

Montague Area Childhood Center
9151 Dicey St.
Montague, MI 49437
231-981-4670
www.mapsk12.org

**Student/Parent Handbook
2023-2024**



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Kathy Ohman, School Secretary

Adopted by the Board of Education August 2023

Discipline Code adopted by the Board August 2023

TABLE OF CONTENTS

Page:

1	Foreword
1	Mission of the School
1	Equal Education Opportunity
2	Parent Involvement
5	School Day
5	Injury and Illness

Section I - General Information

7	Enrolling in the School
7	Scheduling and Assignment
8	Early Dismissal
8	Transfer Out of the District
8	Withdrawal from School
8	Immunizations
8	Emergency Medical Authorization
9	Use of Medications
10	Control of Casual-Contact Communicable Disease and Pests
11	Control of Noncasual-Contact Communicable Diseases
11	Individuals with Disabilities
12	Limited English Proficiency
12	Student Records
12	Directory Information
12	Review of Instructional Materials and Activities
12	Meal Service
13	Fire, Lock Down and Tornado Drills
13	Emergency Closings and Delays
13	Preparedness for Toxic and Asbestos Hazards
13	Visitors /Volunteers
14	Use of the Library
14	Lost and Found
14	Use of Telephones
15	Use of Personal Communication Devices

Section II - Academics

15	Parent / Teacher Conferences
15	Promotion, Placement, and Retention
15	Report Cards
16	Field Trips
16	Homework
16	Computers Technology and Networks
17	Student Assessment

Section III - Student Conduct

17	Attendance
20	Code of Conduct
22	Student Discipline Code
22	Discipline
28	Due Process Rights
28	Student Rights of Expression

Section IV - Transportation

- 29 Bus Transportation to School
- 29 Bus Conduct
- 31 Penalties for Infractions

Section V – Miscellaneous

- 31 PTO Parent Group
- 31 Book Bags
- 32 Bringing Articles to Students at School
- 32 Complaint Process
- 32 Media Photographs
- 32 Money
- 32 Parent Rights/Custodial Rights
- 32 Parties
- 33 Pets/Animals
- 33 Recess
- 33 Student Obligations
- 33 Field / Study Trips
- 33 Teacher Professional Development Days
- 34 Toys/Sports Equipment
- 34 Title IX
- 35 Appendix

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2023. If you have questions or would like more information about a specific issue or document, contact your school principal or Superintendent, or access the document on the District's website: www.mapsk12.org by clicking on "board policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2023. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

It is the mission of Montague Area Public Schools to educate and inspire all students to become Motivated, Articulate, Productive and Successful citizens for today, tomorrow and forever.

The MACC School Community will cooperate to provide the opportunity and the environment for children to become a successful life-long learner and responsible citizen. We recognize the importance of each individual and will help all students establish a sense of self-worth and concern for others.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Mr. Jeffrey W. Johnson
Superintendent
231-893-1515

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

Montague Area Public Schools Montague Area Childhood Center Title I School Parent Involvement Plan

Section A – Introduction

(ref. Section 1118)

Section 1118 of the *No Child Left Behind Act of 2001* (NCLB) requires all schools receiving Title I, Part A, funds to develop a School Parental Involvement Plan with specified sections. The purpose of this plan is to improve communication and parental involvement while also meeting the reporting requirements of Section 1118. As required under Section 1118, the plan was created in consultation with parents of Title I students and is reviewed yearly for parent input and suggestions.

Section B – Write a School Parental Involvement Plan

(ref. Section 1118(b))

Montague Area Childhood Center maintains a Title I School Parent Involvement Plan (“Plan”) that was jointly developed with, and distributed to, parents with children participating in the Title I program. The Plan is distributed yearly in the student handbook, is mailed with the first Title I notification letters, and is distributed at the annual Title I Meeting.

Section C – Plan Involvement

(ref. Section 1118(c))

1. Convene an annual Title I Meeting /Offer flexible number of meetings

(ref. Section 1118(c)(1)(2))

In the fall, the school provides multiple formats to inform parents of the school’s participation in Title I, Part A programs, to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. During the meeting the parent involvement plan is reviewed and the parent compact revised based on parent input.

2. Involve parents in the planning, review, and improvement of Title I programs

(ref. Section 1118(c)(3))

Parents as Partners program evaluation and planning meetings are held two times a year to review and gather input on the Title I program components including eligibility criteria, program services, student achievement, parent involvement plan and school compacts. Feedback from this meeting will be used to make adjustments in the program design and implementation of the Title I program the following year.

3. Section 1118(c)(4) requires the following:

- a. Provide timely information of their child’s involvement in the program

(ref. Section 1118(c)(4)(a))

Parents and guardians of eligible students receive notification of their child’s eligibility to participate in Title I program services within four weeks of the start of the school year or as soon as identified eligible for Title I services .

- b. Provide a description and explanation of the curriculum in use at the school, assessments, and expected proficiency levels

(ref. Section 1118(c)(4)(b))

Grade level curriculum information is distributed to parents at the Fall Orientation Night in a tri-fold brochure. This information is also available in the school office. Meetings are held two times per year to explain and train parents in strategies for assisting their children to meet essential CCSS's. Classroom Newsletters are distributed to parents bi-monthly to explain clear learning outcomes for upcoming units

Bi-lingual materials are made available to parents who need assistance understanding the curriculum.

DIBELS Universal screening and Bridges Math Benchmark assessments are completed three times per year. Parent friendly reports are provided explaining the assessments and the expected proficiency levels.

A standards based report card is issued to students two times per year. Progress reports are also issued two times per year mid- semester. An explanation of the report card proficiency standards is included to assist parents in understanding the report card codes.

- c. Provide parents of participating Title I children opportunities for regular meetings to formulate suggestions, make decisions, and respond to any suggestions
(ref. Section 1118(c)(4)(c))

Staff is available for consultation with parents per their request during a 50 minute planning time daily, before school or after school. In addition to annual conference in the fall of the year, teachers and administrators respond to parent phone calls or emails regarding student's academic progress, program questions and concerns or suggestions within 24 hours as practicable.

The building administration recruits and retains parent members of the BIT (Building Improvement team), also called the Parent Advisory Committee via personal invitation, website and monthly newsletters.

The building administration administers a parent survey semi- annually to determine needs of parents and students and to provide a vehicle for collecting feedback about current programming.

A Parent advisory meeting is held two times per year to provide parents opportunities to be involved in the decision making process of our school programming. Opportunities for suggestions, questions and program planning are an integral part of the parent advisory meetings. These committee members are also invited to attend quarterly BIT meetings.

4. Submit any parent comments regarding the plan if parents disagree
(ref. Section 1118(c)(5))

Parents may submit comments on unsatisfactory components of the plan to the school district via Title I Director. These concerns are addressed with parents and considered during future planning sessions.

Section D – Shared Responsibilities for High Student Academic Achievement

(ref. Section 1118(d))

1. Jointly develop a compact
(ref. Section 1118(d)(1))

During the fall annual Parents as Partners workshop the proposed parent school student compact is shared and its importance in fostering partnerships emphasized. The compact is amended in consultation with parents.

2. Section 1118(d)(2) requires the following:

- a. Compact shall be discussed at parent-teacher conferences at least annually
(ref. Section 1118(d)(2)(a))

The jointly developed Parent-Student- School compact will be shared at the fall parent-teacher conference in October. The compact is discussed as it relates to the individual

child's achievement. Parent, student and teacher sign the compact as a pledge to work together throughout the year.

- b. Provide frequent reports to parents on their children's progress
(ref. Section 1118(d)(2)(b))

DIBEL's Universal screening assessments are completed three times per year. Parent friendly reports are provided explaining the assessments and the expected proficiency levels.

A standards based report card is issued to students two times per year with a progress report going home mid-semester. An explanation of the report card proficiency standards is included to assist parents in understanding the report card codes.

Participating Title I students will receive bi-monthly progress monitoring reports providing parents with information on their child's progress toward reading benchmark goals and ways to help student achievement at home.

- c. Afford reasonable access to staff, opportunities to volunteer and participate in their child's class, and observe classroom activities
(ref. Section 1118(d)(2)(c))

The school administration and designees compile a list of volunteer, observation and participation opportunities for parents throughout the building. These are communicated to parents via website, newsletters, volunteer forms and other parent communication throughout the year. Volunteers are assisted with required background checks. The building principal and designees match volunteers with areas of interest and availability.

Section E – Building Capacity for Involvement

(ref. Section 1118(e))

1. Provide assistance to parents in understanding state content standards, achievement standards, assessments, requirements, and how to monitor a child's progress

(ref. Section 1118(e)(1))

Grade level curriculum information is distributed to parents at the Fall Orientation Night in a tri-fold brochure. This information is also available in the school office. Parent events are held two times per year to explain and train parents in strategies for assisting their children to meet essential CCSS's. Classroom Newsletters are distributed to parents bi-monthly to explain clear learning outcomes for upcoming units. Explanations of the Universal screening and progress monitoring tools used at the school are shared at the fall open house and within the principal's building newsletters.

2. Provide materials and training to help parents to work with their children to improve achievement

(ref. Section 1118(e)(2))

The building administration in conjunction with instructional staff provide information via the Fall Open House, Parent Teacher Conferences, school website and monthly newsletters regarding how to help their child at home and monitor progress at school, promoting positive use of their child's extracurricular time, positive behavior supports and how weekly communication folders work.

The Title I staff, in collaboration with classroom teachers, facilitate family learning opportunities each semester. The family learning opportunities vary in time to accommodate different work schedules. They focus on critical learning targets in literacy and math with real life applications.

Classroom newsletters provide information and resources to help parents work with their children to improve their children's academic achievement

3. Educate teachers, pupil services personnel, principals and other staff in the value and utility of parents contributions and provide guidance in ways to reach out to parents

(ref. Section 1118(e)(3))

Building administration continues educating staff on effective strategies to communicate and partner with parents using Joyce Epstein's Home School Connection materials and materials

offered through MDE. Two grade level meetings per year are dedicated to parent engagement strategy training

4. Coordinate and integrate parental involvement programs and activities with federal, state, and local programs

(ref. Section 1118(e)(4))Oehrli Elementary School coordinates parental involvement programs with Parents as Partners annually to engage parents in programs and activities that will support children’s academic achievement.

5. Provide information to parents, to the extent practicable, in a language the parents can understand

(ref. Section 1118(e)(5))

All efforts are made for the building to provide translation services in parent’s native language for all face to face meetings, family learning opportunities and written communications. Families needing these services will be identified through the Home Language Survey completed at the time of enrollment or by request. Parents with limited literacy skills are identified and alternate means of communication are provided in the form of face to face meetings and phone calls.

6. Provide such other reasonable support for parental involvement activities as parents may request (ref. Section 1118(e)(14))

The administration works to provide such other reasonable support for parental involvement activities under this section as parents may request

Section F – Accessibility

(ref Section 1118(f))

1. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children in a language such parents understand.

All efforts are made for the building to provide translation services in parent’s native language for all face to face meetings, family learning opportunities and written communications. Families needing these services are identified through the Home Language Survey completed at the time of enrollment or by request.

All efforts are made for the building to provide needed support to parents with disabilities for all face to face meetings, family learning opportunities and written communications. Families needing these services may request assistance from the building principal or Title I Director. Oehrli Elementary School is also handicap accessible.

TITLE I PROGRAMS

The Montague Area Childhood Center Title I program serves Kindergarten students. It is designed to support students in all content areas who struggle to meet grade level state standards. A universal screener is given three times a year in math and language arts to assist in identifying students who are not on track to meet grade level outcomes. This assessment information, combined with other local assessment data is used to identify the most at risk students. Identified students are invited to participate in the Title I program. This added instruction is designed to support classroom instruction and is provided during the school day by a certified teacher or trained paraprofessional using researched based strategies and intervention programs.

Parent days sponsored by the Title I program offer opportunities for parents to learn how to help their children be successful at school. Our website provides many resources for parents including links to county and state agencies and fun educational sites. Parents are invited each fall and spring to a Parents as Partners meeting to learn more about the Title I program and offer input to strengthen programming for Title I students and their families. Invitations to the Parents as Partners meetings are sent to all families within the Principal newsletters and posted online at the school website. If you are interested in being part of the Parent Advisory Group, please contact the school office

SCHOOL DAY

K / Y5 DAILY SCHEDULE

8:20 AM Buses and Walkers Arrive
8:20 AM Students Enter the Building
8:30 AM Classes Begin-Breakfast in Classroom

11:45 AM -12:30 PM Lunch Periods
3:45 PM Classes Dismiss

ECSE Time SCHEDULE

8:20 AM Buses and Walkers Arrive
8:20 AM Students go to Classroom
8:25 AM School begins for AM students
11:45 AM ECSE students Dismiss
12:25 School Begins for PM students
3:45 PM ECSE students Dismiss

** 12:00 PM Half Day Dismissal

2:45 – Classes Dismiss on Wednesdays

Students who are late to school must be signed in at the office by their parents or a responsible adult.

INJURY AND ILLNESS

When a child becomes ill at school, the parents/emergency contact will be contacted to pick up their child from school. Information listed on your child's Emergency Form will be used to make appropriate contacts.

No child will be sent home without prior contact with a parent or adult. If you change your telephone number or emergency numbers, please inform the school.

Your child should not be in school if he/she has:

- A fever of 100 degrees or higher within 24 hours
- A heavy/hacking cough
- A rash that might be contagious
- Had diarrhea or been vomiting within 24 hours
- A sore throat with a fever

No child will be excused from participation in any program such as physical education, recess, etc. without a doctor's verbal or written statement.

If your child is ill for several days, you may call the school for any work that may be completed at home. The teacher will need sufficient time for preparing the lessons which may be picked up at the school office. If your student is expected to miss at least five (5) days – see **Homebound Instruction**.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

EXTENDED ABSENCES DUE TO ILLNESS

If your child is ill for several days, you may call the school for any work that may be completed at home. The teacher will need sufficient time for preparing the lessons which may be picked up at the school office. **If you know that it is going to be longer than a week due to a medical condition, please contact the principal to discuss the situation.**

INSURANCE

First Agency of Kalamazoo underwrites payment for injuries which occur at school. Payments are made only in excess of other insurance such as family or employee group insurance. Claim forms are available in the school office and must be filled out and signed by parents for any injury for which claims are made.

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SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's School of Choice Program NEOLA Policy 5113.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document;
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate);
- C. proof of residency;
- D. proof of immunizations.

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Elementary level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. Parent requests for student placement with a particular teacher are not accepted. If there are teacher's characteristics that parents feel is essential to their child's social, emotional and academic success, complete a characteristic request form and schedule a meeting with the Principal to discuss your student's needs.

EARLY DISMISSAL

When school is dismissed early due to an emergency or weather related issues, the school will notify you through instant messenger and contact the radio and T.V. stations. Please make sure you have plans made for this, and that you have discussed this with your child. This information should also be on the back of your child's **Emergency Form** which is in the office.

TRANSFER OUT OF THE DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from the Montague Area Childhood Center, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the building Principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parent.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building administrative assistant. See Board Policy and Administrative Policy 5320.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy (5341) that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

Although every reasonable precaution is taken to maintain a high degree of safety for MACC students, accidents do occur. Therefore, all students will be required to have a completed emergency information form on file in the school office with three reliable, local contacts and working phone numbers. **Parents must provide current data to the MACC office when changes occur. Please remember that this same information will be used to contact someone should a child have a discipline problem at school.**

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions. Parents must bring the medication in to the school.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting themselves on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- H. Medication must be in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. If the time or dosage of the medication has been changed, we must have another signed note from the parent.
- I. Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

All Epi-Pen injections by District employees to students shall be reported in writing to the Central office. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

Nonprescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to nonprescribed medications. The student may be authorized on the request form by their parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a nonprescribed medication without parent authorization, they will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of their parent/guardian to the Principal or other chief administrator of the student's school.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a 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. 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.

Head Lice - Whenever a student is found to be infested with head lice, she or he will be sent home for treatment. **If students are sent home with head lice, they may NOT attend any school activities during the day or after school.** The student will be sent home with a notification letter and the treatment information. The school will make telephone contact to the parent/guardian regarding the findings.

The parent or guardian must accompany the student back to school for inspection before being readmitted. A child will not be permitted to ride a school bus until the school notifies the bus driver that the child has been readmitted to school.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-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.

Noncasual-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.

Noncasual-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.

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact building principal at 231-981-4670 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

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

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

DIRECTORY INFORMATION

The U.S. Department of Education requires local school districts to inform parents of information that will occasionally and periodically be used in district publications, the district website, or provided to the news media and others for publication. This form is distributed at the beginning of each school year for parents to fill out and send back to school if they want certain information regarding their student not released.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. See Board Policy 8330.

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 contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

Hot lunch is available to all students in the Montague Area Public Schools every full day of school. Breakfast is available every day except the first half day of school or when there is a delayed start.

Pop is not allowed in the lunch room.

FIRE, LOCK DOWN, BOMB THREAT AND TORNADO DRILLS

Fire and tornado drills are conducted at various times to prepare students for emergency conditions. Teachers and MACC staff members will supervise these drills. When the fire drill sounds, students should proceed as orderly and quickly as possible. The first two persons to reach an exit should hold the doors open until the last person has gone through the doors. All children will proceed to the playground and field until the all clear signal is given.

When a tornado drill is announced over the intercom, students and staff will proceed to the designated area and wait in the designated areas quietly until attendance is taken and the "all clear" announcement is made.

In the event of a bomb threat, students and staff will leave the building through the fire drill exit and be walked or bussed to the NBC Middle School. Students are to stay with their designated areas and sit quietly. School personnel will make sure parents are informed about such a situation.

LOCK DOWN DRILLS

The school is required to conduct three lock down drills per year. Teachers and MACC staff members supervise these drills and work closely with the local police department.

EMERGENCY CLOSINGS AND DELAYS

When there is the possibility that school is going to be closed for the day due to poor weather conditions, **please do not call the bus garage or the school.** Occasionally, poor weather conditions cause the cancellation or delay of school. You will receive a call from instant messenger so please make sure we have an updated phone number on file. **(Remember to keep your contact information up to date!) Parents can also listen to local radio/television stations and check the school website (www.mapsk12.org).**

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS/VOLUNTEERS

Adult visitors are welcome and encouraged to visit the school. Visitors should phone ahead and register in the office upon arrival. The following safety measures are in effect:

- All substitute teachers, parents, volunteers, and visitors are required to sign in at the office. They will be given an identification badge, which must be worn at all times in the building unless otherwise noted.**
- Classroom visitation by parents/guardians/community members can be arranged by contacting the classroom teacher. Parents are requested to call at least one day in advance. All visitors/parents are required to wear visitor badges.

- Doors to the school will be locked from the outside after 9:00 AM each day. The only door open to the public will be the main door. Parents who are picking up children during the school day must report to the office.
- **If you have a question or concern that you would like to discuss with your child's teacher, our teachers are more than happy to meet with you. However, we ask that you call or make an appointment in advance to set up a time that is convenient for both parties. Please refrain from catching them at the beginning of the day when the children are walking into class. It is important for them to greet the children and focus on the start of the day.**

Montague Area Public Schools requires all volunteers to get a background check if you are working with an individual student, small groups of students or chaperoning study trips. **A volunteer form must be filled out each year or parents will not be able to volunteer or participate as a chaperone.** This process takes 7 – 10 days and parents are encouraged to get it done at the beginning of the school year. The office will need a copy of your driver's license when you turn your form in for processing.

USE OF THE LIBRARY

Library books and other materials issued to students are the property of the school. Library books are to be returned on the day the student has library. If the book isn't returned on that day, your student will not be allowed to check another book out until the book is returned. Loss of or damage to textbooks will result in a fine. Books are to be returned when withdrawing from school or at the end of the school year.

LOST AND FOUND

Parents are urged to see that all clothing worn to school is plainly marked with the student's name. Students finding articles of clothing, money, etc. are to take them to the lost and found area which is located hallway outside the office. Money found by students will be held by the school secretary for a period of time, after which, if unclaimed, it will be returned to the finder.

Unclaimed items will be given to charity at the close of the school year.

USE OF TELEPHONES

- **Parents calling to change plans for their student at the end of the day need to do so by 2:15. The office will NOT change plans for students after that time unless it is an emergency.**
- All telephones in the building are for business use only and are not to be used by students during school hours unless it is an emergency. Phone calls do interrupt classroom instruction. Teachers and students will not be forwarded calls while class is in session except in an emergency. You may leave a voice mail for the teacher and they will get back with you on their break, planning or after students have left the building.

USE OF PERSONAL COMMUNICATION DEVICES

It is a violation of school policy for a student to use personal electronic devices during school hours. Exceptions are made if the electronic device is used at school, for school related purposes and has been approved by the principal or classroom teacher. This includes cellular and smart phones, personal digital assistants, MP3 players, tablets, nooks, iPod, iPad and electronic toys. If used at school, these items will be confiscated and returned at the discretion of the principal. Montague Area Childhood Center is not responsible for lost or stolen personal electronic devices. See Board Policy 5136

SECTION II - ACADEMICS

PARENT / TEACHER CONFERENCES

Parent / Teacher Conferences are held in the fall. Parents are contacted prior to the scheduling of conferences to determine the best time for the parent to meet. Face-to-face conferences are preferred. However, in the event that a parent is unable to attend at the scheduled time; a telephone conference is also an option. Parents/guardians may also request an additional conference at any time with the teacher. Additional conference times will be set up before or after school at a time that is convenient for both the parent and the teacher.

It is our policy to schedule **one** conference per child. Parents who live apart are asked to discuss and coordinate dates in order for **both parents to attend together**. This assures that both parents receive the same information regarding their child's progress in school. If other arrangements need to be made due to family situations or time constraints, please contact your child's teacher.

PROMOTION / RETENTION POLICY

Children develop at different rates, and we need to be flexible to meet their individual needs. At times, it is in a student's best interest to give him/her an extra year to strengthen skills before promotion to the next grade. It is not a punitive action or a sign of failure, but it is a serious decision which involves careful evaluation, discussion and sensitivity to the needs of all involved. Parental input and participation in this decision is essential. Every effort will be made to reach a decision acceptable to all parties involved to ensure that students feel the support and care of both parents and staff. Retention can be a "gift of time" enabling frustrated, struggling students to grow into confident, successful students.

REPORT CARDS

Due to semester scheduling, your child will receive 2 report cards over the course of the school year. Report cards are a document for the parents to see how their child is progressing throughout the year.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

HOMEWORK

Hallmarks of Homework:

1. Provides feedback to teachers
2. Demonstrates student learning
3. Promotes ownership by creating a personal relationship between the student and the content.
4. Is at the appropriate level of difficulty for individual students

Characteristics of Productive Homework:

1. Purposeful
2. Efficient
3. Personalized
4. Doable
5. Inviting

Parent's Part in Homework:

1. Parents can encourage their child and show interest, but should avoid undue pressure, and avoid doing the work for their child.
2. Parents can help their child plan time to do homework and provide them with suitable study conditions (desk, light, books, and supplies). The study area should be quiet and free from distractions like the T.V., computer, telephone or other siblings.

The recommended homework should not typically exceed 10 - 15 minutes per night.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, the student and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. A copy of the Technology Use Policy will be sent home with each student for a signature or signed electronically upon on line enrollment.

STUDENT ASSESSMENT

TESTING

District Assessment Schedule:

Montague Area Childhood Center School participates in several assessments throughout the year. These local and state assessments help us to monitor any gaps in our curriculum, as well as your child's progress in attaining grade level outcomes. If you have any questions about our building assessments please feel free to contact Allison Hier, our Curriculum Coordinator at 981-4670.

*** FALL-WINTER-SPRING**

Dynamic Indicators of Basic Early Literacy Skills

DIBELS is a collection of 1minute universal screening assessments. They provide classroom teachers with information on students who are not on target to meet grade level reading outcomes. The data is used to make instructional decisions in the classroom. It is also used to identify program needs for those students who may need extra assistance in reading.

MONTHLY

Math and Language Arts Unit Assessments

At the end of each mathematics and Language Arts unit of study, students are given an assessment that determines whether or not they are proficient in the grade level outcomes that have been taught. These assessments provide information to the teacher on his/her instructional practices, potential gaps in curriculum and any re-teaching needs.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy - 5200

The State of Michigan requires parents and/or guardians to send their children to school between the ages of 6 – 18. The law says that the child's attendance shall be continuous and consecutive for the school year. In the case of an absence, the parent or guardian **MUST CALL OR PROVIDE A SATISFACTORY WRITTEN EXPLANATION from a doctor, dentist or other professional (appointment) TO THE SCHOOL TO BE CONSIDERED A SATISFACTORY EXCUSED ABSENCE.** A student's attendance pattern and punctuality in the early elementary grades sets his or her future attitude toward school and work obligations. If we do not receive a phone call or a written note for an absence the day the student returns to school, it will be considered an unexcused absence. It is important that you can help verify why your child is absent from school. If you have to make an appointment for your child during the school day, please send a copy of the doctor/dentist/etc. slip to school the following day so we have it on file. If for some reason your child exceeds 10 absences, this will help us determine if there is a concern with truancy. Parents/guardians are reminded that there is compulsory education in the State of Michigan until the age of 18.

SATISFACTORY EXCUSED ABSENCES: A note or parent phone call stating that the student is ill and the symptoms, A professional appointment w/ a doctor, dentist, counselor etc. A note from a doctor for a medical condition (Must be specific to the number of days absent.) Also if the school sends your child home for one of the following conditions: a fever of 100 degrees or higher within 24 hours, a heavy/hacking cough, a rash that might be contagious, diarrhea or vomiting, a sore throat with a fever, or head lice.

ABSENCE PROCEDURES

- **To report an absence, please call 981-4670 by 9:00 am. If a call is not received by 10:30 a phone call and e-mail will go out to your home/cell phone numbers. This policy is to make certain no child has encountered difficulty in route to school. Please help us keep track of your child.** If you wish to pick up homework, please let us know. Generally, we need 24 hours' notice.
- Prolonged Absence - extended absences should be reported immediately to enable teachers to assist in scheduling of student assignments. **If you know that it is going to be longer than a week due to a medical condition, please contact the principal to discuss the situation.**
- Leaving School Early - parents/guardians are encouraged to make prior arrangements when early release from school is necessary. It should be possible to arrange for extra activities such as shopping trips, doctor and dentist appointments, etc., after school hours in most cases. If you are picking your child up early we require a note stating such along with the time you will be picking your child up.
- Tardiness - tardiness causes an interruption in the school day. Please be sure your child arrives at school on time. Promptness is important. The student should bring a written excuse from his/her parents/guardians telling the date, time, and reason for tardiness. The student should report to the office upon arriving.

The following descriptions will be used to define an absence or tardy:

- **Absence** – If a student is not present for a major part of the AM or PM., he/she is absent for that half day. A student will be considered absent for the morning if they arrive at school after 10:25. If a student leaves before 1:55 they will be considered absent for the afternoon.
- **Tardy** – If a student comes to school late, but is present for a part of the A.M. or P.M classes, he/she is tardy. Tardiness on 10 or more separate occasions will be considered as school non-attendance. If a pattern of tardiness occurs, parents or guardian will be expected to come to school to discuss the problem and seek legal solutions. Chronic tardiness will be referred to the truancy officer. Tardies will be excused if a parent calls or writes a note with a satisfactory excuse. (Satisfactory excuse for a tardy is the same list as a satisfactory excuse for an absence.) All other tardies are considered unexcused.

- The school does not encourage prearranged absences for family vacations or trips. **However, when these are necessary, parents are asked to present a written request to the principal's office prior to such an absence.** It is the student's and parent's responsibility to see that work missed is completed and turned in to the teacher.
- Any student with 6 unexcused absences, may receive a letter home letting parent know the number of days missed. If this is not in agreement with the parent's records, they are asked to contact the school office about this. A truancy referral form must be completed by the school office after 10 days of absence.
- After a student is absent with **10 unexcused days**, school personnel may contact the parent, and send a second letter. Depending on the circumstances of the student's absences & academics, parents may be required to come in and meet with the principal and a representative of the Family Resource Center to discuss the student's absences and see how we can partner together to ensure that the student's attendance improves. In the case where attendance issues are still a concern, the case may be referred to the Muskegon County Prosecutors Office. This is in accordance with the Muskegon Area Intermediate School District's procedures.

ARRIVING TO SCHOOL

Please do not send your child to school early without parent supervision. They should not arrive at school until 8:20 AM. There are no doors open at school before this time, and there is no supervision until 8:28 AM. Parents are asked to let the children walk by themselves from the office to the classroom. **If students are constantly dropped off well before the designated time, parents will be contacted to discuss enrolling the students into the Lighthouse Learning Center.**

Parents needing child care before/after school hours should consider enrolling them in the Child Care Program "Lighthouse Learning Center" at 231-893-0515, at the MACC

DISMISSING FROM SCHOOL

Parents picking students up after school are asked to wait outside the front door. This alleviates congestion at the end of the day for our students who are exiting the front doors. Having fewer people in the hallway at this crucial time of the day is less disruptive and confusing for the classroom teacher and students. This also reduces potentially unsafe situations.

EARLY PICK UP FROM SCHOOL

Students will not be permitted to leave the school during school hours, except with a parent/guardian or with another responsible adult when the parent or guardian has given verbal or written permission. When you come to pick up your child, we ask that you come to the school office and sign the child out.

Suspension from School - Board Policy 5610

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.

CODE OF CONDUCT

A major component of the educational program at the MACC is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

Dress/Grooming and Boot Policy

The intent of a dress code is to promote a good academic environment, maintain discipline and prevent disruption of the educational process. While we recognize that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary or unsafe is prohibited.

1. Students are prohibited from wearing distracting clothing which is disruptive or inappropriate in an educational setting. Examples of such clothing include, but are not limited to:
 - See-through clothing
 - Visible undergarments
 - Clothing which exposes the midriff
 - Clothing that provokes or distracts students or school employees i.e. writing on the seat of the pants.
2. Clothing, patches, or buttons displaying alcohol or tobacco products, as well as profane, vulgar or obscene suggestions are prohibited. Profane, provocative, vulgar or obscene suggestions include, but are not limited to, descriptions or

representations of sexual acts, excretory functions, swear words, expletives, offensive language or symbols.

3. Students wearing apparel that interfere with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted.
4. Caps/Hats are not to be worn in the school building. Hats and coats must be kept in the student's personal storage area (locker or coat hook) until the end of the school day.

If a student violates the dress code, the student will meet with the principal and be given an opportunity to correct the attire or style of hair which violates the dress code. In addition, school personnel will contact or may arrange to meet with the student's parents or guardians regarding the violation. Parents may be asked to bring a change of clothes. A student who continues to violate the dress code will be subject to disciplinary measures including up to suspension.

Students are permitted to wear shorts in warmer weather. They should dress appropriate for the weather because they will be expected to go outside.

Just for the protection and maintenance of our gym floor, street shoes are not allowed during P.E. classes. Students need to have clean, light soled tennis shoes that are used only during P.E. times. These shoes are to be left at school and will be sent home at the end of the school year.

Boot Policy

Students are expected to bring boots to school all winter from the first snow to the start of spring break or when conditions warrant. This keeps dirt, mud and wet snow from being tracked into the classrooms. It also helps preserve student's shoes. Students are also required to wear snow pants during winter months. It will be the recess aides' discretion (due to weather and playground conditions) when students do not have to wear their snow pants. Generally, students who do not have boots or snow pants are to remain on the sidewalk by the teacher during recess. When the snow melts and the playground is clear, shoes can be worn.

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 such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

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 of 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.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. Not all behaviors are listed in this handbook that are in the board policy.

1. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

2. 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. This violation may subject a student to expulsion.

3. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, 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.

4. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and could subject the student to expulsion.

5. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

6. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. 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.

7. False alarms, false reports, and 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. Violations of this rule could result in suspension or expulsion.

8. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

9. Theft

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the building principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

10. 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 assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension or expulsion.

11. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

12. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work.

13. 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 guideline. Violations of this rule could result in suspension or expulsion.

14. 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.

15. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

16. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, kissing, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school.

17. Violation of individual school/classroom rules

Each learning environment has different rules for students. 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 the policy of the school. Persistent violations of rules could result in suspension or expulsion.

18. Violation of bus rules

Please refer to Section IV on transportation for bus rules.

19. 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.

20. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Notification

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

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

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

Implementation

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

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

Procedure

Any student who believes they have been or they are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

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

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

Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Students are encouraged to walk or bike to school, however these rules must be followed:

- Bicycles / Skateboards / Scooters must be walked across the corners having a crossing guard.
- Bicycles / Skateboards / Scooters must be walked on school property.
- Bicycles / Scooters are to be parked in the bicycle racks and remain there throughout the school day.
- For security reasons, a bike lock should always be used. Parents should record serial numbers to help identify stolen bikes.
- Students are encouraged to wear bike helmets.

Profanity

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

BEHAVIOR

Behavior expectations are taught to all students the first week of school. Expectations are also reviewed regularly throughout the year in the classrooms and common areas of the building. Students are expected to promote good citizenship. Students are recognized at the MACC for displaying positive behavior by being **Kind, Safe and In Control** throughout the year. **(See Appendix A and B: A) Behavior Matrix for a list of all of the Behavior Expectations throughout the school. B) Behavior Flowchart.**

BEHAVIOR OFFENCE GUIDELINES FOR STAFF

Our school complies with all requirements established in the Revised School Code Act of 1976 including the additional amendments that went into effect August 1, 2017.

The teacher in the classroom handles most discipline. The playground aides handle playground discipline. Severe or persistent misbehavior is written up for the principal to handle. Students receiving write ups will be dealt with as follows:

When a behavior offence occurs our staff will do the following:

1. Observe the situation if present.
2. Investigate / Problem solve with students / Discipline (OR)
3. Decide if offence requires further discipline, and if so, it will be written up on an Office Discipline Referral (ODR).
4. If behavior is serious enough to be written up on a green ODR, it is turned over to the principal or counselor. Please look below for possible consequences.

Students can be suspended from school for the following behaviors as well:

- A pattern of failing to comply with a classroom teacher's request
- A student injures another student or staff member in some physical/emotional way or leaves physical marks
- A student is disrespectful to a staff member
- A much older student abuses a much younger one, or tells him/her to do something that would be harmful
- A student has served numerous detentions for the same infraction, i.e. physical aggression
- Stealing
- Threats to others. A threat is any statement or act, oral or written, which causes another person to fear bodily injury or harm
- Deliberately pulling a fire alarm or making a bomb threat
- Destruction of school property

IF A STUDENT IS SUSPENDED FROM SCHOOL, THE PARENTS AND STUDENT MUST MEET WITH THE PRINCIPAL BEFORE THE STUDENT WILL BE ADMITTED BACK TO SCHOOL.

Students may lose privileges if they continue to make poor choices throughout the year. (Study Trips, Field day, end of year picnics)

BULLYING

Bullying is defined as repeated intimidation of another person by acts, such as but not limited to:

- * Threatening or actual physical harm
- * Unwelcome physical contact
- * Threatening or taunting, verbal or written
- * Damaging or destroying another student's personal property
- * Blocking or impeding a student's movement.

Bullying is taken very seriously at school. If we are aware of bullying happening, we will contact parents to set up a meeting to discuss the problem and prevent the behavior from happening in the future.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

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, nonsponsored, 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.

SECTION IV - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The transportation schedule and routes are available by contacting the Director of Transportation at 231-893-1535.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the bus garage.

The bus garage may approve a change in a student's regular assigned bus stop to address a special need, upon the bus garage's approval of a note from parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Like in the classroom, appropriate student conduct is an important factor in the safe and orderly operation of our buses. Therefore, it is vital that bus drivers, the director of transportation, principals, and parents continually work together cooperatively and promptly to assure the best possible student behavior. **The school bus driver is in charge of the bus at all times and has the authority to enforce proper student conduct and the school bus rules. Each driver is given authority to stop the bus to talk with a student who is not conducting himself or herself properly and to report the student to the supervisor of transportation.** Appropriate disciplinary action will be taken with the student, and a record of the incident will be kept. Repeat offenders will be asked to secure their own transportation to and from school.

Students are assigned to only one bus route. Each student will be assigned one pick-up and one drop-off location. Students are assigned to that bus route until changes are made between the parent, the elementary office and the transportation department. **Bus stops and routes are subject to change when conditions warrant.**

BUS RULES/SAFETY

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

1. Students should remain seated facing forward at all times. Feet, hands, book bags, etc., should be kept out of the aisle.
2. Students should use appropriate language and keep hands and feet to self. Good behavior is expected.
3. Students should use a level one voice while on the school bus. Students should remain quiet at all railroad crossings.
4. Students should not throw paper or other items while on the bus. There is a wastebasket on each bus.
5. Students should immediately follow all directions given by the bus driver.
6. Student's head and hands must be kept inside, along with all other objects when bus windows are open.
7. Students may never transport sharp or potentially dangerous objects on school buses.
8. Students may not eat on the bus unless allowed by the driver on special occasions.
9. Students must wait until the bus has come to a full stop before entering or leaving the bus. Students shall cross the road in front of the bus (never behind).
10. Students on the bus may be assigned seats for safety reasons. Assigned seats may not be changed at any time.
11. Student safety is a priority. Anything that endangers the safety of students will be corrected.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

BUS PROCEDURES

1. Common courtesy and respect are expected at all times.
2. For the safety of our kindergarten students, we ask that parents make a visible contact with the bus driver before the child exits the bus. The school is not liable for students before they enter the bus or once they leave the bus.
3. Students are to be ready and waiting at their scheduled stop five minutes before the scheduled pickup time. Students are to stay off the road at all times while waiting for the bus. Bus schedules can be affected by weather and traffic. Please dress appropriately for waiting outside.
4. Students should report to the driver any damage to the bus.
5. Students may not leave the bus without the driver's permission.
6. Large objects or packages may not be transported on the school bus without the bus driver's prior permission.
7. Elementary students are the only students that may ride the elementary buses unless arrangements have been made between the administration and the transportation director.

When student disciplinary problems arise, the following procedure may be used:

- 1st notice - verbal warning
- 2nd notice – 1-day bus suspension
- 3rd notice – 3-day bus suspension
- 4th notice – 5-day bus suspension
- 5th notice – parent conference for possible discontinuance of bus transportation

Depending on the level of the problem, a student may be given a warning or a bus suspension for a first discipline write up. Problems that continue will result in longer bus suspensions or even removal from the bus for the balance of the year. **If you have a concern about bus procedures or student behavior, please contact the Director of Transportation first at 893-1535. If a student is suspended from the bus, they must be in attendance at school for the suspension to count.**

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SECTION V – MISCELLANEOUS

PTO-PARENT GROUP

Research and practical experience indicate that parent involvement benefits students and schools. Student benefits include improved grades, better attendance with a positive attitude towards school, and fewer disciplinary actions. Parents can become more involved by attending parent teacher conferences, sporting events and drama presentations; as well as volunteering their time to help tutor students, organize events/activities, or participate in district or building committees. For more information, contact the building principal.

PTO is the parent organization that works with our school personnel. Any parent is always welcome to join the PTO.

WHAT DOES PTO DO?

PTO is involved in raising funds for use toward various needs of students and school as well as participating as the “extra set of helping hands” needed by our school staff. We are substantially funding busing for field trips and helping to bring in educational programs, purchasing small playground equipment, and helping in many more ways. PTO also helps coordinate parent volunteers to help in the school with several different needs. Please contact the office for a Parent Volunteer Opportunity form if you are interested in helping us out. You can follow us on **Facebook** and stay informed about upcoming events, meeting dates and times as well as volunteering opportunities.

BOOK BAGS

Book bags/back packs should be of reasonable size to ensure safe movement in hallways and classrooms. Book bags/back packs must be small enough to fit inside student lockers. Backpacks on wheels **are not allowed.**

BRINGING ARTICLES TO STUDENTS AT SCHOOL

If at any time you want to bring any item to your child during the school day, please leave it in the office and we will be happy to deliver it. This will prevent unnecessary classroom interruptions.

COMPLAINT PROCESS

To whom one complains depends on the nature of the complaint. If you are a parent with a concern about a student's report or a classroom incident, then you should first contact the teacher directly to clarify the incident, and hopefully, resolve it. If you leave a message with the office secretary, the teacher will contact you within 48 hours. If you are dissatisfied with the teacher response, you should appeal to the principal, and ultimately to the superintendent. Most situations are misunderstandings and can be resolved between teacher and parent. Please schedule an appointment to speak with either the teacher or principal so you may receive their undivided attention.

If your concern is with a building level rule or procedure, then you should contact the Principal directly and appeal to the superintendent if necessary. If your concern relates to a district practice or Board Policy, then contact the superintendent directly, and then appeal to the Board if you are not satisfied with the response. If your concern is with our transportation of students, contact our bus supervisor, and if not satisfied, appeal to the superintendent. If you have a concern with our food service program, call our food service supervisor, and again, appeal to the superintendent if not satisfied with the response.

MEDIA PHOTOGRAPHS

From time to time during the year, newspaper and other media take photos or videos of students in school activities. **If you do not wish for your child to appear in the media, please fill out the form that is sent home at the beginning of the school year.**

MONEY

Please do not allow your child to bring extra money to school. Children should only carry enough money for purchasing lunch or for purchasing special items from school. Students purchasing items from other students on school property is prohibited.

PARENT RIGHTS/CUSTODIAL RIGHTS

Federal law provides that biological parents have all rights to their children unless there is a specific court order stating otherwise. Often times when parents' divorce or separate, one of the parents will come to school and request that the other parent not be allowed to take the child from school. Schools, because of the law, cannot honor that request. If there is a court order, make sure the office has a copy and is fully aware of the court requirements.

Parents having joint custody are encouraged to cooperate in planning for parent-teacher conferences, volunteering in the classroom, field trips and other school events. Disagreements in these areas are very stressful to the child.

PARTIES

Three classroom parties are held to observe special "days" during the school year. The first is Fall Festival held on Halloween. The other parties are the day before Christmas vacation and Valentine's Day. Notices are sent home well in advance to advise parents of the need for students to bring party items. Unless information is received from teachers requesting assistance at these events, we ask that parents respect that classroom parties are for the student. It is less confusing for classrooms when parents

and younger siblings are not in attendance. Your cooperation and understanding are most appreciated.

Invitations to birthday parties and celebrations are not to be distributed at school unless everyone in the classroom is invited. If you have or need assistance with this, please contact the Principal.

PETS/ANIMALS

Pets visiting school can be a delightful, valuable component of a good curriculum and we enjoy this kind of experience. Arrangements need to be carefully planned by the parents and the teacher. Timing, transportation, safety factors relative to students and pets are all areas that require appropriate decisions. Please contact the teacher and plan together so the pet(s) visit will be happy, valuable and memorable.

We request that families refrain from bringing their dogs or any other pets to school at entrance and dismissal time as some students are nervous around dogs, and because one never knows exactly how a dog will react when hundreds of children are nearby. Thank you for helping make entrance and dismissal as easy as possible.

RECESS

Fresh air and exercise have been proven to aid in the physical and educational growth of students. It is expected that all children will go outside with their class. We expect that if a child is well enough to be in school the student is well enough to take part in all normal activities, including outdoor play. A note from your doctor is necessary before a student can be kept inside. Students need to come dressed appropriately for the weather. Boys and girls will go outside unless it is raining or the wind chill is 0 degrees or below.

STUDENT OBLIGATIONS

A student's school year is completed when financial, academic or other obligations have been met. Upon completion of a year, credit is granted, report card or other progress reports are issued, and entries are made on transcripts.

FIELD/ STUDY TRIPS

Students that have had several behavior issues or have been suspended from school may not be able to participate in field / study trips. This will be a decision made between the administration and the classroom teacher.

Parents/guardians are often invited to participate as chaperones. When chaperones are needed, the classroom teacher will notify parents. The teacher may have a need to limit the number of chaperones for any given field / study trip as there may be limited space for the trips. Parent chaperones are asked to follow the bus in their own vehicle when participating in a field trip.

Chaperones are often critical to the success of a trip and are expected to give their complete attention to this very important task. Therefore, **chaperones my not bring other children with them on field trips.** Remember, a volunteer form is needed to chaperone study trips.

TEACHER PROFESSIONAL DEVELOPMENT DAYS

The school calendar will include a few Professional Development days to allow teachers to evaluate current programs and improve instructional techniques. These activities have been shown to enhance the daily programs and services provided to students. Many of the school district's improvements have been planned or introduced during professional development days.

TOYS/SPORTS EQUIPMENT

- Toys and cards are **NOT** to be brought from home to school unless they are to be used for such things as Show and Tell or teacher directed classroom activities.
- Sporting equipment such as footballs, soccer balls, jump ropes, etc. are not to be brought from home. Our parent group has supplied our school with playground equipment.

TITLE IX

The Board of Education of Montague Area Public Schools does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

David Erickson
Social Worker
231-893-1515
4882 Stanton Blvd.
Montague, MI 49437
ericksond@mapsk12.org

Krista Hams
HR/Payroll Coordinator
231-893-1515
4882 Stanton Blvd
Montague, MI 49437
hamsk@mapsk12.org

Any inquiries about the application of and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both. For more information on the district's policy, please reference Policy 2266 in the Board Policy manual which is accessible electronically at https://www.mapsk12.org/ourdistrict/board_policies/.

See MACC Schools Handbook Appendix for the following items:

Appendix A

Behavior Matrix

Appendix B

Behavior Flow Chart

Appendix C

Blood Borne Pathogens

Appendix D

Child Abuse

Appendix E

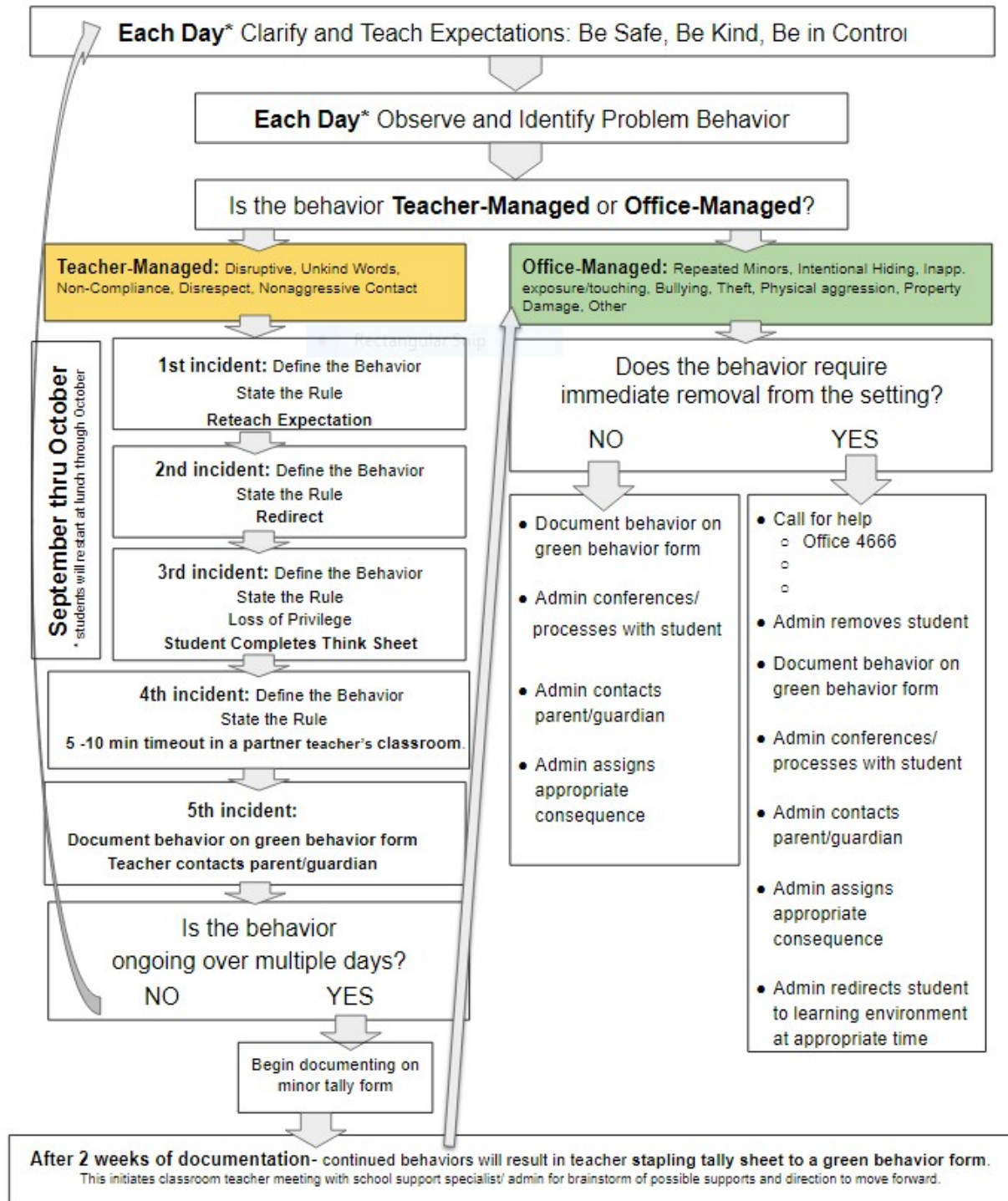
Michigan Pesticide Control Ac

Appendix A
Behavior Matrix

Behavior Matrix							
Objectives	Hallways	Cafeteria	Playground	Restrooms	Classrooms	Bus	Inside Recess
Be Safe	Always Walk Face forward Stay to the right	Always walk facing forward when moving. Stay in your seat Eat your own food	Safely enter and exit the playground Wait your turn Keep woodchips and snow on ground	Wash hands w/ soap and water Wait your turn	Four on the floor Use classroom tools safely	Stay in seat Sit facing forward Use quiet voice	Walk Use inside voice Find a quiet activity to play or do
Be Kind	Walk without talking Keep hands to self Stay in line Use kind words Follow directions and procedures of adults	Use inside voice Keep hands to self Wait your turn Use table manners Use kind words Follow directions and procedures of adults	Keep hands to self Show good sportsmanship Use playground equipment safely Line up when the whistle blows Use kind words Follow directions and procedures of adults	Keep hands to self Use quiet voice “Go-Flush-Wash” Give personal space and privacy One person per stall Use kind words	Wait your turn Use time wisely Listen to others ideas Use kind words	Keep hands to self Use kind words Follow bus procedures	Keep hands to self Share games and toys Include others Use kind words Follow directions and procedures of adults
Be In control	Keep lockers closed Keep your locker neat and organized Go directly to your location	Pick-up after yourself Recycle Raise hand for help Report problems to an adult Immediately	Return all equipment Pick-up after yourself Report problems to an adult Immediately	Use bathroom equipment as intended Return to room promptly Report problems to an adult immediately	Return borrowed items Be prepared (bring folder, morning jobs etc.) Be on task Keep your area neat and organized	Keep track of your personal items Backpack stays zipped Report problems to bus driver immediately	Clean up after yourself Put things where you found them Report problems to an adult immediately

Appendix B
Behavior Flow chart

MACC Behavior Flow Chart



Appendix C

Bloodborne Pathogens

Due to the dangers of bloodborne pathogens, students are discouraged from sharing such items as straws, cups, recorders or any device where oral contact is possible. Only designated trained personnel should handle blood spills.

Appendix D

Child Abuse

Under Michigan law teachers and administrators are required to report to Child Protective Services any suspected indication of child abuse. The same law gives IMMUNITY from legal action if such report is filed in good faith. The law further requires that we allow CPS caseworkers to interview any child who is referred to them, whether, by a member of the school staff or by any other individual. "School and other institutions shall cooperate with the Department during an investigation of a reported child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child..."

Appendix E

Michigan Pesticide Control Act

As a school district, we are required to notify parents and guardians of children attending school of their right to be informed prior to application of pesticides in the school. Our school is routinely treated in accordance with safe pesticide application practices. Further questions should be directed to the MACC Office.