

Freeland Learning Center

305 S. Third Street

Freeland, Michigan 48623

(989) 695-5721

and

Freeland Elementary School

710 Powley Drive

Freeland, Michigan 48623

(989) 695-5371

Parent-Student Handbook

2018-2019



School District Phone Numbers and Office Hours

Hours: Monday through Friday

| | |
|---|------------------------|
| District Office | 989-695-5527 |
| | 7:30 a.m. - 4:00 p.m. |
| Sr. High School | 989-695-2586 |
| | 7:00 a.m. - 3:30 p.m. |
| Middle School | 989-692-4032 |
| | 7:00 a.m. - 3:30 p.m. |
| Elementary School | 989-695-5371 |
| | 8:00 a.m. - 4:30 p.m. |
| Learning Center | 989-695-5721 |
| | 8:00 a.m. - 4:30 p.m. |
| Transportation/Bus Garage | 989-695-5101 |
| | 6:30 a.m. - 5:00 p.m. |
| Athletic Director/Comm. Ed | 989-695-5986 |
| | 7:00 a.m. - 3:30 p.m. |
| Lunch Accounts/Information | 989-695-2586 ext. 3253 |
| | 6:00 a.m. - 2:00 p.m. |

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INTRODUCTION

Welcome to the Freeland Elementary Experience!

In our two buildings, the Learning Center and the Elementary, we hope your years here will be rewarding in every way. This parent-student handbook is intended to help make you aware of our elementary school program. If after reading this handbook you have any further questions, please contact us at any time. We are firmly convinced that the challenge of providing a quality education is something the home and school must accept as a joint responsibility. Let's keep the lines of communication open as a first step in meeting the needs of our most precious asset...your sons and daughters.

Marcus Hillborg, Principal
Freeland Learning Center
Grades Y5-1

Stacey Luberda-Criner, Principal
Freeland Elementary
Grades 2-6

MISSION OF THE SCHOOL

Freeland Community School District Mission Statement. The purpose of the Freeland Community School District is to prepare students to be successful adults by providing a challenging curriculum that connects students' lives to their future in a safe and supportive environment.

The Freeland Elementary School Mission Statement will provide a quality educational experience for all students: academically, socially, emotionally, and physically - preparing them to live and work in a changing environment.

ELEMENTARY SCHOOL PHILOSOPHY

We believe we have an obligation to attempt to individualize and personalize the instruction and related services offered to our students and parents. This means each child is accepted as an individual with unique requirements and potential.

We believe that parental interest and involvement in the education of the children is essential. Teachers, parents and students work in partnership to achieve high standards. Communication should be open and on-going between home and school.

**FREELAND COMMUNITY SCHOOL DISTRICT
NON-DISCRIMINATORY POLICY**

It is the policy of the Freeland Community School District that no person shall, on the basis of race, color, national origin, sex, handicap, or English speaking ability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of its educational programs, activities or employment practices. In order to facilitate the evaluation of current practices, to investigate complaints, to answer inquiries, and to guide the implementation of compliance efforts, the superintendent has been appointed the local Title VI and Title IX Coordinator, and the special education supervisor has been appointed Section 504 Coordinator. All questions, requests for information, or complaints relating to discrimination on the basis of race, color or national origin (Title VI), sex (Title IX), or handicap (Section 504 of the Rehabilitation Act of 1973) in the Freeland Community School District should be directed to either of the districts' compliance officers. Inquiries concerning the non-discrimination policy may also be directed to Director, Office for Civil Rights, Dept. Of Health, Education and Welfare, Washington, DC 20201

Matt Cairy
Superintendent
989-695-5527
710 Powley Dr.
Superintendent@freelandschools.net

Renee Wulff
Middle School Principal
989-692-4032
8250 Webster Rd
msprincpal@freelandschools.net

CHILD FIND

It is the responsibility of the Freeland Community School District to find and identify any child with a suspected disability residing within the district boundaries. As a result, the Freeland Community School District works cooperatively with the Saginaw Intermediate School District to conduct Special Education evaluations for any child ages 0-26 who is suspected of having a disability. If a student is found eligible for Special Education through the evaluation process, it is the school districts responsibility to offer a Free and Appropriate Public Education that meets the educational needs of the student. If you believe your child is in need of a Special Education evaluation, please contact Marnie Malacara, Special Education Supervisor at (989) 625-2218.

SECTION I - GENERAL INFORMATION

PARENT INVOLVEMENT

The Freeland Community School District believes 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.

PARENT/TEACHER ORGANIZATION

The Parent Organization is a group of Freeland parents who work with the staff to promote our school and assist with several fund raising activities during the school year. The PTO meetings are scheduled on a monthly basis, and all parents are encouraged to join. Meetings generally take place on the first Tuesday every other month (Oct., Dec., Feb., Apr., June) at 6:00 p.m.

STUDENT ACCIDENTS/INJURIES

All reasonable efforts will be made to ensure a safe learning environment for all students of this District. Any and all accidents or 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 elementary school emergency procedures and a parent will be notified.

HOMEBOUND INSTRUCTION

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

STUDENT COUNCIL

Through the operation of our student council, we offer students the opportunity to participate in a form of government. The meetings give students a voice in making decisions which affect them. All students, whether representatives or not, learn something about parliamentary procedures because representatives are required to discuss the results of each meeting with their home room groups. Each home room elects one representative to send to meetings. Because of the responsibilities involved, students who are nominated and elected should be the kind of individuals who have a habit of doing their best with each task or assignment they face. They should have good school spirit, be good citizens, and a desire to be of service to their school and community. Student council participants are from sixth grade classrooms.



SCHOOL DAY/TIMES

Location: Freeland Elementary School (Grades 2-6)
710 Powley Drive
Freeland, Michigan 48623

Phone: (989) 695-5371 (Office and Teachers)

Location: Freeland Learning Center (Grades Y5-1)
305 South Third Street
Freeland, Michigan 48623

Phone: (989) 695-5721 (Office and Teachers)

District Website www.freelandschools.net

2018-2019 Starting and Dismissal Times:

Y5's, Kindergarten, and Grade 1
First Bell Rings at 8:55 a.m. - (Doors Open)
Classes are 9:05 a.m. - 3:49 p.m.

Grades 2 - 6
First Bell Rings at 8:45 a.m. - (Doors Open)
Classes are 8:55 a.m. - 3:39 p.m.

LC/Elementary School Office Hours: 8:00 a.m. - 4:30 p.m.

Superintendent of Schools: Matthew Cairy 695-5527

Board of Education

| | |
|------------------|----------------|
| Kristin Anderson | President |
| Dennis Argyle | Vice President |
| Holly Roenicke | Secretary |
| David Youngstrom | Treasurer |
| Matthew Phaner | Trustee |
| Lisa Knoerr | Trustee |
| Peter Wiltse | Trustee |

Please refer to our website at www.freelandschools.net, District Info tab, for more information about the Freeland Board of Education.

2018-2019 SCHOOL CALENDAR

| | | |
|------------------|--|--|
| August 27 | Open House Schedule Second Grade Third Grade | 5:00-7:30 p.m. 5:00-6:30 p.m. 6:00-7:30 p.m. |
| August 28 | Open House Schedule Y5's/Kindergarten/ECSE First Grade Fourth Grade Fifth Grade Sixth Grade | 5:00-7:30 p.m. 5:00-6:30 p.m. 6:00-7:30 p.m. 5:00-6:30 p.m. 5:30-7:00 p.m. 6:00-7:30 p.m. |
| September 4 | First Day of School | |
| September 5 | Picture Day – Elementary | |
| September 7 | Picture Day – Learning Center | |
| October 3 | Student Count Day (all students must be in class) | |
| October 8 | Professional Development – No students | |
| October 29 | Picture retakes – Elementary | |
| November 1 | Picture retakes – Learning Center | |
| November 2 | End of First Marking Period | |
| November 5 & 6 | Professional Development – No students | |
| November 13 & 15 | Parent/Teacher Conferences | 4:00-7:00 p.m. |
| November 22 & 23 | Thanksgiving Vacation | |
| December 24 | Winter Break Begins | |
| January 7 | Classes Resume | |
| January 25 | End of Second Marking Period/Semester | |

| | |
|-------------|--|
| February 13 | Student Count Day (students must be in class) |
| March 25 | Spring Vacation Begins |
| April 1 | Classes Resume |
| April 5 | End of Third Marking Period |
| April 19 | Good Friday |
| April 25 | Professional Development – No students |
| April 26 | No School – Walleye Weekend |
| May 27 | No School – Memorial Day |
| June 14 | Last Day of School ½ day Release: 12:26 Elementary 12:36 Learning Center |



**Freeland Elementary School
Personnel Directory**

Stacey Luberda-Criner, Principal

Julie Kucher, Secretary
JoDee Phillips, Secretary

| Teacher | Grade | Room |
|----------------------|-------------------|-----------------------|
| Barthel, Julie | 2 | 209 |
| Benkert, Tamara | 2 | 213 |
| Dixon, Amy | 2 | 211 |
| Dobson, Joy | 2 | 214 |
| Duley, Kim | 2 | 212 |
| Grocholski, Kim | 2 | 210 |
| Stitt, Michelle | 3 | 205 |
| Boyes, Heather | 3 | 210 |
| Cripe, Tricia | 3 | 204 |
| Shelley Helmreich | 3 | 207 |
| Trainor, Randi | 3 | 208 |
| Crook, Brenda | 4 | 402 |
| Kuhn, Suzanne | 4 | 406 |
| Smigelski, Jamie | 4 | 405 |
| Taylor, Kristen | 4 | 404 |
| Williams, Margaret | 4 | 403 |
| Dake, Lindsay | 5 | 412 |
| Henning, Amy | 5 | 411 |
| Kade, Nathan | 5 | 401 |
| Koch, Bethany | 5 | 410 |
| McKee, Jessica | 5 | 409 |
| Somers, Molly | 5 | 408 |
| Albrecht, Alisha | 6 | 610 |
| Belanger, Shea | 6 | 606 |
| Harrison, Scott | 6 | 603 |
| Revell, Brittney | 6 | 605 |
| Wirsing, Katlin | 6 | 601 |
| Powell, Kristy | ASD Room | TBD |
| Darrow, Stacy | MTSS | 203 |
| Klaczkiwicz, Heather | Hearing Impaired | 202 |
| Hileman, Tammus | Special Education | 6 th Grade |
| Kehr, Dawn | Special Education | 202 |
| McLaren, Tricia | Special Education | |
| Loiselle, Lynne | Speech | Office |
| Koehler, Jessica | STEM Program | Media Center |
| Guenther, Jeremy | Music Education | 802 |

**Freeland Learning Center
Personnel Directory**

Marcus Hillborg, Principal

Pam Dammer, Secretary
Brandi Vasold, Secretary

| Teacher | Grade | Room |
|-------------------|--------------------|--------------|
| Johnson, Christy | Young 5's | 105 |
| Kelly, Stacy | Young 5's | 101 |
| Thornton, Brandon | Young 5's | 103 |
| DeFever, Caitlin | Kindergarten | 106 |
| Dreyer, Johanna | Kindergarten | 104 |
| Hare, Kelly | Kindergarten | 102 |
| Huckeby, Jennifer | Kindergarten | 110 |
| Peter, Callie | Kindergarten | 119 |
| Sampson, Kendra | Kindergarten | 120 |
| Sharp, Ashley | Kindergarten | 108 |
| Harvey, Amy | 1 | 127 |
| Griffin, Tamara | 1 | 121 |
| Lazarz, Jennifer | 1 | 122 |
| Miller, Kristi | 1 | 125 |
| Neering, Gwen | 1 | 124 |
| Painter, Ashley | 1 | 126 |
| Simon, Staci | 1 | 128 |
| Woock, Stacey | ECSE | 123 |
| Darrow, Stacy | MTSS | 118 |
| Ferguson, Suzanne | Special Education | 116 |
| Shaw, Jennifer | Speech | 130 |
| Guenther, Jeremy | Music Education | 115 |
| Koehler, Jessica | STEM Program | Learning Lab |
| Stedry, Jenna | Art | 114 |
| Miller, Michele | Physical Education | Gym |
| Zwerk, Heidi | Spanish Education | 117 |



ENROLLING IN THE SCHOOL

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

- A. An original birth certificate
- B. Proof of residency
- C. Proof of immunizations
- D. Vision & Hearing Screening results for Kindergarten registration

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. The process for assigning students in classrooms is a responsibility that we take very seriously. Factors considered are: the student's demonstrated academic achievement on a daily basis; the student's pace of learning; the quality of the student's citizenship; the student's work and study habits; how a student's personality will fit in with others in the class; and the boy-girl ratio in the class. It is important to have a well-balanced class to provide every child the best opportunity for success. Parent request for teachers will not be accepted. However, if you would like to share information that may affect your child's classroom selection, please meet with the building Principal before May 1.

FAMILY ACCESS

Freeland Community School District is providing parent access to Family Access through Skyward, to further promote educational excellence and enhance communications with parents. Family Access allows parents to view their child's attendance, schedule, grades and homework assignments, anywhere, any time. Access is available on the district's website - www.freelandschools.net under the tab - Parents & Community.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a person whose name is on file in the School office or the parent coming to the school office to request the release for any reason. Students are only released from the office. An ill student must notify the teacher before going to the office.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the guidance office for specific details.

IMMUNIZATIONS

The Freeland Community School District believes that immunization is one of the most cost-effective measures to protect children from vaccine-preventable diseases. Accordingly, Freeland requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the State Health Department regulations.

Students must meet the immunization requirements set by State for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school shall be admitted in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the State.

USE OF MEDICATIONS

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

- A. **The Medication Request and Authorization Form must be filed with the respective building office personnel before the student will be allowed to begin taking any medication during school hours.**
- B. All medications must be kept in the office.
- C. Medication itself shall be kept in appropriate containers labeled as to name of pupil, name of medication, dosage and time of dosage.
- D. Medications must be transported to and from school by a parent/guardian and not by means of school busing. Medications not picked up at the end of a school year will be discarded.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

A school has a high concentration of people, and therefore, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

DIRECT CONTACT COMMUNICABLE DISEASES

The Freeland Community School District seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through airborne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. Freeland is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood borne communicable disease. For more information, refer to Board Policy.

STUDENT RECORD POLICY

The elementary administration is the custodian of student records and is responsible for the supervision of student records at the school. Each student's records will be kept in a confidential file located in the office. The information in a student's records will be available for review only by the parents or legal guardian of a student, and those authorized by federal law and state and district regulations. Parents may request a conference to review their student's record by calling the office at 989-695-5371 to get the appropriate request form and to schedule an appointment within two weeks. Records will be reviewed in the presence of the principal or designated individual.

CAFETERIA RULES

Students must maintain safe behavior in the Cafeteria.

- A. No food, beverage, or any other items are to be thrown
- B. Sharing food is prohibited
- C. Food should not be mixed to cause a distraction
- D. SOAR expectations should be followed
- E. When family visitors attend lunch, additional students are prohibited from joining the parent table.

EMERGENCY CLOSING OF SCHOOL

(USUALLY FOR SNOW AND ICE)

In the event the school must be canceled because of severe weather conditions a public announcement will be made as early as possible over the School Messenger system and local radio and television stations.

EMERGENCIES

Fire/Evacuation: The steady sounding of the fire siren is a signal for a fire/evacuation drill. Classes must evacuate the building in an orderly and safe fashion. This means to walk at a good pace without shoving or pushing. Teachers will take their classes at least 100 feet away from the building, and then take roll to make sure everyone is accounted for. Each of the classrooms will have a map to show which way to evacuate from that classroom. The teacher will review the fire procedure with everyone.

Lock down or secure mode: Students are restricted to the interior of the school building. Notification of lock down/secure mode is given by public announcement (PA).

Tornado: Teachers will review tornado warning and alert procedures. Each room in the building has a poster showing the students where to go during tornado weather and how to protect themselves.

VISITORS

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 pass. Visitors will be asked their name, the student they are visiting, and purpose of the visit. Picture ID may be required.

LOST AND FOUND

It is recommended that you label everything your child brings to school. We centrally locate lost items for your inspection at any time. Any items not claimed are sent to local charities at the end of each marking period. Please call if you have any questions.

FIELD TRIPS

Field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Attendance rules apply to all field trips. Extenuating circumstances may require individualized student participation plans.

GRADING PHILOSOPHY & PURPOSES

Primary Purpose

- A. Communicate learning and achievement status to students, parents, and others.

Secondary Purposes

- A. Provide information that students can use for self-evaluation and growth.
- B. Encourage student growth and progress in learning
- C. Identify students for available educational opportunities and programming.
- D. Evaluate the effectiveness of curricular, instructional, and assessment practices and programs.

Grading Principles (The Big 5)

In an effort to meet our purposes for grading outlined above, we have identified five key principles to effective grading in our school. These are referred to as “The Big 5”, and represent the five key principles for grading.

Principle 1: Grades will be accurate

Principle 2: Grades will be given consistently among teachers

Principle 3: Grading will support learning by involving students in the process

Principle 4: Grades will relate to clearly defined standards

Principle 5: Grades will reflect the level of proficiency

PROMOTION, PLACEMENT, AND RETENTION

Children entering school do so at different academic, social and emotional levels. Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

If a student has made insufficient progress toward learning standards at their grade level, parents will be invited to a meeting to discuss this with teacher and other appropriate school personnel.

STUDENT ASSESSMENT

The Freeland Community School District shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student’s proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations. For more information, refer to Board Policy.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

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

BUS TRANSPORTATION TO/FROM SCHOOL

Student transportation is the responsibility of the parents or guardians. However, safe transportation will be furnished to eligible students of the district from designated bus stops near their homes to and from their schools. Student transportation shall be considered a privilege to be enjoyed by a student only as long as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations, and positively responds to the directions and requests of the bus driver. All transportation personnel will do their best to build and maintain good relationships between students, parents, and the school. For students who misbehave while riding the bus, disciplinary action will be taken. The following bus rules and student responsibilities must be followed by students:

BUS CONDUCT

A. At the bus stop:

1. Be at the designated bus stop 10 minutes prior to the scheduled time ready to board the bus.
2. Observe the same conduct as required in the classroom.
3. Be courteous to others and safety conscious at the bus stop.
4. Stand back 10 feet from the road until the bus comes to a complete stop.
5. Wait until the bus comes to a complete stop before attempting to get on or off.
6. Refrain from bringing a guest to board the bus.

B. On the bus:

1. Observe the same conduct as required in the classroom.
2. Be courteous - use no profane language or threatening language
3. Refrain from eating and drinking on the bus.
4. Keep the bus clean by picking up after yourself and others.
5. Occupy the seat assigned by the driver (if so assigned).
6. Remain seated while the bus is in motion.
7. Keep your head, hands, feet, and body inside the bus.
8. Refrain from smoking or having any source of fire on the bus.
9. Refrain from ALL disruptive or destructive conduct.
10. Cooperate with the bus driver.
11. Enter and leave the bus only at the front door, unless there is an emergency.
12. Report at once, to the driver, any damage to the bus that is observed.

13. Participate in required emergency drills.
14. Observe safety precautions such as maintaining a reasonable noise level in the bus and keeping the aisles clear.
15. Backpacks and instruments must fit on the student's lap.
16. Refrain from throwing any materials out the bus window.

Other bus policies and procedures are available online on the school website. Students and/or parents can contact the Transportation Supervisor by phone at 695-5101.

NOTE: These bus rules apply to any student riding any school bus at any time including field trips, athletic events, and any other bus riding.

VIDEOTAPES ON SCHOOL BUSES

The Freeland Community School District may install video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

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

SECTION II - STUDENT CONDUCT

ATTENDANCE AND TARDINESS

Michigan Law (MSA 15.4156) requires that every person having charge of a child from age 6-16 shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive.

ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study. When your child is going to be absent from school, please phone the school office prior to or on the first day of the absence. If a call cannot be made, the student must present a note signed by the parents/guardians to the office no later than 8:45 A.M. on the day the student returns to school. This note must include the date and reason for the absence. If one of the above is not done the student will receive an unexcused absence. Students receive an excused absence when they are absent for the following reasons: Illness reported by parents/guardian, death in the family, family emergencies, medical appointments which cannot be scheduled outside of the school day, court appearances and other legal business, observance of religious holidays (any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief), and family trips with parents/guardian when prearranged with assignments given in advance of departure, provided reasons are given.

EXCUSED ABSENCES

Students receive an excused absence when they are absent for the following reasons: Illness reported by parents/guardian, death in the family, family emergencies, medical appointments which cannot be scheduled outside of the school day, court appearances and other legal business, observance of religious holidays (any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief), and such other good cause as may be acceptable to the superintendent or his designee. When excused absences reach 10 days, we may request a doctor note for any further absences to be excused.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse, and without parent contact to the school by telephone call prior to returning to school or note when returning to school, shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state.

FAMILY VACATIONS

Parents are encouraged not to take their child out of school for vacations. In the event there is no other time to schedule your vacation, we request at least two weeks' prior notice by discussing the matter with the principal and the student's teacher(s) to make necessary arrangements. Every effort should be made to avoid such absences from school. Absences due to vacation are still subject to State truancy laws.

TARDY POLICY

A student who is not in his/her assigned classroom by 8:55 a.m. at the elementary, 9:05 at the Learning Center, shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Three tardies will equal one half day absence.

HOMEWORK REQUESTS

Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study. Homework for single day absences will be available the following day. Prearranged or multiple day absences will be handled on an individual basis.

CODE OF DISCIPLINE

The primary objective of student discipline and control is to produce an environment in which complete attention may be directed to teaching-learning activities. All students must show consideration for all persons who are members of the educational community and contribute to the creation of an atmosphere conducive to learning. While the method of discipline may vary somewhat with our younger and older students, all students must learn the necessity of respecting the rights of others.

SCHOOL RULES/EXPECTATIONS

A positive school climate is essential to student success. In the Freeland Community School District, we have building wide Positive Behavioral Interventions and Supports (PBIS) initiative called SOAR. There are four main behavior guidelines that students are expected to exhibit: Show respect, On task, Always safe, Responsible. These expectations were developed to assist children as they act with respect toward other students as well as toward staff, teachers, visitors, etc. If everyone follows these rules and acts appropriately toward others, then students of Freeland Learning Center and Freeland Elementary will be happy, safe, and have a sense of pride. Students are taught specific lessons to proactively address and target expected school behaviors. These behaviors are outlined on a school matrix that encompasses shared spaces and common areas and practiced throughout the year. Students caught exhibiting expected behavior may receive SOAR tickets which enter them into a drawing for additional recognition.

MEANS OF DISCIPLINE

The following types of disciplinary procedures may be taken when student's behavior interferes with his/her educational opportunity or that of others, or disturbs the orderly conduct of school activities, or violates expected standards of Freeland Elementary School.

Level 1 (responsibility of the classroom teacher): A conference between the teacher and the student, isolation in the classroom, hallway detention, lunch hour detention, detention after school, denial of privileges, or a conference between the teacher and the parent/guardian are some options available.

Level 2 (responsibility of the principal): The student being sent to the office, a conference between the principal and the student, a conference between the principal and the parent/guardian, detention after school, referral to an appropriate educational specialist, or suspension (in or out of school) are examples of action that might be taken.

Level 3 (responsibility of the principal): Suspension (in or out of school) or expulsion. The extreme means of discipline will be used only in serious cases when other means of motivation or discipline have failed or when circumstances of disruption, scandal, or crime necessitate such extreme discipline.

BULLYING

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal psychological, or a combination of all three.

REPORTING

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal.

NON-RETALIATION/FALSE REPORTS

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

DRESS CODE

Appropriate dress is a necessary component in providing an optimal learning environment. Students may not wear clothing that presents inappropriate language (as determined by each classroom teacher or administrator), drug or alcohol advertising, or ethnic, racial, or sexist put-downs. Your clothing must not become a distraction to the educational environment. Clothing that does not cover the shoulders, midriff and chest, clothing that does not cover undergarments, and undergarments that are worn as outer garments, are all examples of dress that creates a distracting environment. Students who wear such clothing will be required to change clothes (The school will provide appropriate clothing). Types and amounts of clothing worn should be appropriate for weather forecasts. Hats and caps must be removed inside the building. Students need to wear boots when there is snow or ice. Sweaters, jackets, snow pants, boots, hats, and mittens should be labeled with the student's name. Gym shoes are required for safety when participating in physical education activities.

HARASSMENT

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written verbal or physical conduct directed against a student or school employee that:

- A. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. Has the effect of substantially interfering with a student's education performance, opportunities, or benefits, or an employee's work performance; or
- C. Has the effect of substantially disrupting the orderly operation of a school.

SEXUAL HARASSMENT

The administration is committed to providing an educational environment which is free of discrimination, intimidation, and sexual harassment. Sexual harassment of students by other students or district employees is unlawful under both Michigan and Federal laws. This District will not tolerate any sexual harassment of students.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, improper sexual comments, and otherwise creating an intimidating, hostile, or offensive educational learning environment. "Pants-ing" and similar actions resulting in the

removal of an individual's clothing is strictly prohibited and will not be tolerated. Actions of this nature may be construed as sexual harassment and punishable under the parameters outlined under the said policy. All students are expected to conduct themselves with respect for the dignity of others.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and therefore, interferes with work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

1. Verbal innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.
2. Non-verbal sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling and obscene gestures
3. Unwelcome physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, and assault.

All students will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any student who violates this policy. Based on the seriousness of the offense, disciplinary action may include expulsion.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and personal electronic devices are not permitted during class time, unless otherwise directed by a district staff member. Students are to put cell phones and personal electronic devices away upon arrival. They are to be kept on silent or off while in backpacks and lockers throughout the student's time at school. Failure to comply will result in the phone being taken to the office and possibly in disciplinary action. Refusal to give a staff member the device after a violation of school or classroom rules will result in escalated disciplinary action. If a student needs to call a parent, they are to be sent by a teacher with a pass to call using the office phone.

WEAPON FREE SCHOOL POLICY

The Freeland Community School District prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent. The term "weapon" means any object which, in the manner it is used, is intended to or is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of others. The policy also encompasses such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Refer to section 5772 for the complete District Policy.

SUSPENSION AND EXPULSION POLICY

Introduction

The Freeland Community School District recognizes that minor disciplinary difficulties will sometimes occur even in well-ordered and well controlled classrooms. However, when any pupil deviates from acceptable standards of student behavior so as to be guilty of a gross misdemeanor or persistent disobedience, the Superintendent shall order or authorize the suspension or expulsion of any such pupil from school whenever the interests of school demand it. This authority is granted in the State of Michigan General School Laws, Section 340.613 and 340.614. The reasons stated for suspension or expulsion are general in nature and are not deemed to be all inclusive. Violations which could result in suspension or expulsion include, but are not limited to, the following: arson, assault, larceny or burglary, explosives, weapons, extortion, blackmail and coercion, vandalism, alcoholic beverages and/or illegal drugs, trespassing, forgery, demonstrations, possession or use of tobacco, false alarm and bomb threat, truancy, emotional relationships between students, inappropriate language, improper dress and grooming, closed campus violation, harassment, hazing, or bullying.

Suspension from school is exclusion of a student, by administrative action. Students suspended from school for disciplinary reasons are not permitted involvement in or attendance at extra-curricular activities, are not permitted on school grounds or at school functions, but will be allowed to make up school work. Students on suspension will be expected to turn in all homework assignments to the teacher on the day they return to school. If work is not submitted on the day students return to school, the student may receive no credit for the work missed. At that time, arrangements to take any missed tests may be made with the individual teachers.

Expulsion from school is the removal of a student from the Freeland Community School District for a designated period of time.

Procedures for Suspension

1. A student shall be fully informed of the charges brought against him/her including rationale for the action and the conditions necessary for reinstatement.
2. The parents or guardians shall be immediately notified by phone or in person if the student is to be suspended.
3. Parents or guardians will be notified by letter. Such written communication shall state the charges, reasons and conditions of the suspension.
4. Suspensions may be appealed using the following steps:
 - Step 1: Parents or guardians may request a conference with the Principal. Such request shall be within the period of suspension.
 - Step 2: Within five (5) school days of the Principal/parent conference, the parents or guardians may appeal the Principal's decision to the Superintendent, and he shall affirm or modify the decision of the Principal within two (2) school days from hearing the appeal.
 - Step 3: The Superintendent's decision regarding a suspension will be final.

Procedures for Expulsion of a Student

Recommendation for the expulsion of a student from school shall be made to the Superintendent by the Principal. The Principal's recommendation shall be communicated to the Superintendent in writing and accompanied by the student's accumulative file. The following procedure shall be followed:

1. The Principal's recommendation shall be in writing. It shall include the essential elements which form the basis of the charge to the guardian of the student being considered for expulsion.
2. The Superintendent shall set the date, time and place of the hearing and shall transmit written notice of same to the parent or guardian at least three (3) school days before the date of the hearing.
3. The student shall be under suspension pending the Superintendent's decision.
4. The hearing procedure: Superintendent shall schedule a hearing within ten (10) school days and shall be conducted under the following rules and procedures:
 - A. Written notice shall be given of the time, date and place of hearing.
 - B. The student or parents may be represented by an attorney or advisor.
 - C. Witnesses may be present at the hearing. These witnesses may be questioned by either party.
 - D. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
 - E. The Superintendent may request any resource persons deemed essential to the proper adjudication of the case.
 - F. A student charged with a violation shall have the right at any step in the proceedings to:
 - (1) Refrain from testifying against himself; and
 - (2) Remain silent without prejudice.
 - G. The Superintendent shall render a written decision within two (2) school days from the date of the hearing. Such written decision shall be forwarded to all parties concerned
5. Permanent expulsions may be appealed to the Board of Education.

DISCIPLINE OF STUDENTS WITH DISABILITIES

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services. Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.)

SEARCH AND SEIZURE

Search of a student, the student's locker, and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.





TECHNOLOGY: ACCEPTABLE USE POLICY

Students are required to follow the Acceptable Use Policy. This policy will be reviewed with students. Additional copies of the policy are available in the office.

VIDEO SURVEILLANCE

The school district reserves the authority to place cameras in the hallways, cafeteria, gymnasium or other public areas. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Any information obtained from video surveillance systems may be used to support the orderly operation of the school district facilities and for law enforcement purposes. Such recordings may become a part of a student's education record. If deemed necessary by administration metal detectors may be used for the detection of inappropriate material. Refer to section 7440.01 for the complete District Policy.

**Freeland Community School District School Year Calendar
2018-2019**

| | | | |
|--|---|---|---|
| First/Last Day  | Non-Session Day  | ½ Day – MS/HS Only  | Teacher Work Day/Prof. Dev.  |
|--|---|---|---|

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 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 | | | | |
| | | | | | | |

TD:0/SD:0

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 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 | |
| | | | | | | |

TD:1.5/SD:0

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 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 | | | | | | |

TD:19/SD:19

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 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 | | | |
| | | | | | | |

TD:23/SD:22

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 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 | |
| | | | | | | |

TD:20/SD:18

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 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 | | | | | |

TD:15/SD:15

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 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 | | |
| | | | | | | |

TD:19/SD:19

| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 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 | | |
| | | | | | | |

TD:20/SD:20

| March | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 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 | | | | | | |

TD:16/SD:16

| April | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 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 | | | | |
| | | | | | | |

TD:20/SD:19

| May | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 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 | G | 31 | |
| | | | | | | |

G = Graduation TD:22/SD:22

| June | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | L | T |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

TD:10/SD:10

Student Days= 180 Teacher Days= 187