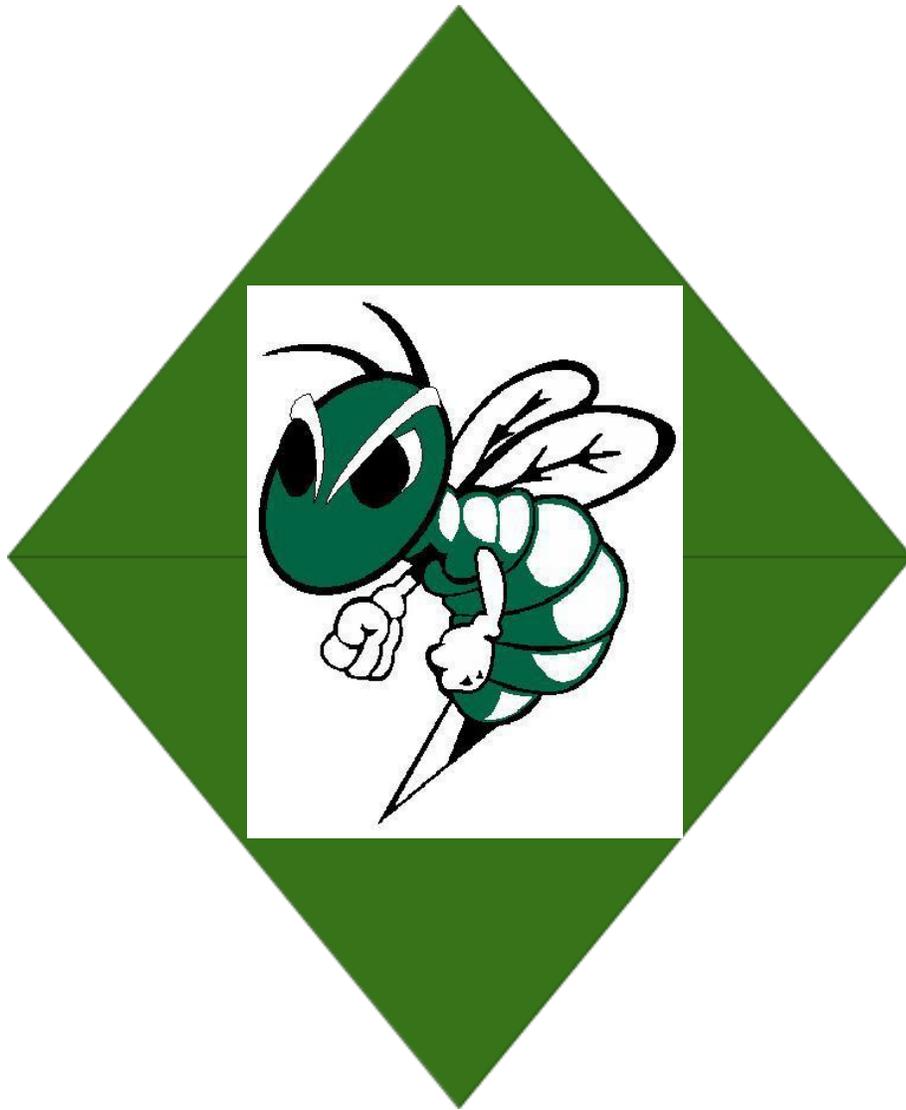


# Central Montcalm Public Schools



Elementary Handbook  
2024 - 2025

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August 2024

Dear Central Montcalm Parents/Guardians and Students,

It's a great day to learn at Central Montcalm Public Schools. Our buildings are full of dedicated staff and students who are ready to work hard and succeed. It's going to be a great year and we are looking forward to working with you.

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

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

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

Sincerely,

Abigail LaVictor  
Principal, CMUE

Shannon Bowen  
Principal, CME

***Elastic clause***

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

# Central Montcalm Public School District

<p><b><u>Mission</u></b> To advance quality learning</p>	<p><b><u>Vision</u></b> A learning community where all people strive for continuous improvement in everything they do</p>
<p><b><u>Colors:</u></b> Green and White</p> <p><b><u>Mascot:</u></b> Hornets</p>	<p><b><u>School Song:</u></b> Go Central High School You look fine tonight Lift up high the banner That is colored green and white Rah Rah Rah Onward you hornets You are Central's Pride Fight on for our school's honor And a victory for the Central side</p>

**Board of Education**

Bill Simpson, President  
Bill Collins, Secretary  
Brandy Ryan, Trustee  
Rob Train, Trustee

Brennan Bowen, Vice President  
Jim Lingeman, Trustee  
Lisa Lund, Treasurer

**Board of Education Administration**

Marty James, Superintendent 831-2000  
Mandy McLaughlin, Assistant Superintendent 831-2016

**Central Montcalm Secondary School**

Charity Stephens, Principal 831-2100  
Jeff Wernette, Asst. Principal 831-2100

**Central Montcalm Upper Elementary**

Abigail LaVictor, Principal 831-2300

**Central Montcalm Elementary**

Shannon Bowen, Principal 831-2500

**Early Learning Center in Stanton**

Mandy McLaughlin 831-2000

**Food Service**

Amy Main, Supervisor 831-2106

**Transportation**

Lynn Lund, Director 831-2240

# Central Montcalm Elementary School

<p style="text-align: center;"><b><u>Mission</u></b></p> <p style="text-align: center;">Preparing today's child for tomorrow's world.</p>	<p style="text-align: center;"><b><u>School Day</u></b></p> <p>Drop off, doors open: 7:50 Day Begins: 7:55 Day Ends 3:10</p> <p style="text-align: center;"><b><u>Special Days:</u></b></p> <p>2 Hour Delay 9:55-3:10 2-Hour Early Release Time: 1:10 ½ Day Release Time: 11:30</p>	<p style="text-align: center;"><b><u>Colors:</u></b></p> <p style="text-align: center;">Green and White</p> <p style="text-align: center;"><b><u>Mascot:</u></b></p> <p style="text-align: center;">Hornet</p>
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## Our 2024 - 2025 Staff

Office	Kindergarten	1st Grade	2nd Grade
Shannon Bowen, Principal Holly Guilford Katelyn Clementz	Madison Rydahl Casey Lingeman Krista Johnson Stephanie Hiltz Kelsey Merrifield	Amber Beechler Amy Kolbe Gabrielle Webb Kim Wilson	Katy Marshall Alicia Sexton Lynn Veltkamp Ashley Hillson
Preschool (GSRP) Housed at the Learning Center for 2023-2024	Interventionists	Special Staff	Kitchen/Custodial
Amber Jones Jackie McConnell Shannon Behrend Kim Luscher Traci Stone Holly Bellinger Diana Mikaelian Stephanie Finney	Margret Sible Robin Bennett Stacia Chrapek  Erin Blumberg- Literacy Coach Kristy Curry- Math Coach	Caleb VanderMaas- Music Bre Raymond-Collins- PE DeAnna Crawford- Media Clerk	Tina Vroman Mary Jo Rasmussen Jeanne Clifford Bill Farrington
Special Education Staff		Paraprofessional Team (Student Support and Supervision)	
Beth Clingenpeel-Special Education Teacher Meagan Stevens-Social Worker Chad Lucas-Special Education Teacher Consultant Eliana Schafer- School Psychologist Shannon Roskamp-Physical Therapist Dannah Gager-Speech Therapist -Speech Therapist McKenna Sholtis- Board Certified Behavior Analyst Michele Blaisdell-District Nurse through Corewell		Ashleigh Braman Lori Braman Waverly Brokaw Bobbie Carriere Maddie Cusack Hannah Heether Liz Klingbeil Betsy Klingensmith Buffy Marks Kim Martin Amanda Moran Alison Stauffer Tiffany Wright	

	Megan Roberts Mackenzie Kohn
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# Central Montcalm Upper Elementary School

<p style="text-align: center;"><b><u>Mission</u></b></p> <p>Quality education in an enriching environment</p>	<p style="text-align: center;"><b><u>School Day</u></b></p> <p>Drop Off: 7:33 AM            Doors Open: 7:35 AM            Day Begins: 7:40 AM            Day Ends: 2:55 PM</p> <p style="text-align: center;"><b><u>Special Days:</u></b></p> <p>2 Hour Delay: 9:40 AM - 2:55 PM            2 Hour Early Release: 12:55 PM            ½ Day Release Time: 11:15 AM</p>	<p style="text-align: center;"><b><u>Colors:</u></b></p> <p style="text-align: center;">Green and White</p> <p style="text-align: center;"><b><u>Mascot:</u></b></p> <p style="text-align: center;">Hornet</p>
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## Our 2024 - 2025 Staff

Office	3rd Grade	4th Grade	5th Grade
Abigail LaVictor - Principal Marissa Shick	Joshua Hosko Theresa Kehoe Brian Muszynski Nate Winters-Horton	Stephanie Boxx Jenny Dankert Hailey Doornbos Shelby McIntyre	Jennifer Blossey Kylie Guild Jesse Kuczynski
Interventionists	Specials Staff	Custodial	Kitchen
Nicole Eggleston Nicole Long  Erin Blumberg - Literacy Coach Kristy Curry - Math Coach Michelle Rockafellow - Behavior Specialist	Sara Potter - Music Jayden Cronk - PE Shannon White - Media Clerk	Phil Kava Sandy Penner	Amy Main - Food Director Karla Rasmussen Dee Richmond
Special Education & ISD Staff		Paraprofessional Team (Student Support and Supervision)	
Shauna Thompson - Special Education Monika Ferris - Social Worker Katrina Campbell - Speech Therapist Chad Lucas - Special Education Teacher Consultant Michael Joynt - ISD Teacher Elianna Shaffer - School Psychologist Alisha Strohkirch - Occupational Therapist Shannon Roskamp - Physical Therapist Michele Blaisdell - District Nurse through Corewell		Kortni Campbell Faith Dukes Brandy Fuhrman Renee Johnson Millie King Faith Swan Michelle Willmore Shannon Jurden Alicia Harris Sarah Akkerhuis-Collier Renee Stoneham	

## Chapter 1: Introductory Information and General Notices

### PARENT INVOLVEMENT

See Appendix B.

### STUDENTS WITH PARENTS/GUARDIANS NOT LIVING IN THE SAME HOUSEHOLD

All parents listed on the birth certificate have educational rights and the ability to pick up a child anytime UNLESS the parents have provided the school with court paperwork that indicates otherwise.

### EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations. The district will also send out an alert via School Messenger (See diagram below). Parents and students are responsible for knowing about emergency closings and delays.



The Trusted Platform  
for School Community Engagement

### Parents and Guardians You can take advantage of our Text Messaging Service

Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more.\*

You can participate in this free service\* just by sending a text message of **"Y"** or **"Yes"** to our school's short code number, **67587**.

You can also opt out of these messages at any time by simply replying to one of our messages with **"Stop"**.

SchoolMessenger is compliant with the Student Privacy Pledge™, so you can rest assured that your information is safe and will never be given or sold to anyone.



**Opt-In from  
your mobile  
phone now!**



**Just send  
"Y" or "Yes"  
to 67587**

**i** Information on SMS text messaging and Short Codes:

SMS stands for Short Message Service and is commonly referred to as a "text message". Most cell phones support this type of text messaging. Our notification provider, SchoolMessenger, uses a true SMS protocol developed by the telecommunications industry specifically for mass text messaging, referred to as "short code" texting. This method is fast, secure and highly reliable because it is strictly regulated by the wireless carriers and only allows access to approved providers. If you've ever sent a text vote for a TV show to a number like 46999, you have used short code texting.

\*Terms and Conditions – Message frequency varies. Standard message and data rates may apply. Reply HELP for help. Text STOP to cancel. Mobile carriers are not liable for delayed or undelivered messages. See [schoolmessenger.com/bt](http://schoolmessenger.com/bt) for more info.

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## **ENROLLING IN THE SCHOOL**

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

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

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

<https://centralmontcalm-mi.finalforms.com/>.

Students entering the Great Start Readiness Program will have additional forms to be filled out. Once accepted into the program the school will contact you to schedule an enrollment appointment.

## **CHAIN OF COMMUNICATION**

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

## **CHANGE OF ADDRESS, PHONE NUMBER OR EMERGENCY CONTACTS**

**Please inform the office immediately if you have any change of address, phone number or emergency contact information so files may be kept current.** This may be done online at: <https://centralmontcalm-mi.finalforms.com/>.

## **DISTRIBUTION OF PRINTED MATERIAL**

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

## **EQUAL EDUCATION OPPORTUNITY**

The Central Montcalm School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. For information on the person designated to handle inquiries regarding the School District's non-discrimination policies please contact: Board Of Education Office, Central Montcalm Public Schools, 1480 S. Sheridan Road, Stanton, MI 48888 TELEPHONE: 989-831-2001

The School District's complaint procedure may be obtained from the board office. For further information, you may also contact: Office for Civil Rights U.S. Department of Education 600 Superior Avenue East, Suite 750 Cleveland, OH 44114-2611 TELEPHONE: 216-522-4970 FAX: 216-522-2573 TDD: 877-521-2172 EMAIL: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

## **ELECTRONICS AND ITEMS THAT DISTRACT FROM LEARNING**

Electronic devices, such as cell phones, etc. are not to be used during normal school hours. Students may not carry a device in school except for health or other specific reasons approved by the Board of Education. A cell phone required by a parent must remain turned off and remain in the student's locker. This expectation applies to the time when your child is at recess, too. If your child brings items to school that distract from their learning or the learning of others, they may be asked to put the item in their locker, take the item home or put the item in a teacher designated spot.

## **FUNDRAISING**

Students are invited to take part in fundraisers to build class monies for grade level needs, field trips and cost of busing. All soliciting and fundraising activities on school property must be approved by the principal and/or Board Office.

## **LIBRARY/MEDIA CENTER**

Students will go to the library to borrow (a) book(s) weekly. Students are responsible for any materials borrowed from the Media Center. Fines may be issued for items not returned and a student may be denied bringing library materials home in the case of repeated loss.

### **LOCKERS**

All book bags; backpacks, coats, etc. are to remain in lockers until the end of the day. The contents, condition, and clean out of the locker is the responsibility of the student and periodic inspections may occur. Students shall not use stickers, hang inappropriate material, or keep glass and open beverage containers in lockers. School officials may search lockers at any time.

### **LOST AND FOUND**

Students are reminded that all books, as well as personal items, are their responsibility. CMPS cannot be responsible for misplaced, lost or stolen articles. Found articles will be placed in the lost and found. Parents are encouraged to look at the lost and found items regularly. Items will be donated to local agencies multiple times a year.

### **SCHOOL/TEACHER NEWSLETTER**

The office sends home a newsletter weekly regarding school events through Final Forms. Teachers will communicate regularly regarding happenings in the classroom/grade level.

### **TELEPHONES**

The office phone is available for student use in the event of an emergency or illness. Every teacher has his/her own telephone number and voicemail for your convenience. Please do not expect to talk with your student or teacher during instructional hours. Teachers will gladly and promptly return your calls during a time without students.

### **VOLUNTEERS & VISITORS**

All school volunteers must complete the "Background and Volunteer Information Form" (available in the school office) **yearly** and be approved by the Board Office **before** assisting at the school. Please allow 10 days/2 weeks for approval. The use of parent volunteers in the classroom is at an individual teacher's discretion. For school-wide volunteer opportunities, please contact the building office. Volunteers and visitors are required to check in and out at the main office and receive a visitor badge before entering the school.

If a parent or guardian would like to meet with a teacher please schedule an appointment. Due to the need for students to be supervised during the school day it is difficult for teachers to meet without notice.

### **WITHDRAWAL AND TRANSFER**

If your family is transferring school districts, please notify your child's office and return any textbooks, library books, or school-owned property. If items are not returned, your family will receive a bill in the mail.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate items brought to school that are causing a disruption or inappropriate and hold them until a student's parents come to the school to receive them.

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

### **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and program. Parents may make a learning environment request, however, requests for a specific teacher will not be accepted. Any questions or concerns about the assignment should be discussed with the principal.

## Chapter 2: Academic Information

### **STUDENT RECORDS**

#### **STUDENT PRIVACY PROTECTIONS**

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the students have close family relationships;
6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
8. Income, other than that required by law to determine program eligibility.

B. *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C. *Inspect, upon request and before administration or use –*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum

Parents/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, Washington, DC 20202-4605

Instructional Material - A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

### **ACCOMMODATIONS TO PERSONS WITH DISABILITIES**

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

**ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. District assessments for math and reading will take place during school hours three times per year. In accordance to state policy, all students in grades 3-5, will also be required to take the following M-STEP/MI-ACCESS assessments in the spring:

- 3<sup>rd</sup> Grade- Math, English Language Arts
- 4th Grade - Math, English Language Arts
- 5th Grade – Math, English Language Arts, Social Studies, Science

**FIELD TRIPS**

Field trips are an extension of the learning experience for students. Parents/guardian permission is required for a student to participate. A field trip permission form is required to be signed through FinalForms. Students may be denied the privilege of a field trip, or parents may be requested to accompany their child, when student safety or misconduct warrants these measures.

**Reporting Student Progress to Parents**

Report cards will be sent home four times per year. In the fall, every student will be assigned one individual, private conference time to discuss student progress with parents even if parents or guardians are separated. We encourage parents to coparent and want to ensure that both parents/guardians hear the same message. Parents’ may request to see their child’s teacher and have the administrator present anytime during the school year. Before bringing a concern to the principal or superintendent, a parent should address any concern with the classroom teacher or special education case manager.

Grades K-3, 4-5 Math	Grades 4-5															
<p>Student Grades are based on how students are progressing towards the expectations/standards. The scale used is as follows:</p> <ul style="list-style-type: none"> <li>(1) Area of concern, experiencing difficulty</li> <li>(2) Beginning to demonstrate understanding</li> <li>(3) Progressing Towards</li> <li>(4) Meeting or Exceeding</li> <li>(X) Participates</li> <li>* Blank or asterisk: Does not apply at this time</li> </ul>	<p>Student’s grades for fourth and fifth grade are based on the following scale:</p> <table style="width: 100%; border: none;"> <tr> <td>A = 94-100</td> <td>A- = 90-93</td> <td></td> </tr> <tr> <td>B+ = 87-89</td> <td>B = 83-86</td> <td>B- = 80-82</td> </tr> <tr> <td>C+ = 77-79</td> <td>C = 73-76</td> <td>C- = 70-72</td> </tr> <tr> <td>D+ = 67-69</td> <td>D = 63-66</td> <td>D- = 60-62</td> </tr> <tr> <td>E = Below</td> <td></td> <td></td> </tr> </table>	A = 94-100	A- = 90-93		B+ = 87-89	B = 83-86	B- = 80-82	C+ = 77-79	C = 73-76	C- = 70-72	D+ = 67-69	D = 63-66	D- = 60-62	E = Below		
A = 94-100	A- = 90-93															
B+ = 87-89	B = 83-86	B- = 80-82														
C+ = 77-79	C = 73-76	C- = 70-72														
D+ = 67-69	D = 63-66	D- = 60-62														
E = Below																

**GYM/PHYSICAL EDUCATION**

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

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

**HOMEWORK**

**Definition:** Homework is defined as schoolwork that is to be completed, reviewed, or practiced outside the normal school hours.

**Position Statement:** The staff at CMPS believes there is a direct correlation between student achievement and the amount of time a student spends on a subject. With this in mind, we support the idea that homework on a regular basis can improve achievement. Therefore, we are requesting that parents make a commitment to set aside a time each evening (M-TH) for the completion of schoolwork and reading daily (15-20 minutes).

### **RECESS**

All students are expected to go outside during recess for an academic break to run and play with their classmates. Students are to be dressed appropriately for the weather. Recess will take place outdoors unless the temperature feels like 0 degrees or below. Exceptions may be made for medical reasons, disciplinary actions or for special school activities. A written request from a parent for an ill or injured child to remain inside may be accepted for one day. Any requests for more than one day must be accompanied by a doctor's statement indicating the reason, and date when the child may resume outdoor recess.

### **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 instruction in health and sex education. Any parent who wishes to review materials or observe instruction must prearrange their visit with the principal. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **TEXTBOOKS**

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

## **Chapter 3: CMPS Elementary Attendance Procedures**

### **ATTENDANCE POLICY**

Good school attendance is a habit every student should develop while attending elementary school. Good attendance is essential for each student to take advantage of his/her educational opportunities. If it is necessary for a child to be absent from school, please let the school know by either providing a note or calling the office.

When your child is absent from school, please contact the office. When you call this number please leave your name, your child's name, the class they are in and the reason for their absence. This policy is imperative to the safety of our children and eliminates the need for staff to call about absent students. If you do not call in your child's absence, we will call you to find out where your child is. We do this to make sure that each child is accounted for and not lost somewhere between your home and school.

If a parent desires a list of make-up work when a student has been absent, please call and arrange a time for work to be picked up. Teachers are unable to create a list of work or gather materials immediately for parents who stop by. If your child is going to be out of school for a long time due to a medical concern, please contact the school office. Homebound services may be available if needed.

### **EXCUSED ABSENCES**

Absences are considered excused if a parent notifies the school and the absence is for a legitimate reason. Reasons for an excused absence may include, but are not limited to the following:

- 1.) Illness or injury-extended or frequent situations require a written doctor's excuse
- 2.) Medical appointments that cannot be scheduled outside of the school day
- 3.) Head lice treatment
- 4.) Serious illness of a family member

- 5.) Death in the immediate family
- 6.) An appearance in court
- 7.) Observation of a holiday or religious ceremony

### **UNEXCUSED ABSENCES**

Absent students will be considered unexcused until notification of the absence, and the reason for absence is given to the school by a parent and it meets the definition of excused. In a case of excessive absences, an absence will be considered unexcused without a doctor's note. Parents will receive written notification if this is the case.

### **TARDINESS**

Parents should sign students into the front office after school begins. A pass will be issued to the student to enter into the classroom late. Students who arrive up to 15 minutes late will be considered "Tardy", any additional time will result in a partial day absence. Excessive tardiness will result in a contact by the school office (verbal or written) and may result in a meeting with the student, parent and principal, which could result in further disciplinary action.

### **STUDENTS PICKED UP DURING THE DAY**

Students must remain on school property during the entire school day unless permission is granted. Students are dismissed during school hours only for emergencies or appointments. Please remember to turn in doctor's notes for all appointments. Picking a student up early may constitute an absence as they did not complete an entire school day. All aspects of school are deliberate and important; even the daily wrap-up procedures at the end of a school day where important information and reminders are often shared with students.

To pick up your child during the school day, please write a note to be sent to the teacher or call ahead to the school office so your student can be waiting for you. You will be required to enter the school and sign your student out. If someone other than the parent or an individual listed on the emergency contact list attempts to pick up a child for any reason during the school day, and the school has not been notified, the parent will be contacted and the student will not be permitted to leave. Your child's safety is our number one priority.

### **TRUANCY**

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

- A.) Once your child has accumulated **three (3)** unexcused absences, the school truancy/educational neglect referral process will be started. You may receive a letter, phone call, home visit, or possibly all three, to alert you that your child is missing too much school. The school **may** refer to Department of Human Services for prevention/intervention and/or **may** request MAISD Truancy Officer intervention.
- B.) Once your child has accumulated **five (5)** unexcused absences, the school refers the case to the MAISD Truancy Officer for follow up.
- C.) Once your child has accumulated **eight (8)** unexcused absences, the school and the MAISD Truancy Officer refers the student/parent truancy case to the Prosecuting Attorney for judicial review/action.

### **PLEASE NOTE**

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

(10) will automatically be unexcused and will cause the school to begin the truancy process on a student as mentioned in the attendance/truancy/educational neglect policy above.

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

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

### **HOMEBOUND/HOSPITALIZED SERVICES**

Homebound/hospitalized services will be available only to eligible students with a disability and students who will be out of school for five (5) or more days due to illness/injury. Requests for homebound/hospitalized services may be made through the CME or CMUE office. Written documentation from a physician must be presented at the time of request indicating the nature of illness, anticipated date to begin and length of hospital or home stay, and a return to school date. Families may also be requested to sign a release form to allow the school to contact the doctor's office to ensure proper supports upon their return.

### **VACATIONS DURING THE SCHOOL YEAR**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

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

### **BREAKFAST/LUNCH PROGRAM**

The Food and Nutrition Staff strive to serve nutritious, tasty, and appetizing meals that the students will enjoy. Both breakfast and lunch will be free for all students everyday. Milk is also available for purchase for students bringing lunch from home.

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

#### **Prices for meals at CMPS Elementary Students:**

Breakfast – Free for all students

Lunch – Free for all students

## **Chapter 5: Arrival/Dismissal and Transportation**

### **BUS DISCIPLINE/POLICY**

Please refer to the CM Transportation handbook for information pertaining to transportation code of conduct, penalties for infractions and for general transportation safety guidelines and policies. A copy of this handbook can be seen on the CM website and may be requested by calling 989-831-2240. If school is canceled and a student has earned a suspension from the bus, the day will count toward the suspension.

## **BUS RULES**

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

### **Beginning/End of Day:**

- **Sign-In/Out:** All students entering or leaving the building after the start of the school day must have an adult sign them in or out at the school office.
- **Change of End of Day Plans:** Please notify the school 1 hour prior to the end of the school day
- **Student Drop Off:** Each school has a posted time when doors open for students each day. Please do not drop off your child and leave before this time. There will be no supervision available before this time.
- **Student Pick Up:** Students should be picked up promptly at the end of the day or ride the bus home. Supervision is not available after school unless arrangements have been made.
- **Students Not Picked Up:** If a child is not picked up at the end of the day, the school will make every effort to contact parents and emergency contacts. If no one responds or is available to pick them up, police will be called 30 minutes after the end of the school day to help locate the family.
- **Parents Need to Be Visible at Bus Drop Off:** An adult or older sibling needs to be visible when the bus drops off your child (grades k-2). If an older person is not visible your child will be taken back to the bus garage and parents will be required to come and pick them up.

## **Chapter 6: Discipline and Student Code of Conduct**

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

A major component of the educational program at CMPS is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. We expect students to be respectful, responsible and safe.

**Our school is using Positive Behavior Intervention and Supports (PBIS). Please see PBIS Handbook in Appendix A.**

All school expectations will be taught to all children. Students will receive both positive and corrective feedback throughout the school day while meeting these expectations.

### **Positive Consequences**

Positive consequences are based on principles of reinforcement. Reinforcement is a naturally occurring behavioral process that can increase the rate, intensity, duration or form of a behavior. The goal of any reinforcement system is not to manage or control behavior, but to help students improve behavior and move students to self motivation and reinforcement. Positive Consequences include but are not limited to: Tickets, Golden Hornets, positive praise, celebrations to acknowledge no Behavior Incident Forms, and increased privileges.

### **Correction System**

Despite our best efforts to model, teach and reinforce expected behavior, some students will still engage in problem behavior. When responding to problem behavior at CMPS, we will be guided by the following principles:

1. We will respond to problem behavior only in ways that maintain the safety, well-being and dignity of the child.
2. A primary focus in response to problem behavior is the instruction of the expected behavior.

3. Our primary goal in responding to problem behavior is to minimize the loss of instructional time for that student and all other students in the setting.

The primary goal is to identify minor problem behavior early and calmly intervene to get the student back on track and prevent major behavior problems from occurring. If the student does not respond to initial redirects, consequences may be required.

Staff will manage minor and staff managed behavior problems in the classroom. (See Continuum of Responses and Behavior Definitions in the PBIS handbook in the Appendix A.)

If behavior is severe or disruptive, it will be an office managed behavior and will be dealt with by office personnel.

These behaviors may include but are not limited to:

- Fighting, assault, physical aggression
- Serious Disruption
- Overt Defiance
- Harassment
- Racially insensitive remarks or actions
- Unsafe activities

Possible Responses/Consequences may include but are not limited to:

- Parent Contact
- Detention
- Suspension
- Loss of Privileges (ex. Recess)
- Restitution (Restorative Practices)
- Notify Law Enforcement
- Formal Behavior Plan
- Charging Students & Parents for Damage

In most cases, every attempt will be made to use in-school support and maintain access to instructional activities to the greatest extent possible. However, out of school suspension may be warranted in the most extreme cases such as when the physical safety of the student, a peer or a staff member is of concern. **We pride ourselves in remaining confidential about student consequences. You will be informed only about your child or children.**

### **Individual Student Behavioral Supports**

The Tier 2 Behavior Team at CMPS will regularly review discipline referral data to identify areas for intervention for students who are at-risk. For students who engage in repeated, chronic behavior, additional supports will be put into place. Research has found that 10-15% of students will require additional support to be successful socially in school. Some will respond to simple levels of intervention but some will need more intensive individualized support.

CME and CMUE will be providing research-based interventions including Check-In/Check-Out, Social Skills Groups and Individualized Positive Behavior Plans. Daily data will be collected for all interventions implemented, and the Tier 2 Behavior team will evaluate the effectiveness of the intervention for that student.

### **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion for the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. In the event that staff members need to restrain and/or seclude students, it must be done in accordance with Board of Education Policy #5630.01. Such intervention may be used only as a last resort in emergency situations, if students pose a threat to themselves or others based on their behavior.

## **Behavior Violations**

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

1. **Use, possession, distribution, or sale of drugs, alcohol, steroids, inhalants, or look-alike drugs.** Sale also includes the possession or sale of over-the-counter medication to another student. Attempted sale or distribution is also prohibited.
2. **Use, sale, distribution or possession of any form of tobacco, tobacco products, vapes or vaping products.**
3. **Possession of a weapon.** This includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. State law may require permanent expulsion for any cutting instrument consisting of a blade longer than three inches fastened to a handle, any explosive, poison gas, bombs, grenades, rockets, missiles or mines. Criminal charges may be filed for this violation.
4. **Use of an object as a weapon.** Any object that is used to threaten, harm or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.
5. **Knowledge of dangerous weapons or threats of violence.** For the safety of all students, staff and visitors, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
6. **Purposely setting a fire.** Anything, such as fire, that endangers school property or its occupants will not be tolerated. Arson is a felony and will be reported to the proper authorities.
7. **Physically assaulting a staff person, student or other person.** Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”.
8. **Verbally threatening a staff person, student or other person.** Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Verbal assault also includes the making of bomb threats or similar threats directed at a school building, property, or a school-related activity.
9. **Extortion.** Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.
10. **Falsification of schoolwork, identification, and/or forgery.** Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.
11. **False alarms, false reports, bomb threats.** A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. **What may seem like a prank is a dangerous stunt.**
12. **Explosives.** Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers and poppers are forbidden and dangerous.
13. **Trespassing.** Suspended or expelled students are not allowed on school property without prior authorization of the Principal. Also, students are not allowed on school property, or in unauthorized areas, during unauthorized times.
14. **Theft.** Stealing school or personal property is considered theft.
15. **Disobedience.** **School staff is acting “in loco parentis”, which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers. If given a reasonable direction by a staff member, the student is expected to comply. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.**
16. **Damaging property.** Vandalism and disregard for school property will not be tolerated. Violators may incur repair, replacement costs along with discipline.
17. **Persistent absence or tardiness.** Attendance laws require students to be in school the entire school day or have a legitimate excuse. Excessive absences will be reported for truancy.
18. **Aiding and abetting violation of school rules.** If a student assists another student in violating any school rule, they may also be disciplined.
19. **Engaging in public displays of affection.** Boy/Girlfriends demonstrating affection (holding hands, kissing, etc.) is personal and not allowed at school.

20. **Possession of electronic equipment.** Students are not allowed to use personal electronic devices during school hours, except at the discretion of CMPS staff. The property will be confiscated and disciplinary action will be taken.
21. **Violation of individual school or classroom rules.** Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with District policy.
22. **Violation of bus rules.** Refer to bus rules/transportation.
23. **Moral Affront.** Students will not engage in behaviors or language that is considered obscene and/or vulgar.
24. **Disruption of the educational process.** Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.
25. **Harassment.** The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. This includes any repeated speech or action that creates a hostile, intimidating or offensive learning environment. Harassment includes, but is not limited to:
  - a. Sexual Harassment: Verbal, non-verbal or physical contact.
  - b. Gender/ Ethnic/ Religious/ Disability Harassment: Verbal, non-verbal or physical assault.
  - c. Harassment includes such activities as stalking, bullying, name-calling, taunting, and hazing. Any student who is found to have repeatedly demeaned or harassed a staff member, student or third party, will be subject to discipline in accordance with law. Students who believe they have been harassed, bullied or intimidated will report to the principal who will follow board policy 5517.
26. **Unauthorized use of school or private property.** Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.
27. **Refusing to accept discipline.** The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.
28. **Bullying.** It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

## **DUE PROCESS**

On the basis of present school law the authority to temporarily separate or suspend a student is delegated by the Central Montcalm Board of Education to the building administration. A student charged with misconduct has a right to due process. Such a student will have the opportunity to explain his/her actions or status regarding the charges. If, then, the administrator determines that charges against the student should stand, disciplinary action will be ordered.

## **EXPECTATIONS**

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

## **GUM**

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

## **DRINKS**

Students are allowed to bring water to school to drink throughout the day. Other drinks may be allowed on special occasions, such as a read in. Please talk with your student’s teacher about their drink policies in their classroom.

## **STUDENT DRESS CODE**

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

- Chains
- Any clothing that shows visibility of undergarments or body parts
- Hats, caps or hoods of any kind unless approved for a school activity
- Bare midriffs, bare lumbar/buttock area, exposed bra or underwear
- Shirts without straps or sleeves or split up the side
- Shorts, skirts, dresses or skorts that can potentially expose underwear or buttock area due to length or placement of holes
- Beach wear
- Suggestive or vulgar clothing or jewelry with offensive pictures or slogans or a negative or offensive double meaning (Including but not limited to advertisements for alcohol, drugs, tobacco products, sexual innuendo.)

## **STUDENT SAFETY AND SECURITY**

To maintain order and to protect the safety and welfare of students and school personnel, school authorities may search a student or student’s locker with just cause, and may seize any illegal or unauthorized materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district. However, students are expected to assume full responsibility of the security of their lockers and desks. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time, without notice, without student consent, and without a search warrant.

## **STUDENT SECLUSION AND RESTRAINT**

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

## **SUSPENSION FROM SCHOOL**

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

## **COMMUNICABLE DISEASES**

Because the school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk due to casual contact with communicable diseases and pests. The school's professional staff has the authority to remove or isolate a student who has been ill, or has been exposed to a communicable disease or highly transient pest, such as lice or scabies. Specific diseases/conditions include, but are not limited to: diphtheria, COVID-19, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chicken pox, impetigo, influenza, pink eye, ringworm, shingles, common cold, infectious hepatitis.

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

In the case of non-casual contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **CHRONIC ILLNESS or FOOD ALLERGIES**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available in the board office.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

## **DIABETES**

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

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

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

## **CRITICAL INCIDENT PLAN**

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

In the event the school is required to evacuate the building or a critical incident occurs the district will communicate with families when and where they can pick up their child.

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

All drills are at regular intervals, required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey promptly without thinking and arguing. We practice and are assessed after each drill. Any student mimicking an emergency to get peer reactions or not complying with directions during a drill will be subject to disciplinary action.

**IMMUNIZATION INFORMATION**

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

*Required Childhood Immunizations for Michigan School Settings*

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

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

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

**INJURY/ILLNESS/ACCIDENT/EMERGENCY**

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

emergency vehicle may be called to the school in serious cases to transport the student to a hospital or physician's office, at the expense of the parent/guardian.

## **LICE**

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

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

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

## **MANDATED REPORTERS**

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

## **MEDICATION POLICY**

The Board of Education recognizes that existing law enables school employees to administer medication under certain conditions. Therefore, the Board authorizes, but does not mandate, the administration of medication(s) to students at school. If a student is required to take medication during school hours, and the parent/guardian is unable to administer the medication, the principal or his/her adult designee may administer the medication in compliance with the **written instructions of a physician and the written permission of the parent/guardian**. The necessary physician and parent forms are available in the office.

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

## **INJECTIONS**

The Michigan Revised School Code, MCL 380.1178 and MCL 380.1179a, allows a school administrator, teacher or other designated school employee to administer medication, including medication in the form of an injection, in an **emergency** if he/she is properly trained to administer the medication or perform the injection and does so in compliance with the instructions of a physician, physician's assistant, or certified nurse practitioner. The following procedures shall be followed by school personnel in emergency situations:

1. An attempt to contact the parent/guardian will be made.
2. Medication or injections may be administered by the individual requiring the medication or injection or by a school employee who has been properly trained on the appropriate use and administration of the medication or injection and does so in compliance with the instructions of a physician, physician's assistant, or certified nurse practitioner.
3. Call 911 for an emergency response team.

## **TORNADO POLICY**

**•Tornado Watch** - Forecast of the possibility of a tornado: In case of a tornado watch, a person is designated to keep watch. Students are to continue with classes as usual, however, teachers will be notified of the possibility of a forthcoming warning. The only exception may be that outdoor physical education classes or other outdoor classes may be brought back into the building. If this occurs at the end of the school day, buses will leave on time. Parent/guardians may take students out of school if they so desire.

**•Tornado Warning** - A tornado has been sighted in the area: In the event of a warning (public announcement on the P.A.), teachers are directed to take their students to their designated areas. Tornado warnings in effect at the end of the school day will necessitate buses **NOT** leaving the school until the warning is officially terminated. All staff will be expected to take cover. The school office will be closed and parents/guardians will not be able to sign out students.

### **PREPAREDNESS FOR HAZARDS AND PEST MANAGEMENT**

CMPS is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them 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.

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), Michigan Occupational Safety and Health Act (MIOSHA), and the Asbestos Abatement Contractors Licensing Act, the Central Montcalm School Board recognizes its responsibility to:

- A. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriate actions, in accordance with State law and EPA regulations, based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos containing materials.

## PEST MANAGEMENT NOTIFICATION

Advisory to All Parents/Guardians,

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

You WILL receive notice via a posting at the entrance to the school building. Complete this form ONLY if you are requesting additional advance notification of a pesticide application by U.S. first-class mail. If you are requesting prior notification of pesticide treatments conducted at this school or day care center, other than a bait or gel formulation, and you would like the notice to be delivered by United States first-class mail, postmarked at least three days prior to the planned treatment, please complete the information on the following form and submit it to:

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

-----

Prior Notification Request by US. First-class Mail

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

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

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

Please check one:

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

\_\_\_\_\_ Date: \_\_\_\_\_

## Chapter 8 - Internet and Technology

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

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

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

### **BOARD OF EDUCATION PROPERTY CENTRAL MONTCALM SCHOOL DISTRICT 7540.03**

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

Students shall use District Information & Technology Resources (see definition Bylaw 0100) for educational purposes only. District Information & Technology Resources shall not be used for personal, non-school related purposes. Use of District Information & Technology Resources is a privilege, not a right. When using District Information & Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students who engage in unauthorized or inappropriate use of District Information & Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Code of Conduct/Student Handbook, and/or civil or criminal liability. Prior to accessing or using District Information & Technology Resources, students (eighteen (18) years of age and older and parents of minor students must sign the Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of District Information & Technology Resources that is in accord with their personal and family values, in addition to the Board of Education's standards.

This guideline also governs students' use of personally-owned communication devices (PCDs) (see definition Bylaw 0100) when the PCDs are connected to District Information & technology Resources, or when used while the student is on Board-owned property or at a Board-sponsored activity.

Below is a non-exhaustive list of unauthorized uses and prohibited behaviors. This guideline further provides a general overview of the responsibilities users assume when using District Information & Technology Resources.

- A. All use of District Information & Technology Resources must be consistent with the educational mission and goals of the District.
- B. Students may only access and use District Information & Technology Resources by using their assigned account and may only send school-related electronic communications using their District-assigned e-mail addresses or services/apps connected/linked to their District-assigned email addresses. Use of another person's account/e-mail address is prohibited. Students may not allow other users to utilize their account/e-mail address and should not share their password or other multifactor authentication (MFA) device/app with other users. Students may not go beyond their authorized access. Students should take steps to prevent unauthorized access to their accounts by

logging off or 'locking' their PCDs when leaving them unattended and employing MFA techniques whenever possible/available.

- C. No user may access another person's private files. Any attempt by users to access another user's or the District's non-public files, or phone or e-mail messages is prohibited. Any attempts to gain access to unauthorized resources or data/information on District Information & Technology Resources are prohibited. Similarly, students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's Information & Technology Resources.
- D. Students may not intentionally disable any security features used on District Information & Technology Resources.
- E. Students may not use District Information & Technology Resources or their PCDs to engage in vandalism, 'hacking', or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; or sale of illegal substances and goods).
  - 1. Slander and libel - In short, slander is 'oral communication of false statements injurious to a person's reputation,' and libel is 'a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public.' (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post/publish false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is 'public' to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people, and harmful and false statements will be viewed in that light.
  - 2. Students shall not use District Information & Technology Resources to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including sexual orientation or gender identity), age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (e.g., sexting) in electronic or any other form, including the contents of a PCD or other electronic equipment, is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
  - 3. Vandalism and Hacking – Deliberate attempts to damage the hardware, software, or information residing in District Information & Technology Resources or any services/apps attached through the Internet are strictly prohibited. In particular, malicious use of District Information & Technology Resources to develop programs that harass other users or infiltrate District Information & Technology Resources or PCDs and/or damage District Information & Technology Resources or PCDs is prohibited.

Attempts to violate the integrity of private accounts, files, programs or services/apps, deliberate infecting of District Information & Technology Resources or attached to the network with a 'virus', and/or attempts at hacking into any internal or external computer systems using any method will not be tolerated.

Students may not engage in vandalism or use District Information & Technology Resources or their personal communication devices in such a way that would disrupt others' use of District Information & Technology Resources.

Vandalism is defined as any malicious or intentional attempt to harm, steal, or destroy data /information of another user or District Information & Technology Resources. This includes, but is not limited to, creating and/or uploading computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify a teacher, or Principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

- 4. Use of District Information & Technology Resources to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political, or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, the student should immediately disclose the inadvertent access to a teacher or Principal. This will protect the user against an allegation that the user intentionally violated this provision.
- 5. Unauthorized Use of Software or Other Intellectual Property from Any Source – All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or

trademarked). Laws and ethics require proper handling of intellectual property. All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected.

Software is intellectual property, and, with the exception of freeware, is illegal to use without legitimate license or permission from its creator or licensor. All software loaded on District Information & Technology Resources must be approved by the Technology Director, and the District must own or otherwise obtain, maintain, and retain the licenses for all copyrighted software loaded on District computers. Students are prohibited from using District Information & Technology Resources for the purpose of illegally copying another person's software. Illegal peer-to-peer file trafficking of copyrighted works is prohibited.

Online articles, blog posts, podcasts, videos, and wiki entries are also intellectual property. Students should treat information found electronically in the same way they treat information found in printed sources – i.e., properly citing sources of information and refraining from plagiarism. Rules against plagiarism will be enforced.

- F. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- G. Students may not use District Information & Technology Resources for private gain or commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying. This provision shall not limit the use of District Information & Technology Resources for the purpose of communicating with elected representatives or expressing views on political issues.
- H. Students may not use District Information & Technology Resources to engage in cyberbullying. 'Cyberbullying' involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others. (Bill Belsey (<http://www.cyberbullying.org>) Cyberbullying may occur through e-mail, instant messaging (IM), chat room/Bash Boards, small text messages (SMS), websites, voting booths, social media, and other technological means of communicating/publishing text, audios, and/or videos.

Cyberbullying includes, but is not limited to, the following:

- 1. Posting/publishing slurs or rumors or other disparaging remarks about a student on a website or weblog;
  - 2. Sending e-mails or instant messages that are mean or threatening or so numerous as to negatively impact the victim's use of that method of communication and/or drive up the victim's cell phone bill;
  - 3. using a smartphone to take and/or send embarrassing and/or sexually explicit photographs/recordings of students;
  - 4. posting/publishing online misleading or fake photographs of students.
- I. Students are expected to abide by the following generally-accepted rules of online etiquette:
    - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through or utilizing District Information & Technology Resources. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications made through or utilizing District Information & Technology Resources.
    - 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
    - 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending that person messages, the student must stop.
    - 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
    - 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personally-identifiable information on commercial websites.
    - 6. Do not transmit to third parties/unknown individuals pictures or other information that could be used to establish identity without prior approval of a teacher.
    - 7. Never agree to get together with someone you 'meet' online without parent approval and participation.
    - 8. Regularly check District-provided email account and delete emails no longer needed.

9. Students should promptly disclose to a teacher or administrator any messages they receive that are inappropriate or make them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). To aid in any investigation, students should not delete such messages until instructed to do so by an administrator.
- J. Downloading of files onto District Information & Technology Resources is prohibited, without prior approval from the classroom teacher. If a student transfers files from online services/apps (e.g., electronic bulletin board services), the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or installs a program that infects District Information & Technology Resources with a virus and causes damage, the student will be liable for any and all repair costs associated with making District Information & Technology Resources once again fully operational.
- K. Students must secure prior approval from a teacher or the \_\_\_\_\_ before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or 'Listservs.'
- L. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or Principal. Students may only use their school-assigned accounts/e-mail addresses when accessing, using, or participating in real-time electronic communications for education purposes.
- M. Users have no right or expectation to privacy when using the District Information & Technology Resources. The Board reserves the right to access and inspect any facet of District Information & Technology Resources, including, but not limited to, computers, laptops, tablets, and other devices, networks or Internet connections, online educational services, or apps, e-mail or other messaging or communication systems or any other electronic media within the District's technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message, or material of any nature or medium that may be contained therein. A student's use of District Information & Technology Resources constitutes the student's waiver of any right to privacy in anything the student creates, stores, sends, transmits, uploads, downloads, or receives on or through District Information & Technology Resources and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technology monitoring systems and staff monitoring, may lead to the discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy/guidelines and/or law, or if requested by local, State, or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails, and records.

The following notice will be included as part of the computer log-on screen:

**'NOTICE AND CONSENT FOR MONITORING'**

'Unauthorized or improper use of District Information & Technology Resources (as defined in Bylaw 0100) is strictly prohibited. Use of District Information & Technology Resources must comply with the Board's Technology Acceptable Use and Safety Policy/Agreement. District Information & Technology Resources are provided only for communication, processing, and storage of school/education-related data/information and/or for authorized School District use. District Information & Technology Resources are subject to monitoring for all lawful purposes (e.g., to ensure its proper functioning and management, to protect against improper or unauthorized use or access, and to verify the presence or performance of applicable security features or procedures and operational security) and individual users have no expectation of privacy.

Monitoring includes active attacks by authorized employees and/or agents of the School District to test or verify the security of the system. During monitoring, data/information may be examined, recorded, copied, and/or used for authorized purposes. All data/information, including personal information, stored on or sent over the system may be monitored. Such monitoring may result in the acquisition, recording, and/or analysis of all data communicated, transmitted, processed, or stored in this system by a user. Unauthorized or inappropriate use may subject the user to disciplinary action and/or criminal prosecution. Evidence of unauthorized or improper use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of District Information & Technology Resources, authorized or unauthorized, constitutes consent to monitoring for these purposes.'

- N. Use of the Internet and any data/information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or services provided by or through District Information & Technology Resources will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data/information, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of data/information obtained through the Internet. Data/Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board is not to be responsible for financial obligations arising through the unauthorized use of District Information &

Technology Resources. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of a student's misuse of District Information & Technology Resources.

- O. Disclosure, use, and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the 'Student Technology Acceptable Use and Safety Agreement Form.' (See Form 7540.03 F1
- P. Proprietary rights in the design of websites, web pages, and services/apps hosted on Board-owned or District-affiliated servers remain at all times with the Board.
- Q. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on District Information & Technology Resources.
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be imposed as appropriate.
- S. Preservation of Resources and Priorities of Use: District Information & Technology Resources are limited. Each student is permitted reasonable space to store e-mail, web, and personal school-related files. The Board reserves the right to require the purging of files in order to regain space on data storage devices. Students who require access to District Information & Technology Resources for class- or instruction-related activities have priority over other users. Students not using District Information & Technology Resources for class-related activities may be 'bumped' by any student requiring access for a class- or instruction-related purpose.

#### **Abuse of Network Resources**

Peer-to-peer file sharing, mass mailings, and downloading of unauthorized games, videos, and music are wasteful of limited network resources and forbidden. In addition, the unauthorized acquisition and sharing of copyrighted materials are illegal and unethical.

#### **Unauthorized Printing**

District printers may only be used to print school-related documents and assignments. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and replacement are very expensive. The District monitors printing by all users. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the student. Users are prohibited from replacing ink cartridges and performing any other service or repairs to printers. Users should ask, as appropriate, for assistance to clear paper that is jamming a printer.

Any questions and concerns regarding these guidelines may be directed to the Superintendent.

#### **Legal**

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

## **Chapter 9: Special Education**

### **INDIVIDUALS WITH DISABILITIES**

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.

### **NON-DISCRIMINATION**

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

### **DISCIPLINE/MANIFESTATION REVIEW**

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

### **DUE PROCESS**

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

### **ELL**

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

### **IEP**

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

## **Chapter 10: Parental Rights and Notification**

### **PARENT /TEACHER ORGANIZATION**

CMPS parents are automatically part of the PTO. Please follow them on Facebook for more up to date information of meeting times and activities.

### **FERPA**

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

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event,
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
- C. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

# Appendix A

## Central Montcalm Public Schools

# Positive Behavior Intervention Supports, Handbook and Policies

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### **Teaching Positive Expectations**

Guidelines for Teaching Behavior Expectations (Matrix)

### **Acknowledging Appropriate Behavior**

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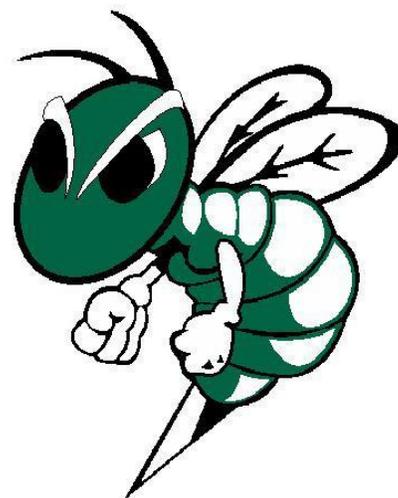
Guidelines for “Hornet High Five” Tickets & “Caught Being Good”

Punch Cards

### **Correcting and Responding to Behavior**

Problem Behavior Definitions & Continuum of Responses

How to Set a Positive Tone



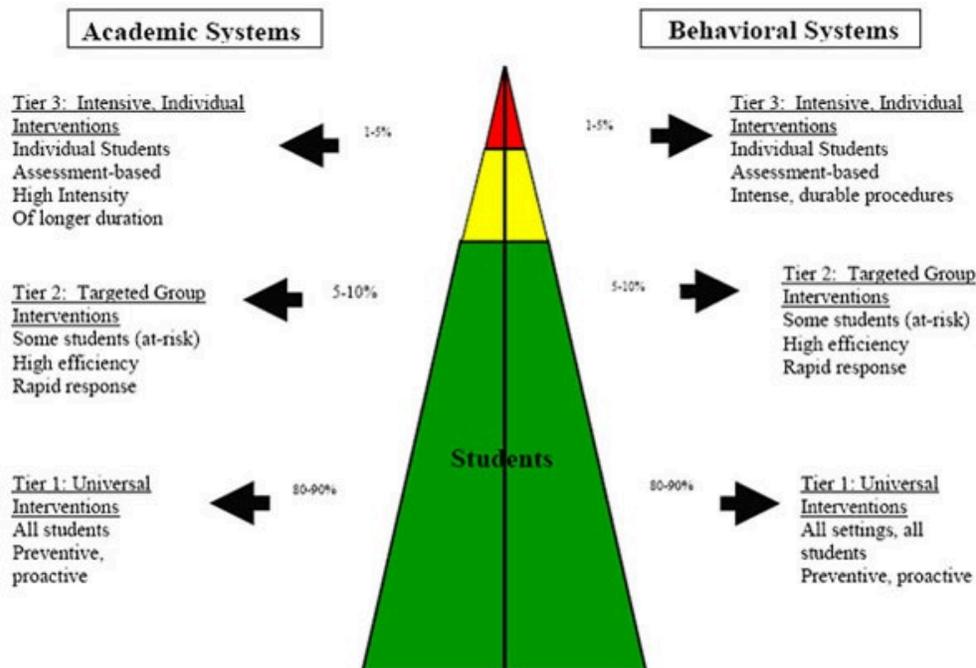
## INTRODUCTION TO PBIS

### What is PBIS?

School-wide Positive Behavioral Interventions & Supports (PBIS) are a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, teaching of behaviors, and the use of data-based problem solving to address behavioral concerns. School-wide PBIS increases the ability to educate all students by providing research-based, school-wide, classroom, and individualized interventions.

PBIS methods have been proven to significantly reduce the occurrence of problem behaviors. Students are taught clearly defined behavioral expectations and provided predictable responses to their behavior, both positive and corrective. When solid PBIS systems are in place, 80-85% of students will meet these expectations. The 15-20% of students not consistently meeting expectations will receive additional support through group and individual interventions. This model is represented visually in the form of a triangle (see image below).

### 3-Tiered Model of School-Wide Support



Adapted from *Response to Intervention: Policy Considerations and Implementation* (Batsche, et al 2005).  
Note: Percentages are approximations and may vary by district.

In addition to teaching and consistently responding to behavior, another key element of PBIS is an analysis of discipline referral data. This team-based approach to data analysis will allow Central Montcalm's School Leadership Teams to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings

to all staff, students, and parents.

The goals of PBIS are consistent with those found in other educational initiatives/laws, such as Education YES!, No Child Left Behind. The Michigan State Board of Education even has a PBIS Policy which schools are required to follow.

### **Michigan State Board of Education PBIS Policy**

The vision of the State Board of Education is to create learning environments that prepare students to be successful citizens in the 21st Century. The educational community must provide a system that will support students' efforts to manage their own behavior and assure academic achievement.

An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age.

The principles of Universal Education reflect the beliefs that each person deserves and needs a positive, concerned, accepting educational community that values diversity and provides a comprehensive system of individual supports from birth to adulthood. A positive behavior support policy incorporates the demonstration and teaching of positive, proactive social behaviors throughout the school environment.

A positive behavior support system is a data-based effort that concentrates on adjusting the system that supports the student. Such a system is implemented by collaborative, school-based teams, using person-centered planning. School-wide expectations for behavior are clearly stated, widely promoted, and frequently referenced. Both individual and school-wide learning and behavior problems are assessed comprehensively. Functional assessment of learning and behavior challenges are linked to an intervention that focuses on skill building. The effectiveness of the selected intervention is evaluated and reviewed, leading to data based revisions. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. Students are offered a continuum of methods that help them learn and maintain appropriate behavior and discourage violations of codes of student conduct.

In keeping with this vision, it is the policy of the State Board of Education that each school district in Michigan implements a system of school-wide positive behavior support strategies.

Adopted September 12, 2006

## **TEACHING POSITIVE BEHAVIOR EXPECTATIONS**

### **Guidelines for Teaching Positive Behavior Expectations**

1. We teach the expectations aggressively over the first three weeks of school. We re-teach expectations several times initially and strongly reinforce them at the beginning of the year.
2. Our staff plans to teach review lessons as needed throughout the school year (2 – 3 minutes). If a lot of problems arise in a certain situation, we will re-teach the expectations. We consider it an investment during the start-up phase that will pay off with more orderly behavior thereafter.
3. When we teach behaviors, we model, demonstrate, or role-play. Students sometimes participate and show exactly what the expectations look and sound like. We give students feedback on how they did and praise them for their

effort (acknowledge).

4. We repeat this process as often as it takes for students to learn the behaviors. The idea is to teach behavior the same way we teach academics. We know how important practice is for mastery of academics.

## ACKNOWLEDGING APPROPRIATE BEHAVIOR

### Components of Positive Recognition

Staff members should strive to acknowledge students positively 4 times for every time a behavior is corrected.

Positive recognition should be:

- Readily available
- Appropriate to the environment
- Easy to deliver
- Can be controlled by teacher
- Is powerful and affirming to the student

### Guidelines for Acknowledgements

<b>Central Montcalm Elementary</b>	<b>Central Montcalm Upper Elementary</b>
<ul style="list-style-type: none"><li>● All classroom teaching staff will have “Caught Being Good” cards for each student. All other staff will have Hornet Hoorays to pass out.</li><li>● Punches on cards or Hoorays should be given generously for targeted positive student behaviors.</li><li>● Explain and give examples to students about which behaviors will result in earning punches.</li><li>● Make sure ALL students have the opportunity to earn punches.</li><li>● When students earn 10 punches for targeted behaviors they can “purchase” items from a school store weekly. The school will acknowledge students, as well as transportation staff, as part of their school-wide acknowledgement system.</li></ul>	<ul style="list-style-type: none"><li>● All staff members need to have “Hornet High Five” tickets to give to students.</li><li>● Each staff member will have a goal to hand out 5 tickets per day.</li><li>● Tickets should be generously given for targeted behaviors.</li><li>● Explain and give examples to students about which behaviors will result in earning tickets.</li><li>● Make sure ALL students have the opportunity to earn tickets.</li><li>● When students earn tickets for ‘targeted’ behaviors, the student is responsible for writing their name on the ticket and turning it in as a part of their school system. The school will acknowledge students, as well as transportation staff, as part of their school-wide acknowledgement system.</li></ul>

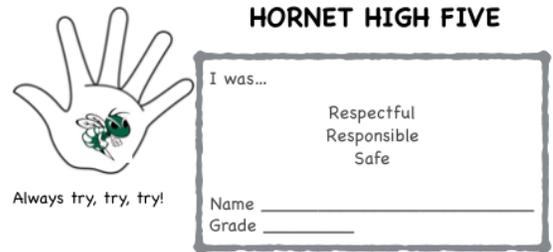
Additional PBIS Documents By School

Central Montcalm Elementary



- [Behavior Matrix](#)
- [Problem Behavior Definitions & Continuum of Responses](#)
- [PBIS Flowchart](#)

Central Montcalm Upper Elementary



- [Behavior Matrix](#)
- [Correcting and Responding to Behavior](#)
- [Problem Behavior Definitions & Continuum of Responses](#)

**How to Set a Positive Tone and Increase Direction Following- Helpful Hints to Parents.**

- Use clear directives – not questions. (i.e. “Sally, please go to your seat.”)
- Establish eye contact
- Give time to respond. Provide wait time (3 seconds)
- Use positive directives more than negative. (i.e. “Please be safe and sit.”)
- Follow-through with student expectations after first request
- Use a positive tone. Avoid yelling and arguing
- Acknowledge compliance

## APPENDIX B

### 2112 - PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

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

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes.
- B. Providing a mutually supportive school and home environment, which encourages learning.
- C. Supporting a consistent and shared approach to child guidance and discipline.
- D. Providing for the proper health, safety, and well-being for their child.
- E. Supporting the development of English language proficiency skills.
  - The Board is committed to communicating with parents at a level and in a language they can understand.
  - The Board, through this policy, directs the establishment of a parent involvement plan, which can be communicated to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parent Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.
  - The Superintendent shall direct the development of a Parent Involvement Plan for the District, which may include, among others, the following strategies:
    - A. Provide parents with their child's individual assessment results, reading results, progress reports, report cards and parent conferences.
    - B. Provide parents with the school's Code of Conduct.
    - C. Arrange flexibly scheduled parent/teacher conferences and parent requested conferences.
    - D. Publish in the District's school newsletter(s) information regarding the Parent Involvement Plan and parent involvement opportunities.
    - E. Encourage home reading programs. Books may be provided for students to read at home.
    - F. Maintain a consistent District wide effort to communicate regularly with parents.
    - G. Distribute periodic newsletters from teachers informing parents of upcoming District events and curriculum being taught.
    - H. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
    - I. Encourage active faculty participation in PTA or similar school parent groups.
    - J. Have students perform for parents and community.
    - K. Encourage parents to serve as chaperones for class field trips and other school activities.
    - L. Recognize parents and volunteers who have helped throughout the year.

- M Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academically or socially.

### **Relations with Parents**

- The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.
  - For the benefit of the child, the Board encourages parents to support their child's career in school by:
    - A. Participating in school functions, organizations and committees;
    - B. Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
    - C. Requiring their child to observe all school rules and regulations;
    - D. Supporting and enforcing consequences for their child's willful misbehavior in school;
    - E. Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
    - F. Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
    - G. Reading all communications from the school, signing, and returning them promptly when required;
    - H. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.
- Sec. 1112, 1118 ESEA  
M.C.L.A. 380.1294
  - Adopted 3/14/05