officer, Department of Human Services, Manistique Public Safety, and the Prosecuting Attorney to review absences

If your child should become ill during the school day, you will be notified immediately. You are expected to provide the school an emergency number to call. This emergency number should be a local number.

LEAVING THE BUILDING

Any student who leaves the building during the school day must have the permission of the principal's office. A permit to leave the building will be issued for valid reasons. Students who become ill during the school day may phone home and receive permission to go home. Any student leaving the building without permission will receive an unexcused absence for the time missed and possible additional disciplinary action.

PETS IN SCHOOL

Animals at School It is recognized that animals in a classroom as part of enrichment activities relating to learning experiences are a valuable way for students to learn life sciences. However, the health, safety, and welfare of students, staff, and animals are paramount. We rarely permit animals within our school buildings or on school grounds. Please contact the Principal for detailed procedures regarding a visiting animal.

RECESS PROGRAM

Outdoor play is an important part of the school day because fresh air and exercise are necessary in the development and stimulation of children. All students are to take part in recess activities, unless a written statement from a doctor is received excluding a child from participating due to medical reasons. We believe that when a child is well enough to come to school, he/she should spend some

time in the fresh air. Play periods are shortened or canceled on extremely cold or rainy days.

VIDEO/PHOTO AGREEMENT

Cameras, both video and still, are occasionally used in our elementary school. Permission to use photographs outside of the classroom for school yearbooks, articles in local newspapers, Tribune school pages, etc. rests with the parent. The Manistique Area Schools is sensitive to how student activities are publicized. **If you do not want to have your child's picture used, please be sure to indicate that on their Technology Acceptable Use Policy Form.**

SCHOOL DRESS CODE

Clothing worn by students shall be neat, clean, and in good repair for the personal health and safety of the student. Students are expected to come to school dressed for outdoor recess during the day. We ask parents to pay close attention to how their child is dressed, particularly during the winter months (boots, gloves, hats, etc.). Shoes must be worn in the classroom at all times (unless directed by the classroom teacher). Open toed shoes, including flip flops, are not recommended at school for health and safety reasons. Gym shoes are required for Physical Education class. Immodest clothing of such types that distracts from the school's mission shall not be worn. Clothing bearing printing, slogans, mottos, and advertisements that violate the school's mission shall not be worn.

Keep in mind; Emerald Elementary is a drug free zone. If the apparel you are wearing doesn't support this message, it will be deemed inappropriate.

F. Coats and jackets are not to be worn, nor are backpacks or purses permitted, in the classroom unless the student has the teacher's permission.

G. Dresses, skirts and shorts are to be at least mid-thigh length.

H. Midriffs are to be covered during the school day.

I. Skin tight shorts/tights/leggings, tank tops, or any low cut clothing which reveals undergarments or are immodest in any other way are not to be worn during the school day.

If necessary, students inappropriately dressed will be sent home to change clothes and the time missed will be unexcused. Repeated offenses will result in detention and/or suspension.

CHILD PROTECTION LAW

The Michigan Child Protection Law (PA 1975, No. 238, Sec. 8) requires that schools cooperate with the Department of Human Services during the investigation of a reported case of child abuse and/or neglect. This cooperation includes a private interview with the child without parental consent or knowledge. The law does require parental notification of the contact with the child, although it does not specify responsibility for notifying the parent or guardian. It has been agreed by this District and the Department of Human Services that the Schoolcraft County Department of Human Services will assume complete responsibility for notifying parents or guardians of any contact that their employees made with students in any of the Manistique Area Schools. School personnel are not responsible for notifying parents or guardians of any such contacts.

SMOKE FREE SCHOOLS

The Manistique Area Schools Board of Education has a policy making all Manistique Area School buildings and properties smoke-free. This policy includes all school related activities, **such as Clear**

Lake Camp, basketball programs, field trips, school picnics, etc.

SCHOOL BOARD POLICY ON DRUG FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by the State, the District will also notify law enforcement officials.

STUDENT PICTURES

Our School Board sanctions the practice of contracting with commercial photographers to take pictures and make them available to parents as part of the total school program. No parent shall be pressured to purchase the photographs.

HARASSMENT POLICY AND PROCEDURE

POLICY SUMMARY

Manistique Area Schools seeks to maintain a safe and orderly environment for all students and staff where individuals respect themselves and others. Harassment is a violation of Manistique Area Schools board policy (5517) and may also be a violation of civil or criminal law.

DEFINITION

Harassment affects a student's ability to be in school. It causes fear, anxiety, shame, and embarrassment. Harassment is behavior, displays of gestures, or language that is unwelcome, pervasive (public or recurring), related to gender, and interfering with a student's educational opportunity. Harassment may occur in school between students or between students and staff.

REPORTING PROCEDURE

In the event of Harassment, students are encouraged to:

- 1) Tell the harasser to stop, in no uncertain terms.
- 2) Document, in writing, what happened, when and where, and who might have witnessed it.
- 3) Talk to a teacher, counselor, or Principal and ask for assistance or file a report.
- 4) Tell your parents.

EXPLANATION OF ELEMENTARY PROGRAMS

The first years of school are perhaps the most important in a child's life. During this time, the Manistique Area Schools attempts to fill its students with the wonder of discovery, the satisfaction of accomplishment and the desire for success. Our elementary school program combines a strong foundation in the four core content areas with enrichment opportunities such as Art, Music, Creative Writing, Technology, and Physical Education. Our elementary school teachers are dedicated to educating students. **Each teacher is fully certified and Highly Qualified to teach in the State of Michigan.** They use a variety of proven, up-to-date teaching techniques to stimulate the educational potential of their students. The classroom instructors are also backed up by specialists in reading,

speech therapy, learning disabilities, testing, and audio-visual aids. An important feature of our elementary school is access to a large Media Center located in our building. The Media Center contains the latest in researched based resources. Our teachers use these resources extensively to strengthen classroom learning programs and to acquaint their students with the tools of research so they can teach themselves. The Media Center has a full time aide who assists staff members in gathering materials.

The staff continuously updates instructional programs in Math, Reading, English, Social Studies and Science based upon National Standards. Our science program is based on experiment labs which utilize the activity-centered experience approach to teaching children.

FIELD TRIPS

Occasionally, a class may take an educational field trip in conjunction with an area of study in the classroom.

1. Parents will receive written notices in advance of all field trips to be taken outside the school community.
2. Each student participating must bring a signed permission slip from his/her parent or guardian allowing him/her to take part in the field trip. These slips are sent home prior to the trip.
3. The teacher planning a field trip shall be responsible for completing the Transportation Request Form, filing permission slips, providing chaperones, etc.
4. The Principal will give final approval to all field trips.
5. Chaperones are expected to follow the same guidelines as our students.
6. **Students are not allowed to purchase items that violate this handbook.**

STUDENT RETENTION

A student will be recommended for retention if, in the opinion of the teacher and the Principal, retention would offer the student the best educational opportunity. Before an elementary student is retained, the following will be done:

1. The parent will be made aware of the child's lack of progress.
2. The teacher will keep a file of the child's work exhibiting the child's difficulties and share this information with the parent.
3. If retention is recommended by the teacher, a meeting with the parents will be held prior to the end of the school year.
4. The parent will have the final decision. Students that are recommended for retention and lifted to the next grade level will be referred to the Child Study Team.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the District. Parents should contact the Principal at (906) 252-4332 to inquire about evaluation procedures and programs offered by the District.

HEARING AND VISION SCREENING

As a school district, we provide periodic hearing and vision screenings to students. Early detection of hearing and vision problems may limit the impact it has on the student's learning experience. To best meet the needs of your child, it is our intention to share this information with your child's teacher or teachers. If your child is to be screened, and you do not want the results of this screening shared with your child's teacher or teachers, please request, in writing, that the information not be shared with anyone.

ABSENCES FOR RELIGIOUS INSTRUCTION

Upon the signed request of a student's parent, a student will be excused:

1. For religious instruction outside the school building for no more than two (2) class hours per week.
2. For attendance at confirmation classes provided the child is between the ages of twelve (12) and fourteen (14) and the instructional period is no longer than five (5) months in either of those years. A student must be properly registered in such religious instruction classes and written verification must be filed with the school's Principal.

M.C.L.S. 380.1561(3d) (3e)
A.C. RULE R340.71 R340.74

REPORTING PUPIL PROGRESS/GRADES

Parents will receive an interim progress report mid-marking period, as well as report cards every nine weeks. Regularly scheduled Parent-Teacher conferences are held each November (see calendar for dates). Participation at conferences is encouraged. Conferences provide both the teacher and parent with a greater insight into the development of the child. In addition to the regular scheduled conferences, either parent or teacher may initiate a conference at anytime. Updates can be checked regularly by logging into PowerSchool from the District webpage.

TESTING/ASSESSMENTS

A variety of tests are administered to our kindergarten through fifth grade students. In addition to this, various grades participate in the M-STEP. Parents should note that the results of these tests are intended primarily for use by teachers in determining students' strengths and weaknesses. The results of these local and state assessments are available to parents. If you would like to receive a copy of any assessment the school has administered, please contact your child's teacher.

Professionals in the Manistique School District recognize that the effectiveness of homework in improving student performance increases with the age of the child. The quantity and type of homework assigned must be grade level and ability appropriate. In support and recognition of the varied learning styles of our students, teachers will, when appropriate, offer some student choice in assignments to meet the individual styles, interests, abilities and needs of students.

Time Guidelines:

- Grade K-1: up to 10 minutes
- Grade 2: up to 20 minutes
- Grade 3: up to 30 minutes

- Grade 4: up to 40 minutes
- Grade 5: up to 50 minutes

Grades K through 5 follow the rule of 5-10 minutes of homework per grade most nights PLUS read aloud or independent reading and completion of long-term assignments/papers/projects.

Grading and Homework Completion: It is expected that anything important enough to be assigned, will then be checked to provide feedback for students and guide instruction for teachers. Homework completion will guide the discussion with parents. Grading of homework will assist in informing instruction for teachers. This process makes it easier to identify where students are struggling in the content areas – with content, or with the responsibilities inherent in homework completion.

- Kindergarten Homework is not given on a regular basis, but parents are strongly encouraged to READ to their children daily and to reinforce any concepts on which they are working. Occasionally, family projects are requested. Absentees are asked to do missed class work for homework.
- Grade One (10 minutes) Take-home books (pre-read in school) are sent home weekly with students to be shared with the family. A weekly theme-related paper-pencil activity is also sent home to be shared with the family. Parents are encouraged to READ nightly with/to their first graders.
- Grade Two (20 minutes) Assignments will vary in nature among math, language arts (reading or spelling), social studies, and science. There will also be occasional “at home” family projects assigned. If there is no assigned homework for a given evening, children are expected to READ and/or have a parent or other sibling read to them.
- Grade Three (30 minutes) Each child is expected to read at least 30 minutes each night. Fifteen-minute assignments will be given in one or two other subject areas. Some variation in assignments is to be expected on occasion. Additionally, book reports, social studies and/or science projects will also be assigned at certain times throughout the year.
- Grade Four (40 minutes) Assignments will be given in different subject areas nightly and should require at least 40 minutes. If a child finishes his/her homework early, she/he is expected to READ for the remaining portion of the 40-minute time period.
- Grade Five (50 minutes) Assignments will total 50 minutes minimum in social studies, math, science, and language arts. Special projects each month may carry over through weekends or vacations

Websites for Kids and Parents

Math

www.aaamath.com Math practice and activities

www.coolmath.com Interactive math games

www.funbrain.com Great site for kids

www.aplusmath.com A+ Math

<http://mathforum.org/dr.math/> Ask Dr. Math

www.tangram.i-p.com/ Interactive tangrams

www.edhelper.com Help for all subjects

Language Arts/Reading

www.funbrain.com Language Arts games and more
www.m-w.com/game/ Merriam Webster Word Game of the Day
www.vocabulary.com Vocabulary activities
www.superkids.com/aweb/tools/words Vocabulary builders
www.writesite.org Interactive Language Arts and Journalism
www.kidsreads.com Book reviews, games, authors, and more

TITLE 1 PROGRAM

Title I, Part A is a federal supplemental program designed to help children reach high academic standards. Emerald Elementary is a School Wide Title I/A School. In receiving funds from this program, the district has a requirement to provide to you, as parents of children attending a Title I school, information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you **upon request and in a timely manner** of the following:

- *Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- *Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.

- *The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- *Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the M-STEP (Michigan Test of Educational Progress) to determine levels of achievement. You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks by a teacher who is not Highly Qualified. A Highly Qualified teacher would be defined as a teacher who meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

COMPUTER, NETWORK AND INTERNET ACCESS POLICY

All students will be required to sign and submit a computer, network and internet access agreement. This agreement must also be signed by the parents/guardians of the student. Any student who does not submit an agreement form will not be allowed access to any computer that belongs to the Manistique Area Schools or Media Center. Any student violating the conditions of the agreement will be subject to discipline as stated in the agreement.

CORPORAL PUNISHMENT

State Law prohibits the use of corporal (physical) punishment. The use of reasonable force is permitted, in order to protect people from harm, to take possession of dangerous objects, or to protect school property (Public Act 521, March 30, 1989). Alternatives to physical punishment are loss of privileges, extra class work, make-up time after school or suspension from school.

ATTENDANCE AT A SCHOOL SPONSORED EVENT

The School encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safeguarded, **it is strongly advised that students under the age of 14 must be accompanied by a parent or adult chaperone when they attend an event.** The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Any student causing a disruption because of poor behavior will be sent out of the event. The School will continue to provide adequate supervision for all students who are participants in a School Activity. School events will fall in accordance with the school rules and expectations.

EMERALD ELEMENTARY CODE OF CONDUCT

In order to address school safety, acknowledge students for accomplishments, and effectively discipline students, Emerald Elementary staff and students use school-wide positive behavioral interventions and supports (SW-PBIS). SW-PBIS is a positive discipline plan for the entire school where the approach is to proactively prevent or reduce challenging behaviors and produce positive outcomes. Instead of using a patchwork of short-term solutions for individual students and situations, SW-PBIS focuses on proactive ways to define, teach, and sustain appropriate student behaviors across school settings. SW-PBIS seeks to create positive environments by utilizing proactive strategies such as introducing, defining, modeling, teaching, and supporting positive behavioral expectations school-wide and then reinforcing and rewarding students for these positive social behaviors. Through SW- PBIS, a continuum of behavior support is designed for all students and implemented in all areas of the school including the classroom, lunchroom, restrooms, and playground. The primary goal of SW-PBIS is to enhance the capacity of schools to design effective environments to increase teaching and learning. It is about creating positive school environments so that all children feel safe and can learn. Each classroom will design Positive Behavior incentives throughout the school year in addition to school-wide incentives and procedures throughout the school year.

Each area of our school, including classrooms, hallways, cafeteria, restrooms, playground, and busses, have a specific set of expectations. The expectations are clearly defined, taught, and reinforced. The expectations center around our four school values, which we are reminded of on our school logo, the compass. Each of the cardinal directions, N, S, E, W stands for a behavioral expectation.

Emerald Elementary Explorers:

- **Need to be Safe**
- **Show Responsibility**
- **Expect Respect**
- **Work Together**

The compass points us in the direction we need to go to make appropriate behavioral choices and become successful students in both our school and community.

Emerald Elementary Pride Pledge (recited daily)

- I am safe.
- I am respectful.

- I am responsible.
- We work together.

The behavior matrix that further describes our expectations for student behavior, as well as problem behavior definitions may be found at the back of the Student Handbook.

Administration has the right to keep the students from attending school activities (including off-campus school events) based on behavioral concerns and/or safety concerns.

Major offenses such as, but not limited to threatening language, swearing directed toward another person, fighting, (punching, kicking), defiance, harassment/bullying (on-going behavior), leaving school property without permission, lying/cheating will be dealt with by a building principal on an individual basis.

According to Section 1311 (2) of the Revised School Code, a pupil who is in possession of a dangerous weapon/firearm, commits arson in a building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, shall be expelled from the district permanently, subject to possible reinstatement after a specified period has passed. A pupil who is expelled under Section 1311 is considered to be expelled from all public schools in the state. A student who is permanently expelled from school will be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral. The MAS School Board reserves to itself the authority to expel students. Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis. The individual may petition for reinstatement after 150 school days after the date of expulsion, but may not be reinstated before the expiration of 180 school days after the date of expulsion. Students are prohibited from engaging in behavior that endangers or threatens to endanger the safety of themselves or others, is contrary to the law, or impedes the orderly conduct of the school program or any school-related activities or programs. Prohibited behavior shall include, but not be limited to, the following:

BOMB THREATS/FALSE FIRE ALARM

Students shall not activate a false fire alarm or file threats concerning placement of bombs. Punishment will range from suspension to expulsion and referral to the police.

BUS MISCONDUCT

Students must abide by the rules established for bus students. These rules are posted on every bus. Students who do not abide by bus rules will have their privilege of riding the bus revoked for a period of time consistent with the offense or the frequency of offenses.

CHEATING/PLAGIARISM

Students shall not obtain homework, quiz answers, test answers, or any work that is not their own. Any written work derived from another source shall credit that source. Cheating or plagiarism will result in a grade of “E” on the affected assignment/test. A second offense in a semester will result in failure for the marking period involved.

DISTURBANCES

Students shall not create disturbances or disrupt any class or school activity. Punishment shall range from reprimand to suspension.

EXTORTION

Students shall not attempt to obtain money, any item of value, or special favors from any person under implied or expressed threat. Extortion will result in punishment ranging from detention up to and including expulsion.

FIGHTING

Students shall not engage in fighting or in any act of violence toward another person. Students fighting in school or on school property will be reported and consequences will be assigned by the principal.

GAMBLING

Students shall not participate in games of chance or skill for profit. Punishment shall range from detention to suspension.

HARASSMENT

Harassment of students is prohibited and will not be tolerated. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. Any student who feels they have been subjected to sexual harassment shall report the incident to the guidance counselor or building principal. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the legal obligations of the school. Punishment will range from reprimand up to and including expulsion.

INSUBORDINATION

Students shall comply with reasonable rules and requests by school officials. They must not engage in verbal abuse or derogatory gestures toward school officials. Punishment shall range from reprimand to expulsion.

LARCENY/THEFT

Students shall not take the property of another without permission of the owner. Punishment shall range from reprimand and restitution to suspension and possible referral to the police.

LOITERING

Students shall not be in a school building or on school property during school hours at a site other than where the student is enrolled or has a valid consultation for. Any student asked to leave the premises by school officials shall comply immediately with that request. Punishment shall range from reprimand to suspension.

MALICIOUS MISCHIEF

Students shall not engage in malicious mischief including malicious injury, defacing or destruction of any school property. Punishment shall range from detention and restitution for repairs to expulsion.

POSSESSION, USE, DISTRIBUTION, OR INFLUENCE OF ALCOHOLIC BEVERAGES ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES

Possession of alcoholic beverages is illegal and a violation of school policy. In addition to the range of punishment given, the student will be referred to the substance abuse counselor for evaluation, education, and/or counseling. The range of punishment is from a minimum of three days of suspension to expulsion.

POSSESSION, USE, OR DISTRIBUTION OF CONTROLLED SUBSTANCES

It is illegal to possess controlled substances without a valid prescription; other substances are illegal to possess by anyone. Any mood altering substance not legitimately obtained falls under this provision. The punishment will range from a minimum of three days of suspension to expulsion and referral to the police.

PROFANITY

Students shall not use profanity, obscene language, gestures, or depictions. Punishment will range from detention to suspension.

TOBACCO

Students shall not use or possess tobacco in any form in school, on school property, or at school-sponsored events. Students in possession of tobacco will be suspended.

UNEXCUSED ABSENCES OR TARDINESS

Students between the ages of 6 and 18 are of compulsory school age. Students who are chronically absent or tardy may be referred to the courts for violation of the compulsory school attendance laws. Please see "Attendance".

UNLAWFUL CONDUCT

Students shall not engage in any form of unlawful conduct on school property or at school sponsored events. Students who commit a crime on school property or at school events will be suspended or expelled and referrals will be made to the police.

VERBAL ABUSE

Students shall not engage in name calling, ethnic or racial slurs, or derogatory statements or depictions regarding other persons. All forms of harassment are strictly prohibited. Students shall not use threats, stated or implied, that cause another person to believe that they will inflict harm or damage to the person or his/her property.

WEAPONS

Students shall not possess or use weapons or other dangerous objects, such as firecrackers, smoke bombs, knives, rocks, glass, nails or screws etc. Students in possession of a dangerous weapon/firearm on district grounds, in district buildings, or a school-sponsored event will be permanently expelled from school as required by law.

LOCKERS

Lockers are the property of the Manistique Area Schools. Students will be issued a locker during registration for their use and are expected to keep it neat and clean. Student's lockers and their contents may be searched when school officials believe it is necessary to maintain order and discipline in the school. *THE SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN, or DAMAGED ITEMS.*

SEARCH AND SEIZURE

In the discharge of the responsibility of safeguarding the safety and well being of students in their care, school authorities may search the person or property (including vehicles) of a student, with or without the student's consent, whenever they have an individualized reasonable suspicion that the search is required to discover evidence of a violation of law or of the school rules. As the intrusiveness of the search intensifies, the standard needed for reasonable search approaches probable cause. More intrusive searches, and those presenting greater possibilities of abuse, will require search warrants. Searches of student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of a student's privacy, such as searches of the student's person, will be conducted only if probable cause exists to believe that the student possesses contraband. A search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or others is immediately threatened. Areas such as lockers and desks, which are owned by the district and jointly controlled by it, may be searched if reasonable cause exists to believe that contraband is inside of lockers or desks, random canine searches will be used. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by school officials. In all public areas, such as hallways, stairwells, and parking lots surveillance cameras and recording devices will be used. The principal or building administrator shall be responsible for the prompt recording and writing of each student's search, including the reasons for the search; information received that established the need for search and name of the informant, if any; the persons present when the search was conducted; and substances found and the disposition made of them. The building administrator shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. If law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy. The Board of Education is committed to protect students from individuals not associated with the school system, but also recognized its responsibility to cooperate with law enforcement agencies and the Department of Human Services. When such agencies request permission to interrogate a student at school, the building administrator shall inform the superintendent and shall attempt to inform the student's parents. Whenever it has been determined that an agency has a legitimate purpose in interrogating a student within the confines of the district, the building administrator shall be present throughout the proceedings. The building administrator shall also verify that the student has been informed of his or her right to refuse to answer questions, to be informed that anything he or she says may be used against him or her in court, and to consult with and be advised by legal counsel. When an agency requests permission to arrest a student, the building administrator shall notify the superintendent. No student shall be released to an agency, other than a law enforcement agency, without proper warrant or parental notification except in the event of an emergency or for the protection of life or property as determined by the building administrator.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Clubs offered in the past include:

Zumba, Basketball, Cross Country, Track and Field, Wrestling, and Drama

Each year, the staff selects various after school activities to offer the children. The list changes from year to year, but our commitment to offer activities will not waiver.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

PARENT TEACHER ORGANIZATION (PTO)

Emerald Elementary PTO is composed of caring parents, guardians, and teachers who take an active interest in the success of our school. Providing financial and volunteer support to Emerald Elementary, our PTO seeks to bring together and build our school community with educational and fun activities for all.

BUS TRANSPORTATION

The district provides bus transportation to and from school for students living one or more miles from the school. A list of bus stops will be published at the beginning of the school year. Parent/guardians must, by the first Friday of the school year, select ONE bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are expected to be at their designated bus stop five minutes prior to their scheduled pickup time. Students are not permitted to ride a bus other than the bus to which they are assigned. Emergency exemptions must be presented to the building principal by 10:00 am on the day the emergency exemption is being requested. The Board of Education has authorized the installation of video recording cameras on school buses for the purpose of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a randomly-selected basis. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law.

BUS DISCIPLINE PROCEDURE

Realizing that at Manistique Area Schools transportation to and from schools is a very necessary part of the educational life of a majority of the students in this school district, the Board of Education, in keeping with this belief, adopts the following as its transportation discipline policy:

1. All students who ride on Manistique Area School busses are expected to obey all rules and regulations that apply within the school building itself.
2. Bus drivers shall have the authority to deny bus riding privileges to a student in any instances

where the safety and well-being of the other students as well as the bus driver might be jeopardized by the presence of that student on that bus. The bus driver shall, as soon as possible, notify the Principal explaining the situation in detail. An incident of this nature and magnitude shall be administered under the procedural due process policy for the Manistique Area Schools.

NOTE: SEVERE OR GROSS VIOLATIONS WILL RESULT IN SKIPPING OF STEPS.

BUS BEHAVIOR EXPECTATIONS

Responsibility of the Students:

- 1) Need to be Safe:
 - a. Stay seated when the bus is moving
 - b. Keep hands, feet, and objects to self
 - c. Keep objects out of the aisle
- 2) Expect Respect
 - a. Wait your turn when getting on and off the bus
 - b. Leave the bus looking better than you found it
 - c. Obey the bus driver's instructions
- 3) Show Responsibility
 - a. Stay seated
 - b. Keep bus clean
 - c. Take all belongings with you when you leave the bus
- 4) Work Together
 - a. Help those who have a lot to carry
 - b. Allow people in seats ahead to get off first
 - c. Stay in assigned seat

Personal Safety:

1. The student must stay off the traveled roadway at all times while waiting for the bus.
2. The student must wait until the bus has come to a stop before attempting to get on or off, and must remain seated at all times when the bus is in operation.
3. The student may leave the bus only at the consent of the driver.
4. Except in an emergency, students must enter or leave the bus only at the front door after the bus has come to a complete stop.
5. If it is necessary for the student to cross the traveled highway after leaving the bus, he/she shall do so in the following manner:
 - a. When the bus is stopped.
 - b. On red signal, the student shall go to the front of the bus within the sight of the driver and wait for the proper signal to cross.
 - c. Upon signal from the driver or from a personal escort, the student shall look both ways and then proceed across the highway in front of the bus.
6. Students shall keep hands and head inside the bus at all times.
7. Unacceptable language is not permitted.
8. Smoking, use or possession of tobacco, or use of alcoholic beverages or drugs is not allowed.
9. Flammable and explosive items, such as cigarette lighters, smoke bombs, firecrackers, etc. are

prohibited.

10. Knives or other sharp objects, firearms or animals are not allowed on the bus.
11. If possible, the driver should be informed when a student will be absent from school for at least a day prior to the expected absence.
12. The student must report to the driver, at once, any damage to the bus that is observed.
13. All students shall help keep the bus clean, sanitary and orderly. **NO FOOD, DRINKS, OR GUM SHALL BE CONSUMED WHILE RIDING THE BUS.**
14. Permission to leave the bus at any other point than the assigned stop must be obtained from the Principal by presenting a written request from home.
15. Only regularly assigned students may ride the bus.
16. Bus drivers have the same authority as teachers. Students must obey such orders because their safety depends on it.
17. Students may not talk to the driver while he/she is driving the bus; conversation must wait until the bus is stopped.

Responsibility of the Parents:

1. To ensure that their children arrive at the bus stop on time in the morning.
2. To provide necessary protection for their children when going to and from the bus stop.
3. To accept responsibility with school authorities for proper conduct of their children.
4. To make a reasonable effort to understand and cooperate with those responsible for pupil transportation.
5. To assume responsibility for getting their child to school if the bus fails to pick the child up, or when student riding privileges are suspended.
6. To attempt to notify the bus driver if the student is ill and will not be riding the bus.

ZERO TOLERANCE AND SECLUSION & RESTRAINT

Manistique Area Schools has adopted a policy to support new legislation adopted by the State of Michigan in regards to Zero Tolerance and Seclusion and Restraint. *Zero Tolerance* law took effect August 1, 2017 and requires a district to conduct a thorough review of student discipline procedures including considering 7 factors before suspending a student. Those factors include:

1. Student's age
2. Student's disciplinary history
3. Seriousness of offense
4. Whether the student has a disability
5. Whether the violation threatened health or safety
6. Whether to use restorative practices
7. Whether lesser intervention is appropriate.

Restorative practice is a process that emphasizes repairing the harm to the victim and the school community caused by the pupil's misconduct. This may include: victim-offender conferences, opportunity for the offender to accept responsibility and "repair the harm", an apology, participation in community service, restoration or counseling, or paying restitution. *Seclusion and Restraint* law also took effect August 1, 2017 and required a district to eliminate the use of seclusion and restraint and encourages the use of proactive and effective strategies to reduce the occurrence of challenging

behaviors. Seclusion and restraint may still be used in an emergency situation in which a student's behavior poses an imminent risk to himself or others or the situation requires immediate intervention, such as breaking up a fight. All school staff will participate in seclusion and restraint awareness training and identify key personnel who will be trained in safe and effective use of restraint training.

Minor behavioral issues will be handled by the teacher (classroom, art, music or phys ed). They will use their discretion when they believe the classroom behavior requires a referral. The following is a sampling of the consequences teachers may use:

- Redirection
- Removal to a "time out" area within the classroom
- Written referral
- Conference with student
- Note to parent
- Phone call to parent
- Recess detention (morning or afternoon)
- Removal to another setting (no longer than 30 minutes)
- Lunch Detention (Clean up lunchroom and work on homework in office)

Major offenses will be handled by an administrator. Each child is an individual whose needs will be considered when determining the consequence. The following is a sampling of the consequences administrators may use:

- Natural consequence (clean desk that student wrote on, letter of apology, etc.)
- Parent phone call
- Referral to Discipline Team to develop a behavior improvement plan
- Alternative recess (only used when issue takes place during recess)
- Detention (lunch)
- Suspension (in-school or out of school)
- Referral to Police
- Exclusion from Fieldtrip privileges
- Exclusion from extracurricular privileges

Classroom Environment and Teacher Strategies

Teach Expectations, Rules, & Procedures

Reinforce positive behaviors

Problem solve with student(s)

Continue building relationship(s)

Elicit parent/guardian's help

Problem Behavior Observed

Minor or Major Infraction?

Classroom-Managed Level 1 & 2 (Minor)

- LEVEL 1 Sample Behaviors**
- Cafeteria misbehavior
 - Failure to complete class work or homework
 - Chewing gum
 - Classroom disruption
 - Common area violation
 - Excessive talking
 - Failure to follow rules
 - Inappropriate language (minor)
 - Out of assigned area
 - Play fighting
 - Put-downs
 - Running in the building
 - Uncooperative behavior
 - Unexcused tardy
 - Unsafe/Rough play
 - Other
- LEVEL 2 Sample Behaviors**
- Cheating
 - Defiance
 - Disrespect
 - Disruption
 - Inappropriate Language
 - Non-Compliance
 - Physical Contact/Aggression
 - Recurring Level I Behavior
 - Transition Tardy
 - Other

- LEVEL 1 Sample Consequences:**
- Apology
 - Detention
 - Parent Contact
 - Preferential Seating
 - Loss of privileges
 - Time out
 - Verbal correction
 - Warning
 - Other
- LEVEL 2 Sample Consequences:**
- Apology
 - Behavior contract
 - Detention
 - Loss of access to items
 - Loss of privileges
 - Parent contact/conference
 - Problem solving
 - Separation from students
 - Verbal correction
 - Warning
 - Restitution/Restorative Justice
 - Other
- LEVEL 3 Sample Consequences:**
- Apology
 - Behavior contract
 - Detention
 - In school suspension
 - Loss of privileges
 - Restitution/Restorative Justice
 - Official warning
 - Parent contact/conference
 - Suspension from school

Office-Managed Level 3 (Major)

- LEVEL 3 Behaviors**
- Abusive/Inappropriate Language
 - Extreme disrespect
 - Fighting/Physical Aggression
 - Insubordination/Defiance
 - Harassment/Bullying
 - Property Damage/Vandalism
 - Recurring Level II behavior
 - Stealing/Forgery
 - Use/Possession of illegal substance
 - Skipping detention
 - Use/Possession of weapons
 - Lying/Cheating
 - Verbal abuse/directed profanity

- Referral Procedure**
- High Priority**
- Teacher escorts student to the office, speaks with an admin, completes referral form ASAP
- Low Priority**
- Discipline referral form is placed in administrator's mailbox

- Administrator Actions**
- Investigate/Interview
 - Determine consequences/Intervention
 - Contact parent
 - Contact referring staff