**Carson City Elementary**

**Elementary Handbook**

**Carson City-Crystal Area Schools**



**Our Promise: Customizing Education Cradle to Career**

Carson City Elementary

338 Eagle Avenue

Carson City, MI 48811

989-584-3138

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\*highlighted pages need to be signed and returned to school office

Dear Parents/Guardians,

It is with great anticipation and pleasure that we welcome students and families to Carson City Elementary. Our very dedicated staff has been working diligently for the 2022-2023 school year. It is our desire that your child reach his/her highest potential academically, socially and emotionally.

Over the summer of 2022, we purchased new math and reading programs. I Ready Classroom Math is our new math program. This math program was piloted by our third grade team last year and they found that our students made a significant amount of growth. Our new reading program is Magnetic Reading. Magnetic Reading provides a baseline assessment and an online component to differentiate instruction based on your student’s needs. In addition, we will be having at least 3 evening meetings this school year, with students and parents, to give guidance on homework, English Language Arts and Math.

You play a vital role in the education of your child. Each child has a greater chance for success when school and family are joined as partners in educating young people. Strong parent involvement comes in many forms: ensuring regular and timely attendance, monitoring homework completion, Parent Teacher Organization participation and conference attendance.

You and your child are encouraged to share your thoughts, ideas, hopes, dreams, and concerns with us openly, freely and honestly. Your child’s teachers and I are a phone call or email away.

Please take some time to familiarize yourself, and your child, with the rules and policies of our school. This will assist us in maintaining a safe learning environment for everyone.

We look forward to a productive, healthy and happy year of working with you and your child.

Sincerely,

Alexis Shaver

Carson City Elementary Principal

ashaver@cccschools.org or 989-584-3138

Under provisions in the Freedom of Information Act and No Child Left Behind: parents and guardians of children in the Carson City-Crystal Area School District may request proof of teaching/working credentials. Carson City-Crystal Area School District strives to employ the highest quality and qualified personnel available. It is a requirement of our Board of Education policy that our teachers and para-pro staff be highly qualified. Please submit your request for proof of credentials in writing to the superintendent's office. Your request will be answered in five working days.

**2022-2023 Board of Education**

Mark Jensen, President Gregg McAlvey, Trustee

Chris Ryan, Vice President Stacey Springsteen, Trustee

Neil Kapustka, Treasurer Scott Fleisher, Trustee

Holly Keiffer, Secretary

**202-2023 Board of Education Schedule of Board Meetings**

Meetings start at 6:30 pm the second Monday of the month and

held in the MS/HS media center unless otherwise stated.

“Upon request to the Superintendent, the District shall make reasonable accommodation

for a person with disabilities to be able to participate in this meeting.”

STAFF DIRECTORY

John Sattler, Superintendent 584-3138

High School Guidance Counselor 584-3138

Doug Hoogerland, 9-12 Building Principal 584-3138

Jeff Saunders, 4-8 Building Principal 584-3138

Travis Wilcox, Athletic Director/ Operations Supervisor 584-3138

Kim Brown, High School Counselor 584-3138

Alexis Shaver, Carson City Elementary Principal 584-3138

Alexis Shaver, Preschool Director 584-3138

Josh Halfman, Transportation Director 584-3649

Carla Dailey, Food Service Supervisor 584-6399

DISTRICT PHONE NUMBERS

Business Office 584-3138

Bus Garage 584-3649

Carson City

Elementary 584-3138

Carson City Upper Elementary

& Middle School 584-3138

Carson City High School 584-3138

**Closing Of School**

The radio and television stations called by our district are:

WOODTV- Channel 8 (Grand Rapids), WZZM Channel 13 (Grand Rapids) and Channel 6 (Lansing).

Parents are asked to PLEASE make plans ahead of time so students know exactly what is expected for them in the event of severe weather or a building utility problem occurs that makes it necessary to close school.

**LIST OF ELEMENTARY SCHOOL STAFF**

Principal: Ms. Alexis Shaver

Admin Assistant: Mrs. Cindy Turner

Preschool: 4-Year-Old Preschool Mrs. Dorothy Farrell

3 and 4-Year-Old Preschool Mrs. Lauren Taylor

Kindergarten: Mrs. Heather Chauhan

Mrs. Karen Parmenter

Mrs. Jennifer Baker

1st Grade Teachers: Mrs. Kimberly Ellis

Mrs. Jillene Postema

Mrs. Shalie Lacy

2nd Grade Teachers: Mrs. Brenda Nurenberg

Mrs. Rebecca Farlee

3rd Grade Teachers: Mrs. Amber Gesselman

Mrs. Sara Manzullo

Special Teachers: Mr. Allen Backing

Mrs. Bonnie Naessens

Special Education: Mrs. Hayley Massey

Social Worker: Mrs. Justine Smith

Behavior Interventionist: Mrs. Rebecca Ward

Speech: Mrs. Taylor Fleming

Paraprofessionals: Mrs. Deb Beedy

Ms. Corinna Berry

Ms. Maria Bucao

Mr. Garry Chauhan

Miss Carmen Donahue

Mrs. Gretchen Econom

Ms. Kate Good

Miss August O’Brien

Miss Victoria Patin

Ms. Amy Seat

Miss. Grace Tyler

**District Mission Statement**

The Carson City-Crystal Area School District is committed to providing an equal opportunity for each child to attain his/her full potential socially, emotionally, physically and academically in a safe and positive environment: thus enabling all students to learn, achieve and succeed in today's ever-changing world.

**Equal Education Opportunity**

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

**Student Well-Being**

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

**Exit Outcomes**

Students of Carson City-Crystal Area Schools will be each of the following:

Self-Directed Learner

Collaborative Worker

Complex Thinker

Community Contributor

Quality Producer

**Code of Conduct**

It is the goal of our school community to encourage personal responsibility for achievement and behavior at all times. All school members are expected to follow the personal rights and school rules.

The Personal Rights Are:

We have the right to be happy and to be treated fairly.

We have right to be safe.

We have the right to hear and be heard.

We have the right to learn.

We have the right to be ourselves.

**School Times:** Students should arrive no earlier than 7:20 am

Breakfast 7:30 am

Starting Time 7:55 am

Dismissal 2:45 pm

**Meal Prices:** \_ Breakfast Free

Lunch Free

Extra Milk $0.40

**Visitors – Entry Into Buildings**

We have a keyless/locking entry system in all the Carson City-Crystal Schools. The **only** entry to our building will be through the main doors. The main doors will always be locked. To enter the building you will need to use the access box located on the left side of the front doors. Please push the doorbell, you will speak to someone in the office, you will be asked your name, the child's name and who their teacher is. The office will then unlock the door, each visitor will report to the office to sign in and receive a pass before proceeding anywhere in the building.

At dismissal time (if you are picking up your children) please wait outside the main doors for them. Teachers will bring the children outside to be picked up or put on the correct bus. The teacher must be in direct contact with the person picking up students. The students need to receive teacher permission before leaving with an adult. Our first priority is your child's safety.

**Alternative Destinations After School**

Students who go to a place other than their normal after school destination must provide a note or phone call from their parent or guardian to the office giving the school permission to send them to another destination. If the office has not been notified as stated above, **by 1:00 PM,** the child will be sent home in their usual manner. Students staying for regularly scheduled non-school sponsored (scouts, art, etc.) activities need to provide a note.

**Attendance – Office 989-584-3138**

When a child is tardy or absent from school, the **parent must contact the school office by note, phone, email, or in person to explain the reason for the absence**. Stating, “had the flu”, “was home sick”, or “had a dentist/doctor appointment”, would all be appropriate notifications. Non-notification will result in an unexcused absence. Absences not excused within 48 hours will be considered unexcused. All tardies and absences become part of the student's permanent record. If your child has three (3) consecutive absences (3 days in a row), the parent/guardian must provide the school with a doctor statement of excuse. After six 6 non-consecutive day absences in a marking period, the administration may require a doctor excuse for absences or at any time they deem necessary.

**Partial Day Attendance**

Parents of students who need to leave school before the end of the day must check with the office and sign the student out. No student will be released from school early except under the supervision of the parent, unless permission is granted by the parent or guardian to do so.

**CC-C/MAISD Truancy Referral Policy Agreement**

We acknowledge and agree that student achievement will be enhanced through student attendance, when all parties effectively share information, and consistently enforce expectations. The goal of this agreement is to establish procedures to be followed when a student is identified as truant, as defined in the Montcalm Area ISD Truancy Program (MAISD).

A. Once your child has accumulated three (3) unexcused absences, the school truancy referral process will be started. The principal will contact you regarding your child’s absences.

B. Five (5) accumulated unexcused absences, the school will send you a letter regarding your child’s attendance.

C. Eight (8) accumulated unexcused absences, the school will schedule a meeting with you to discuss your child’s attendance and next steps.

D. If there is not an improvement in the child’s attendance, the school refers the case to the MAISD Truancy Officer to follow up and develop a plan for your child to attend school.

E. If your child’s attendance still does not improve, the school and MAISD Truancy Officer will refer the student/parent truancy case to the Prosecuting Attorney for judicial review/action.

This program is cumulative from year to year. If a student moves to another Montcalm County School any time during the school year, their absences will follow.

**Bus Transportation**

Bus Transportation: All area radio stations and television channels will announce school closings. If you should have a bus problem call the Transportation Office at (989) 584-3649. Students are reminded that the bus driver is in charge at all times. The safety of all students on the bus is a great responsibility; therefore disruptive conduct on the bus will not be tolerated. Students who continually create disturbances on the bus will lose their privilege of riding the bus, as determined by the driver and the transportation supervisor. Minor offenses will be dealt with by the driver and may include a warning and or an assigned seat. Continuing offenses may result in the student receiving a ticket:

1st ticket sent home for parent signature

2nd ticket 2 day bus suspension

3rd ticket 5 day bus suspension

4th ticket indefinite suspension

**Basic Rules for Bus Stop Conduct**

The prime responsibility for the application of these rules is with the parent. The school will assist parents in any way possible.

* + 1. Leave home in time to arrive at the bus stop about five (5) minutes before the bus is due, unless there are unusual weather conditions.
    2. Conduct yourself with courtesy and consideration for others while waiting for the bus. Be especially considerate of small children.
    3. Cross the road in front of the bus, not behind it. Be alert to a danger signal from the driver.
    4. Board the bus from a single file line. Do not push, shove or cut in line. Wait until the bus has come to a complete stop before approaching it to board. When returning home, leave the bus in an orderly manner and proceed from your stop with the same kind of conduct that is expected at the morning boarding.

**Discipline**

Failure to follow the school rules or instructions given in the school or on the school grounds will have the following consequences as example:

1st - Staff member conferencing with student.

2nd - Student conferences with administration.

3Rd - Student conferences with administration, consequence is provided for behavior, written notification may be sent to parents.

4Th - Student conferences with administration, consequence is provided for behavior, written notification sent to parents, and a phone call home.

\*Please see appendix for office referral and major and minor infractions.

Principal has a right to determine consequences for failure to follow the school rules or instructions. Students may be sent immediately to the office to see the principal for up to 3 days suspension for severe infractions, including fighting, swearing, obscene signs and gestures, malicious actions, hurting yourself and others, damaging school property, and any other dangerous or inappropriate behavior.

\*\*According to the state law, possession of knives, guns, or other dangerous articles will result in immediate suspension for 180 days.

**Emergency Forms**

Please complete the Student Emergency form with at least 3 phone numbers of those that may be reached for your child during the day. This information is critical for your child. CHANGE OF ADDRESS: If your last name, street address, or telephone number changes at any time during the school year, please notify the office as soon as possible. This is very important in keeping our records up to date and also being able to contact a parent/guardian in the case of an emergency.

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

**Class Field Trip Chaperone**

A background check form must be filled out every year before signing up to chaperone a field trip. Only a parent/guardian may go on field trips, no siblings, or High School students.

**Health**

The Michigan Department of Health has established guidelines, which all schools must follow regarding contagious disease. These regulations clearly state that school officials must send a child home if a contagious disease is suspected.

Therefore, the following procedures will be followed:

1. If a child is suspected of having a contagious condition, such as impetigo, ringworm, poison ivy, etc.. the child will be sent home.

2. The child will not be readmitted to school until the condition no longer exists as determined by the building administrator or a qualified health official states in writing that it is safe for the child to return.

3. Anytime your child has experienced a fever (with whatever type of illness, ie. Strep, or H1N1) they must be free of the fever 72 hours before coming back to school. If illness is due to Covid, a negative test results or physician’s doctor’s note must be submitted to school before the child can enter the facility.

It is recommended a doctor immediately examine the child so he/she can return to school at the earliest possible date.

**Immunizations**

The Michigan Department of Health has established guidelines, which all schools must follow regarding immunizations. All students new to a district (including all kindergarteners) must have a minimum of the following immunizations:

2-Measles, Mumps & Rubella (MMR)

4-Polio (OPV) fourth shot between 4-6 years

4-DTP. DT or RD

3-Hepatitis B doses

2-Varicella (Chicken Pox) or have had the disease

**Lice Policy**

Carson City-Crystal Area Schools Head Lice Policy focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within one quarter inch of the scalp. Nits that are found beyond one quarter inch of the scalp have more than likely hatched, or are no longer viable. Any student with live lice, or nits within one quarter inch of the scalp, may remain in school until the end of the school day. Parent/guardian will be contacted and informed that their child has lice. The parent has the option to pick up their child early from school to begin treatment. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel finds no live lice on the child, the child may re-enter the school. Any student with nits, farther than one quarter inch from the scalp, will be allowed in school.

**Injury and Illness**

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

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

**Medicine**

The administration of medication by school personnel shall be authorized and performed in those circumstances, which render the administration of the medication at home impossible or extremely difficult. Medications will be administered only by such personnel as are specifically authorized by the building principal or his/her designated representative. This authorization to administer medications shall be issued only in compliance with the following conditions:

* + 1. The “Request for Administration of Medication” form must be signed by student's parent/guardian and filed with the building principal.
    2. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
* Student's name, address, telephone number
* Physician's name, address, telephone number
* Date
* Pharmacy name, address, telephone number
* Name of medication
* Prescribed dosage and frequency
* Possible side effects
* Termination date for administering medication
* Special handling and storage instructions
  + 1. The medication must be brought to school in a container appropriately labeled by the pharmacy. Refill of the medication is the sole responsibility of the student's parent/guardian.
    2. The school office secretary or other designated school personnel will:
* Inform appropriate school personnel of the medications
* Keep a record of the administration of the medication.
* Keep the medication in a locked storage area
* Return the unused medication only to the student's parent/guardian.
  + 1. The student's parent/guardian assumes responsibility to immediately inform the building administrator or his/her designated representative of any change in the child's health or change in medication, including discontinuation or modification of the medication.
    2. The student's parent/guardian assumes sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and taking the prescribed medication.
    3. A record shall be maintained which indicates the time/date of medication, the amount of medication and the adult witness present. The adult designated to administer medication shall sign this form.

8. All allergies and/or sensitivities must be noted on the child's emergency form.

**Homebound Instruction**

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

Parents should contact their school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for confinements expected to last at least five (5) days.

Applications for individual instruction made by a physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student’s ability to participate in an educational program.

**Make up Work**

Students who are absent or tardy from school for an excused reason will be allowed to make up the missed assignment. Parents should communicate with their child's teacher to make sure missed assignments are made up within the given amount of time.

**Student Visitors**

Students who would like to have another school age child visit the school must have permission from the building administrator. Any such request must be in writing from the student's parent at least two days prior to the visit. Visitations by children the week before or after a holiday, during school parties or testing are unacceptable.

**Recess**

All children are expected to participate in recess. Please send your children with the adequate clothing. Children may stay in with a note from parents up to 3 consecutive days. A doctor's request is required for a child to stay in for more than 3 days.

**Parking**

The school parking lot is available for school personnel, parents and visitors to use during the school day. Any vehicle passing a bus loading or unloading is in violation of State Law. Violators' license identification will be reported to the police. Those vehicles are subject to tickets.

**Dress Code**

Our main expectation is that dress should not distract from the educational program. General modesty, safety, health, and good taste should be basic principles in selecting what to wear to school. The following clothing will be considered to be inappropriate during the school day.

A. That which advertises or promotes items felt to be inappropriate and inconsistent with our school philosophy, (including but not limited to: clothing which advertises or promotes alcohol, tobacco products, drugs, occult, gang, “safe sex”, and/or condoms). Shirts which state inappropriate sayings for a school setting.

B. Skirts and/or shorts (anything) whose length comes up mid-thigh. A measure of mid-thigh is to reach down with both hands, if skin is touched, it is too short.

D. Tank tops or halter-tops. Any top, or any combination of a top and slacks or pants that shows a midriff, low cut neckline, or deep cut underarm.

E. Hats, anywhere in the building during the school day.

F. Outdoor jackets, coats, etc. in classes unless approved by the teacher when necessary for comfort.

G. Wearing clothing, accessories, and tattoos in such a way as to symbolize gang association.

H. Low riding pants if they become a safety issue, or question of modesty (underwear or flesh showing).

I. Wearing or carrying a “chain” or similar item that can be used as a weapon. Heavy chains, wallet chains, dog chains, etc. are not allowed on school property at any time. The final judgment as the appropriateness of clothing worn by students lies with the building principal.

J. Shoes where wheels may be inserted or present may not be worn or used on school property (bus, buildings, or grounds).

K. Flip Flops are unsafe in a school setting and should not be worn to school.

**Anti-Bullying/Harassment Policy**

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

Harassment of a student(s) by another student or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State Law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form or improper physical contact or sexual remark, harassment shall also include speech or action that creates a hostile, intimidating or offensive learning environment.

The superintendent is to ensure that the Student Code of Conduct (this document) includes language prohibiting any form of sexual harassment and any use of racial, ethnic, or other verbal physical harassment. A student should report to a teacher, counselor administrator, or parent any incidence of harassing behavior from a fellow student, staff member, or a school visitor. Complaints will be treated as confidential as possible. Complete confidentiality cannot be guaranteed, recognizing the need to notify the perpetrator of the facts, notify parents, make reports required by law, comply with the police, etc.

All such reports are to be investigated by the superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from CC-C Schools.

A student and/or parent may obtain a copy of the CC-C policy on “Anti-Bullying/Harassment” by contacting the superintendent's office.

**Search and Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the Carson City-Crystal Area Schools; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without consent and without warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action (a Disciplinary STEP). A student's person and/or personal effects (purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

**Law Enforcement Authorities**-Notification of

A. Law enforcement authorities shall be notified in cases of certain misconduct, which will include but not limited to:

* + 1. The sale of, or supplying of, controlled substances or look-alike drugs, this also includes drug paraphernalia
    2. Larceny other that petty theft; repeated petty theft
    3. Possession or use of a dangerous weapon
    4. Possession of, or use of, explosives or incendiary devices that have the potential to do great bodily harm
    5. Bomb threats
    6. Setting off a false fire alarm/false 911 calls
    7. Assault
    8. Battery
    9. Arson
    10. Extortion
    11. Maliciously defacing school property
    12. Trespassing
    13. Gang Fighting
    14. Gang behaviors and/or practices
    15. Threats against the person or property of school personnel
    16. Disorderly conduct
    17. Ammunition
    18. Other criminal violations

B. Procedures for Notifying Law Enforcement Authorities:

* + 1. Law enforcement authorities may be contacted when deemed advisable by the administration for the protection of a student, other persons, private property, and to report cases of student misconduct as outlined. All violations of law must be reported to the proper agencies!
    2. Law enforcement authorities may be initially notified by telephone however, notification, when necessary, will be reported in writing with a copy of the notification distributed to the appropriate school officials, the parent/guardians of the offending student, and placed in the student's disciplinary file.
    3. A reasonable attempt shall be made to contact the student's parents/guardians or representative prior to questioning by law enforcement authorities. Interrogation of students by police is to take place in the presence of school personnel. A parent/guardian must be present for questioning of a student by police if the student's age is under 17 years of age.

**Electronic Communication Devices**

Students in grades K-3 need principal’s permission to have a cell phone at school. A student may possess a cell phone or electronic communication device (ECD) at after school activities and at school-related functions. The use of cell phone and other ECDs in the classroom or in restrooms is strictly prohibited. Violations of this part of the policy will result in suspension, possible expulsion and possible police referral.

Possession of a cellular telephone or other ECD by a student is a privilege. Any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege will be subject to discipline as outlined in the student handbook and may have this privilege forfeited. Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone or ECD.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones, or ECDs brought onto its property.

\*Use of image taking equipment in restroom may be subject to criminal prosecution.

**Board Policy- Parent Participation in Title I Programs:**

In Accordance with the requirements of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The guidelines shall describe how:

1. The District expects the parents to be involved in the program, including their participation in the development of the plan.
2. Meetings will be conducted with parents including provision for flexible scheduling and whatever assistance the District may be able to provide parents in order to better ensure their attendance at meetings, and providing information in a language the parents can understand.
3. Meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain.
4. Opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan.
5. Parents will be involved in the planning, review, and improvement of the Title I program.
6. Information concerning school performance profiles and their child's individual performance will be communicated to parents.
7. Parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like.
8. Timely responses will be given to parental questions, concerns, and recommendations.
9. The District will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement.
10. An annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to parental involvement (such as limited to English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement.
11. The parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Even Start, parents as Teachers, and Home Instruction for Preschool Youngsters.
12. Other activities will be conducted as appropriate to the plan and State or Federal requirements.

**Education At Home**

It is strongly suggested that each child's parent(s) take at least a few minutes each day to talk with their child about their school day. You showing interest in their school day demonstrates that you care. Taking time to read to your child or listen to them read each day has positive educational benefits. Helpful hints in doing homework:

* + 1. Set a study time and always study or read at that time.
    2. Always work in the same place.
    3. Have a good light.
    4. Have a table and chair or desk to write on.

5. Work away from the TV or radio.

**Protect Yourself – Early Elementary:**

Through the Montcalm County We Care For Kid Counsel, the students will be given the Protect Yourself curriculum funded through the Council. Attached are the Health Education Content Standards and Benchmarks for the program, as well as the Lesson Objectives. The lessons address a range of ways children can protect themselves, but they also target the ability to identify personal private body parts, and the difference between nice and harmful touches to recognize dangerous and hurtful situations.

Lesson Objectives

Lesson 1 – Personal Safety

Lesson 2 – Feelings

Lesson 3 – Abductions

Lesson 4 – Personal Space

Lesson 5 – Stranger Danger and Telling Someone

**Carson City Lower Elementary and Upper Elementary Parent Teacher Organization**

A parent group meets monthly. The Parent Club runs the fund raisers, the profits are used for school/student projects.

**Complaint or Concern**

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

* + 1. Contract the person with whom there is a complaint to discuss the issue.
    2. If the problem still is not resolved, contact the Principal, (989) 584-3130.
    3. If the problem is not resolved by the principal, contact the Superintendent.

**Insurance**

The school is not responsible for hospital, or doctor bills, contracted due to accidents that happen on school premises. However, families are given the opportunity to enroll in one of several accident benefit plans, which covers accidents at school and school-sponsored activities. The Carson City-Crystal Area School District is not acting as an agent or underwriter for the insurance company. The provision of insurance information shall be constructed as an endorsement of the insurance policy, the insurance carrier or its agents.

**Scheduling Of School Facilities**

Arrangements for the use of school facilities by school organizations or community groups must be scheduled through that building's office. Student organizations/activities must be properly supervised. Building use must be applied for four (4) weeks prior to the event.

**Severe Weather**

A tornado watch means that weather conditions are favorable for the formation of a tornado. A tornado warning means that a tornado had been sighted in the area. In a tornado warning, students and staff will seek shelter in designated areas. Students should assume a sitting position with their heads down and hands over their head. Staff will be present to assist students. Students will not be allowed to leave school under a tornado warning with anyone except their own parents or legal guardian for obvious safety and liability reasons.

**Tornado and Fire Safety Drills**

These drills are held throughout the school year. Fire drills are usually conducted at unannounced times throughout the school year. Fire drill directions are posted in each classroom through the building. Teachers will explain these regulations early in the school year. During these drills, students are expected to follow directions and leave the building as quickly and safely as possible. Tornado drill procedures are followed as recommended by the county. The tornado procedure will be explained each year. If a tornado warning should extend beyond the normal dismissal times, children will be held until the danger period is over, and returned home by the normal means. Parents, as always, will be allowed to pick up their children.

**Financial Responsibility**

The Board of Education is willing to accept the responsibility of repair and maintenance of all facilities and equipment as a result of the function of the education program, but cannot accept the responsibility of damage done maliciously or neglectfully, by students, to any part of the building or equipment. Payment (to the school) for damaged school property will become the responsibility of the student's parents. This includes textbooks, library books, AV equipment, desks. Etc.

**I have read the Handbook and understand the content.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Student Network and Internet Acceptable Use and Safety Agreement**

Use of the Internet is a privilege, not a right. The Board of Education’s Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school’s computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board’s computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that proprietary rights in the design of a website hosted on the Board’s servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

1. I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
2. I give permission for my child’s image (photograph) to be published online, provided only his/her first name is used.
3. I give permission for the Board to transmit “live” images of my child (as part of a group) over the Internet via a webcam.
4. I authorize and license the Board to post my child’s class work on the Internet without infringing upon any copyright of my child my own and respect to such class work. I understand only my child’s first name will accompany such class work.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature

**Please complete the following information:**

Student User’s Full Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable us of the Internet –i.e. setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Teachers and building principals are responsible for determining what is unauthorized or

inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board’s Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

**Please tear out the above 2 pages and return them and your emergency form back to your school no later than September 2nd.**