

2011-2012
Ovid-Elsie Area Schools

**Elementary
Student/Parent
Handbook**

Proud Recipients
of the
Governor's
Golden Apple Award

E.E. Knight Elementary School
215 Tyler Drive
Elsie, MI 48831
(989) 862-5170/5670

Leonard Elementary School
732 N. Mabbit Rd.
Ovid, MI 48866
(989) 834-2474/5029

2011-2012 SCHOOL YEAR CALENDAR

Tuesday, August 30, 2011	First Day for Teachers
Wednesday, August 31, 2011	Second Day for Teachers
Thursday, September 1, 2011	Third Day for Teachers
Tuesday, September 6, 2011	First Day for Students (K-12)
Monday, November 14, 2011	Parent/Teacher Conferences – EEK (6:00 – 8:30 PM)
Wednesday, November 16, 2011	Parent/Teacher Conferences – EEK (6:00 – 8:30 PM)
Friday, November 18, 2011	No School for Students (Professional Development for K-12 Staff AM, 7-12 – PM) (Elementary Parent/Teacher Conferences – PM)
Tuesday, November 22, 2011	End of 1 st Tri – EEK, MS, & HS
Wednesday-Friday, November 23, 24 & 25, 2011	No School for Students and Staff – Thanksgiving Recess
Wednesday-Monday, Dec. 21, 2011 – Jan. 2, 2012	Winter Recess for Students and Staff
Tuesday, January 3, 2012	School Resumes
Friday, January 27, 2012	End of 2 nd MP – Leonard
Monday, January 30, 2012	No School for Students Records & PD Day
Monday, February 20, 2012	President’s Day – No School for Students or Staff
Friday, March 9, 2012	End of 2 nd Tri – EEK, MS, & HS
Monday-Friday, April 2 – April 6, 2012	Spring Recess for Students and Staff
Friday, May 11, 2012	No School for Students Professional Development Day
Monday, May 28, 2012	Memorial Day Recess for Students and Staff
Friday, June 1, 2012	High School Graduation
Wednesday, June 6, 2012	Last Day for Students (K-12)
<i>Thursday, June 7, 2012</i>	<i>Last Day for Staff</i>

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 summarized 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 1, 2008. If any of the policies and administrative guidelines referenced herein are revised after June 1, 2011, the language in the most current policy or administrative guideline prevails.

MISSION STATEMENTS

District:

- *Students first in a caring community guaranteeing educational excellence!*
(In Transition)

E.E. Knight:

- *Together, we can be successful lifelong learners!*

Leonard:

- *We are all partners in lifelong learning!*

OVID-ELSIE AREA SCHOOLS BOARD OF EDUCATION

President	Mrs. Stacie Rulison
Vice-President	Dr. David Huff
Treasurer	Mr. Jamie Perrien
Secretary	Mr. Steven Sopocy
Trustee	Mrs. Becky Holmes-Bukantis
Trustee	Mrs. Amy Palus
Trustee	Mr. Michael Schiffer

(Regular Board of Education meetings are on the third Monday of each month in the High School Community Room.)

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District Compliance Office listed below:

Dr. Ryan Cunningham, Superintendent
Ovid-Elsie Area Schools
8989 E. Colony Rd.
Elsie, MI 48831
(989) 834-2271 or 862-4237 ext. 1120

Compliance 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.

SCHOOL DAY – subject to change

	<u>E.E. Knight</u>	<u>Leonard</u>
Beginning	7:45 am.	Same
End	2:50 pm.	Same

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association to fair treatment as long as they respect those rights of their fellow students and the staff. Students will be expected to follow adults' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail, telephone, e-mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the teacher, school counselor or building principal.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School Office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

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 Superintendent. 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; present evidence of the student's ability to participate in an educational program.

SECTION I – GENERAL INFORMATION

ENROLLING IN 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 open enrollment policy.

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.

Students enrolling from another school must have their CA60 file from their previous school in order to enroll. The School Office will assist in obtaining the file, if not presented at the time of 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 until the expiration of the period of expulsion or removal which the student would have received from the District had the student committed the offense while 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.

REPORTING POLICY FOR CHILD ABUSE AND NEGLECT

Section 3, number 1, of the Child Protection Law States:

A social worker, school administrator, school counselor, teacher or etc. who has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone

or otherwise, an oral report, or cause an oral report to be made, of the suspected child abuse or neglect to the Department of Social Services. Within 72 hours after making the oral report the reporting person shall file a written report as required by law.

Section 8, number 8, of the Child Protection Law States:

Schools and other institutions shall cooperate with the department during an investigation on a report of child abuse or neglect. Cooperation includes allowing access to the child without parental consent, if access is necessary to complete the investigation.

Please be aware that the school cannot contact parents when making a referral of abuse or neglect to the Department of Social Services.

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL, EMERGENCY CLOSINGS AND DELAYS

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or adult (or whose name is on file in the School Office) or the parent coming to the school office to request the release. No student will be released to a person other than the custodial parent(s) or guardian unless they are listed on the Emergency Form with written permission from the custodial parent(s) or guardian.

Sometimes early dismissal of school is scheduled for reasons such as school improvement or parent-teacher conferences. The dismissal and bus pick-up are published at the beginning of the school year in the School to Home Connections newsletter, the school calendar, and in The Weekly newspaper. During the week of the early dismissal, the principal and teachers also remind the students.

At other times, school may be dismissed early due to unscheduled reasons such as weather or other emergencies. Early in the school year, please instruct your children and the school about where they are to go and how they are to get there in the event of early dismissal.

If the start of the school day must be delayed due to weather or emergency, the starting times and bus pick-up times will be delayed two hours. The afternoon schedule and dismissal times will be normal.

Please keep your radios and television tuned into the following for updates:

Radio – WOAP 103.9 FM/1080 AM, WJSZ 92.5 FM, WFMK 99.1 FM, WITL 100.7 FM/1010 AM, WILS 101.7 FM/1320 AM, WOES 91.3.

TV – WLNS TV Channel 6, WOES (cable) Channel 13, and WJRT TV Channel 12.

Please Keep Your Phone Numbers up to date so that you will receive a call from the Will Call Now System when there are emergencies, closings, or delays.

Parents and students are responsible for knowing about emergency closing and delays.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. 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.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

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 principal.

Ovid-Elsie Area Schools requires that each student be immunized against at least the following:

1. (3) Oral Polio
2. (2) MMR (measles, mumps, rubella)
3. (5) DPT
4. (3) Hepatitis B
5. (1) Varicella (chickenpox) or proof of immunity

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

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 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.
 - a. Medication is to be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended.
 - b. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- 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 himself/herself 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.

Asthma Inhalers

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.

Nonprescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense nonprescribed, over-the-counter (OTC) medication to any student.

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 Nonprescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of medication. The parent must also authorize any self-medication.

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 such as chicken pox, fifth disease or Roseola or highly transient pest, such as lice.

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, HBC, 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 (A.D.A.) 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 also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Mr. Kris Kirby at (989) 834-2271 or 862-4237 ext. 1616 to inquire about evaluation procedures and programs.

INSURANCE

Insurance is available for your child through the school. Forms are available in the office beginning in the fall. This insurance will provide additional coverage should your child be injured while in school. You should check with your primary health care provider to determine if this additional coverage is necessary.

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 extra-curricular program offered by the District. Contact Mr. Kris Kirby at (989) 834-2271 or 862-4237 ext. 1616 to inquire about evaluation procedures and programs.

STUDENT RECORDS

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

Directory information includes:

The Board designates as student "directory information": a student's name; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; or scholarships.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of

the District's public notice. For further information and instructions on how to prohibit the release of directory information, you may wish to consult with the Board's annual *Family Education Rights and Privacy Act (FERPA)* notice which can be found at the Superintendent's office.

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.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent of an adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of the other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request.

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

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 202002-4605, Washington, D.C. or contact them at www.ed.gov/offices/OM/fpco.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

STUDENT FEES, FINES AND CHARGES

The Ovid-Elsie Area Schools will provide textbooks without cost to each student. Students are expected to keep assigned books and library books in good condition. Lost or severely damaged books will require full replacement payment of the book's original cost. The teacher or librarian will assess minor damage.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of school property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

1. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
2. Students may not participate in fund-raising activities off school property without proper supervision by parents, approved staff or other adults.
3. Students may not engage in house-to-house canvassing for any fund-raising activity.
4. A staff member will monitor students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as “runs for”, in order to prevent a student from over-extending himself/herself to the point of potential harm.
5. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the building principal.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

LOST AND FOUND

Students who have lost items should check with the office to locate the lost and found area. Items may be retrieved if a proper description is given. Unclaimed items will be given to charity at the close of the school year.

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 or 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 subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$1.80. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the building secretary.

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of the regularly administered fire alarm and flashing lights in the corridors.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fire and lock down drills and consists of three consecutive emergency tones administered via the PA system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes. The staff is well-versed in the procedures involved in lock down drills.

Other important safety drills may be conducted throughout the year. Staff members responsible for conducting drills will have the proper procedure posted in their assigned work area.

VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is

authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Nonstaff access to students and classes must be limited and only in accordance with a schedule, which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy [9130](#) - Public Complaints, a copy of which is available at the Board office and at each school.

The Superintendent shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

Students are required to remain on the school grounds until the end of the day. Students must report to the office if arriving late for any reason. Parents are welcome to visit the school and the individual classrooms, but they must **first sign-in at the office. All visitors must pick up a pass at the office before going to a classroom.**

Students from other schools or family members are not permitted to attend class with students from Ovid-Elsie Area Schools without consent from the building principal.

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 and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

USE OF THE MEDIA CENTER

The Media Center offers books and a wide range of multi-media materials. Students are responsible for all overdue, lost or damaged materials. Please call the Media Specialist if you have questions about the Media Center.

- Books may be checked out for a two-week period. A two-week renewal is available but materials must be presented at the Media Center to obtain renewal. A book may be renewed only once.
- Fourth, fifth and sixth graders are allowed to check out magazines for a one-week period. These materials are not to be taken home. They are to remain in the school building. Encyclopedias, dictionaries, atlases and other reference material with a blue spine label are only checked out by card and are only to be used in the classroom.
- Research and library skills are taught during scheduled library classes. Tests and reports may be used throughout the year to evaluate students' skill and comprehension. These projects are tied in with the core curriculum.
- Persons checking out materials will be held totally responsible for all materials out in their name. Lost books must be paid for at the end of the month in which it was lost. Refunds are available should the book be recovered in good condition.
- The Media Center is and shall be maintained as a quiet area.
- All students coming to the Media Center for research work at the request of a teacher must present a pass from the teacher involved. This includes computer use. Each class is allowed to use the computers during recess as scheduled in advance.
- **The Media Specialist reserves the right to dismiss or discipline students for unruly behavior.**
- **All district policies regarding use of computers and Internet will be adhered to and enforced.**

USE OF TELEPHONES

Office and classroom telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a phone call. Cellular telephones are not permitted in school.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Students may not bring to school a pocket pager, cellular telephone, or other electronic communication device except for health or other unusual reasons approved in advance by the principal. (*Please see General Rules of Student Conduct, page 37-38 for more information.*)

PICTURES/RELEASE OF STUDENT PICTURES

Individual pictures of all students will be taken in the fall. These pictures are available for purchase but there is no obligation.

It is common practice for the Elementary School to release student pictures to the newspaper when students are being recognized for various achievements such as academic and athletic accomplishments. Any parent or guardian who does NOT want their child's picture released to the media should send a written request stating so to the Elementary School Office.

PUBLICATION/POSTER POLICY

All publication, distribution, or displays of written materials are subject to review by the Administration. The general nature of any such material should be consistent with the goals and purpose of the school.

DAILY ANNOUNCEMENTS

Daily announcements are made every morning and occasionally throughout the day and before school is let out. Students and parents should feel free to contact the office for more details or clarifications.

SAFETY PATROL/SERVICE SQUAD

Safety patrol and Service Squad are open to 6th graders. Safety Patrol is assigned to posts outside the building and Service Squad is assigned to posts inside the building. Students rotate posts throughout the year. Safeties are dedicated to the safety and welfare of many students. They politely ask that poor behavior stops and if it does not, the patrol fills out a discipline slip and turns it in to the Advisor. The Advisor discusses appropriate behavior to the reported students. If necessary, detention or a visit to the office may occur.

COUNSELING/GUIDANCE

Guidance and counseling are provided for elementary students. Services include classroom lessons, group work, and individual counseling. Students are referred to the

counseling office by teachers, principals, parents, or self-referred. Parents are encouraged to contact the counselor with any concerns involving their child. Parents are welcome to visit or call the school anytime. There is also a Parents' Library with various books and tapes on subjects concerning the students including homework, sibling rivalry, behavior, study skills, divorce, drug education, etc. The school also participates in the Student Assistance Program (SAP) through Clinton County RESA, which provides counseling services to students and parents outside the school setting.

STUDENT COUNCIL

The purpose of Student Council is to allow students the opportunity to give input into school ideas and to promote special projects, fun activities, and community stewardship.

SECTION II – ACADEMICS

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.

Students who ride the bus are given written information at the start of the year. Parents can contact the bus garage for specific information. If students are to go home other than their usual way, an authorized note to the office is required. Students are to observe all school and bus rules when attending class trips.

Students will be allowed to participate in a class trip as long as they have a signed permission slip from parents/guardians and follow school rules prior to the trip. Parents are encouraged to volunteer as chaperones for class trips.

Attendance rules apply to all field trips.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Each student will be expected to pass the appropriate MEAP test for his or her subject area or grade level.

Additional group tests are given to students to monitor progress and assign grades. These are educational mastery levels. These tests are used to help staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

GRADES

The School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work or grade level. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system for 1st through 6th grade:

100 = A+

94 to 99 = A

90 to 93 = A-

88 to 89 = B+

84 to 87 = B

80 to 83 = B-

78 to 79 = C+

74 to 77 = C

70 to 73 = C-

68 to 69 = D+

64 to 67 = D

60 to 63 = D-

50 to 59 = F

Credit/No Credit

I = Incomplete

P = Acceptable achievement

Homework

At Ovid-Elsie Area Schools, we believe that homework is an integral part of the education process. The assignment of homework can be expected. Homework should be an extension of the regular school program and a responsibility that the student undertakes, whether at home or outside of class periods in school. Individual classroom teachers may assign homework to be completed independently after school hours. Parents can help by providing a time and a place for children to work. It is acceptable for parents to answer questions the children might have, but the child must do the work.

Grading Periods

E.E. Knight students shall receive a report card at the end of each Trimester and Leonard students shall receive a report card at the end of each Quarter indicating their grades for

each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held once each school year. Dates will be made known as early as possible so parents can attend. We encourage individual parent-teacher conferences. Parents should feel free to contact appropriate staff to arrange for an individual conference time. Teachers are encouraged to contact parents with reports of progress or lack thereof.

PROMOTION, PLACEMENT AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, attendance and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the building principal. (Awards may differ from building to building.)

- Student of the Month – given once a month to one student in the school for outstanding achievement in academics and character.
- Honor Roll – Earning all A's and B's on the report card during the marking period qualifies a student to be on the Honor Roll. Extra incentives will be given by the individual teacher and by the principal. Names will also be published in The Weekly when possible.
- Perfect Attendance – A certificate will be given to those students who have not missed a day of school for any reason. The Perfect Attendance award will not be given to students with excessive tardiness.
- MEAP (Michigan Educational Assessment Program) – State required Michigan Educational Assessment Program tests are given to all third, fourth, fifth and sixth grade students in the fall.
- Principal's Award – given at the discretion of the Principal for various acts of kindness or citizenship.

COMPUTERS, TECHNOLOGY AND NETWORKS

Access and use of the Internet, local and wide area networks, computers and related equipment is a privilege for the User. Ovid-Elsie Area Schools has developed an Electronic Information Access and Use Policy for the Internet, local and wide area networks, computers and related equipment. **Every student who wishes access to the Internet, local and wide area networks, computers and related equipment must sign an Electronic User Agreement beginning in Kindergarten, again in seventh grade, and when entering or re-entering Ovid-Elsie Area Schools.**

SECTION III – STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities, which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to develop as early as possible in school careers.

Truancy

Unexcused absences from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed.

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

1. Personal Illness – The principal may require a doctor's confirmation if s/he deems it advisable.
2. Illness in the Family
3. Quarantine of the Home – This is limited to the length of the quarantine as fixed by the proper health officials.
4. Death of a Relative
5. Work at Home Due to Absence of Parents
6. Observance of Religious Holidays
7. Absence During the School Day for Professional Appointments
8. Prearranged Family Vacations

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence within forty-eight (48) hours of the day of absence. They are to call the building secretary and explain the reason for absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than five (5) days in a grading period, regardless of the reasons, will be considered “frequently absent”. If there is a pattern of frequent absence for “illness”, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student’s permanent attendance record will indicate “frequent unexplained illness”, a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a “frequently absent” student will be placed on “attendance watch” to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in noncurricular school activities and events and a notation made on his/her grading record concerning his/her frequent absence from school.

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.

No credit will be recorded for work missed as a result of truancy. Student work may be made up (with credit) within five (5) school days if the absence is excused or due to a suspension.

Absence

Absence is defined as nonpresence in the assigned location any time beyond the tardiness limit.

Tardiness

A student who is not in his/her assigned location by the beginning bell shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. ***The tardiness limit will be considered one (1) hour after the beginning of the morning or afternoon session.***

Attendance

It is important that students attend school regularly. Parents are requested to call the school office to report absences or to send a note with a child who is returning to school. The excuse should state the reason for the absence and give the dates. Students absent from school may not participate in after-school sponsored activities on the day of the absence.

Parents: To ensure the safety of our students, we are requesting that students be checked out from school ONLY IN THE OFFICE – please do not remove students directly from the classroom. Students will only be released to the authorized parent or guardian.

Please be aware that Clinton County Regional Education Service Agency (RESA) has an absence policy, or truancy policy, which we follow in accordance with Michigan General School Laws. **PLEASE NOTE: Parents who allow their children to be truant from school are subject to prosecution by the county and state judicial system.** Total absences will be calculated and will include both excused and unexcused absences as well as the new tardy guidelines.

1. After 10 absences, a letter will be sent to the parents encouraging regular attendance.
2. After 15 absences, a registered letter will be sent to the parents explaining the truancy law and procedure. A copy of the letter will be sent to the Attendance Officer, and the Attendance Officer will make contact with the parents of the truant.
3. After 20 absences, a registered letter will be sent to the parents. A copy of the letter will be sent to the Attendance Officer and s/he will be notified by phone. The Clinton County prosecuting attorney will be notified by the Attendance Officer, and the Attendance Officer will make a second contact with the parents.
4. Upon 25 absences, the County prosecuting attorney will be requested by the Attendance Officer to issue a warrant.

Each case will be evaluated individually. Consideration will be given to unusual circumstances including extended illness, death in the family, prearranged family vacation, and other unusual circumstances.

For purposes of these guidelines, absences will be counted from previous school districts for students new to our district. These absences will include all absences during a consecutive twelve (12) month period.

For purposes of determining total absences, every three (3) tardies will count as the equivalent of one day's absence.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise

unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

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

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

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

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot.

CODE OF CONDUCT

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

Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the conduct of the school. Principals, teachers, and other staff personnel stand *in loco parentis*, that is, in the supervision of students in the absence of parent/guardian.

The development of proper school behavior is necessary not only to provide a safe and effective learning environment for all students, but also it involves an educational process designed to:

1. Develop the student's ability to assume responsibility for his/her actions.

2. Develop the student's ability to make appropriate decisions regarding his/her actions based on "cause and effect" relationships.
3. Develop the student's awareness of the impact of his/her actions on the rights of others.
4. Develop the student's ability to deal with problems and/or conflicts within the framework of accepted social standards.
5. Develop the student's sense of respect for himself/herself, other people, property, and the laws governing our society.

The expectations for student conduct boil down to common sense, good manners, and respect for one another. The rules governing the behavior of students and the operation of the school reflect three guiding principles:

- The school exists as a place to learn.
- Teachers have a right to teach and all students have a right to learn.
- Self-discipline is the key to school discipline.

The school's jurisdiction for disciplinary matters is in effect including, but not limited to, any of the following:

- While students are on the school grounds;
- While students are going to or coming from school, on school provided transportation;
- During the lunch period; and/or
- During, or while going to or coming from, a school-sponsored activity.

Close cooperation between the home and the school is vital in the development of appropriate behavior patterns. In order for any organization to operate effectively, it is important that all concerned parties be aware of what the rules are and why they exist. With this in mind, we have provided the following for your guidance and information. Each of these rules is intended to ensure the safety of the students and is intended to promote an orderly, pleasant and effective school environment.

My Citizenship... must be unquestionable. In the classroom, I will give my full attention to the teacher or students who are reciting. In the halls, I will act in a manner that is creditable to my school. In assemblies, I will be a part of a good audience, refraining from unnecessary conversation and whistling. I will act like a lady or gentlemen at all times.

My Respect ... will have no limitations. I will regard highly the authority of my teachers and others responsible for my guidance and education. I will be considerate of my fellow students and conduct myself in such a manner as to command their mutual consideration. I will always respect other people's ideas and beliefs.

My Appearance ... must always be neat and clean. I will wear appropriate clothing to school and school functions.

My Cooperation ... will prompt me to be loyal to my school, helping to keep its reputation high, so that my community and I can be proud of it. Therefore, I will always be punctual and will meet my obligations.

My Courtesy ... will be extended to all visitors, staff, volunteers and fellow students.

My Sportsmanlike Conduct ... whether I am a spectator or a participant will demonstrate the meaning of fair play.

Expected Behaviors

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

We believe that consistent dress and grooming is necessary in order to maintain order, provide a safe school environment and promote discipline. Dress or grooming that draws undue attention or detracts from the educational process is therefore unacceptable. We also believe that attention to appearance, and a student's attitude toward him/herself and his/her school, are related. Good taste, good grooming, and appropriateness of attire are a part of learning for both boys and girls.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

The Ovid-Elsie Elementary Schools prohibit student dress and grooming practices which:

- Present a hazard to the health or safety of the student or to others in the school.

- Materially interfere with schoolwork, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the school from achieving educational objectives because of blocked vision or restricted movement.

To comply with health and safety standards, no student is allowed to attend school or school functions barefooted. Shoes are to be worn at all times. Purposely frayed and garishly patched clothing is not appropriate.

Apparel: All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to appropriately conceal undergarments at all times.

- Articles of clothing which display gang symbols, profanity, products or slogans which promote tobacco, alcohol, drugs, violence, or sex (this includes professional wrestling and concert clothing); materially interfere with school work; create disorder or disrupt the educational process are not allowed. **Wallet chains are not acceptable.**
- Any clothing or apparel that a student or group of students wears to identify themselves for the primary purpose of harassing, threatening, or intimidating others will not be allowed.
- Hats and bandanas are not to be worn in the building – the principal may make exceptions at special times of the year. Bandanas rolled up and worn as headbands are permissible.
- Extreme fashion that draws undue attention to the student will not be allowed. This includes exotic clothing, exotic jewelry, body piercings, exotic make-up, etc.
- Tank tops are not appropriate or acceptable. Shoulder straps on tops worn by males and females must cover the shoulder. Any apparel determined to be too revealing is not acceptable. At no time are undergarments to be visible by others.
- Beach wear, halter-tops, bare midriffs or chests, see-through outfits, or off the shoulder blouses are not appropriate or acceptable.
- Shorts and mini-skirts are permissible; however they must cover everything above the thigh – even while sitting & when standing with arms hanging straight down the skirt or shorts will hang below her finger tips. **Principals have the discretion to suspend the wearing of shorts because of frequent student violations.**
- Shoes must be worn at all times. Flip-flops, clogs, shoes or sandals without heel straps are inappropriate for safety reasons.

- Excessively baggy pants are not allowed. Pants must fit and be worn at the natural waist. The bottom of the pant leg may not be frayed or drag on the ground.
- Oversized shirts that present a safety concern or reflect gang style art are not acceptable.
- During school hours, students are not allowed to wear facial paint or hair paint or coloring. During certain times of the year, special consideration will be given. At no time should costumes promote violence or other inappropriate themes. Costumes that include weapons, blood, etc. will not be permitted.
- Other items may be found in violation of appropriate dress depending on current and fleeting fashions.

The building principal will have the final authority in determining whether or not a violation of these rules exists. Students may be asked to remain in the office area or call home to have appropriate clothing brought to school.

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 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.

The discipline measures administered to students shall be consistent and progressive.

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. (See Transportation Handbook)

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.

Two types of discipline are possible, formal and informal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Writing assignments;
- Change of seating or location;
- Lunch-time, recess or after-school detention;
- In-school restriction.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation. Failure to report for detention may lead to suspension.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

BASIC CLASSROOM DISCIPLINE PROCEDURES

Students are accountable for their behavior at all times during the school day. Parents will be contacted either by phone, note, or letter when discipline matters arise. Each teacher uses rules and systems that are specific to their classes. However, the following guidelines have been established.

TEACHER INITIATED SUSPENSION

A teacher may suspend a student from a class, subject, or activity for up to one (1) full school day for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, a counselor, psychologist, or social worker shall attend the conference. The principal may attend upon request of the teacher or parent. The student shall not be returned to class, subject, or activity that school day without the consent of both the teacher and the principal.

A student removed by a guest teacher will receive a one (1) day in-school suspension. Reoccurring removals may result in an out-of-school suspension.

BICYCLES/MOTORIZED VEHICLES

1. Bicycles, skateboards, motorized vehicles and roller blades are not to be ridden on the school grounds or walkways AT ANY TIME.
2. Students riding bicycles to school must park them at the bicycle rack as soon as they arrive at school.
3. Students are to walk their bicycles on all sidewalks and across the road.
4. Students riding bicycles to school are encouraged to wear a bicycle helmet.
5. Students are not to ride double on a bicycle.
6. Students are to obey all traffic laws when riding bicycles to and from school.
7. Students are not to go into the bicycle parking area during the school day.
8. Students are encouraged to lock their bicycles to the bike rack. The Ovid-Elsie Area Schools will not be responsible for lost or stolen items.
9. Students who consistently fail to abide by these provisions may be required to use another form of transportation to and from school. The school reserves the right to confiscate items brought to school.

RECESS/PLAYGROUND RULES

Outdoor recess – All students go outdoors for recess unless they have a signed doctor’s excuse or have been asked to remain inside by a teacher or staff member. *(Outdoor recess will occur as long as weather permits. Outdoor recess will be cancelled due to inclement conditions such as rain or temperatures falling below 10 degrees or zero degrees wind chill. Please make sure your child is dressed appropriately.)*

Indoor recess – Indoor recess requires students to stay in their individual classrooms and is held only when it is raining or the temperature is too extreme.

RULES:

1. Use the playground equipment correctly. Climbing up slides, jumping out of swings, twisting or twirling swings, hitting people with jump ropes, or pulling other students away from equipment is not permitted.
2. Stay on the playground, within the set boundaries. Stay out of trees and away from classroom windows.
3. Use appropriate language – no swearing.
4. Follow directions from all staff on the playground. Do not talk to adults with disrespect or ignore their requests. The playground supervisors have the authority to make “on the spot” decisions.
5. Do not fight or hurt others. Keep your hands and feet to yourself. Do not pull on each other’s clothes, nor push, trip, bump or tackle others. No play or pretend fighting.
6. No spitting at anyone or anything.
7. When on the monkey bars there will be no chicken fighting or cherry drops.
8. Treat all property with respect. This includes balls, ropes and equipment. Return all equipment to its proper place before going in.
9. Do not throw objects like rocks, snowballs, ice or other debris.

10. Do not play in water, mud puddles, etc. or slide on ice.
11. When the bell rings, stop playing and go towards the building. Enter the building quickly and quietly.

EQUIPMENT

1. Footballs and softballs are to be used only on the grass areas.
2. Baseball bats are to be used only in front of a backstop with adult supervision. Aluminum and wood bats are not permitted at school. **Please note that a bat of any kind is not allowed on the bus.**
3. Students should use the climbing equipment and slide only as they were intended to be used.
4. Students should kick balls only on the grass area.
5. Students are **not** to kick volleyballs or basketballs.
6. Students are encouraged not to bring their own balls or bats to school.

CORRIDORS

1. Students are not to bounce balls in the corridors.
2. Students should always walk in an orderly form in the corridors.
3. Students are to stay on the sidewalks.
4. Students are not to play around drinking fountains or in restrooms.
5. Before school, students are not to loiter in the corridors.
6. Students are not to come to the office without a pass.

CAFETERIA CONDUCT

1. Students wishing to eat in the cafeteria should display appropriate behavior at all times.
2. Students may talk quietly to the persons next to them. Shouting or talking from one table to another is unacceptable.
3. The floor and tables must be free of litter before students are excused for recess.
4. All students will remain in the cafeteria until dismissed by the supervisor.
5. All food must be eaten either in the cafeteria, a classroom, or in another designated area.
6. Gum, candy and seeds are not typically allowed at school. Any candy brought from home with lunch must be eaten in the cafeteria.
7. Energy drinks are not permissible for students while in school (cafeteria or elsewhere). Glass containers are not allowed at school.
8. Throughout the year, assigned seating may be necessary.
9. Throwing food or popping bags is unacceptable.
 - Any student who violates the above rules will be assigned a recess detention.
 - Fighting and reoccurring misbehavior may result in an in-school or out of school suspension.

GENERAL RULES OF STUDENT CONDUCT

Ovid-Elsie Area Schools are the product of the combined efforts of all of us. These rules of conduct are discussed with all Ovid-Elsie Elementary students.

1. All students should display courteous behavior at all times.
2. Students are encouraged not to bring personal items such as balls, skateboards, roller blades, toys, knives, bean shooters, cameras, radios, laser pointers, tape players, CD or MP3 players, iPods, electronic games, Pokemon cards, squirt guns, sun glasses, beepers, cell phones, and other “toys” to school. These items seldom serve any educational purpose and may be lost, stolen, or create a disturbance at school.
 - a. Students that would like to bring these items to school must have permission from the building principal and should check them in at the front desk.
 - b. The Ovid-Elsie Area Schools will not be responsible for lost or stolen items.
3. Gum, candy and seeds are not allowed at school. Candy brought from home with lunch must be eaten in the cafeteria. Glass containers are not allowed at school.
4. Students are not to enter another student’s desk or locker unless directed by the teacher or student. At no time should they get into another student’s backpack or clothing.
5. Students should not leave valuables or money in desks or restrooms.
6. Students should return all lost and found articles to the office and/or to the Lost and Found container.
7. Students are not to use the telephone without specific permission from the teacher or other school staff member.
8. Students are never to be in a classroom without a teacher present.
9. Students are to stop playing immediately when the bell rings. Students are to head towards their classrooms immediately.
10. Students must play at recess in the designated play areas only. Other areas, buildings, and corridors are OFF LIMITS during recess.
11. During recess, students must not go into the interior of the building without adult permission.
12. All day students must check through the office if tardy to school or if leaving during the school day.
13. Students are not allowed to sell any items on school premises to other students.

SEVERE MISBEHAVIOR

School is a place to cooperate, work together, and learn. Unfortunately, some students choose to become involved in incidents that are unacceptable at school. If a student chooses to engage in an inappropriate behavior on school grounds (at the bus stop, on the playground, in the classroom, or near the school), **THEY MAY BE SUSPENDED.** Physical Contact/Fighting occurs when a student **hits, kicks, punches, chokes,**

shoves/pushes, throws rocks/objects at, tackles or trips another student. These and other violent acts in nature may also result in the following penalties:

First Violation	Two days in-school suspension, parent contacted, referral to counselor.
Second Violation	Two days out of school suspension, parent contacted, referral to counselor.
Third Violation	Four days out of school suspension, parent conference, referral to counselor.
Fourth Violation	Six days out of school suspension, parent conference, referral to counselor.
Fifth Violation	Ten days out of school suspension, parent conference, referral to counselor.
Later Violation	Recommendation to Board of Education for expulsion.

In case of severe misbehavior or defiance, all or part of these steps may be bypassed. In the case of a bomb threat, prank phone call, a prank 911 call or false alarm, preceding steps may be bypassed and the student may be suspended for up to ten (10) days.

****The principal reserves the right to recommend any student to the Board of Education for long-term suspension or expulsion when offenses are violent in nature, involve the use of illegal substances or involved law enforcement/emergency services. In addition to disciplinary action by the school, local law enforcement agencies may be contacted and legal ramifications may apply.**

The following have been identified as inappropriate behavior which constitute cause for suspension/expulsion or other disciplinary measures:

1. Verbal abuse, obscene gestures (including the drawing of pictures or written expression) or defiance of a staff member, volunteer, teacher, or administrator;
 - a. Physical assault at school against a District employee, volunteer, or contractor by 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.
2. Disobedience;
3. Disruptive behavior on campus, in the classroom, at a student body activity, on a school bus or at a bus stop, or at a club or other supervised activity;

4. Interfering with school purposes or with the orderly operations of the school by using, threatening to use, or counseling other persons to use, violence, force, coercion, threats, intimidations, fear or other disruptive means;
5. Gambling;
 - Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
6. Harassment, Hazing, or bullying; (refer to section below)
7. Trespassing;
8. Falsification of schoolwork, identification, or forgery;
9. Immoral behavior, possession and/or possession for sale of pornographic materials;
10. Leaving school without permission of school authority or being in a restricted area;
11. Truancy (persistent absence or tardiness);
12. Extortion;
 - Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
13. Stealing, or knowingly receiving stolen property or private property;
14. Violation of national, state or local laws or Ovid-Elsie Area Schools Board policies and/or regulations;
15. Caused or attempted to cause damage to school property or private property (i.e., purposely setting a fire);
16. Caused, attempted to cause, or threatened to cause, physical injury to another person;
17. Possessed, sold, used, or otherwise furnished any firearm, gun, knife, or explosive device. This includes, but is not limited to air gun, blow-gun, toy gun and gas-powered guns (whether loaded or unloaded), razors, clubs, metallic knuckles, martial arts weapons, daggers, dirks, stilettos, pocketknives, iron bars, brass knuckles, matches/lighters or any other “look alike” weapon;
 - Any object 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.
 - 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 (or substances) to the principal. Failure to report such knowledge may subject the student to discipline.
18. Possessed, sold, used, or otherwise furnished controlled substances which may include, but not limited to tobacco, alcohol, inhalants, steroids, prescription drugs, “look alike drugs”, nonalcoholic beer or wines, or other illicit drugs and/or paraphernalia. (*The School has a “drug free” zone that extends 1000 feet*

beyond the school boundaries as well as to any school activity and transportation.);

- *A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.*
19. Knowingly conveying or causing to be conveyed a threat or false information concerning an attempt or alleged attempt to destroy school property. This would include written notes or drawings, prank 911 phone calls and engaging fire safety equipment.
 20. Disruption of the educational process
 - Any actions or manner of dress that interferes with the school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic or performing arts events, and emergency drills.
 21. Possession of electronic equipment or use of camera/cell phones
 - Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, laser pens, and the like without the permission of the building principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.
 - The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation for privacy". A student improperly using any device to take or transmit images will face disciplinary action up to and including a ten (10) day suspension, loss of privileges, and may be recommended for expulsion.
 - Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive in-school or –out-of-school suspension.

SEARCH AND SEIZURE

Under the Ovid-Elsie Area Schools' Board Policies and Guidelines, school authorities may search a student and his/her property, including computers, vehicles, desks, and lockers if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without the student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

HARASSMENT

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any 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 is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

- ✓ Hazing shall be defined for purposes of this policy as performing an act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
- ✓ Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:
 - illegal activity, such as drinking or drugs;
 - physical punishment or infliction of pain;
 - intentional humiliation or embarrassment;
 - dangerous activity;
 - activity likely to cause mental or psychological stress;
 - forced detention or kidnapping; and/or
 - undressing or otherwise exposing initiates.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Right Act. For questions or concerns regarding this policy, please contact your building's administrator.

- ✓ Sexual harassment, may include, but is not limited to verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, posters, cartoons, etc or suggesting/demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it to the Superintendent at the administration office, phone (989) 834-2271.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying is defined as the intimidation of others by acts, such as but not limited to:

- Threatened or actual physical harm;
- Unwelcomed physical contact;
- Threatening or taunting verbal, written or electronic communications;
- Taking or extorting money or property;
- Damaging or destroying property;
- Blocking or impeding student movement.
- Electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device for text messaging, instant messaging, blog web sites or online bullying through social network sites (i.e., myspace.com, facebook.com) to harass through unpleasant or aggressive messages.

Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

NO TAUNTING PLEDGE

- I will pledge to be part of the solution, even if others will not.
- I will eliminate taunting from my own behavior.
- I will encourage others to do the same.
- I will do my part to make my community a safe place by being more sensitive to others.
- I will set the example of a caring individual.
- I will eliminate profanity towards others from my language.
- I will not let my words or actions hurt others.

APPEALS PROCESS/DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law. For further information regarding the Appeals Process, contact the school's Building Administrator or the Superintendent of Schools.

STUDENTS 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 and must be preapproved by the building principal:

- A material cannot be displayed if it:
 - is obscene to minors, libelous, indecent and pervasively or vulgar;
 - advertises any product or service not permitted to minors by law;
 - intends to be harassing or insulting;
 - intends to incite fighting or presents a likelihood of disruption of school or a school event;
 - 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.
- 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.

ELASTIC CLAUSE

The school reserves the right to set forth as part of the Code of Conduct those rules and regulations necessary and proper for the daily operations of the school which are not specifically stated herein as the need arises. The Code of Conduct is minimum standards and periodic revisions will be necessary.

WHAT DO YOU DO IF YOU HAVE A PROBLEM?

- **Take your concern to the person closest to the problem.** Often a concern is a misunderstanding or an oversight. These concerns can easily be remedied. It is a good idea to keep lines of communication open with the staff by talking with them not only when you have concerns but also when things are going well.
- **If your concern is not resolved go to the next level.**
- **Teachers reserve the right to meet with parents/guardians with other teachers or the administration present. In all cases, the student should be involved.**

Ovid-Elsie Area Schools Parent Involvement Policy

The Ovid-Elsie Area Schools Staff, in partnership with our students, their families and the Ovid-Elsie Community, will provide a safe, nurturing and challenging environment to promote individual academic success and positive physical, social and emotional growth for each child.

To achieve this goal and insure parent involvement (including opportunities which fulfill Title I parent involvement requirements), the staffs and parents of Ovid-Elsie Area Schools have jointly developed and agreed upon the following Parental Involvement Policy. This policy will be distributed annually to all parents.

1. **Establish a Parental Involvement Committee**, which includes parents, teachers, Title I and other school or community representatives.

Responsibilities include:

- Develop a Home-School agreement, which defines how parents, students and staff will share the responsibility for student learning.
 - Involve parents and staff in an annual assessment of parent involvement needs.
 - Recommend parent involvement opportunities to meet parent needs, with attention to cultural diversity and unique family situations.
 - Review the effectiveness of the policy in increasing parent involvement, identify and eliminate barriers to involvement, and revise the policy as needed.
 - Meet at a time and frequency determined by the committee.
 - Oversee the Title I parent involvement budget.
2. **Support Parent Involvement** by providing a variety of opportunities for parents to learn more about what is taught in school, how we measure student progress and important school policies and building procedures.
 3. **Build Strong Parent Involvement** by offering activities, workshops, and other programs such as parenting and child development, supporting and participating in learning activities with children at home, maintaining regular, two way communication with school staff, volunteering at school, and participating in decision-making and/or advocacy activities.
 4. **Help School Staff Strengthen Parent Involvement** through support, materials, and in-service opportunities for families and by implementing effective programs and practices for home-school partnerships which involve parents in the education of their children.
 5. **Foster Mutual Respect** between parents and school staff through collaborative efforts.

Ovid-Elsie Area Schools believes that a strong partnership between home and school is essential to the quality education of our children.

The Ovid-Elsie Area Schools Staff, in partnership with our students, their families and the Ovid-Elsie Community, will provide a safe, nurturing and challenging environment to promote individual academic success and positive physical, social and emotional growth for each child.

As an Ovid-Elsie Area Schools TEACHER, I will encourage and support students' learning by:

- Enforcing the Anti-Bullying Program and provide a safe, secure and positive environment for learning.
- Providing a safe and positive learning environment.
- Providing high quality instruction so students can master district outcomes.
- Working hard to address each student's individual needs and encouraging individual talents.
- Helping students develop responsibility for their own behavior and learning.
- Respecting the uniqueness of students and their families.
- Communicating and working with families to support students' learning.

As an Ovid-Elsie Area Schools PARENT, I will encourage and support my child's learning by:

- Supporting the district-wide Anti-Bullying Program and the Zero Tolerance Policy for fighting, sexual harassment and racial harassment.
- Seeing that my child attends school regularly, fed, well rested, and on time.
- Encouraging good decisions about friendships and free time.
- Expecting my child to work hard and have a positive attitude toward learning and school.
- Communicating regularly with my child's teacher and attending parent-teacher conferences.
- Expecting my child to follow school rules.
- Establishing a time and place for homework and reviewing it regularly.

As an Ovid-Elsie Area Schools STUDENT, I will actively participate in my learning by:

- Being an active member of the "caring majority" to help keep our school "bully free".
- Coming to school on time every day, except when ill.
- Coming to class prepared with all materials, homework, and a positive attitude to learn.
- Working hard and doing my best (quality).
- Talking with my family about what I'm learning in school.
- Asking for help and asking questions when I don't understand something or am afraid.
- Respecting and cooperating with others.
- Be a positive influence on my peers.

SECTION IV – ACKNOWLEDGEMENT

Please take time to read this handbook together, parent/guardian and student, so that you fully understand these guidelines. If there is something within the handbook that is unclear to you, please contact the school office for clarification.

It should be understood that this handbook is not all-inclusive. There might be situations or questions that arise that are not specifically covered by the handbook and must, therefore, be dealt with by the Administration in accordance with School Policy.

After reading this handbook, please sign and date on the proper lines below, and have your child return this form to the Elementary School Office. It is understood that by signing, you are not necessarily agreeing with all the rules, only that you have read them.

DATE SIGNED

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

(PLEASE RETURN THIS FORM TO SCHOOL IMMEDIATELY)

E.E.Knight Elementary
215 Tyler Drive
Elsie, MI 48831
(989) 862-5170/5670

Leonard Elementary
732 N. Mabbit Rd.
Ovid, MI 48866
(989) 834-2474/5029