

**Sault Ste. Marie Area Public Schools**

# **Elementary Handbook**



**Your SAULT STE. MARIE AREA PUBLIC SCHOOLS....**

**There is NO BETTER PLACE TO LEARN!**

**2023-2024 SCHOOL YEAR**

## **WELCOME**

We would like to welcome you to our school. Success depends on the combined efforts of the students, staff, and parents. Our school mission statement and that of our district embodies the beliefs that we, as educators, hold about children. The staff provides the best experience possible for children. We hold high expectations for achievement and success for our students. We ask students to always do their best, and to be courteous and honest. It is our hope that, with this handbook, the students and parents will have a good understanding of the procedures followed in our elementary schools. Please read this handbook carefully, as it will answer many of your questions. We hope you will become an active participant in your child's education, and we welcome you as members of our school community. Please note that this handbook may be altered at any time during the course of the school year.

## **Administration/Counseling Staff**

### **Lincoln School**

Principal	Carl McCready	635-6627
Secretary	Meredith Bierling	635-6626
Counselor	Symantha Morley	635-6626 Ext. 5325
Intervention Specialist	Ashley Pietrangelo	635-6626 Ext. 5317

### **Washington School**

Principal	Dr. Sheri McFarlane	635-6634
Secretary	Stephanie Ranta	635-6629
Intervention Specialist	Jesselyn Bourque	635-6629 Ext. 5231

## **MISSION**

The Sault Ste. Marie Area Public Schools, in partnership with students, parents, and the community, will provide all students with opportunities to attain a high-quality education in a safe, positive environment, and to maximize their intellectual, physical, emotional, and social \ skills, preparing them to be productive, responsible citizens.

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## ACCIDENTS

Every effort and precaution is taken by school personnel to prevent accidents and injuries. Children are supervised during recess and lunch time. Accidents and injuries do happen; therefore, it is necessary that the school have an alternate telephone number to call in case the school is unable to contact the parent at home or work. If the child is seriously injured, the school nurse will be consulted, when available, and the decision to transport the child to the hospital will be made at that time.

## AFFIRMATIVE ACTION STATEMENT

Limited English proficiency shall not be considered a barrier to participation in any program offered by the Sault Ste. Marie Area Public Schools. In all cases of grievance or concern, interested parties should contact Amy Kronemeyer, Superintendent, or Michelle Bennin, Compliance Officer, Sault Ste. Marie Area Public Schools, 876 Marquette Avenue, Sault Ste. Marie, MI 49783, Telephone (906) 635-3839 Ext 5000.

## ASSEMBLIES

Students are expected to conduct themselves in a courteous and respectful manner at all student functions. Failure to comply with this regulation may result in being banned from future functions.

## ATTENDANCE

### Attendance Requirements

In accordance with the Michigan Compulsory Attendance Law (380.1561), "Every parent/guardian or other person in this state having control and charge of a child from the age of 6 to the child's 18th birthday, shall send that child to school during the entire school year. A child who was age eleven on or after December 1, 2009 or who was age eleven before that date and entered grade 6 in 2009 or later shall attend school from age six to eighteen. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

### Attendance Policy

The total number of allowable parentally excused absences in each school year is six. This does not include school related/imposed absences or absences due to extenuating circumstances. School related/imposed absences do not count toward the six-absence limit. Examples of these types of absences include:

**School related:** Field trips, athletic events, service club activities, and events off-campus

**School imposed:** Suspensions, off-campus instruction.

Extenuating circumstances may also be taken into consideration. These types of absences include:

- Serious illness, hospitalization, or professional appointments that cannot be scheduled after school (e.g. dentist, physician, court appointments). These absences must be verified by a professional excuse. The excuse must be submitted to the office within 48 hours of the student's return to school. The school district reserves the right to require corroborative evidence when deemed necessary.
- Attendance at a funeral or death of an immediate family member, verified by a written parental excuse and/or phone call.
- Observance of religious holidays that have been pre-arranged with the student's teachers and building administration before the student's departure.
- Those situations and pre-planned absences which are beyond the control of the student, as determined by building administration, including those that cause reasonable concern to the parent for the safety and health of the student.

The following absences and/or excessive tardiness may be considered unexcused if no extenuating circumstances exist.

- A student absent from school without valid cause for a school day or a portion of a day. This includes students skipping class/es or a parent’s failure to contact the school to verify their student’s absence. For the absence to be excused, notification of the absence must be received within 48 hours of the student’s return to school.
- Tardiness is defined as an act of being late to school or classes. Excessive tardies can be seen as being truant. Student tardiness will count as an absence if the student arrives more than 15 (fifteen) minutes late to a class without a pass from the office. The absence will count only towards the particular session for which the student is tardy (Elementary). The tardy will be considered unexcused if no extenuating circumstances exist. A student leaving with more than 15 minutes left in the day will be marked absent for the afternoon. **NOTE:** A student missing the bus or oversleeping will not be considered excused.
- Excessive tardiness and the Chippewa County Truancy Protocol - Any student receiving a 3rd unexcused tardy recorded in each semester, will have an absence recorded in the student attendance record which will be counted toward the six (6) day limit. For subsequent tardies, absences would only be recorded after each time 3 additional unexcused tardies have accumulated and so on.

### **BASKETBALL ELIGIBILITY GUIDELINES**

1. Academic eligibility will be determined 2 days before the scheduled game. Students must maintain passing grades in all subjects during each week of the basketball season. An “E” in any subject precludes the player from further participation until the grade is raised. The principal must approve the player’s return.
2. Suspended players cannot be on the bench during games.
3. If any other school-related disciplinary actions are taken, the principal will determine whether the player is eligible.
4. If a player is ineligible twice during the season, she/he may be dismissed from the team. The principal will make this determination.

### **BUS RULES**

1. Pupils are expected to conform with the requests of the bus drivers and help to always assure safety.
2. Be on time at designated bus stops (5 minutes early is recommended). The bus cannot wait.
3. Expect to walk at least one-half mile to the bus stop, if necessary.
4. Always stay off the roadway while waiting for the school bus. No pushing or shoving.
5. Cross at least 20 feet in front of bus when crossing on roadway, not behind bus.
6. Wait until the bus comes to a complete stop, and the red lights are on before attempting to enter or leave the bus. **Stay seated until the bus has stopped.**
7. Do not leave the bus without the driver’s permission.
8. Occupy the seat assigned to you by the driver. When seated, keep feet out of aisles. Report any damaged seats to the bus driver.
9. If the bus is crowded, sit three in a seat starting from the back of the bus and working forward.
10. If you bring skates, musical instruments, etc., take them to your seat and keep them out of the aisle.
11. Sit upright with feet on the floor.
12. Always keep hands and head inside the bus.
13. Avoid unnecessary and disturbing noises; do not shout at passing persons or vehicles.
14. Talk only to students sitting near you, in a low, normal inside voice.
15. Use no bad or inappropriate language.
16. Help keep the bus clean, sanitary, and orderly.
17. Be considerate of other students. No hitting, throwing, teasing, or harassing.
18. Students must have a Bus Pass from their Principal to get off at a different stop or ride to another student’s house.
19. No eating or drinking on the bus.

## **CELL PHONES**

As per Sault Area Public School Board Policy, elementary students are not allowed to possess a cellular phone or electronic communication device at school or during any school sponsored event.

## **CHILD FIND**

Sault Area Schools provide a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedures. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the building principal.

## **CHIPPEWA COUNTY TRUANCY PROTOCOL ENDORSED BY**

**\*Chippewa County 50th Circuit Court Family Division \***

**\* 91st District Court \***

**\* Sault Ste. Marie Tribe of Chippewa Indians Tribal Court \***

**\* Chippewa County Public Schools**

## **THE LAW**

Lack of school attendance is an ongoing issue in Chippewa County. Research has shown a direct correlation between student attendance and academic achievement. Various law enforcement, school, and court officials have worked collaboratively to strengthen this community's commitment to the education of youth.

The attendance and the participation of children in an educational program sets the foundation for their future. School is a setting for children to develop not only academic skills, but also social skills, positive peer relationships, and athletic achievements. It is one of the key opportunities for the development of self-esteem. This opportunity is best served with the combined efforts of parents, school personnel, and community agencies.

1. The Compulsory Education law requires that "every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive "Violation of this law is a misdemeanor punishable by up to 90 days in jail, a fine up to \$500.00, probation for up to 2 years, or some combination of jail, fine and/or probation. These cases are handled in District Court of the jurisdiction where the offense occurs. A violation of this law occurs "if a child is repeatedly absent from school without a valid excuse" or the adult responsible for the child does not make EVERY attempt possible to get the child to school.
2. The Chippewa County Ordinance #94-1 (Parental Responsibility) states that parents are responsible "to require the minor to attend regular school sessions and to prevent the minor from being absent from school without parental or school permission". Violation of this ordinance is a misdemeanor punishable by up to 90 days in jail and/or a fine of up to \$500.00. A violation of this ordinance occurs when a parent knew or should have known that his/her child was likely to be truant and failed to take timely and appropriate steps to prevent it.

## **DEFINITIONS**

**Days absent** - Days absent are simply (school defined) absences, and do not include behavioral suspensions and school related functions. Days counted are cumulative. A count is taken from the beginning of the year to the end of the year, not semester by semester.

**Parents/guardians** - Custodial parent or guardian the child currently resides with at the time of the truant behavior.

**Truancy** - When a child is repeatedly absent from school without a valid excuse and a parent, guardian, or other person in parental relation fails to send a child under his or her control to the public school or other school listed under MCL 380.1561, the child is truant.

**Complaint** - A criminal petition, filed by school officials, indicating truant behavior by a child, child's parent, or guardian. The petition is forwarded to the county prosecutor for review and authorization. If the petition is completed appropriately and the truancy protocol has been followed, the petition will be authorized and forwarded to the 50th Circuit Court Family Division or 91st District Court for disposition.

**Tardies** - Defined by each school as "minutes late" will count toward absences in the protocol. Three (3) tardies equal one absence.

**\*\*\*THREE (3) UNEXCUSED TARDIES WILL EQUAL ONE (1) ABSENCE\*\*\***

**After the 6th Absence**

When a student reaches their 6th absence in one or more of his/her classes, a school official will contact the parent and/or student regarding the excessive absences. The purpose of the contact will be to discuss the Attendance Policy, Chippewa County Truancy Protocol and the consequences if the student continues to be absent from school.

**After the 9th Absence**

A school official will attempt to contact a parent/guardian to discuss the student's ongoing attendance issue. If the parent/guardian cannot be contacted by phone, a restricted certified letter will be mailed to the adult responsible for the student, along with a copy of the school's attendance policy, student's attendance record and the Chippewa County Truancy Protocol.

**After the 12th Absence**

An attendance-planning meeting will be held at the school. The student and parent/ guardian will be required to attend this meeting. Failure to attend the meeting will result in a complaint being filed with the Chippewa County Prosecutor's Office.

**Further Absences**

A complaint will be forwarded to the Chippewa County Prosecutor's Office.

\*\*\*In accordance with the Chippewa County Truancy Protocol, any student receiving a 3rd unexcused tardy recorded in a given school year will have an absence recorded in the student attendance record, which will be counted toward the six (6) day limit. For subsequent tardies, absences would only be recorded after each time 3 additional unexcused tardies have accumulated and so on\*\*\*

**PROCEDURE**

In order to implement our efforts to deal with the truancy problem, the following procedure will be followed and documented (see attached checklist):

**FIRST CONTACT—6 Absences**

A school employee in charge of attendance will attempt to contact the parent/guardian and/or the student to discuss the attendance issue. Contact will be attempted by both phone and letter.

**SECOND CONTACT - 9 Absences**

A school employee in charge of attendance will attempt to contact the parent/guardian to discuss the student's

ongoing attendance issue. Contact will be attempted by both phone and letter. A restricted certified letter will be sent to the adult/s responsible for the student clearly explaining the attendance issue as well as their responsibilities as parent/guardian of a student.

## **CODE OF CONDUCT**

### **Rights**

1. The most important right that students have is the right to a free public education.
2. Students have the right to learn.
3. Students have the right to personal safety at school.
4. Students have the right to a clean school building.
5. Students have the right to get help from counselors, teachers, and administrators.
6. Students have the right to be respected by other students and staff.
7. Students have the right to due process. That means students have the right to a fair set of rules that are applied in a fair and even manner.

### **Responsibilities**

1. Students have a responsibility to come to school regularly, on time, and ready to learn.
2. Students have the responsibility not to deny other students their right to learn.
3. Students have a responsibility not to act in a way, which threatens or injures others.
4. Students have a responsibility not to litter or deface property in the building.
5. Students have a responsibility to ask for help in a polite manner and at a time that does not deny other students have a fair chance to get help from the staff.
6. Students have a responsibility to obey rules and use proper means for telling staff members about rules they believe it to be unfair.

### **Elementary Division Discipline Cycle**

#### **Minor Offenses**

Handled at the time by a staff member.

#### **Consequences of Minor Offenses**

1. Verbal reprimands
2. Time out
3. Loss of privilege
4. Referred to the building principal. Principal contacts parents. (Parents may be notified at any time).

#### **Major Offenses**

1. Hitting, roughing, or physical abuse
2. Defiance of authority
3. Disrespectful, abusive language
4. Continuous disruptive behavior
5. Throwing unauthorized objects
6. Harassment
7. Other

#### **Definitions of Major Offenses**

1. Alcoholic beverages, illegal drugs, and controlled substances; possession, use, sale, distribution, or being under the influence of alcohol, tobacco, look-a-like drugs, or controlled substances is forbidden.
2. Arson: Intentionally setting a fire.
3. Assault: Physical violence or threats of violence to other persons or the taking of indecent liberties.



4. Burglary: Entering or remaining unlawfully in a building with intent to commit a crime.
5. Extortion, Blackmail, Coercion: Obtaining money or property by violence or forcing someone to do something against their will by force or threat of force.
6. False Alarm: Activating a fire alarm for other than the intended purpose of the alarm.
7. Illegal Gambling: Card playing, dice, or games of chance for money or other things of value.
8. Interference with School Authorities: Interfering with the discharge of the official duties of district personnel by force or violence.
9. Intimidation of School Authorities: Interfering with the discharge of official duties of district personnel by intimidation with threat of force or violence.
10. Malicious Harassment: Maliciously and intentionally intimidating or harassing another person because of that person's race, color, religion, ancestry, or national origin.
11. Malicious Mischief: Intentional causing of damage to property of another.
12. Possession of Stolen Property: Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.
13. Robbery: Taking of property from another by force or threat of force.
14. Theft: Stealing.
15. Trespassing: Entering or remaining unlawfully in or upon school premises or some part of school premises. Students visiting at other than their assigned school must first obtain permission from the building principal or designee.
16. Weapons and Explosives: Possession or use of weapons, explosives, firecrackers, or other items capable of producing bodily harm.
17. Possession of pornographic materials.

#### **Consequences of Major Offenses**

- Step One: Detention. Conduct form mailed home to parent(s).
- Step Two: Detention. Conduct form mailed home to parent(s). Phone call.
- Step Three: Detention. Conduct form mailed home to parent(s). Conference with parents.
- Step Four: Extended detention. Conference with the student, teacher, principal, and the parent(s). Support personnel may also be included. Individual programs may be written to assist students with behavior improvement. Extended detention may include partial or all day in-school suspension, loss of field trip privileges, loss of assembly privileges, and/or loss of end-of-year activities.
- Step Five: Possible out-of-school suspension. Suspension is used when detention has proven ineffective if the offense is viewed as serious enough to warrant exclusion from school. A conference with the principal, teacher, parent(s), and/or counselor will occur either in-person or over the phone. A plan may need to be redrawn possibly with an outside agencies involvement.
- Step Six: Superintendent may intervene at this step at the discretion of the principal.

\*\*\*A building administrator may invoke step five of the disciplinary process at any time that the seriousness of the situation warrants such action.\*\*\*

\*\*\*The building administrator will determine this discipline period. The discipline cycle will work for most of the students; however, there may be exceptions. The purpose of the corrective actions is to change behavior, so the student, and others, can learn.\*\*\*

### **Cafeteria**

The following rules are to be strictly adhered to in the cafeteria during the lunch period.

1. Follow the directions of the lunchroom supervisor.
2. Eating shall be confined to the tables placed in the cafeteria.
3. No misuse of food and beverages.
4. Normal table manners are expected.
5. Dispose trays and waste products into the trash cans.
6. Glass beverage containers are discouraged.

### **Classroom**

In order to assure that learning takes place in the classroom, there must be an orderly atmosphere without undue disruption. This can happen if the following two rules are observed:

1. A student cannot interfere with a teacher's ability to teach.
2. A student cannot interfere with another student's right to learn.

### **Corridors**

In order to have an orderly transfer of classes during the school day, it is essential that students maintain good corridor conduct. Good corridor conduct means that students must proceed to their classes with a minimum of social mingling and at a pace that enables them to arrive at class and be seated before the designated time. Running in the halls, wrestling, excessive noise, profanity, abusive language, or loitering is not indicative to good corridor conduct, and can result in disciplinary action.

### **Harassment/Title IX**

Conduct constituting harassment may take different forms, including but not limited to sexual, gender, ethnic, religious, height or weight harassment. All such behavior is strictly prohibited and should be reported immediately according to the following guidelines:

1. Any student who believes she/he is a victim of harassment or who has observed such actions taken by another student, staff member, or other person associated with the district should make contact with the building principal, a trusted teacher, or the school intervention specialist, or social worker (whomever she/he is most comfortable with).
2. A written summary of each report is to be promptly prepared.
3. Each report will be investigated in a timely and confidential manner.

#### **Title IX Coordinators**

Mr. Carl McCready  
Lincoln School Principal  
906-635-3839 ext. 5301

Dr. Barb Light  
Director of Student Achievement  
906-635-3839 ext. 5703

### **Locker/Storage Area**

The locker/storage area is loaned by the school. It is expected that it will be kept neat and clean. The cost of any damage done to the locker/storage area will be assessed to the students. Upon authorization of the principal, lockers, and backpacks may be searched. Authorization is given only when there is good reason to believe that the use of the locker may be in violation of a school rule or policy or any law. Students are to use their individually assigned locker/storage area. Also, personal combination locks or padlocks are not permitted on hallway lockers.

### **Recess**

Students should be properly attired when going outside for recess. Children returning to school after an absence due to illness may be excused from outside recess under the following conditions:

1. The child was transported to school.
2. A written request from a parent. Such a request will be honored for two days. A request to exceed two

days must include a statement from a doctor indicating the number of days a child must remain inside.

**Playground Rules:**

1. Go out quickly and quietly.
2. Rough play is not permitted.
3. All equipment must be used in the proper manner.
4. Always follow the directions of the duty person.
5. Stay within the boundaries of the playground and within sight of the supervisor on duty.
6. Riding bikes during school time is prohibited.

**Restrooms**

1. Go out quickly and quietly.
2. No Loitering.

**COMMUNICABLE DISEASES/HEALTH ISSUES**

Policies and procedures concerning communicable diseases and health issues such as impetigo, head lice, pinkeye, etc. are in place. In most cases, students will be sent home to be treated by their family or physician. In some cases a doctor's note may be required upon the student's return or in the case of head lice, a re-examination by school personnel.

**DRESS AND GROOMING**

Each student is expected to be clean, well groomed, and dressed suitably for attendance at school. This responsibility rests upon the student and the parent.

Following are some guidelines for our children. These guidelines are intended to keep students safe and to ensure that our school is an appropriate place for young children.

1. No inappropriate messages, including tobacco and alcohol advertisements.
2. Shorts should be of a reasonable length. Our standard is no shorter than the fingertips with arms held at the side of the student's body.
3. No bike shorts, or clothing made from stretch material, such as Lycra.
4. Sandals are acceptable, but flip-flops are not (safety).
5. No miniskirts or spaghetti strap tank tops.
6. Please, no low-cut "hip hugger" pants, unless you can ensure that simple acts like bending or sitting are not going to expose your child's backside. These pants are popular now, but do not adequately cover the child. Unfortunately, this makes the wearer the focal point of unwanted attention and ridicule.
7. No pants that are too loose, causing the wearer's underwear to be exposed.
8. No wheelies (shoes with wheels), roller blades or skateboards are to be used on school property during school hours.

\*\*\*Again, please bear in mind that we are not trying to stress conformity, or restrain individuals' rights. We are trying to ensure the safety of our students in an environment that is appropriate for young children. We appreciate our parents understanding in this important matter and thank them for their cooperation.\*\*\*

**EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request by the parent or person listed on file or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **EDUCATION/CERTIFICATION**

Legislation governing federally funded education programs, parents may contact the Director of Student Achievement for information on the education and certifications of teachers and paraprofessionals who work with their children. The office is located at 876 Marquette Avenue, Sault Ste. Marie, MI 49783, Telephone (906) 635-3839 Ext. 5703.

## **EMERGENCY SCHOOL CLOSURE**

In the event of inclement weather and/or conditions that make school closure necessary, the following sources are contacted: AM Radio Stations 1230 and 1400, FM Stations 97.9, 98.3, 99.5, 101.3 and 105.5 and TV Stations 9&10 WWUP, 29&8 WGTQ, 4&7 WTOM and 61 Fox. In addition, notices are made through School Messenger Facebook and the district's main web page. During inclement weather, close attention should be paid to school transportation from 6 a.m. to 8 a.m.

### **Severe Weather Policy**

In the event of early release from school, the school will use the following procedures:

1. School release times will be announced on the radio, television, SchoolMessenger, Facebook, and district home page.
2. Students will be released to ride their scheduled bus or walk.
3. Students that ride late buses due to weather will be asked to wait in the large gym until bus arrival.
4. Phone lines will remain open for **emergency** calls only.

## **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 based on his/her race, color, disability, religion, gender, or national origin, while at school or at a school activity should immediately contact their building principal or the superintendent's office. Complaints will be investigated in accordance with Board policy procedures. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation.

## **FIELD TRIPS**

The classroom teacher plans educational field trips. Notes will be sent home by the teacher to be signed by a parent and returned to school before a child will be allowed to go on the trip. In the event parents are used to drive, we will take prudent measures for safety. Attendance in every classroom is important. Therefore, children will not be excused to attend field trips with other classes. If a student has had numerous referrals for discipline, a parent may be required to accompany the student on the field trip.

## **FINANCIAL OBLIGATIONS**

**Book Fines** - In the spring, the teachers will carefully examine the textbooks for damage or excessive wear. Book fines will be assigned in cases where the student abuses the text.

Guide for Book Fines:

1. Lost books will be fined the full cost of the book.
2. Broken bindings - minimum - half the cost of a textbook.
3. Torn or missing pages - \$1.00 and up; depending on number.
4. Soiled with writing, drawing, or dirt - \$2.00 and up, depending on number.
5. Water damage - \$5 and up depending on number.

## **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. The Superintendent must approve applications. 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. 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.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. Any questions about immunizations or waivers should be directed to the school nurse.

### **INDIVIDUALS WITH DISABILITIES**

The Americans 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 the Special Education Director to inquire about evaluation procedures and programs.

### **LOST AND FOUND**

Articles found in the school or on the grounds will be stored near the office or other designated area. Students losing or misplacing items should report such loss to the office. Students finding items are requested to bring them to the office. Efforts will be made to facilitate the return of lost and found items to the rightful owner. Please label your child's articles of clothing. **We are not responsible for lost or stolen articles.**

### **LUNCH/BREAKFAST PROGRAM**

The Sault Area Public Schools has a breakfast/lunch program at the elementary schools. A computerized cashier system is used where your child is issued a 5-digit account number. Meals are prepaid on-line or by sending cash or check in an envelope with your child's name, account number, teacher's name, and amount of payment on the outside of the envelope. Lunch accounts are debit accounts (not credit accounts); a positive balance must be maintained. Students who exceed a negative five-dollar balance will receive an alternative non-menu item and their lunch account will be charged. For more information call Jordan Harris, Food Service Director at 635-3839 Ext. 5828.

### **MEDICATION**

All prescription medication must be in its original pharmacy container labeled with the student's name, dosage, and time to be given. A medication authorization form must be completed. Parents are responsible for the safe delivery of all medications. All medications will be kept in a locked cabinet in the school office. The school provides no medication. All over the counter medications (i.e., Tylenol, antacids, cough drops) provided by the parents may be administered to the student when the appropriate forms are completed, and the medication is brought to the school in the original store packaging.

### **MICHIGAN MODEL**

All three of our elementary schools have implemented the Michigan Model program. Michigan Model is a systems approach to reading and discipline that emphasizes prevention, instruction, and data-based decision making to reduce problem behavior and improve academic performance.

We emphasize the following expectations for all our students in all of our schools:

- Be Safe
- Be Respectful
- Be Responsible
- Be Ready to Learn

These expectations are further defined for the following areas:

- Classroom
- Hallway
- Lunchroom
- Playground
- Library
- Computer Lab

### **MONEY AND 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 is not responsible for the safe-keeping and will not be liable for loss or damage to personal valuables. Articles found in or on the school grounds will be stored near the office or other designated area until the end of the school year. All articles of clothing should be labeled.

### **NETWORK AND INTERNET ACCESS ACCEPTABLE USE POLICY**

Sault Area Schools provides student access to the district's electronic network. This network includes, but is not limited to, Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Sault Area Schools electronic network and applies to all school-owned equipment whether it is used onsite or offsite.

#### **A. District Guidelines**

Violations of this policy may result in the loss of access privileges as well as other disciplinary and/or legal action as determined by Administration.

1. The district reserves the right to monitor all activity on this electronic network and to view and/or delete such files as deemed unlawful, obscene, pornographic, abusive, or otherwise objectionable.
2. The district reserves the right to take disciplinary action based on actions taken on or off school property that are intended to disrupt the educational or psychological success of another student or group of students who are in attendance of the school or using the district network.
3. The Sault Area Schools electronic network has been established for educational purposes. The term "educational purpose" includes classroom activities, career development and limited high-quality self-discovery activities.
4. The Sault Area Schools electronic network has not been established as a public access service or a public forum. Sault Area Schools has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
5. It is presumed that students will honor this agreement. The district is not responsible for the actions of students who violate it beyond the clarification of standards outlined in this policy. Users will reimburse the district for any damage that is caused by students' inappropriate use of the network or equipment.

#### **B. General Unacceptable Behavior**

Students are accountable for acceptable behavior as defined in the Student Hand- book while on the network or using technology offline, and inclusive of additional guidelines indicated in the Network Acceptable Use Policy.

1. The district and/or network resources are intended for the exclusive use by their registered users. The student is responsible for the privacy of his/her
2. account access credentials (i.e., login & password, etc.). Any problems which arise from the use of a user's account are the responsibility of the account
3. holder. Furthermore, use of an account by someone other than the registered account holder is forbidden and subject to disciplinary action.
4. Students will not circumvent Internet filtering by any means, including but not limited to external proxies, or other programs designed for such purposes.
5. Students will not download, install or copy unauthorized licensed or copyrighted software.
6. Students will not knowingly or recklessly post false or defamatory information about a person or organization.
7. Students will not abuse network resources such as sending chain letters or spamming.
8. Students will not display, access, or send offensive messages or pictures.
9. Students will not use the Sault Area Schools electronic network for commercial-for-profit, illegal, or other unauthorized purposes (i.e., advertisements, political lobbying) in any form.
10. Students will not attempt to access non-instruction District systems such as student information systems or business systems.
11. Students will not use any wired or wireless network (including third party Internet service providers) with equipment brought from home. Only equipment owned by the district is to be used by students.
12. Students will not use the district equipment, network, or credentials to send or post electronic messages that are inappropriate in an educational setting, abusive, obscene, sexually oriented, threatening, discriminatory, cyber- bullying, harassing, or damaging to another's reputation, or illegal.
13. Students will not repost a message individually or publicly that was sent to them privately without permission of the person who sent them the message.

**C. E-Mail**

1. E-mail for students in the elementary school grades is provided by the district.

### **PARENT INVOLVEMENT**

The elementary program of the Sault Area Public Schools welcomes and encourages parent involvement. A child's success at school depends upon the support of their family at home. There are many ways for parents and guardians to be involved in their student's education. Please contact your classroom teacher or building principal to learn how you can help.

### **PARENT/TEACHER CONFERENCES**

Parent and teacher conferences will be held in the fall and spring of the year to discuss students' progress. In addition, teachers are available during their work- day for a scheduled conference, if one is necessary. A 24-hour notice would be appreciated.

### **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 the school officials. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the school office upon request.

### **RESTRICTIONS**

Sometimes there may be an occasion when you do not wish your child to be picked up by a certain individual. There must be a legal document on file for a restriction on who is to pick up your child. No student will be released to any adult without written permission from the student's family. Identification may be required.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **SEARCH OF STUDENT**

The courts have ruled that school officials not only have the right, but also are obligated to conduct a search of students based on "reasonable suspicion" that a rule has been broken or that a dangerous situation may exist. A school is a special kind of place in which serious and dangerous wrongdoing is intolerable.

### **STATEMENT OF ASSURANCES OF COMPLIANCE WITH FEDERAL LAW**

The Sault Ste. Marie Area Public Schools Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to Title VI of the Civil Rights Act of 1964, Title VII, Age Discrimination in Employment Act of **Rehabilitation Act of 1973, as amended, and Sec. 402 of the Vietnam Era Veterans Readjustment Assistance Act 1974. It is the policy of the Sault Ste. Marie Area Public School Board of Education** that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to pass the appropriate state mandated test. 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.

### **STUDENT RECORDS**

The School District maintains "directory information" on all students. Parents may refuse to allow the district to disclose any or all directory information upon written notification. For further information on how to prohibit the release of "directory information," please contact the school office.

### **TELEPHONE**

Use of the telephone will be with adult permission and restricted to emergency situations. Arrangements for after-school activities should be made prior to leaving for school that day. Forgotten books, homework, lunch money, etc. must become the responsibility of the student.

### **TRADING CARDS AND ELECTRONIC DEVICES**

Personal electronic devices, such as Game Boys, PSPs, MP3 players, and CD players are not allowed on the bus or at school.

We discourage students from bringing personal electronic devices. We are not responsible for lost or stolen articles.

Magic cards, playing cards, Pokémon cards, and/or any type of trading or game cards are not allowed in school.



### **VANDALISM**

Parents of students involved in vandalism offenses will be expected to make restitution.

### **VISITORS**

All visitors in the building must report to the office. Parents are always welcome to visit classes and are asked to arrange such visits in advance through the principal and the teacher. Students wishing to have a guest must obtain permission in advance. A teacher has the right to refuse admittance to any student guest.