

***Deckerville Elementary School  
Student / Parent Handbook  
2018-2019***



***Deckerville Elementary School  
2633 Black River Street  
Deckerville, MI 48427***

## ***MISSION STATEMENT***

To provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students and citizens and to help its students accomplish goals which are significant, durable, and transferable.

## ***EQUAL EDUCATION OPPORTUNITY***

The Deckerville Community Schools Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. A formal complaint can be made in writing to the School District's Compliance Officer: Mr. Michael Hukan, Superintendent – (810)-376-3615.

## ***PARENT INVOLVEMENT***

Deckerville Elementary and the Board of Education believe that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). See policy 2112.

## ***STUDENT RIGHTS AND RESPONSIBILITIES***

The rules and procedures of Deckerville Schools are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights of freedom of expression and association and to fair treatment as long as they respect those rights of fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure 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 responsibility of the student to deliver that information. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her goals.

## ***STUDENT WELL-BEING***

Student safety is a responsibility of all 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, he/she must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

### ***EARLY STUDENT DISMISSAL/Office Notes***

No student will be allowed to leave prior to dismissal time without a written, phoned request, or the parent/guardian coming to the school office to request the release.

- No student will be released to a person other than the custodial parent without written permission. If a parent /guardian needs to request a change in the dismissal procedure for their child, the request needs to be made no less than 45 minutes prior to the end of the school day.
- When a change in bussing drop needs to be made, it is preferred to have a note signed by the parents delivered to the office at the beginning of the day.

### ***SCHOOL DAY***

The school day begins at 8:05 a.m. and ends at 2:57 p.m. Students are requested not to arrive at school prior to 7:45 a.m. and to leave the building immediately at dismissal unless the teacher has arranged with the parents for the child to stay.

### ***TRANSFER OUT/WITHDRAWAL FROM SCHOOL***

No student in the elementary will be allowed to withdraw from school without written consent of his/her parents. Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Deckerville Elementary, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the elementary office for specific details.

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

### ***STUDENT ACCIDENT INSURANCE***

Currently our district does not carry student accident insurance to cover injuries or accidents that occur during the school day or on school property. Students may purchase accident insurance by visiting [www.1stagency.com](http://www.1stagency.com). This coverage can be purchased on-line.

### ***IMMUNIZATIONS***

Students must be current with all immunizations required by law or have an authorized waiver from the State. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Elementary office.

### ***USE OF MEDICATIONS***

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

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering during school hours.

- The Medication Request and Authorization Form must be filed with the building principal before the student will be allowed to be taking medication.
- All medications must be registered with the principal's office.
- Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel at parental request. (this should be arranged in advance)
- Medication may not be sent to school in the student's possession, except for emergency medications for allergies and/or reactions.
- The child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

### ***ASTHMA INHALERS AND EPI-PENS***

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

### ***NONPRESCRIBED MEDICATIONS***

Parents may authorize the school to administer an "over the counter" medication and/or **essential oils**, using a form which is available at the school office. A physician does not have to authorize such medication but all other conditions of the prescribed medication must be followed. The student may be authorized on the request form by his/her parents to self administer the medication in the presence of a school staff member.

### ***HEADLICE***

Deckerville Elementary School follows the policy recommended by Michigan Department of Community Health and Michigan Department of Education which focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within ¼" of the scalp. Nits that are found beyond ¼" of the scalp have more than likely hatched, or are no longer viable.

The head lice procedure is as follows:

1. Students are checked for lice/nits when the situation warrants. If lice or nits are found the student's parents will be contacted. At this time, students in the classroom may be checked.
2. If live lice (louse) are found the student is to leave the building as soon as possible to receive appropriate treatment. After receiving appropriate treatment, the parent needs to bring the child to school for a head check in the office before they can return to class.
3. If nits remain after the child has been treated, the parent will again be contacted and asked to remove nits and if necessary, seek professional help from the health department/doctor.

### ***Individuals with Disabilities***

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but 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 designee to inquire about evaluation procedures and programs.

### ***STUDENT VALUABLES***

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

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

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### ***MEAL SERVICE***

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.40(K-4), \$2.65 (5<sup>th</sup> & 6<sup>th</sup>). For students who do not take school lunch, they may purchase milk for .50 cents. Ala carte items are available for students in 5<sup>th</sup> and 6<sup>th</sup> grades. No student shall be allowed to leave school premises, during the lunch period, without specific written permission granted by the principal.

Breakfast is offered to all elementary students at no charge.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Any questions or concerns about the meal service program, contact the food service director, Laura Vogel.

### ***FIRE AND TORNADO/STORM DRILLS***

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

Tornado/storm drills will be conducted during the tornado season and at the beginning of the school year using procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a PA announcement directing students and staff to their respective emergency weather positions.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a PA announcement directing students and staff to their respective lock down positions.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:  
WMIC 660 AM – 97.7 FM, WLEW 1340 AM-102.1 FM, WHNN 96.1 FM, TV-5, TV-12, TV-25, and WDIV 4.

Please discuss and prepare a morning plan for your child(ren) in the event we must utilize a two-hour delay. Please also prepare a plan in the event that the two hour delay turns into a cancellation. Buses would pick up students two hours after the normal time. The start times and other important information for each school are shown below. This plan was put into place starting February 4, 2014. Two-hour delays will be announced on the local radio and television stations.

On a two-hour delay

- No breakfast will be served.
- High School Career Center students will not attend the Career Center; however students can come to school before their required time for 5<sup>th</sup> hour. Students riding the bus or arriving early should report to the high school library.
- The first two hour delay will be plan A, the second two hour delay will be plan B, and third two hour delay will be plan C. The plans will be repeated as needed to follow with the number of delays in a semester.

Plan A – Elementary will start at 10:05 a.m. Junior High/High School will start at 10:05 with 3<sup>rd</sup> hour and follow the rest of the day's normal schedule.

Plan B – Elementary will start at 10:05 a.m. Junior High/High School will start at 10:05 with 2<sup>nd</sup> hour, then 4<sup>th</sup> hour and follow the rest of the day's normal schedule.

Plan C – Elementary will start at 10:05 a.m. Junior High/High School will start at 10:05 with 1<sup>st</sup> hour, then 4<sup>th</sup> hour and follow the rest of the day's normal schedule.

Deckerville Community Schools - Two-hour delay start time:10:05 AM

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

## **VISITORS**

Visitors, particularly parents, are welcome at Deckerville Community Schools. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to obtain a visitor's pass. Any visitor in the school without reporting to the office and obtaining a pass shall be reported to the office. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the principal.

### ***USE OF PHONES/Cell Phones***

Office phones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

We strongly discourage elementary students from bringing cell phones to school. If it becomes necessary, we require students have cell phones turned off during school hours. In an emergency situation cell phones may be used with the permission of the principal. Cell phone cameras or video recording options may not be used at any time. This policy also applies to other electronic devices such as MP3 players, iPods, cameras, etc.

- 1<sup>st</sup> violation the cell phone will be confiscated and returned to the student at the end of the day.
- 2<sup>nd</sup> violation the Principal will hold on to the cell phone/device for one week, parent must pick it up.
- 3<sup>rd</sup> violation the student may not bring the cell phone into school or must check the phone in and out of the office daily.
- Further violations will be the office will hold onto the phone/device until the end of the school year.

### ***ADVERTISING OUTSIDE ACTIVITIES***

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

### ***FIELD TRIPS***

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Participation in any field trip at Deckerville Community Schools is a privilege, not a right. All school rules, including academic eligibility and attendance rules, apply to all school-related field trips.

Chaperoning of field trips is encouraged: however, due to the frequent large number of individuals requesting to chaperone such trips, only parents or immediate care-giver(s), or grandparents (with written request from parent or immediate care-giver) of the child/student will be allowed to chaperone field trips (except in situations with extremely unusual circumstances and upon approval of the school administration). Often, many more individuals request to be chaperones than we are able to take on field trips: typically in such instances a "lottery drawing" will be held with the names of all persons requesting to chaperone the trip put into a "hat" and then the appropriate number of "names" are selected to determine who will chaperone the trip.

All students and chaperones participating in a field trip are expected to ride on the school transportation/bus when going on the trip except under special circumstances. Such situations will require approval from the principal. Parents that are not selected to chaperone may choose to independently drive to the location of the field trip and enter the site on their own (provided the location of the field trip is a public site).

Deckerville Elementary has established guidelines for chaperones participating in student field trips. A signed and completed Parent Chaperone Agreement form must be returned to the school staff member in charge of the trip for each parent that will be chaperoning a field trip.

### ***PROMOTION AND RETENTION***

Notification shall be given to parents as soon as retention becomes a possibility and typically not later than the end of the first semester. Promotion/retention shall be determined in consultation with the principal, teacher(s) and parents.

### ***PLACEMENT IN CLASSES***

Placement of classes is carried out by the staff and administration. Placement is determined by class size, gender makeup, academic performance levels, special needs, etc. Any questions or concerns about the assignment should be discussed with the principal.

### ***GRADES/GRADING PERIODS***

Students shall receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term. Also, students in grades 1-6 will receive a progress report at the mid-point of the nine week period.

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course.

### ***RECOGNITION OF STUDENT ACHIEVEMENT***

#### **ATTENDANCE AWARDS:**

A "Perfect Attendance" Award will be given to a child if he/she is not absent or tardy for the semester. "Regular Attendance" Award is given for less than two absences for the semester. Every two tardies will be counted as one half day absence in determining this award.

#### **HONOR ROLL AWARDS:**

This award is determined by the year-end average and a student must have obtained a "B" average or better in all of his/her classes.

#### **HONOR ROLL:**

Each marking period and semester an Honor Roll will be determined. In order for a student to be on the Honor Roll, he/she must have all A's and B's on their reported grades. A student may receive one "C" if there is an "A" in another subject to offset the "C".

### ***HOMEWORK***

The assignment of homework can be expected. Student grades will reflect completion of all work, including outside assignments. Homework is also part of the student's preparation for State Mandated Tests (MSTEP) and for graduation. Homework will be used to enhance a student's learning.



### ***EXTENDED ABSENCE/MAKEUP WORK***

If your child is to have an extended absence, please use the following procedure for getting homework:

- Call the office early in the day with your request
- Pick up the homework at the end of the day or arrange someone to pick it up for you
- If your child is going to be absent for just one day, please wait and get make-up work upon returning to school

Our policy is to allow the student as many days to make-up the work as they were absent, plus one additional day.

### ***ATTENDANCE POLICY***

- If a child is absent or tardy, please either call the school or send a note in with your child.
- Unless the school is contacted, the child will be considered unexcused and will not be permitted to make-up their work until an excuse is received.
- A child is considered absent if they arrive after 8:45 a.m. and leave prior to 2:15p.m.
- A child is considered tardy if he/she enters school after 8:05 a.m. or if he/she enters class after the end of noon recess.
- If a child misses more than 30 minutes of class time, he/she will be considered absent.
- A poor attendance record could result in the retention of a child.
- Students that are absent for more than 10 days during a semester will be referred to a truancy officer.
- Students are requested to arrive no earlier than **7:45 a.m.**

Notification of Absences:

- A letter of warning with a copy of attendance policy will be sent home after a student's fourth absence.  
A second letter of warning will be sent home after the 7<sup>th</sup> absence.  
A third letter of warning will be sent home when the 10<sup>th</sup> absence occurs.
- The truancy officer will be contacted on the 11<sup>th</sup> absence.

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

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

### ***STUDENT ATTENDANCE AT SCHOOL EVENTS***

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities.

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that the students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Students must comply with the Code of Conduct at school events, regardless of location.

### ***CODE OF CONDUCT***

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

### ***CARE OF PROPERTY***

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

### ***STUDENT DRESS CODE***

While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion that disrupts the educational process or presents a safety risk will not be permitted. Appropriate clothing:

- Is clean, neat, and modest.
- Does not include halter tops, short shorts (any shorts worn must be at least finger tip in their length), bare midriff shirts or blouses, or muscle (sleeveless) shirts, with a 3 finger (3") width can be worn.
- Does not include any article of clothing that has objectionable language or pictures, and/or advertising any controlled substance of alcohol and/or tobacco.
- Finger tip length shorts may be worn to school and any school event, unless otherwise notified from May 1st, through September 30th.
- Flip flops" and sandals without heels and toes are not to be worn in school

If a student has selected a manner of appearance that disrupts the educational process or presents a risk to themselves or others, he/she may be removed from school.

### ***PARTIES***

Children may have parties at school during certain times at the discretion of the teacher and administration. Treats and parties will not be held so as to interfere with lunch. Birthdays may be shared with other students by bringing a treat to class. We ask that you keep in mind that a nutritional snack is much better than a lot of sugar type snacks. We do not allow gum in the elementary building. Please do not send personal party invitations to be distributed at school.

## ***TOYS AT SCHOOL***

The only time that students should bring, toys, games, etc. is when their teacher instructs them to. However, toy guns, knives, weapons of any kind are never allowed in school. Students are not to bring Phones, iPods, CD Players, MP3 players, or other similar devices to school.

## ***INSIDE RECESS***

Our policy is that all children stay in when the wind chill is less than 10 degrees above zero. Children also stay in when it is raining, sleeting, or the playground is not able to be used. Otherwise all children are expected to go outside for recess unless there is written directions from a doctor stating that a child must remain in.

## ***STUDENT CONDUCT***

Deckerville Elementary School operates for the purpose of providing an education to the students of our district. In order to provide a quality education, a positive learning environment must be maintained

We expect all students at Deckerville Elementary School to **SOAR**. Students will be **Safe, Organized, Accountable, and Respectful** in **all** areas of the school. (Bus, cafeteria, classroom (any instructional area), hallways, playground, and bathroom areas)

The Elementary Staff is responsible for teaching behavior expectations as a part of the ongoing curriculum. Students will clearly understand the school wide expectations. Students at Deckerville Elementary will be recognized and rewarded for demonstrating expected behaviors.

Student expectations are as follows:

### **Bus:**

- Be **S**afe: Walk
  - Keep your bottoms on your seat facing forward
- Be **O**rganized:
  - Take care of your belongings
  - Keep area neat and clean
- Be **A**ccountable:
  - Use voice level (0 – 1 – 2)
  - Be ready to get off at your stop
- Be **R**espectful:
  - Keep hands, feet, and objects to self
  - Follow the request of your driver
  - Be friendly and courteous

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

A change in a student's regular assigned bus stop may be granted for a special need, if a note or a phone call from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

#### Bus Conduct:

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses or other vehicles as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that transportation safety.

#### Previous to loading (on the road and at school)

Each Student shall:

- Be on time at the designated loading zone,
- Stay off the road at all times while walking to and waiting for the bus,
- Line up single file off the roadway to enter,
- Wait until the bus is completely stopped before moving forward to enter,
- Refrain from crossing a highway until the bus driver signals it is safe,
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus.

#### During the trip

Each student shall:

- Remain seated while the bus/school transportation is in motion;
- Keep head, hands, arms and legs inside the bus at all times
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat or play games, cards, etc.;
- Not tamper with the bus/school transportation or any of its equipment.

#### Leaving the bus

Each student shall:

- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The Driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

## **Classroom / Instructional Areas:**

Be **S**afe: Walk  
Sit on Bottoms  
Keep all 4 Chair and Table Legs on the floor

Be **O**rganized:  
Be ready to learn with needed supplies  
Keep work area neat and clean

Be **A**ccountable  
Use appropriate voice level (**0 – 3**)  
Follow directions and procedures  
Participate  
Report problems to adults

Be **R**espectful:  
Keep hands, feet, objects to self  
Be friendly and courteous

## **Cafeteria:**

Be **S**afe: Walk  
Wait your turn  
Keep your bottom on your chair while eating

Be **O**rganized: Get all supplies before sitting down  
Neatly return tray to staff

Be **A**ccountable:  
Use appropriate voice level (**0 – 1 – 2**)  
Touch only your own food  
Report problems to adults

Be **R**espectful:  
Keep hands, feet, object to self  
Leave your area clean  
Use “please”, “thank you”, “excuse me

## **Hallways:**

Be **S**afe: Walk single file  
Face forward

Be **O**rganized:  
Stay to the right

Be **A**ccountable:  
Use appropriate voice level  
Report problems to adults

Be **R**espectful:  
Keep hands, feet, and objects to self  
Be friendly and courteous

## **Restrooms:**

Be **S**afe:  
Keep bathroom clean

Be **O**rganized:

## GO, FLUSH, WASH, AND RETURN TO CLASS

Be **A**ccountable:

Use appropriate voice level (0-1)

Report problems to adults

Be **R**espectful:

Keep hands, feet, and objects to self

Be friendly and courteous

Give others' privacy

Students sometimes make poor choices in meeting behavior expectations. When students clearly understand behavior expectations and choose not to display those expectations, further teaching will take place. If students still choose not to demonstrate these behavior expectations the following negative consequences will occur:

### ***MINOR REFERRAL:***

A student will receive a minor referral when choosing not to demonstrate expected behaviors in any of the above school environments. Students receiving minor referrals will be expected to return the referral, signed by a parent, to the staff member who made the referral. Three minor referrals will equal one major referral.

### ***MAJOR REFERRAL:***

A student will receive a major referral for gross neglect of expected behaviors as determined by the staff member and principal.

**All** referrals will require the students to serve a detention.

### ***SCHOOL DETENTION:***

**K-2 Students** will generally serve detention during afternoon recess time.

**3-6 Students** will serve detentions after school. These detentions will be arranged between staff and parents of the student involved.

### ***SUSPENSION FROM SCHOOL:***

A student receiving 3 major referrals will be suspended from school for one day. This could include any combination of minor and major referrals to equate to 3 major referrals. (ex: 1 major referral and 6 minor referrals would be equivalent to 3 major referrals) A parent meeting will be arranged before the student returns to school. A specific behavior plan will be reviewed or written at that time.

Certain disciplinary problems may result in immediate suspension and/or referral to police agencies. Examples may be smoking, drinking, substance abuse, theft, arson, insubordinate behavior, gross disrespect to staff member, etc.

## 5<sup>th</sup> and 6<sup>th</sup> Grade Disciplinary Point System:

Students in 5<sup>th</sup> and 6<sup>th</sup> Grade that receive a referral will be assigned points determined by the offense. Accumulation of points will result in disciplinary actions based on the number of points. Please see Referral form below

### DISCIPLINE REFERRAL

Deckerville Middle School  
2633 Black River  
Deckerville, MI. 48427  
(810)376-9785

### NAME:

Date of Incident

### GRADE:

Time:

Today's Date:

Staff:

The purpose of this report is to inform you of a disciplinary problem involving your son/daughter and the points assessed. A suspension may be invoked if point total gets to 10. Points will be removed at a rate of 3 per 30 school days of good behavior. Please contact us for further information.

Points Assessed:

Total Points to date:

- |     |   |      |  |
|-----|---|------|--|
| 1   | Running, pushing, shoving                           | 6    | Disrespect of school personnel                           |
| 2   | Disruptive conduct                                  | 3-6  | Cell phone/electronic devices violation                  |
| 1-3 | Excessive missing work assignments                  | 3-6  | Stealing/Malicious destruction under \$100               |
| 1-3 | Lack of cooperation with school Employee/substitute | 6-10 | Harassment/Bullying/Intimidating/Threatening another     |
| 2-3 | Cheating/Plagiarism                                 | 10   | Stealing/Malicious destruction (over \$100)              |
| 3   | Improper dress/Language/conduct                     | 10   | Defying Authority/profanity towards/Threatening employee |
| 3   | Encouraging a fight                                 | 6-15 | Fighting Assault   |
| 3-6 | Roughhousing/Horseplay/Aggression Towards others    | 15   | Weapon   |
| 3   | Failure to serve detention                          | 15   | Bomb   |
| 4   | Teasing/taunting                                    | 15   | Arson  |
| 4   | Insubordination                                     | 15   | Assaulting a school employee                             |
| 4   | Inappropriate possessions                           |      |  |
| 4   | Persistent misbehavior                              |      |  |

Other \_\_\_\_\_

Comments:

1-2 points=warning

6-9 points=In-School Detention

15 or more points = expulsion proceedings

3-5points=after school detention

10-14 points= suspension

DETENTION DATE:

SUSPENSION DATE(S):

## **STUDENT HARASSMENT**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by students as well as any other person in the school environment. 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 school sponsored activities whether on or off school property.

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

Any student that believes he/she has been or is a victim of harassment should immediately report the situation to the teacher, the principal or the superintendent of schools. Every student should and every staff member must report any situation that they believe to be improper harassment of a student.

The following definitions are provided for guidance only.

### **HARRASSMENT**

Harassment is any unwelcome conduct or communication which interferes with the student's education, creates intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

### **SEXUAL HARASSMENT**

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning

**BULLYING** –Intimidation of others by acts, such as:

- Threatened (verbal, written, or electronic) or actual physical harm
- Unwelcome physical contact
- Damaging or destroying property
- Blocking or impeding student movement

*The entire school, as well as the broader community, must further be involved in bullying prevention efforts in order to create a positive climate in which caring and considerate interactions thrive and aggressive actions are deemed unacceptable. Isolated prevention and intervention strategies do not alone allow for the promotion of norms against bullying. Young people require positive modeling, proactive instruction, and ongoing support if they are to make decisions, and take actions in favor of potential victims and in opposition to potential aggressors.*



**HAZING** – any type of initiation procedure for any school related activity, which involves conduct such as

- Illegal activity (examples- drinking, drugs)
- Physical punishment or infliction of pain
- Intentional humiliation or embarrassment
- Dangerous activity
- Activity likely to cause mental or psychological stress
- Forced detention or kidnapping
- Undressing or exposure

**CONFIDENTIALITY** – 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.

#### **Volunteers/Chaperones**

At Deckerville Elementary School we consider the safety of our students and staff to be of great importance. Although it is not possible to guarantee total immunity from any negative incidents, we will continue to take steps to provide the safest and most educationally sound environment for your child.

Deckerville Elementary School requires a one page form to be completed by any individual who works within our school system, as a volunteer or a field trip chaperone. This form is available through the Elementary office.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS FEEL FREE TO CONTACT THE ELEMENTARY OFFICE AT 810-376-9785**

# DECKERVILLE ELEMENTARY CALENDAR

## 2018-2019



September 4	Students first day
September 28	PTO walk-a-thon - 8:30 am
October 3	School Pictures / Student Count Day
October 5	Grandparents Day 2:00pm
October 12	Student Progress Reports Go Home
November 2	"Muffins for Mom"
November 13	Parent Teacher Conferences 4:00PM-7:00 PM
November 15	Parent Teacher Conference 5:30PM- 8:30PM
November 21- November 23	Fall Recess - NO SCHOOL
December 13	Elementary Winter Concert - 2:00 pm
December 21	Student Progress Reports Go Home
December 24 - January 4, 2019	Winter Recess - NO SCHOOL
January 17	Student Dismissal 12:15
January 18	Student Dismissal 12:15
February 18	President's Day - NO SCHOOL
March 1	Student Progress Reports Go Home
March 22	"Donuts for Dad"
March 25 - March 29	Spring Recess - NO SCHOOL
April 19-April 22	Easter Break
May 10	Student Progress Reports Go Home
May 23	Elementary Spring Concert - 2:00 pm
May 27	Memorial Day - NO SCHOOL
June 6	Grades K-3 Fun and Fitness:
June 7	Grades 4-6 Fun and Fitness
June 10	Grades 1-3 Academic Awards
June 11	Grades 4-6 Academic Awards Student Dismissal - 12:15
June 12	Kindergarten Graduation - 9:30 am <b>Last Day - Student Dismissal-11:30 am</b>

Upon request the district shall make accommodations for anyone with a disability to attend these school functions

## *2018-2019 Teaching Staff*



K	Pamela Bays Anthony Morey
1	Patricia Bartley Stacey Gruber
2	Karen Cowley Kelly Flanagan
3	Maria Langan Ashley Mater
4	Andrea McConnachie Nancy Kritzman
5	Michelle Cambell Julie Grifka
6	Nanette Hugan Kim Zurawski
Music/Band	Jesse Belkiewicz
Phys Ed STEM	Adam Klee/Jim Gentner Jim Gentner
World Language	Dan Woodard
Art	Jamie Roggenbuck
Reading	Danielle Trowhill Katie Wessel
Special Ed	Kristyn Theobald Tim Brabant
Speech	Shannon Beaver
Pre-School	Angela Murphy Mandy Hoff Kara Heilig Jessica Heilig

## ***Additional Contact Numbers:***

Jayne Fisher -	Elementary Secretary	376-9785
High School -	Guidance Counselor	376-9785 ext. 310
Pat McVittie -	Student Advocate	376- 9785 ext. 341
Carla McPhilimy	Special Education	376-3875 ext. 321
Laura Vogel -	Food Services	376-9785 ext. 315
Scott McVittie -	Athletics	376-9635
	Bus Supervisor	376-9635
High School Office		376-3875
Superintendent's Office		376-3615
School Fax		376-9785

***Yvonne O'Connor, Principal***  
**yoconnor@deckerville.k12.mi.us**  
**Jayne Fisher, Secretary**  
**810 376-9785**

*Deckerville Elementary School*  
***Parent –School Compact***



**It is the belief of Deckerville Elementary School that a child’s education involves the active participation of the parent/parents. This is achieved by the educational staff at Deckerville Elementary working with parents in a team effort.**

**This compact is an acknowledgment of our shared responsibilities in the education of our children.**

*Deckerville Elementary School* will provide all students with curriculum and instruction, which will provide the maximum opportunity for all students to successfully meet the state’s content and performance standards. Regular and open communication regarding student’s progress will be maintained. Individual or small group tutoring by peers, parent volunteers, and teacher assistant will be given when necessary. This may also include intervention with the school counselor. Progress reports, reasonable access to staff, and parent-teacher conferences will be regularly scheduled.

The staff at Deckerville Elementary School acknowledges our responsibility and will do our best to fulfill it.

*Deckerville Elementary Staff*

We / I, as the Parents or Guardians, of a child at Deckerville Elementary School, will do our/ my best in supporting my child’s learning. This support may include monitoring attendance, homework, and television watching: ensuring a good night’s rest and a healthy breakfast: attending school activities when possible: and supporting any extra help my child may need.

**We / I acknowledge our / my responsibility and will do our /my best to fulfill it.**

**We / I have received and understand the contents of the Deckerville Elementary Student/Parent handbook.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Date**

***Please Sign and return to your child’s teacher***

