

# PINE RIVER AREA ELEMENTARY SCHOOL STUDENT & PARENT HANDBOOK 2023-2024

*Instilling PRide, one student at a time!*



Mrs. Heidi Hayes, Principal  
408 W. Gilbert Street, Leroy MI 49655  
Phone: 231-768-4481  
Fax: 231-768-4048  
Office Hours: 7:15am-3:45pm

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POSSESSION OF A DANGEROUS WEAPON:	1
Less than 3 inches:	1
Any DANGEROUS WEAPON (ex: A knife over 3 inches):	1
PHYSICAL OR VERBAL ASSAULT	1
ARSON, EXTORTION, THEFT, CRIMINAL SEXUAL CONDUCT, FIREARM	1
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# Letter from your Principals

Dear Student,

*The information in this handbook is for you. We want to make your time at Pine River Area Elementary School the best it can be! Included in the handbook is information about the programs at our schools and guidelines to help us all work together to help everyone be successful. Please read through the handbook carefully.*

Dear Parents,

*Our goal is to work together with home and school to provide the best possible education for all students at Pine River Area Elementary School. This handbook is designed for the purpose of helping students and parents to know the school, its regulations, and rules. Rules are developed to provide every child with an equal opportunity to develop academically, socially, and emotionally.*

*We desire to work together with you to help your child reach their potential at school. Let's work together to make this the best year possible! Please review the handbook information with your student so that they are aware of the rules and policies of the school.*

Heidi Hayes, Principal  
Pine River Area Elementary

Jeremy DeVos, Assistant Principal  
Pine River Area Elementary



## Office Staff and Contact Information

### **Pine River Area Elementary (K-3): (231) 768-4481**

Heidi Hayes – Principal  
[heidi.hayes@pineriver.org](mailto:heidi.hayes@pineriver.org)

Jeremy DeVos – Assistant Principal  
[jeremy.devos@pineriver.org](mailto:jeremy.devos@pineriver.org)

Katie Martin – Administrative Assistant  
[katie.martin@pineriver.org](mailto:katie.martin@pineriver.org)

Katie Razminas - School Counselor  
[katie.razminas@pineriver.org](mailto:katie.razminas@pineriver.org)

Marc Dennis – Behavior Specialist  
[marc.dennis@pineriver.org](mailto:marc.dennis@pineriver.org)

### **Pine River Area School's Motto, Vision, and Mission**

#### **Motto**

Instilling PRide, one student at a time!

#### **Vision**

We honor achievement and promote PRide in ourselves, our school, and our community.

#### **Mission**

Pine River Area Schools, in partnership with the community, will provide a safe and supportive environment to develop individuals academically, socially, and emotionally, so they are enabled to perform at their highest potential.

# PINE RIVER AREA SCHOOLS

## 2023-2024 Calendar

BOE Approved; May 8, 2023

AUGUST, 2023						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 PD	23 PD	24 PD	25	26
27	[ 28	29	30	31		

Students - 4  
Staff - 7

Open House—8/23

Tail Gate—TBD

Semester 1 Begins—8/28

Students - 20  
Staff - 20

MLK Day—1/15

Semester 1 Ends—1/19

(89 Student Days)

Semester 2 Begins—1/22

JANUARY, 2024						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	*1	*2	3	4	5	6
7	8	9	10	11	12	13
14	*15	16	17	18	[ 19 ]	20
21	[ 22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					*1	2
3	*4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Students - 19  
Staff - 19

Labor Day Weekend—9/1-4

Students - 19  
Staff - 20

Pupil Count Day—2/14

In-Service—2/16

President's Day—2/19

FEBRUARY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 PD	17
18	*19	20	21	22	23	24
25	26	27	28	29		

OCTOBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	*13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 PD				

Students - 21  
Staff - 21

Pupil Count Day—10/4

PTC—10/11(Eve), 12(Alt)

Fall Break—10/13

Half Day In-Service—10/31

Students - 16  
Staff - 16

PTC in March—TBA

Spring Break—3/25-3/29

MARCH						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	*25	*26	*27	*28	*29	30
31						

NOVEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1 PD	2	3	4
5	6	7	8	9	10	11
12	13	14	*15	16	17	18
19	20	21	22	*23	*24	25
26	27	28	29	30		

Students - 18  
Staff - 19

In-Service—11/1

Opening Day—11/15

Thanksgiving—11/23-24

Students - 22  
Staff - 22

APRIL

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	*22	23
24	*25	*26	*27	*28	*29	30
31						

Students - 15  
Staff - 15

Students - 22  
Staff - 22

HS Graduation 2:00pm—5/19

Memorial Day—5/27

MAY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	*27	28	29	30	31	

180 Student Days, 185 Staff Days

PD—Professional Development Days (5 Day Minimum Required by State)

PA—Pupil Count Days

\* —Scheduled Days Off

[ ] —Starting/Ending of School Semesters

Pine River Days

Students - 4  
Staff - 4

Semester 2 Ends—6/6

(91 Student Days)

JUNE						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

**Half-Day Schedule:**

Grades K-3, 7:55 am – 10:55 am – Lunch Served  
Grades 4-12, 8:10 am – 11:15 am – Lunch Served

**Daily Schedule for Elementary**

7:15 AM - 3:45 PM School Office Hours  
7:30 AM Morning supervision begins. Students report outside for recess.  
7:40 AM Transfer busses leave Elementary  
7:45 AM Students released to classrooms  
7:50 AM First Bell  
7:55 AM Tardy Bell -SCHOOL BEGINS  
2:55 PM Dismissal Bell

Pine River Area Schools  
17445 Pine River Road  
LeRoy, MI 49655

Superintendent – Mrs. Michelle Gill  
(Phone) 231-829-3141  
(Fax) 231-829-4410

**Board of Education**

Mr. Kevin Delancey, President  
Mrs. Heather Smith, Vice President  
Mr. Tom Shook, Treasurer  
Mrs. Katy Draper, Secretary  
Mrs. Kim Dean, Trustee  
Mr. Rob Kulpa, Trustee  
Mr. Michael Kelso, Trustee

**District Contact Information:**

Pine River Area Elementary: (231) 768-4481

Pine River Area Elementary  
408 W. Gilbert Street  
LeRoy, MI 49655

Pine River Area Schools: (231) 829-3141

Pine River Area Middle/High Schools  
17445 Pine River School Road  
LeRoy, MI 49655



## Office Staff

Principal	Mrs. Heidi Hayes
Assistant Principal	Mr. Jeremy DeVos
Administrative Assistant	Mrs. Katie Martin
School Success Worker	Ms. Katie Razminas
Behavior Specialist	Mr. Marc Dennis

## Teaching Staff

<b>Kindergarten</b>	<b>First Grade</b>	<b>Second Grade</b>	<b>Third Grade</b>
Mrs. Johnson Mrs. Dena Wanstead Mr. Denike	Mrs. Bowman Mrs. Gydesen Mrs. Lindquist Miss Wanstead	Mr. Bowman Miss Marks Ms. Haskel	Mrs. Dennis Mr. Ragatzki Miss Whitley
<b>Title Teachers</b>	<b>Specials</b>	<b>Special Education Teacher</b>	
Mrs. Manley Mrs. Maskill	Mr. Gill (Art) Mrs. Powell (Gym) Miss Ware (Music)	Mrs. Ragatzki	
<b>Support Staff</b>			
Mrs. Wheeler Mrs. Muter Mrs. Liebengood Mrs. Denike Mrs. Foster Mrs. Kruse Mrs. Lockhart		Mrs. Kanouse Miss Engle Miss Blood Mrs. Long (Kitchen) Mrs. Delancey Miss Larr Mrs. Raven	

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact one of the School District's Title IX Coordinator-Sexual Harassment/Compliance Officers listed below:

Heidi Hayes  
District Compliance Officer  
Pine River Area Schools  
17445 Pine River Road  
LeRoy, MI 49655  
231-829-3141

Complaints will be investigated in accordance with the procedures as described in Board Policy 3118. 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 opportunities.

## **Title IX Nondiscrimination Statement:**

Pine River Area Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons has been designated to handle inquiries regarding the non-discrimination policies:

Heidi Hayes, Elementary Principal  
408 W. Gilbert St.  
LeRoy, MI 49655  
(231) 768-4481

Brent Ruppert, High School Principal  
17445 Pine River Rd.  
LeRoy, MI 49655  
(231) 829-3141 option 4

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **RELATIONS WITH PARENTS**

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of

majority but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor student behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.a

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- Participating in school functions, organizations, and committees
- Supporting the teachers and the schools in maintaining discipline in a safe and orderly learning environment
- Requiring their child to observe all school rules and regulations
- Supporting or enforcing consequences for their child's willful misbehavior in school
- Sending their children to school with proper attention to their health, personal cleanliness, and dress
- Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study
- Reading all communications from the school, signing, and returning them promptly when required
- Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school
- Supporting the child's attendance to after-school academic intervention, and Summer School to academically intervene if a child is struggling or has failed; meet with the staff to develop an academic plan for support.

## **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 and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process 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. Information will also be mailed home when necessary.

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.

## **STUDENT WELL-BEING**

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he should 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 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. Parents will be notified. If parents are not available, the alternate name appearing on the Emergency Information Form will be contacted. If neither is available, the principal or his/her delegate will take responsibility, including the decision-making process in contacting emergency medical personnel and/or calling 911. Student safety and well-being are our number one priority. **Please ensure that parent and emergency contact information for your child is accurate and on file.**

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.

## **SECTION 1 – GENERAL INFORMATION**

### **ENROLLING IN SCHOOL**

New students must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following:

- A birth certificate or similar document. A birth certificate must be provided within 30 days of enrollment if another document was provided at enrollment.
- Court papers allocating parental rights and responsibilities, or custody (if

- appropriate)
- (2) Proof of residency
  - Proof of immunizations

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. Contact the office for more support.

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. 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 which the student would have received in the District had the student committed the offense while enrolled in the District.

## **EMERGENCY INFORMATION**

Every fall, each student is required to have an Emergency Information Form filled out by the parent or guardian and return it to school. The information on this form is necessary in order for the school to handle sick or injured students properly and quickly. **The emergency information needs to be continuously updated as changes occur.** It is very important for the school to have a way to contact the parent or designee in case of an emergency. No student will be allowed to participate in afterschool activities or field trips until this information is returned to the office.

## **SCHEDULING – FINAL SCHEDULE / CLASSROOM ASSIGNMENT**

When building classroom rosters, Pine River Area Elementary works hard to create the best learning environment for students. Fostering the best learning environment involves considering elements including but not limited to: academic needs, social needs, learning styles, and teaching styles.

Assigning classrooms is a complicated and delicate process. Hard work is put forth to ensure each classroom is as balanced as possible. Guardians will have an opportunity to submit a request for classroom placement in the spring. However, these are requests, and the final decision resides with the administration.

Families will be notified of their student's classroom assignments via a welcome letter sent home in mid to late August.

## **EARLY DISMISSAL/CLOSING/DELAYS**

No student will be allowed to leave school or be released to a non-custodial parent/guardian without the parent or guardian present, **unless** there is a written request on file in the school office.

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify families by sending out an automated phone call and/or text message to the most recent contact phone numbers on file. The local TV station 9&10 news is notified. Ultimately, parents and students are responsible for knowing about emergency closings and delay conditions.

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal or secretary about plans to transfer their child to another school. Transfers will be authorized only after the student has returned all school materials and paid any fees or fines that are due. Parents are encouraged to contact the school for specific details regarding the transfer of school records. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **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 immunizations or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and is mandated by State law. Any questions about immunizations or waivers should be directed to the school secretary or principal. Schools are required to report the immunization status of each student to the State twice a year. In addition to student removal, failure to comply may result in a penalty of State aid to the district.

## USE AND DISPENSING OF MEDICATIONS

Scan the QR code to [view medication policy](https://bit.ly/3oB6J8L): <https://bit.ly/3oB6J8L>



## CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it may be necessary to remove or isolate a student who has been ill or has been exposed to a communicable disease, or has head lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID 19 and other conditions indicated by the Local and State Health Departments.

## CONTROL ON NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable diseases, the school has an obligation to protect the safety of staff and students. In these cases, the person in question will have their status reviewed 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 the County Health Department suggests evidence warrants or otherwise directs exclusion for the safety of others.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex (condition), HIV, HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents may 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.

## OTHER COMMON DISEASES REQUIRING PARENT ACTION

[Click or Scan the QR code](https://bit.ly/3NkPeng): <https://bit.ly/3NkPeng>



## 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 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 your child's teacher or the school principal 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 can be provided upon request to any individual, other than a for-profit organization unless parents provide written notification to the principal or secretary stating that they do not want directory information shared.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents or guardian. The Family Education Rights and Privacy Act (FERPA) is followed throughout the District. 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, provide a written notice identifying requested student records to the principal. You will be given an appointment with the secretary or principal to answer any questions and to review the requested student records.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA (Protection of Pupil Rights Amendment). Parents who believe their rights have been violated may file a complaint with:

Michelle Gill, Superintendent <a href="mailto:Michelle.Gill@pineriver.org">Michelle.Gill@pineriver.org</a> 231-829-3141	Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW 20202-4605 Washington, D.C. <a href="http://www.ed.gov/offices/OM/fpco">www.ed.gov/offices/OM/fpco</a>
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## STUDENT SUPPLIES, FEES, AND FINES

The District will provide all basic supplies needed to complete the required course curriculum. Families may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate instructor may recommend useful supplies for these purposes.

Student textbooks are the property of the school and are issued to students for their use. School property such as textbooks or chromebooks are to be used with great care. Books are not to be marked in, written in, torn, have stickers attached, misused or

damaged in any way. Books misused will need to be replaced and the student will be assessed the cost.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. All fines and fees will carry over from one year to the next if not paid in full.

## **LIBRARY**

The library plays a dual role in ensuring that students and staff are effective users of information and ideas. Students are expected to be courteous and to respect other students, school staff, library faculty, its furnishings, and the library materials. Borrowed items are checked out for a 3-7 day period. Reminders of late books will be sent out to parents. After 30 days, a fine will be applied to the student's account. All fines must be paid.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as toys, jewelry, expensive clothing, electronic equipment, trading cards, etc. are tempting targets for theft and extortion. The school cannot be responsible for the safe-keeping of such personal items and will not be liable for loss or damage to personal valuables.

## **CELL PHONES AND WIRELESS COMMUNICATION DEVICES**

Most electronic equipment necessary in school is supplied by the school. Filtered and monitored internet access is provided when the students connect to our wireless network. Students are assigned specific devices for use throughout the day. Parents/Guardians will be responsible for damages (up to the replacement cost) of the device should it need total replacement. Students are not allowed to bring electronic devices, including cell phones and the like, without the permission of the teacher/principal. The property will be confiscated and disciplinary action will be taken. The device may be confiscated and be kept in the office until a parent comes to school to claim the item. Items kept more than 30 days will become the property of PRAE.

**Should a student bring an electronic device to school against school policy, the school is not responsible for loss, damage, or theft.**

## **BREAKFAST AND LUNCH**

Pine River Area Elementary School is proud to provide a nourishing and well-balanced breakfast and hot lunch program. Breakfasts and lunches meet the Federal nutrition guidelines. *Because the elementary school is eligible per the Michigan Department of Education, Pine River Area Elementary will participate in the Community Eligibility Provision (CEP) and thus provide free breakfast and lunch to all students K-3 for the duration of the 2023-2024 school year. Parents will still be asked to fill out certain*

*paperwork pertaining to the household in order for the District to maintain eligibility for specific funding.*

Milk is a required item by the State of Michigan. In order to substitute juice or to omit milk, a doctor's note is needed. If a student has a special dietary need, proper documentation with a medical doctor's signature will need to be provided. Forms are available at any of the building offices.

## **FIRE 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 the safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. Tornado drills will be conducted twice yearly and will use a different bell system than the one used for fire drills.

## **HOMELAND SECURITY/EMERGENCY LOCKDOWNS**

All schools in Michigan are expected to have a crisis management plan in place. We are also required to have three 'lockdown' practices every year with students.

We have worked with local law enforcement to complete plans for protecting our students and staff should a crisis situation develop. Our plan is complete and our staff has been trained in the necessary procedures for 'lockdown' and other emergency situations, including evacuation for reunification. Periodically, we will run drills to ensure preparedness in case of an actual emergency. We are ready to protect our children.

## **A Parent's Job During a Crisis**

### **Trust**

- Trust that your children are safe and that we would do everything within our power to keep them safe.
- Trust that the authorities are doing their jobs and the staff is protecting our children until the crisis is over.
- Trust means staying away from the school no matter how badly you want to get your children and take them home safely. It is knowing that your presence at the school may increase the risk for everyone.

### **Understand**

- Understand that we take our role in a crisis seriously and that safety is our main goal. We do not have the capacity to call parents and inform them of events as they occur. We also need to keep the phone lines open for authorities to use.

- Understand that we are not choosing to keep parents in the dark. If the situation warrants, we may utilize the media to inform parents about alternate dismissal plans, lockdown situations, etc. We will try to keep parents informed as often as possible through our Power School notification systems.
- Understand that, if we are in Complete Lockdown, we will not open the doors for anyone. That means you will not be able to pick up your children until the crisis has passed or the lockdown has been changed.
- Understand that, as in any difficult situation, rumors will spread like wildfire. Consider carefully everything you hear and the source of that information. Keep an open mind and wait until authorities provide accurate information before you decide what to believe.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

A copy of the District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Central Office upon request.

### **VISITORS/VOLUNTEERS**

Visitors, particularly parents, are welcome at school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. Upon arrival, all visitors are directed to report and sign-in and receive a name badge. If a person or parent wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time and not to interrupt classroom instruction.

If you have a skill or knowledge you wish to share and/or volunteer some time, please contact the school office or the classroom teacher. To ensure the safety and security of our students, any volunteer will be subject to a criminal background check conducted by the Central Office prior to approval. The Superintendent of PRAS will make the final decision on all guardians who will work with kids. Forms are available at each building office.

Our school also has a parent group called the PRPTG that you are welcome to be a part of. For more information, contact the school office.

### **CHECKING IN AND OUT**

Students coming into the school building after school has begun must check-in at the office and be signed in by the person dropping them off before reporting to class.

Before leaving the school building early, students must report to the office to be signed out by the person picking them up.

Students will only be released with a person, to accompany them, who has been authorized by the parent/guardian. Authorized adults are those listed as an emergency contact. If someone who is not listed as an emergency contact is to pick up a child this must be communicated through the office in advance.

## **MORNING DROP-OFF AND AFTERNOON PICKUP**

Parents are welcome to drop their children off at school in the morning. You can use the drop off lane on the east side of the school. School staff will assist your child(ren) safely into school. Parents may alternatively use the main front entrance of the school to walk their child in if they need to visit the office. In order to maintain the safety of students in the building, parents are not allowed to walk their child to class in the morning unless you have a pre scheduled appointment with a staff member. Supervision of students begins at 7:30 am which is when the building opens. **To honor academic time, all parents and guests must exit the building by 7:55 am unless you have prior approval.**

Afternoon pickup occurs in two ways: using the pick-up lane or physically coming into the office at the front entrance of the school. To ensure the safety of students, there are procedures for both ways. These procedures will be communicated to you by the school.

## **LEAVING SCHOOL GROUNDS**

Leaving school grounds other than during the regularly scheduled departure times is prohibited without permission from the principal. All students with permission must sign out in the office prior to leaving the building. Consequences for students who fail to follow these procedures will be subject to discipline up to and including: loss of privileges and suspension(s).

## **PARENT COMMUNICATION**

Communication to families and the community happens weekly:

- Newsletters
- Website updates ([www.pineriver.org](http://www.pineriver.org))
- Social media groups
  - Pine River Area Schools (Facebook)
  - Pine River Area Elementary (Facebook)
- Contact an employee, visit [www.pineriver.org](http://www.pineriver.org) to obtain email addresses

## **COMMUNICATING WITH DIVORCED PARENTS**

Non-custodial parents who would like to have access to their child's records should contact their school office and make arrangements. Duplicate copies of report cards, progress reports, school newsletters, etc. will gladly be sent unless documentation from

the court is provided by the custodial parent indicating that the non-custodial parent does not have rights to the information.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

## **LOST AND FOUND**

All items of clothing or property should be marked with the student's name. Unidentified items that are found will be placed in the lost and found. Students should check the lost and found if they are missing items. Unclaimed items will be given away and/or taken to the Salvation Army or Goodwill. Parents are welcome to come and check for lost and found items.

## **STUDENT SALES/ADVERTISING**

No student is permitted to sell any item other than school fundraiser items in school without the approval of the school principal. Violation of this may lead to disciplinary action.

Students and parents may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will inform students and parents of where the items may be posted.

If a student, parent, club, or community member would like to post any advertisements, they must first be approved by the administration. For all inquiries, please provide a copy to the office and allow up to a week for approval.

## **SECTION II – ACADEMICS**

### **INSTRUCTIONAL CURRICULUM**

Pine River Area Elementary has an aligned core curriculum with the State Standards and Benchmarks. If you have questions regarding the student's instructional needs, please feel free to contact the classroom teacher for a conference time. All teachers meet the guidelines as highly qualified teachers. [Scan QR code or Click here to explore your child's academics:](https://bit.ly/prae_academics)  
[bit.ly/prae\\_academics](https://bit.ly/prae_academics)



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

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials or discuss instruction must contact the teacher or principal prior to coming to the school. Parents are encouraged to email their

child's teacher prior to calling the principal. Parents' rights to review teaching materials, and instructional activities are subject to reasonable restrictions and limits.

## **SPECIAL SERVICES**

As parents of a student at Pine River Area Schools, Special Services are offered to you and your child to make their educational experience more successful.

The Health Department provides vision and hearing screening for students throughout the school year.

The Intermediate School District provides the district with a highly trained staff to help in testing, evaluation, and program planning. A school social worker is also available to help with counseling and program planning for students who have special needs. A speech therapist visits the school throughout the week to work with identified students.

Title I is aligned with core curriculum areas and offers "in-school support" in all core curricular areas K-5. Title I is federally funded and adheres to the guidelines. Special Education programs are available throughout the district.

## **FIELD TRIPS**

Field trips are academic related activities that are held off school grounds. There are also other trips that are part of the school's extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. Field trips are a privilege to all students and will be contingent on behavior and academics. Students will be expected to have good behavior and complete all expected assignments throughout the year in order to attend field trips.

Students who have discipline referrals, suspensions, and/or performing below academic expectations may be ineligible to attend field trips.

If a parent or guardian would like to be a chaperone on a field trip:

- Approval from the classroom teacher
- Current background check on file with the school
  - Background checks must be completed each school year
  - Background checks must be submitted at least two weeks prior to a field trip to allow processing time
- At least 21 years old
- The superintendent reserves the final call on all chaperone decisions.

**If you are interested in being a chaperone, please contact the building secretary or classroom teacher.**

## **GRADES/REPORT CARDS**

Pine River Area Elementary has a standard grading procedure to indicate the extent to which the student has acquired the necessary learning. In general, students are given grades based upon test results, daily assignments, homework, projects, and classroom participation.

Report cards will be sent home three times during each school year. The report cards indicate a student's academic and behavioral progress for each trimester of the year. Report cards will be sent home following the end of each trimester. Please feel free to call or set up an appointment with your child's teacher if you have questions or concerns about your child's progress or report card.

## **PROMOTION, PLACEMENT, AND RETENTION**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. If retention is being considered, all stakeholders (teachers, parents, principal, counselor, etc.) will meet to discuss the best option for the student. The principal has the final responsibility for determining the promotion, placement, or retention of each student. For further details refer to Pine River Area School Bylaw and Policy 5411.

## **TEACHER CONFERENCES**

Teachers are available before and after school by appointment, during designated parent-teacher conference events, and during their planning periods for conferences with students/parents by appointment. Teacher conferences are always encouraged.

## **COMPUTER TECHNOLOGY AND NETWORKS**

In order for a student to use the network, an agreement form must be returned for each student with a parent/guardian signature. This defines the conditions under which the student may participate. Failure to abide by all the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action may occur. A copy of the school district's computer and Internet usage policy will be sent home with each student at the beginning of the school year.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. Each 3rd grade student will be expected to take the appropriate M-Step Test. They will be given once a year. Make-up dates are scheduled, but unnecessary absences should be avoided.



Additional classroom and district tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

## **SECTION III – STUDENT CONDUCT**

### **TRUANCY**

Good attendance and punctuality are necessary for students to be successful in school. Students are required to be in school on a daily basis, and they should only be absent in the case of illness or extenuating circumstances. Laws of the State of Michigan make school attendance mandatory for all children under the age of 18 and place the responsibility for attendance on the parent of the student. Students are expected to be on time to school each day and ready for class to begin at 7:55 AM.

When your child is unable to attend school, we ask to be notified by the parent/guardian when pupils are absent/tardy.

**Please call the school office at (231) 768-4481** (This phone line is available 24 hours).

**Please call each day your child is absent**, unless you have previously indicated they will not be in school for an extended period of time.

### **ABSENCES**

Any time a student is absent/tardy from/to school, these will begin to account for their ***Instructional Hours Lost***.

- One absence is equal to 7 ***Instructional Hours Lost***
- One tardy is up to 3 ***Instructional Hours Lost***

*Absences: is considered any point in time when your child is not physically at school.* The following will be exempted and will not count towards ***Instructional Hours Lost***:

- *Suspensions (OSS/ISS)*
  - *A suspended student will be responsible for making up school work missed due to suspension.*
- *School related absences, i.e. field trips*
- *Absences due to a death in the immediate family*
- *Scheduled Counseling Appointments*

- *Medical related absences **WITH** a doctor's note*
  - *(No note will result in an unexcused absence)*
- *Court related absences*
- *Religious Observances - According to state statute, students may be released from school for religious instruction.*
  - *A request for a release form must be filled out and signed by the parent/guardian and on file in the office before the student may be released.*

It is important that parents/guardians communicate with the school so that teachers, staff, and administration are aware of certain cases that keep students out of school for an extended period of time (funerals, hospitalizations, extreme illness, etc.) so we can accommodate as much as possible.

## **VACATION ABSENCES**

Children are expected to be in school every day except for illness or extenuating circumstances. The school district has ***scheduled vacation times*** and district calendars are available at the beginning of the year.

We know that occasionally an opportunity for a family vacation arises that does not correspond to a school holiday. While an absence of a day or two does not usually create major problems, extended vacation absences of a week or more are ***discouraged***.

It is almost impossible for the teacher to create homework packets that will match the classroom instruction for a week or more. Also, the reality is that if a family is on vacation, time for major homework is not available; much of what happens in a classroom is based upon oral discussion, examples, and hands-on activities.

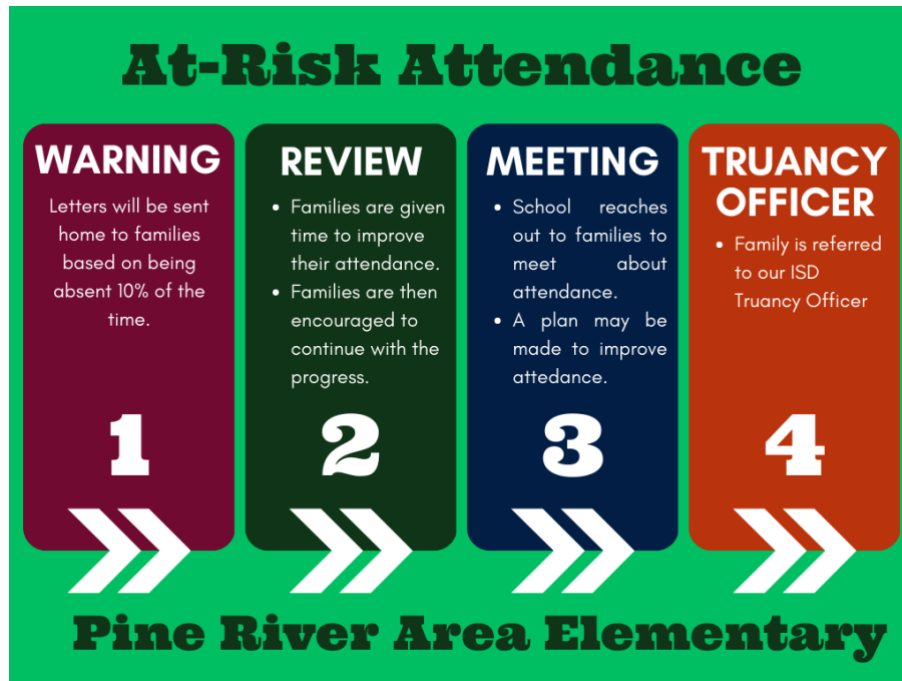
If a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make the necessary arrangements. Parents may apply for pre-arranged absences for their child. We require this at least 5 days before the expected absence in order to arrange student work.

Extended absences could result in loss of full credit for assignments because the student was unable to participate in the required class activities.

**These absences will count towards the students total number of *Instructional Hours Lost* for the school year.**

## TRUANCY PROCESS

The Truancy Policy for PRAE includes four progressive steps which are designed to be informative and to lend assistance whenever possible to improve the attendance of the student.



Attendance Incentives - PRAE feels that attending school is extremely important. The school will reward the building when they meet attendance incentives. Informational flyers about the importance of good attendance will be distributed regularly throughout the school year.

### At-Risk Truancy Policy:

1. Warning: A letter will be sent to families who have been absent 10% of the school year.
2. Review: Families are given time to improve their attendance. Families are encouraged to continue with this progress for the remainder of the year. Families are also encouraged to partner with the school to seek creative ways to help improve the attendance.
3. Meeting: If the attendance is not improved after steps 1 and 2 a Truancy meeting will be scheduled to create a plan of action to improve the attendance. The ISD truancy officer will be notified of the meeting and may be present at this meeting.
4. Truancy Officer: If the attendance does not improve the family will be referred to the ISD truancy officer. A truancy case may be filed with the county court.

## TARDINESS

Tardiness disrupts the start of a school day or class period. Much information is given at the start of the day. Students need to be in class on time. A student who is not in his/her assigned location by the start of the school day shall be considered tardy. If a student is late in arriving at school, they are to report to the school office before proceeding to his/her classroom.

A parent/guardian-student-administrator meeting may be called for students frequently late to school to discuss a plan of action.

The administration, Assistant Principal, and/or School Counselor will use the 10% At-Risk Attendance policy Process listed above.

*Parents play an important role in ensuring that their child maintains a good record for attendance and punctuality. Thank you for your continued support as we work together to provide a successful educational experience for your child.*

## CODE OF CONDUCT

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 the school

## PBIS - Positive Behavior Interventions and Supports

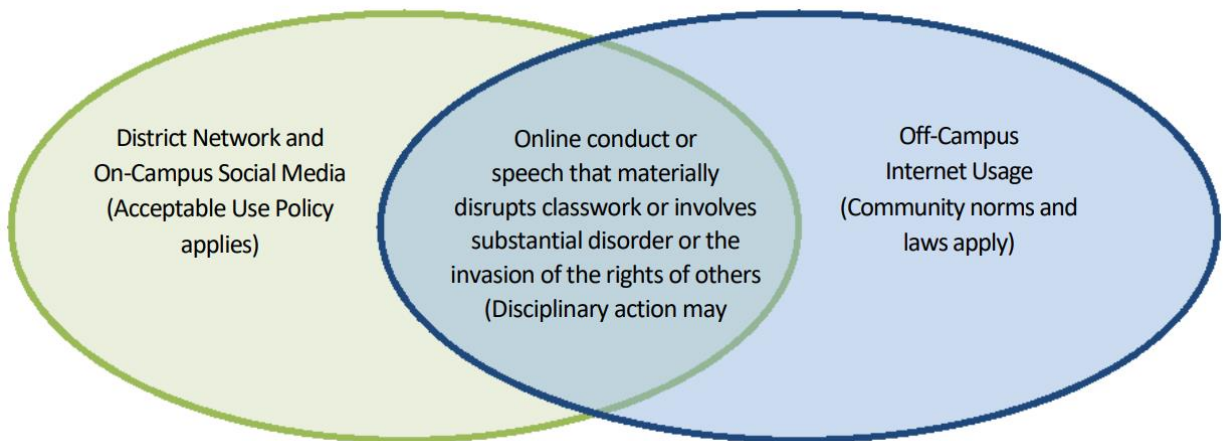
PRAE has a strong PBIS program school-wide to promote school safety and good behaviors. Scan the QR code to learn more.



## SOCIAL MEDIA

Social media has become a part of our students' lives. (Examples, but not limited to: Facebook, Twitter, YouTube, Instagram, Flickr, Snapchat, TikTok, Blogs) Actions on social media can be extremely supportive of student learning but unfortunately can also be very harmful to student wellbeing.

Use of personal technology may violate the District's Acceptable Use Policy or Code of Conduct if the online conduct or speech materially disrupts the classroom or involves substantial disorder or the invasion of the rights of others. This is so whether it occurs on or off campus. When making this determination, context matters and the individual circumstances should be evaluated on a case-by-case basis. Factors for consideration include: the age of the student, the nature of the speech or conduct, the actual or likely impact on the school environment, and the actual or likely impact on the rights of others. Students will be held to disciplinary action if online conduct violates the code of conduct or violates the rights of other school members. (Student/staff)



## DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn.

- Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.
- Personal expression is permitted within these guidelines. Forms of student dress are acceptable as long as they are neat, clean, and not considered distracting to the educational process (i.e. profanity, tobacco, alcohol, illegal substances, suggestive or vulgar slogans ARE NOT permissible on clothing).
- Standards of dress and grooming clearly deal with the health and safety of students.
- Footwear-Shoes are required at all times and should be appropriate for school.
- The wearing of hats, bandannas, coats, halter tops, spaghetti straps, tank tops with straps narrower than 2 inches, bare midriff tops, muscle shirts, see-through tops, miniskirts, and skin-tight shorts, pants, or skirts are not appropriate in the school building.

- Pants must be worn at a level where underwear is not visible.
- Fingertip length shorts or longer-and tank tops may be worn during warm weather. Shorts must be longer than the shirt.
- All skirts must be fingertip length or longer when standing.
- Students are **NOT PERMITTED** to wear flip-flops/open-toed shoes due to safety reasons on the playground or in gym class.

Students must come dressed for the day. Students who wear inappropriate clothes, as described above, will have to call home for appropriate clothes.

## GANGS

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations, or related activities which are likely to cause harm or personal degradation are prohibited. Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. The school administration has the authority to make the final determination of the severity of the consequences for the above actions.

## STUDENT DISCIPLINE/RULES

The primary responsibility of the school is to provide all students an opportunity to acquire knowledge and skills in a *safe environment*. In order to acquire this knowledge and skill, it is necessary to observe certain standards of student conduct. It is also recognized that certain social skills must be taught to provide the student with acceptable behavior in order to achieve success in the workplace and society.

In all cases, the school shall attempt to make discipline prompt and equitable and to have the consequence meet the severity of the incident. At the elementary level, age and/or grade level are also taken into consideration. Each classroom will have expectations and procedures posted so that students are aware.

*Students being serviced under (specific) IEP or 504's may NOT be subject to the same disciplinary action described within this policy.*

### TIERS:

Tier 1: Classroom Management (teacher lead)

Behaviors:

- Minor behaviors that may hurt others feelings, teasing, inability to remain on task, note writing, gesturing, and/or classroom disruptions.

#### Strategies (teacher lead)

- Behavioral concerns/solutions should first be attempted during this stage.
- Contact parents with classroom concerns. Open lines of communication as soon as behaviors arise.
- Teachers' next step is to bring these concerns to their weekly team meetings to brainstorm behavioral strategies that have worked for others in the past. Then share those ideas with the family.

#### Tier 2: Handled Outside the classroom

##### Behaviors may include:

- Moderate physical contact, shoving, tripping, hair pulling, social alienation, intimidation, bolting from the classroom, defiance, and back talking

##### Strategies

- Behavior has moved past classroom management strategies. The next step is to contact the Intermission Room.
- The Behavior Rubric, a tiered system of consequences will be referred to determined consequences and intervention steps.

#### Tier 3: Referral to the Administration

##### Behaviors may include:

- Stealing, repetitive physical contact, severe physical contact, intimidation, harassment, slapping, fighting, threats of violence, destruction of property, bolting from the building/property.

##### Strategies:

- Extreme behaviors, physical behaviors towards others, physical harm, classroom destruction,
- The Behavior Rubric, a tiered system of consequences will be referred to determined consequences and intervention steps.

Families can request to see the Behavior Matrix of Consequences that has been approved by the PRAS Board of Education.

Pine River Area Elementary practices the PBIS (Positive Behavior Intervention System) in regard to behavioral expectations and discipline.



## **DISCIPLINE/RULES**

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 all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Each classroom will have student expectations that will be reviewed often. Students are expected to be courteous and polite at all times and to follow school expectations.

If a student is found to be involved in misbehavior, due process will be used and the following steps will be followed:

1. The student will be addressed with the misbehavior by the teacher or staff member involved.
2. The student will have the opportunity to tell his/her story, and present witnesses if appropriate.
3. The rule broken will be explained to the student.
4. The appropriate behavior expected will be explained to the student.
5. Consequences will be explained and given if necessary in line with the approved Behavior Matrix of Consequences.

Consequences may include, but are not limited to:

- Verbal Warning (Parents may or may not be informed)
- Parents contacted and asked to help in correcting the behavior
- Restorative Justice Practices
- SSR - Silent Supervised Recess
- Think Sheet Reflections
- Apology Letter to the offended party
- Denial of privileges –recess, programs, field trips, extra-curricular activities, etc..
- Parent Conference
- Team meetings will be held which may include the parent(s).
- Individual Behavior Plan
- After School Detention
- In School Suspension
- Out of School Suspension - Follow the suggested at home schedule
- Alternate daily schedule
- Others agreed upon by school administration
- Expulsion of Student

## **POSITIVE BEHAVIOR SUPPORT PLAN**

Students who exhibit habitual below-the-line behavior may be placed on a positive behavior support plan by the Behavior Specialist, School Success Worker, building principal, or assistant principal. Students who transfer in with adverse discipline records may be immediately placed on a behavioral contract at enrollment.



## **SAFETY ASSESSMENTS**

Any student that is exhibiting any behaviors that may jeopardize the safety and well-being of themselves or others may be subject to a safety and/or a threat assessment before returning to school.

## **USE OF DRUGS**

The School has a “Drug-Free” zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. “Sale” includes the possession or sale of over-the-counter medication to another student. The following steps will be taken in any drug or look-alike drug situation:

- Parent/guardian will be notified immediately and will be requested to take the student home for the duration of the day
- Student will be referred to Student Assistance Program
- Completion of age or substance appropriate educational sessions of student
- Professional family screening will be available
- Law enforcement/court system will be involved as necessary
- Consequences will be left to administration based on the details of the situation. These may include suspension and/or expulsion as warranted.

## **TOBACCO POLICY**

Smoking and other tobacco uses (including smokeless tobacco, e-cigarettes, vape pens or close facsimiles thereof) are a danger to a student’s health and the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time, at any school activity, or anywhere on school property. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. The following steps will be taken in any tobacco-related situation:

- Parent/guardian will be notified immediately and will be requested to take the student home for the duration of the day
- Student will be referred to Student Assistance Program
- Completion of age or substance appropriate educational sessions of student
- Professional family screening will be available
- Law enforcement/court system will be involved as necessary
- Consequences will be left to administration based on the details of the situation. These may include suspension and/or expulsion as warranted

The Pine River Board of Education has established that the use of tobacco by any person on school property is prohibited at all times. This includes all buildings and

properties (track, football field, ball fields, playground, buses etc.). A person who violates the law is guilty of a misdemeanor, punishable by a fine.

## **WEAPONS**

A weapon includes, but is not limited to: firearms, guns of any type, air/ gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, or explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may be subjected to:

- Suspension, Expulsion and possible permanent exclusion.
- It makes no difference whether or not the weapon belongs to someone else unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge.
- If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)
- Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, small firecrackers, and poppers are forbidden and dangerous.

Any object that is used to threaten, harm, or harass another student 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 student can be a felony and/or cause for civil action.

## **POSSESSION OF A DANGEROUS WEAPON:**

Definition: "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices."

### **Less than 3 inches:**

First Offense:

Up to 5-day suspension

Additional Offense(s):

Progressive discipline with up to possible expulsion

Self-disclosure to school personnel prior to the discovery of the knife may result in an excuse from penalty.

### **Any DANGEROUS WEAPON (ex: A knife over 3 inches):**

Possession will result in:

- Out-of-school suspension and restriction from school property - pending Board expulsion hearing
- Contact law enforcement.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may be subject to disciplinary action.

### **PHYSICAL OR VERBAL ASSAULT**

Physical or verbal assault at school against a student, district employee, volunteer, or contractor may result in:

- Possible suspension, expulsion, and /or charges being filed

Physical assault is defined as:

- “intentionally causing or attempting to cause physical harm to another through force or violence.”

Verbal assault is defined as:

- “communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.”

Repeated physical or verbal assault will result in suspension.

### **ARSON, EXTORTION, THEFT, CRIMINAL SEXUAL CONDUCT, FIREARM**

Arson, extortion, and theft are violations of the law. In compliance with State law, violations in any of these areas will result in disciplinary action up to and including:

- Suspension or expulsion
- Involvement of local enforcement officials

The Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a district building or on district property, including school buses.

A dangerous weapon is defined as:

“firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches or other devices designed to or like to inflict bodily harm, including, but not limited to, air guns and explosive devices”

### **PROFANITY**

Any behavior or language, in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community-held

standards of good taste will be subject to disciplinary action.

## TRESPASSING

Although schools are public facilities, the law DOES allow the school to restrict access to school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without the authorization of the building administrator. In addition, students may not trespass on school property at unauthorized times or into areas of the school determined to be inappropriate.

- Violations of this rule could result in suspension and/or expulsion.

## BULLYING/AGGRESSIVE BEHAVIOR

Bullying/Aggressive behavior of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, online/virtual, social media: 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.

Bullying is defined as:

- Bullying is an ONGOING and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

## PROCEDURE

1. Any student that believes he/she has been/or is the victim of harassment should immediately report the situation to the teacher, principal, counselor, or school success worker. Complaints will be investigated in accordance with Board policy 5202. Every student should, and **every staff member must report** any situation that they believe to be aggressive behavior toward a student. Reports may be made to those identified above. Reports or complaints may be through email, voicemail, regular mail, or leaving a sealed note. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence. District policy/format for investigation will be followed, including prompt notification requirements. If the investigation finds bullying or other aggressive actions occurred it will result in prompt and appropriate remedial action. This may include expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members.
2. Every reasonable effort will be made to maintain confidentiality during the

investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

3. If, during an investigation of a reported act of harassment, intimidation, and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5202 - Anti- Harassment.

<p>Title IX Coordinators/Compliance Officers:</p> <p>Brent Ruppert, High School Principal 17445 Pine River Road, LeRoy, MI 49655 Telephone (231) 829-3141</p> <p>Mrs. Heidi Hayes, Elementary Principal 7445 Pine River Road, LeRoy, MI 49655 Telephone (231) 829-3141</p>	<p>The state agency for investigation:</p> <p>Michigan Department of Civil Rights, Executive Office Capitol Tower Bldg., Ste. 800 Lansing, MI 48913 Telephone (517) 335-3165.</p> <p>The federal office for investigation of complaints: U.S. Department of Education, Office of Civil Rights 600 Superior Ave., Room 750 Cleveland, OH 44114</p>
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### **Non-Retaliation/False Reports**

Retaliation against any person for complaining about or participating in an investigation on bullying or other aggressive behavior is prohibited. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above and/or suspensions or expulsion.

### **PLAYGROUND EXPECTATIONS**

- Students are to obey the person in charge at recess and stay within the playground boundaries.

- Students are not to re-enter the building during recess without permission.
- Rough play, fighting, wrestling, tripping, pushing, standing on swings, and throwing snowballs, sticks, stones, and sand are prohibited.
- Students are to be responsible for any equipment they take outside and are to return it to the building at the end of recess.
- Students are required to go outside for recess and need to dress appropriately for weather conditions. Outdoor dress policy scan:
- Students need to line up quietly when recess is over.
- For safety purposes, closed-toed shoes must be worn. Open-toed shoes are not permitted.
- Indoor Recess will be held at the discretion of the administration.
- School is not responsible for personal items being lost or broken on the playground.



### **CAFETERIA EXPECTATIONS**

- Students should be courteous and polite at all times.
- Students are to remain seated while eating and speak at a respectful level.
- Students are responsible for cleaning up after themselves and throwing away their garbage.
- Students should attempt to eat the food they take or bring from home and are encouraged to drink their milk.
- All food should be eaten in the cafeteria unless permission is otherwise given.
- Lunch from home should be in unbreakable containers. No knives should be needed for home made lunches.
- Students who fail to follow the expectation in the lunch room will be subject to restorative practices which may include cleaning up after themselves and others.

### **DRINKS IN SCHOOL SETTING**

Due to having many carpeted areas in the school, and to maintain the cleanliness of them, students are allowed to bring in clear liquids, such as water to drink during the day in a non-breakable container. This container must also have a lid to prevent spilling. If a student would like to drink anything other than clear liquids, they must do this in the cafeteria during appropriate times or have prior approval from staff. Students are encouraged to bring in water bottles with their full names displayed.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the school if there is a reasonable suspicion that the student

is in violation of the law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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 that 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 property.

All computers and devices located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **ATHLETIC EVENTS**

The interest and support of younger students and their families for our middle/high school teams are greatly appreciated. However, to keep these growing events safe and orderly for everyone, parents are required to have adult supervision of their children at athletic events.

## **SECTION IV - TRANSPORTATION**

### **BUS EXPECTATIONS**

Bus drivers will not drop off K-3 students unless there is evidence of a parent/guardian or pre-arranged emergency contact physically present at the stop or if they are accompanied by a sibling or if other arrangements for that day have been made through the office by a parent or

guardian. Students in grades 4-12 will be dropped off at the address stipulated at the start of the year until modified by the transportation department.

The rules and regulations listed below are the result of careful study based upon past experiences in the operation of a school bus system. Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules.

- Be on time at designated bus stops. Buses will not wait for late students. Give buses a five-minute leeway. Students should be dressed appropriately for inclement weather. Expect to walk a short distance to a bus stop as required by state regulations.
- Stay off the roadway while waiting for the bus. Form a single file line to get on the bus.
- Wait until the bus is completely stopped before moving toward the bus. Walk in front of the bus when crossing the road. Wait for the driver to give a paddle signal to cross.
- All students shall ride their assigned bus, and get off at their assigned stop unless a bus pass signed by the office has been presented to the driver.
- No visitors or parents may ride the bus.
- Inform the driver or the bus garage if your child is going to be absent from school. If no one boards the bus at a designated stop for two days, the bus garage must be contacted before the driver will stop again. (Bus garage – 829-3941).
- Remain seated while the bus is in motion and sit where the driver assigns.
- Do not cause a disturbance on the bus.
- Keep head, hands, arms, and legs inside the bus at all times.
- Keep the bus clean. No glass containers of any kind are allowed on the bus.
- Keep books, packages, coats, and all other objects out of the aisle.
- School rules involving fighting, pushing, inappropriate language, gestures, weapons, electronic equipment, etc. are in force on the bus at all times.
- Water, water containers, shaving cream, balloons, etc. ARE NOT to be brought on the bus for any reason. (Water bottles for school should remain in students' backpacks for the duration of their time on the bus.)
- Report any damage you observe to the driver. Damage to the interior or exterior of the bus will result in payment for damages and in suspended bus riding privileges.
- Students shall not tamper with the school vehicle or any of its equipment.
- No eating or drinking on the bus

## **BUS CONDUCT VIOLATION CONSEQUENCES**

As with all disciplinary procedures, student age and level of bus riding experience will also be considered when starting the disciplinary process. Most bus write-ups will result in immediate consequences at school, such as lunch detentions or other loss of privilege. Students that consistently display negative behavior only on the bus, may be given bus suspensions as opposed to suspensions from school and/or after school detentions. This will be determined by the school administration and the transportation supervisor. The behavior matrix that has been approved by the school board will be used to determine the consequences that are appropriate for the behavior on the bus.



## **BUS PASSES**

Parents may request bus passes for their students to ride home with another student. It is mandatory all requests are received by 1:00 pm. To ride another bus, have a visitor ride with you, or get on or off at a stop other than your designated stop, you must have prior approval from the transportation department. Bus passes may be approved, on a limited basis, if there is space from the transportation located in the bus garage. Passes must be for presently traveled routes. Students will not be allowed to call home and request a bus pass. These arrangements should be made outside of school time.

## **DIGITAL RECORDINGS ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and their actions are recorded, the film will be submitted to office staff (principal, assistant principal, behavior specialist, etc.) and may be used as evidence of the misbehavior.

## **Pine River Area Elementary's student handbook is NOT all-inclusive**

Other rules and consequences may be used at the discretion of the administration. Failure to sign this handbook does not exempt the student or parent from the responsibilities or policies within the handbook.

## **DEFINITIONS**

Scan the QR code to get definitions of important terms:



# Pine River Area Elementary

## 2023-2024

I have read, understand and agree to abide by the terms and conditions of the Pine River Elementary School Student Handbook.

<b>Parent Signature</b>	<b>Date</b>

I understand that my student must comply with the terms and conditions of all rules, regulations, policies, and procedures identified in the handbook and regulations herein in accordance with board policy. I further understand that these rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school.

<b>Student Signature</b>	<b>Date</b>

<b>PRINTED Student Name</b>	<b>Date of Birth</b>

**\*This student handbook is not all-inclusive. Other rules and consequences may be used at the discretion of the administration. The failure to sign this handbook, does not exempt the student or parent from the responsibilities or policies within the handbook.**